PaintCare Manufacturer Portal - Reference Guide for Existing Users

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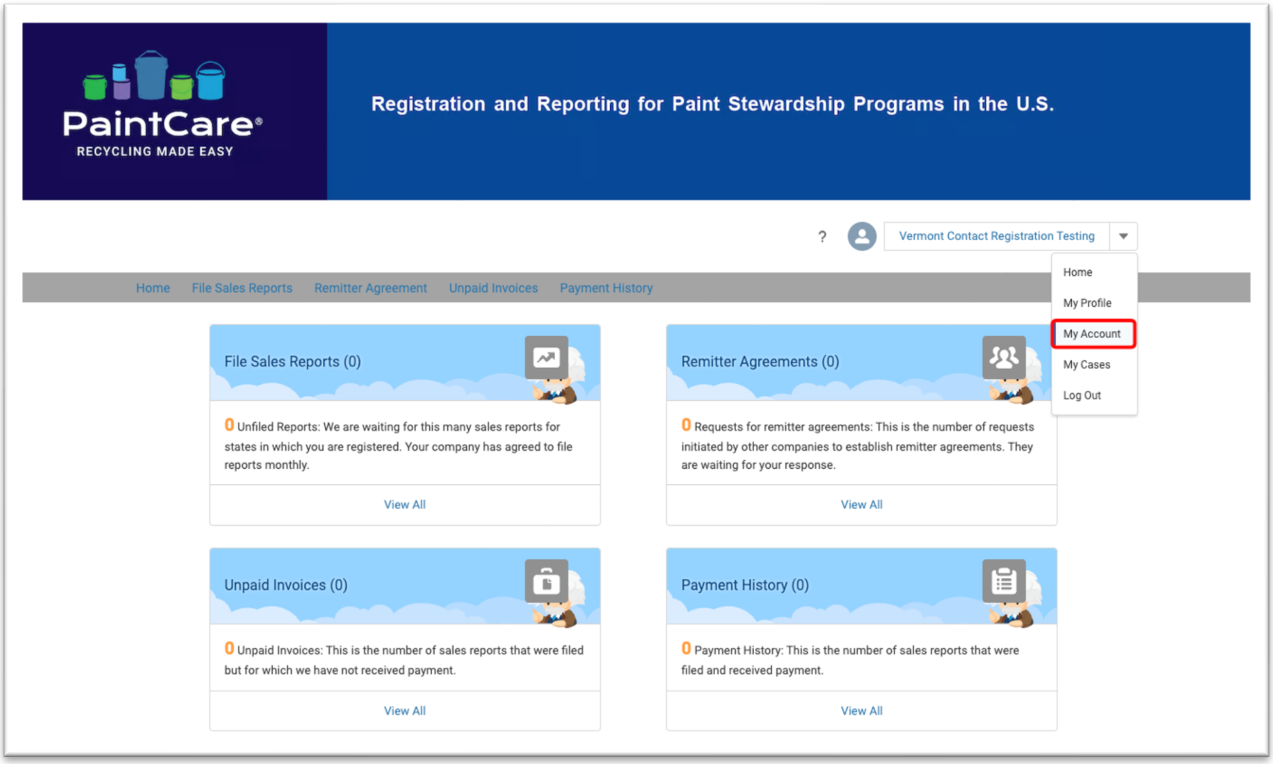
A. Overview

This guide describes how to use the PaintCare reporting website for existing users. When you log in to www.paintcarereporting.org, you will be taken to the user dashboard page shown below. From there you will be able to file sales reports, request/accept remitter agreements, pay unpaid invoices, and view your company's payment history. You can also update your company registration information. Orange numbers show the number of items that are waiting for you.

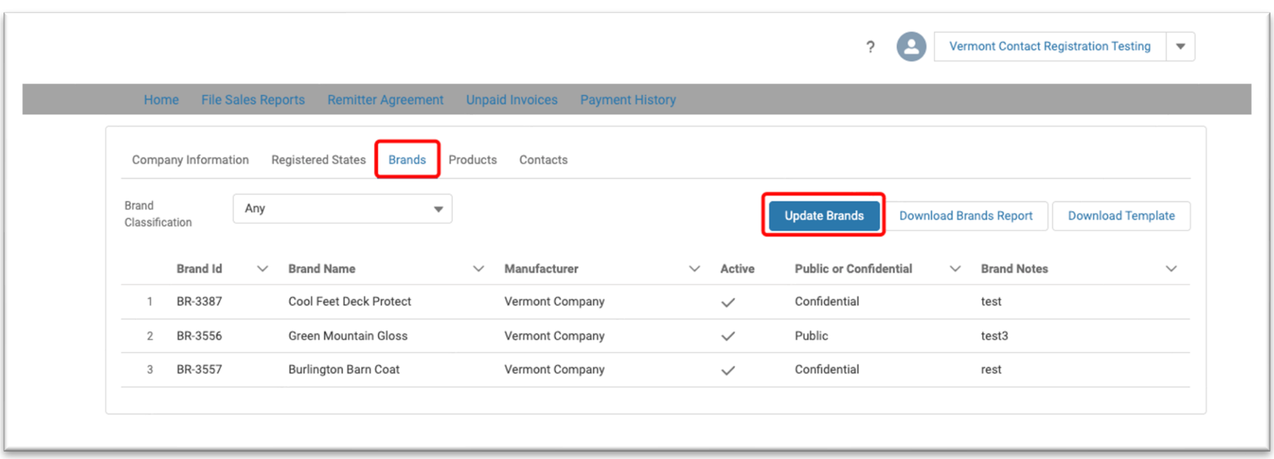


B. Manufacturers Only - Updating Brands

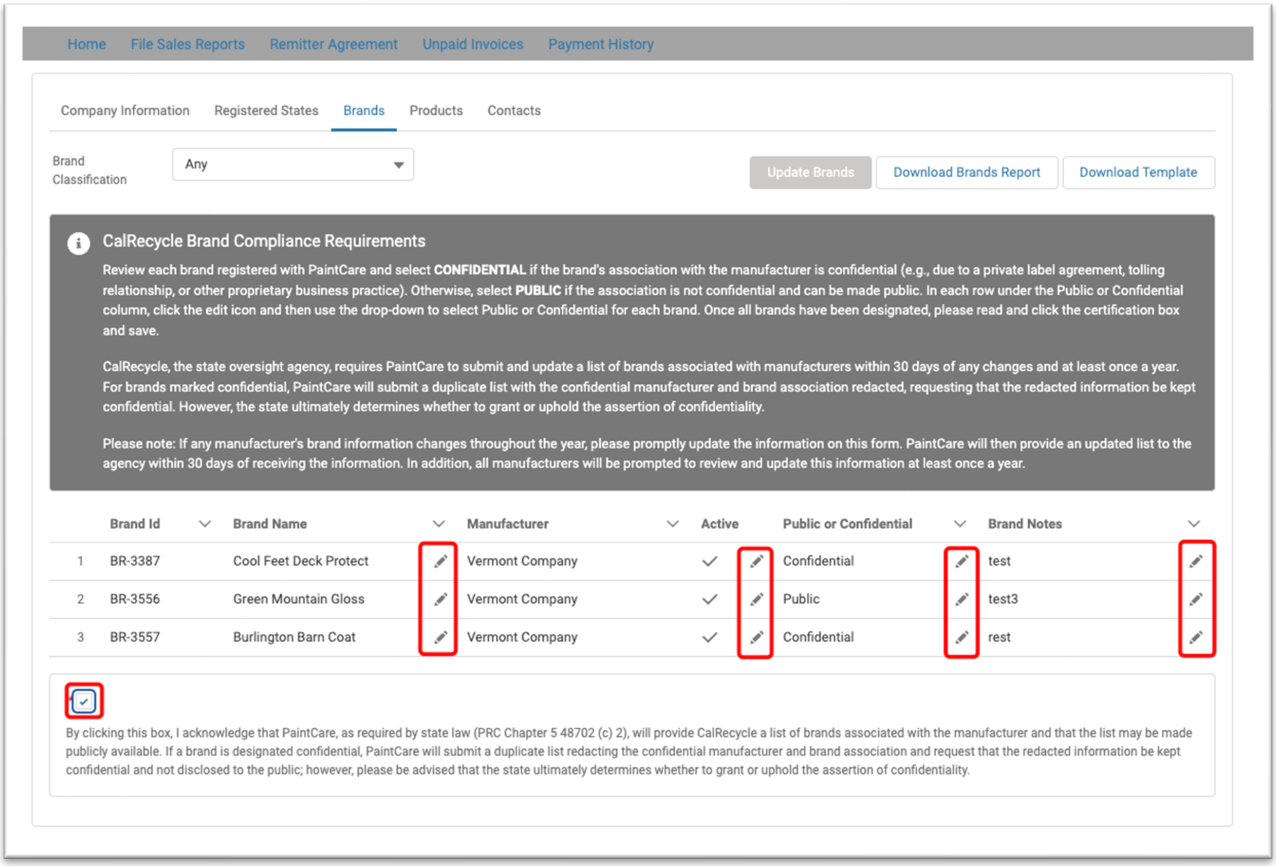
Once logged into your account, select "My Account" from the drop-down menu in the upper right to edit brands.

<u>Scenario 1</u>: Manually update brands in any PaintCare state (*<u>except</u>* California or Vermont). This is our standard scenario and represents most states with PaintCare programs.

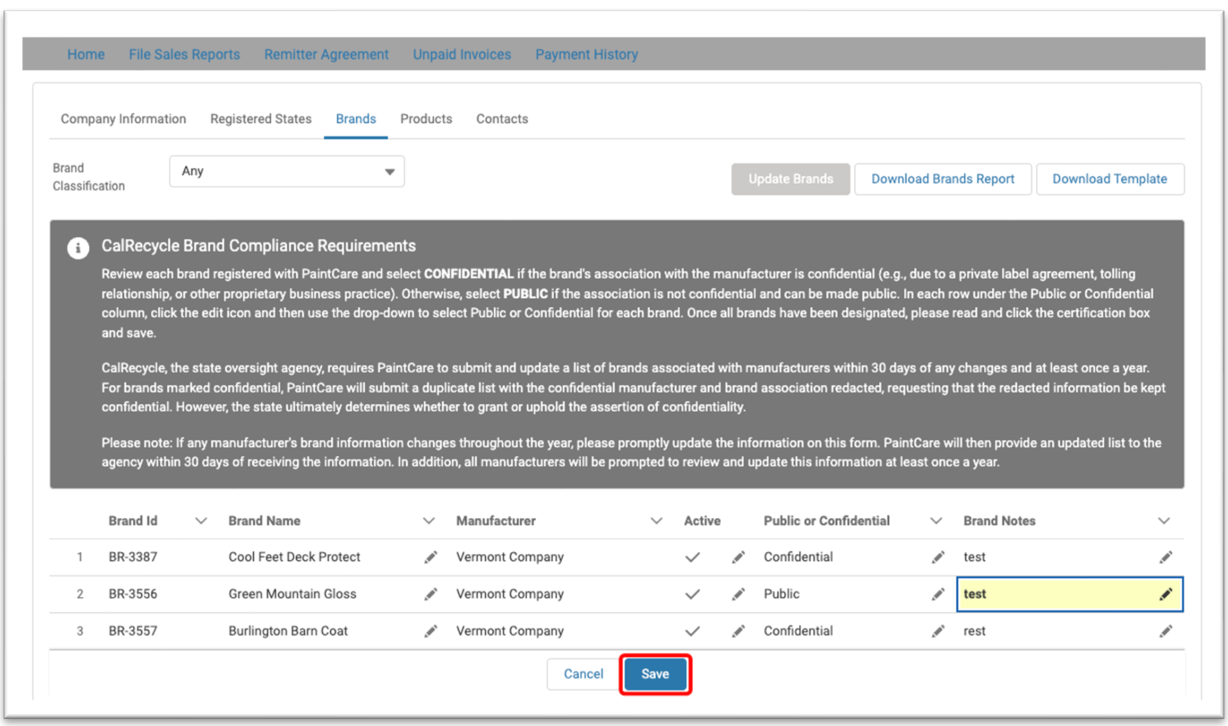
On the Brands tab, click on the "Update Brands" button. *Only architectural brands will be visible.*



To edit a Brand, click on the **pencil icon** next to the field you want to edit. After editing the field, click the **checkbox** to accept changes and save.



Click the **Save button** to complete the update.

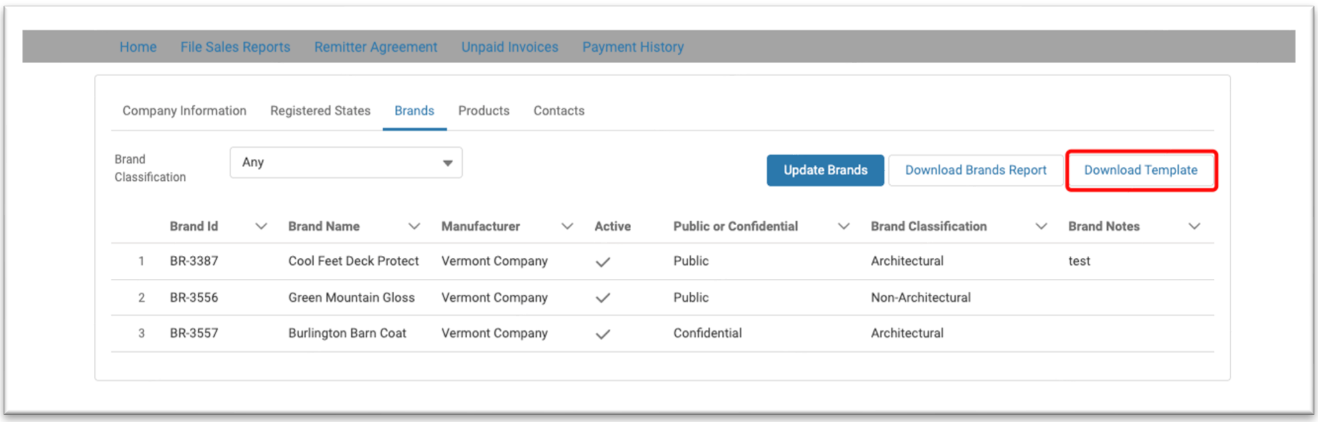


<u>Scenario 2</u>: Manually update brands in California and/or Vermont.

Follow the same procedures as above to update the brands. However, registration in either California (CA) or Vermont (VT), regardless of how many other states you are registered in, will require the additional step of including “product-level” details for each brand (i.e. brands alone are insufficient). See “Section C. Update Products” below for more.

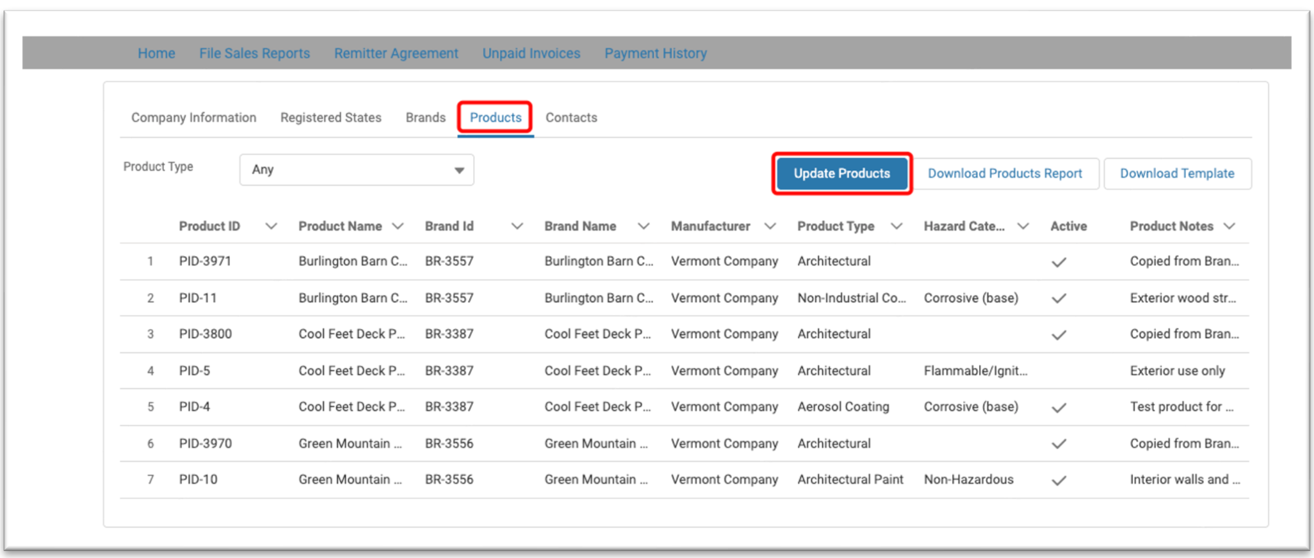
<u>Scenario 3</u>: Spreadsheet update, download a template (any state).

If you prefer you can download a spreadsheet template, fill it out, and submit it via email to PaintCare staff. They will upload this information to your account on your behalf. Submittal instructions are included in the template.

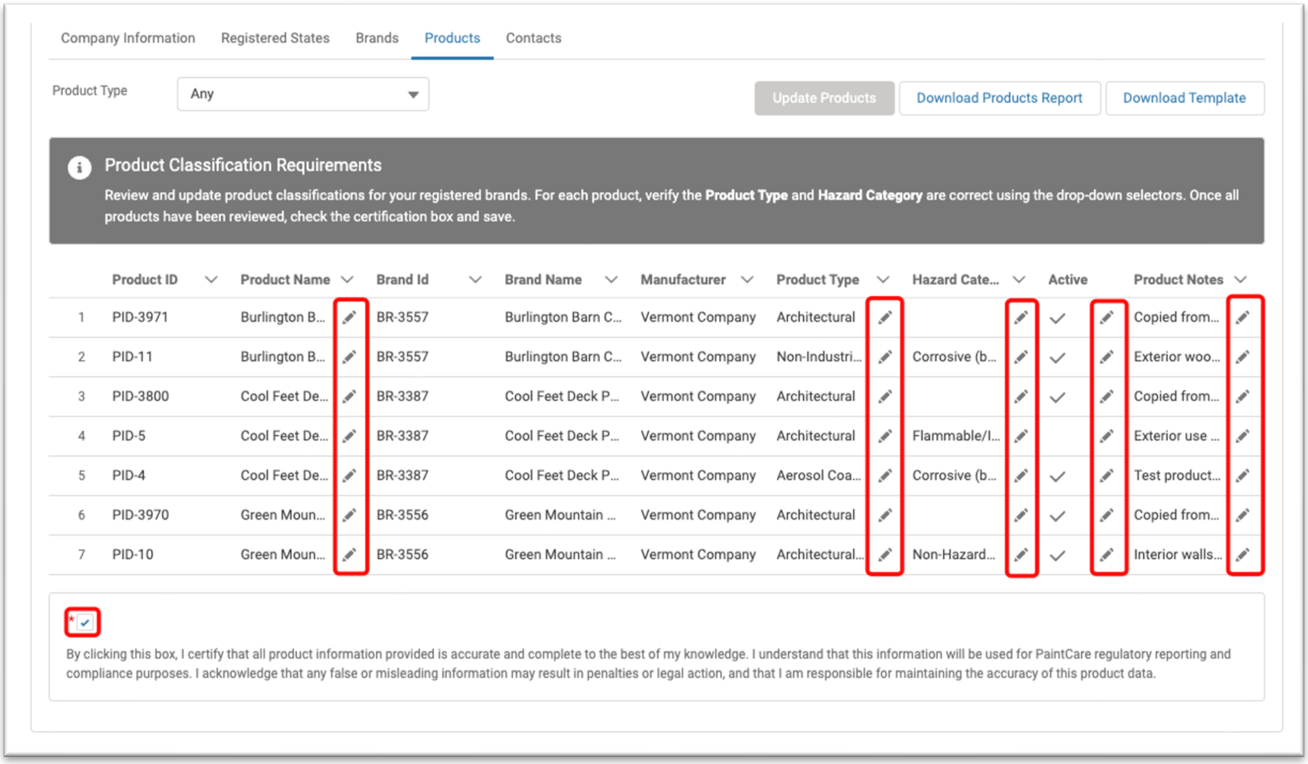


C. Manufacturers Only - Update Products (anyone registered in CA or VT)

Any manufacturer registered in either California or Vermont will need to provide ‘product-level’ details Once your brands are updated, click on the **Products** tab then the **Update Products** button to update product-level details.



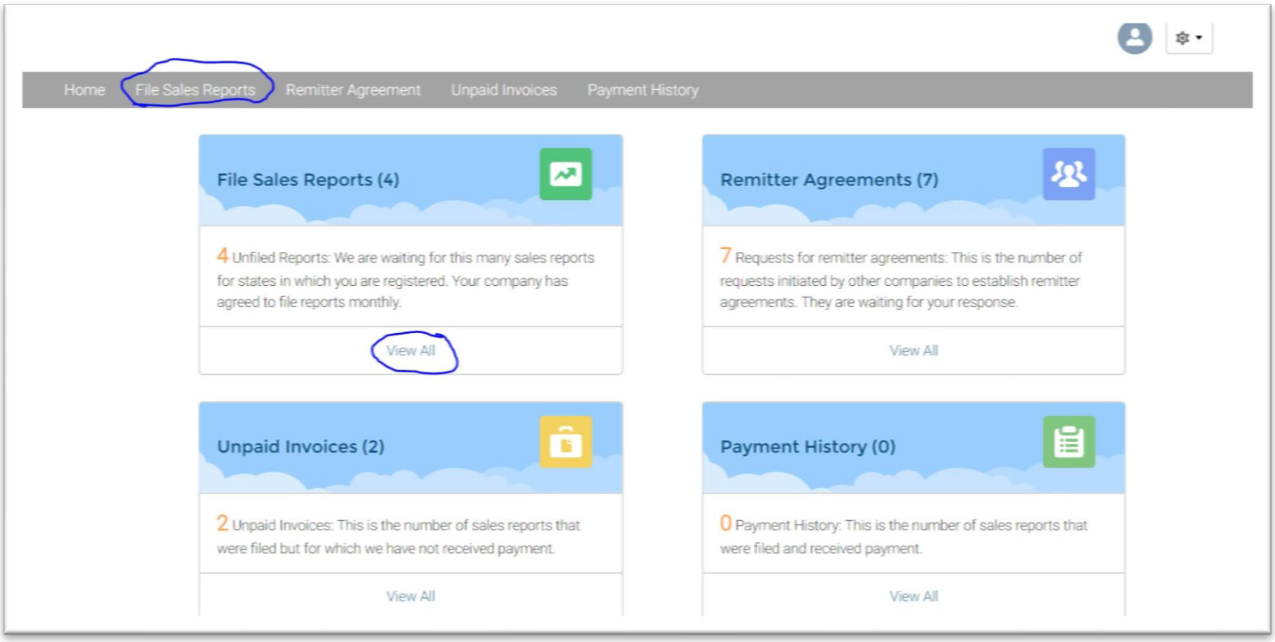
There are **new fields** here that **are required:** you can edit **Product Name**, then choose the appropriate **Product Type** (Aerosol Coating, Architectural Coating, Coating-related, and Nonindustrial), and the corresponding **Hazard Category** (Corrosive - acid, Corrosive – base, Flammable/Ignitable, Toxic or Non-Hazardous).



To edit a Product, click on the **pencil icon** next to the field you want to edit. After editing the field, click the **checkbox** to accept changes, then click the **Save button** on the following screen.

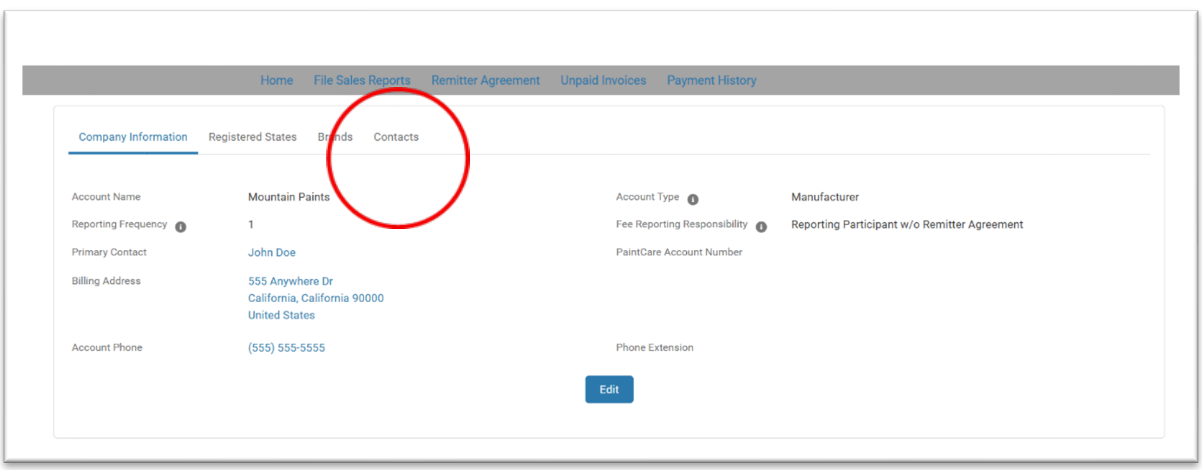
D. File Sales Reports

When you are ready to file your sales report(s), you can either click "file sales reports" located in the header bar or click "view all" located on the file sales reports section.

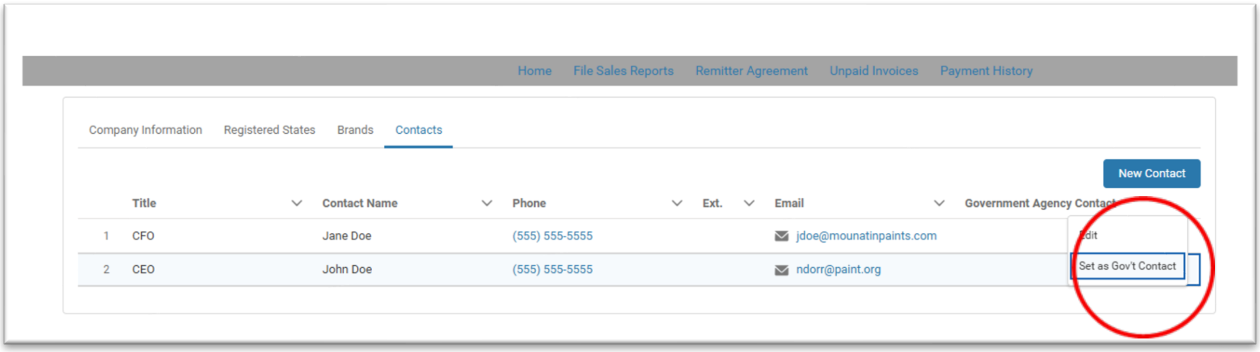


E. Update Contact Information and Designate Contact for Government Agency

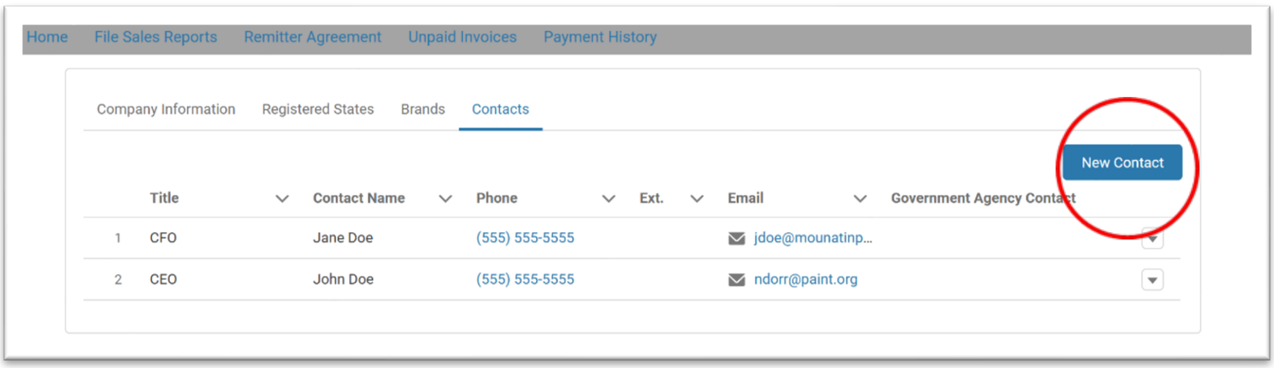
Some states that oversee PaintCare, like California, require manufacturers to designate an individual for the government oversight agency to contact. To create and/or designate a government agency contact click **Contacts** on the menu bar at the top of the screen.



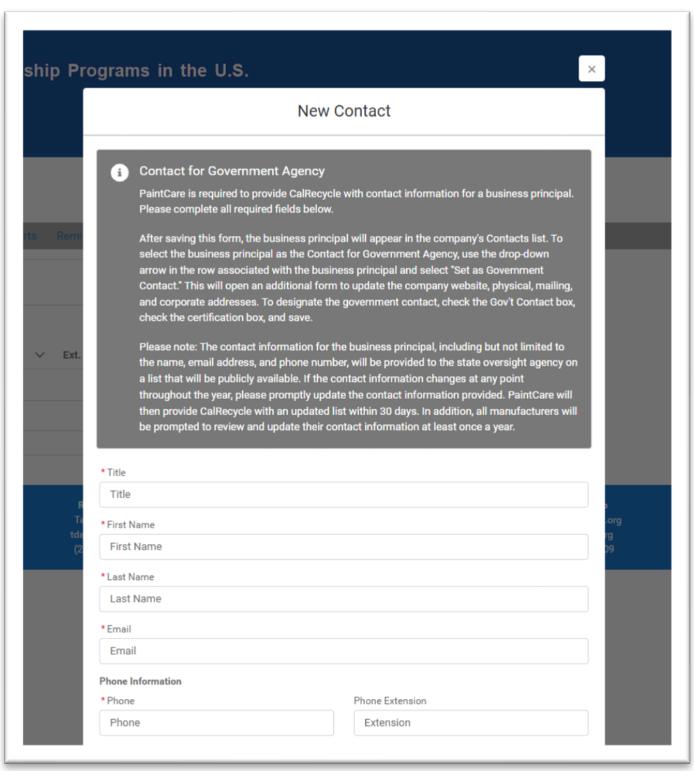
If the individual you wish to designate is already listed here, select the **drop-down arrow** to the right of their name, then select **Set as Gov't Contact** from the drop-down menu.



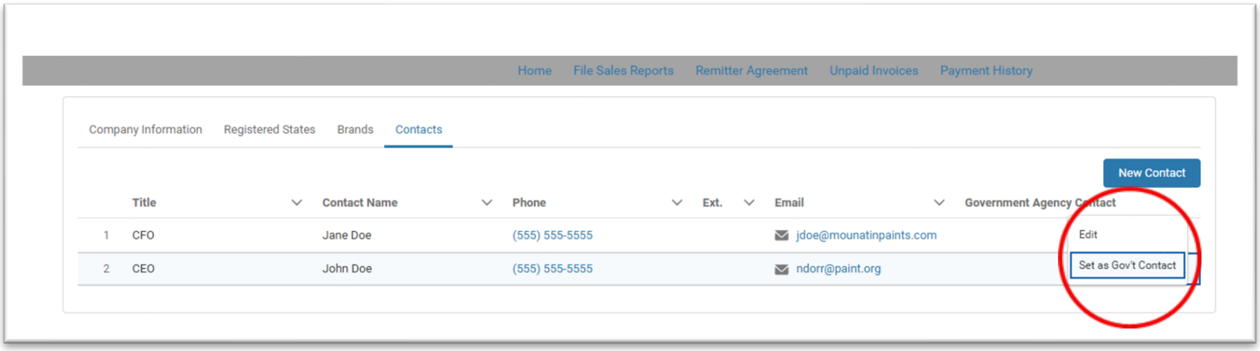
If the individual is not listed as a current company contact, you may add them by clicking the **New Contact** button.



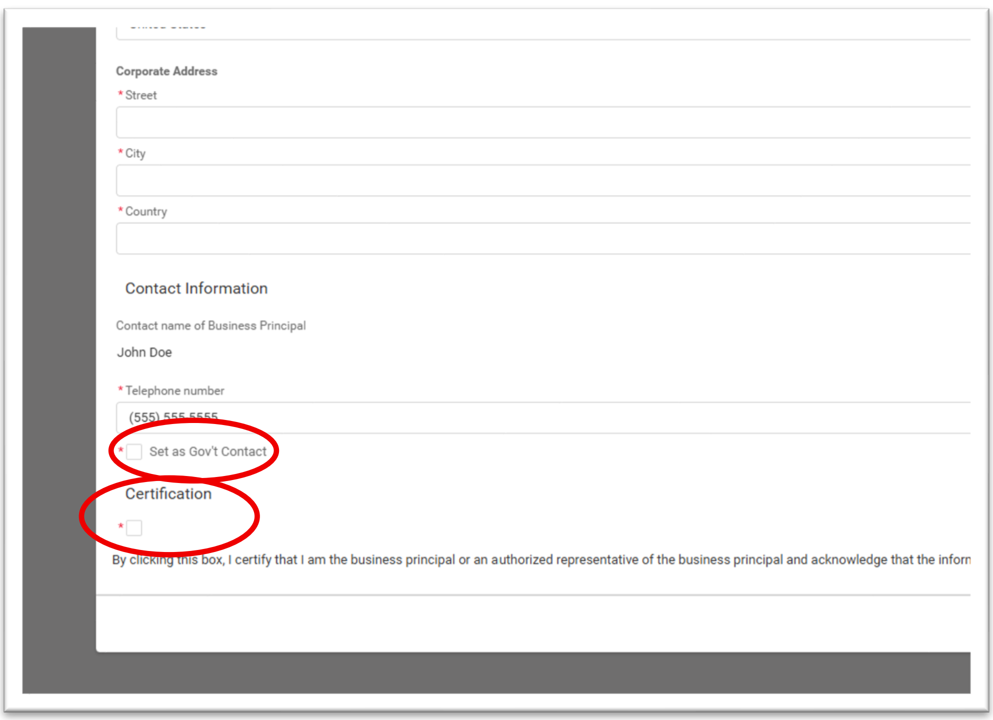
In the New Contact form, enter the **Title, First Name, Last Name, E-mail,** and **Phone Number** for the individual and save



The individual that was just added should now appear on the list of available contacts. To designate them as the government agency contact, follow the same procedure described above: select the **drop-down arrow** to the right of their name, then select **Set as Gov’t Contact** from the drop-down menu.



Once you have designated a government agency contact ***you will be taken to a different screen***. Here you will be prompted to include additional information for this contact. All fields are required, including providing physical, mailing, and corporate addresses and phone number. Check the **Set as Gov’t Contact** box (this is a separate step from the one described above and is used here as confirmation).

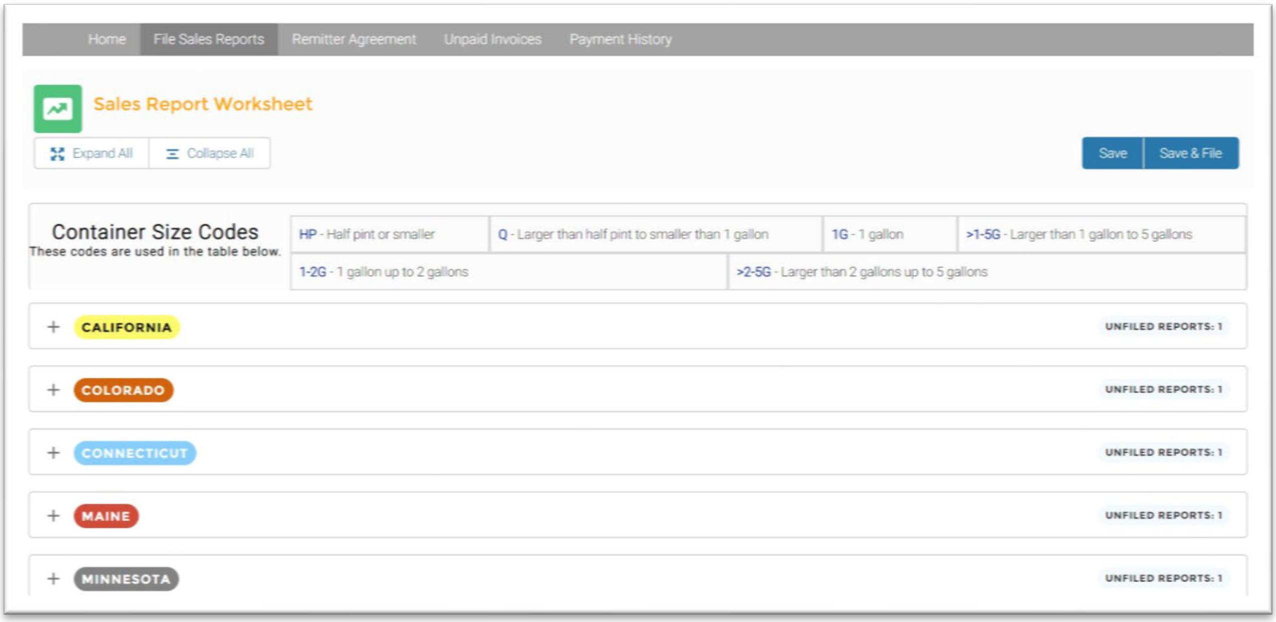


Next, read the certification statement then check the **Certification** box to complete the process.

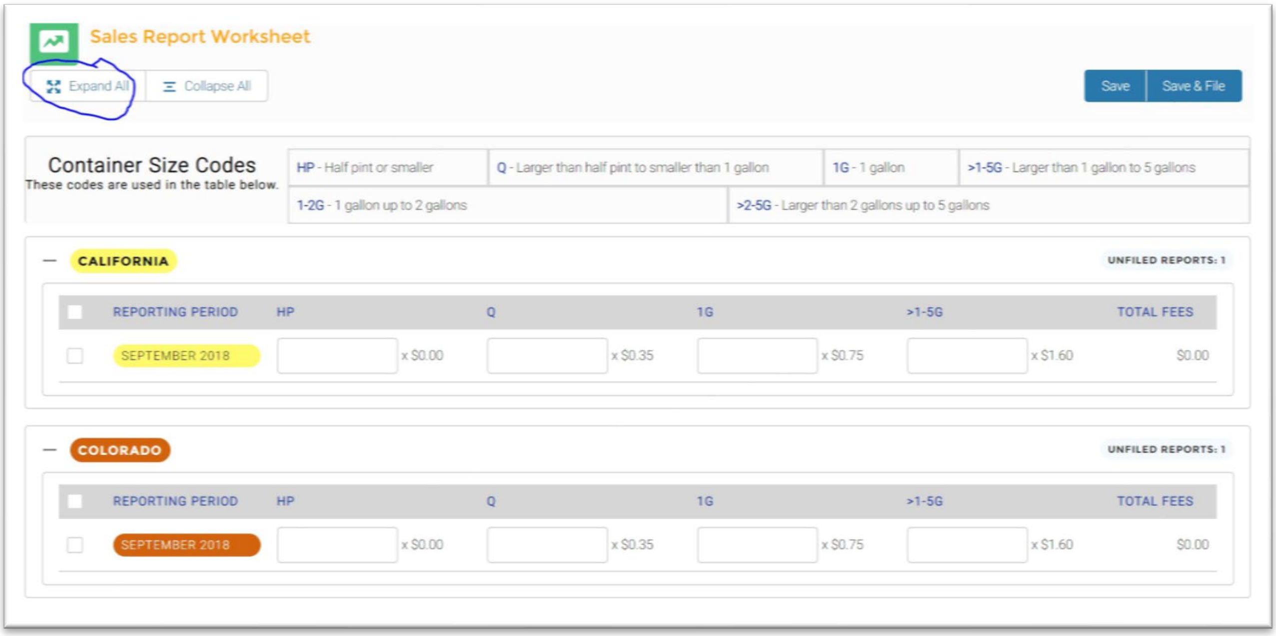
Any changes to this contact should be updated promptly (within 30 days). PaintCare will provide an updated list to relevant oversight agencies as required. All manufacturers will be prompted to review this information at least once per year.

F. Prepare Sales Report

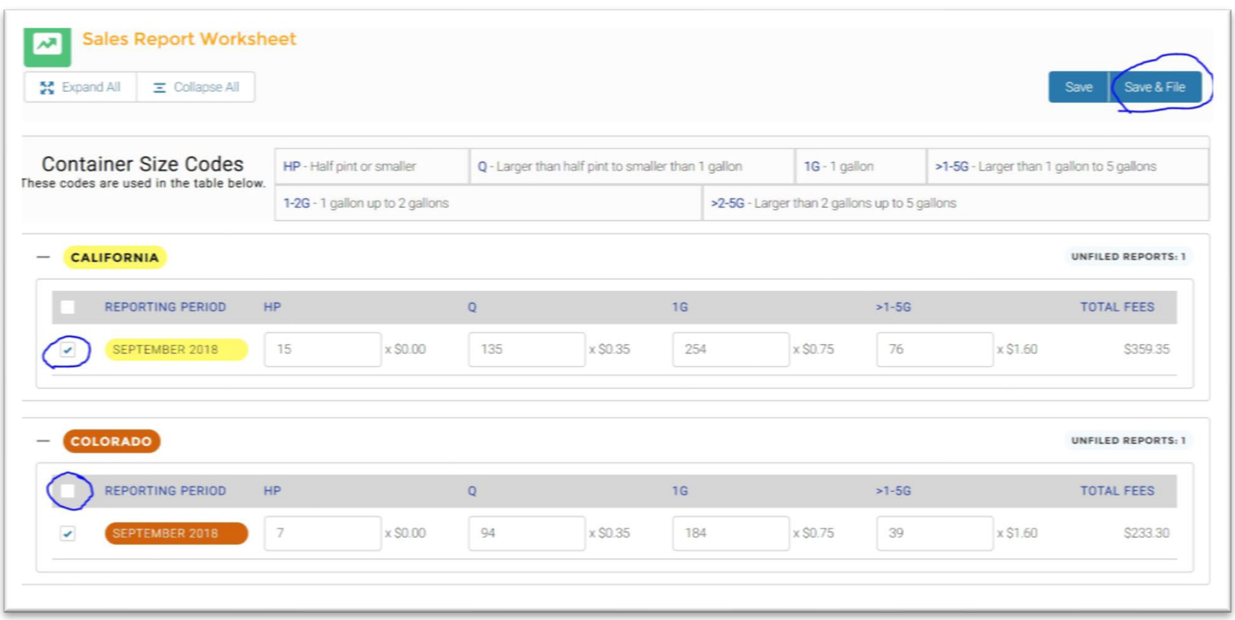
Enter your quantities based on state, month, and container sizes. Container codes for the container sizes are listed at the top, and state names are colored coded to make identification easier.



Click on the "+" symbol to the left of the state name to expand the list and show unfiled reports for one state, or click on "Expand All" to show unfiled reports for all states.

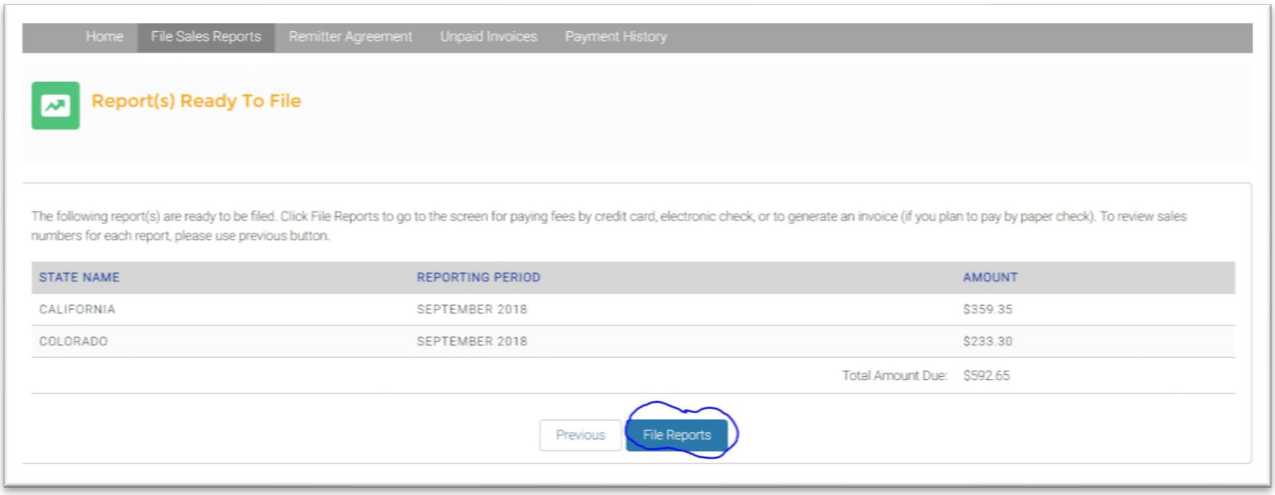


Enter the number of containers by size for each report. Once you have entered your quantities, click **save & file** if you are done. If you are not done and you want to stop working on a report and file it later, select **save** -- so that when you return, you can pick up where you left off.



G. File Sales Report

A summary of the report is shown to verify information provided. If the amount is correct, click **File Reports**. If you need to go back to the reports to make adjust quantities, click **previous**.

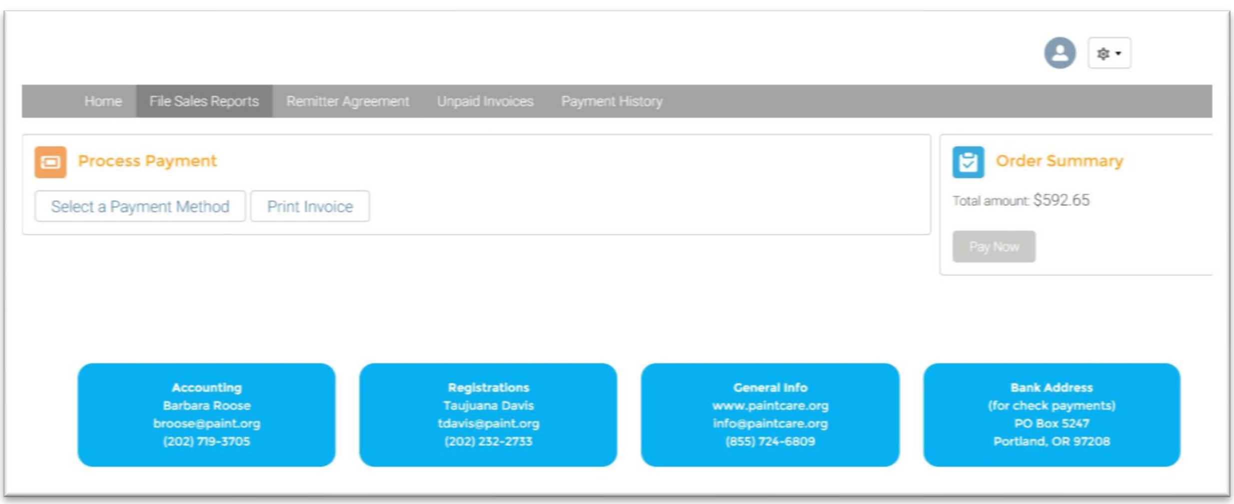


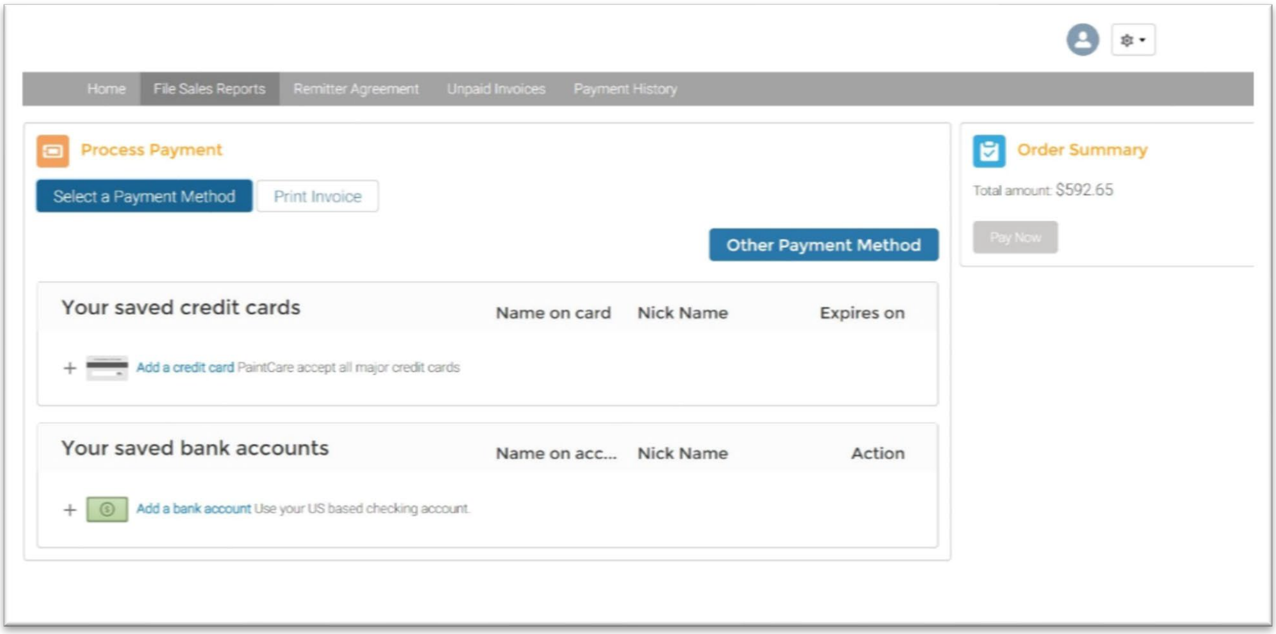
H. Process Payment

After reports are filed, payments can be made by credit card, e-check, or paper check using our bank address.

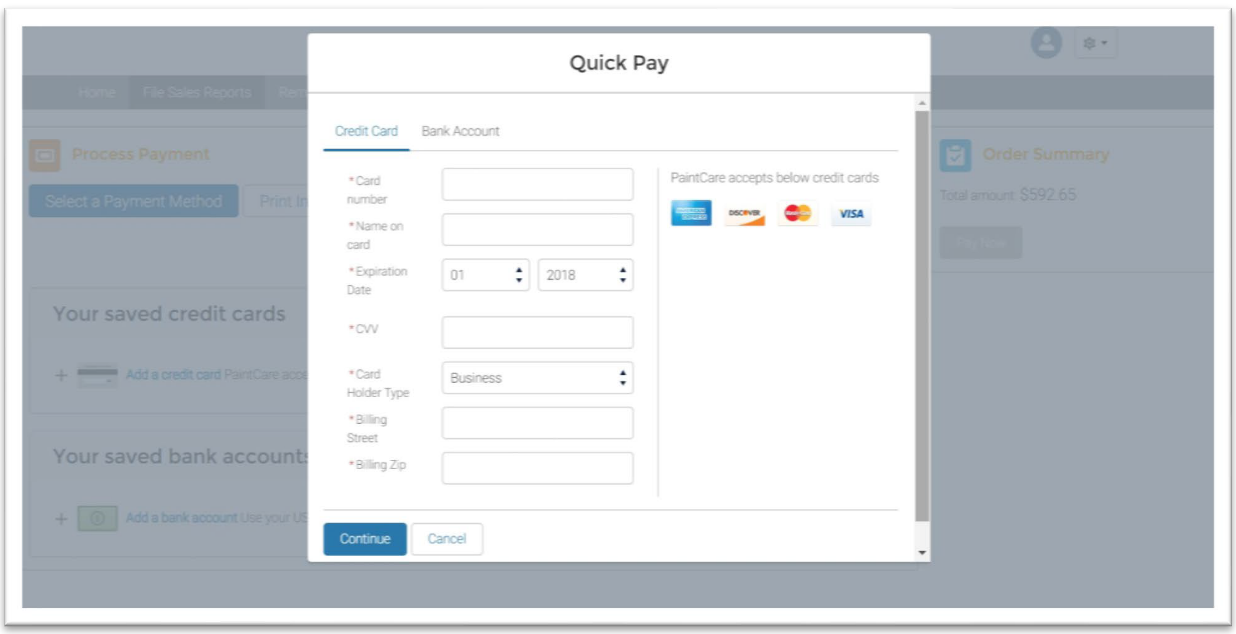
If you plan to pay by credit card or e-check, click **Select a Payment Method** to select a previously saved payment option or enter a new one. If you plan to pay by paper check, click **Print Invoice** and send a copy with your paper check.

Note: You can also use **Print Invoice** before you pay or anytime afterwards for any type of payment to make a printed copy for your records (see page 5).



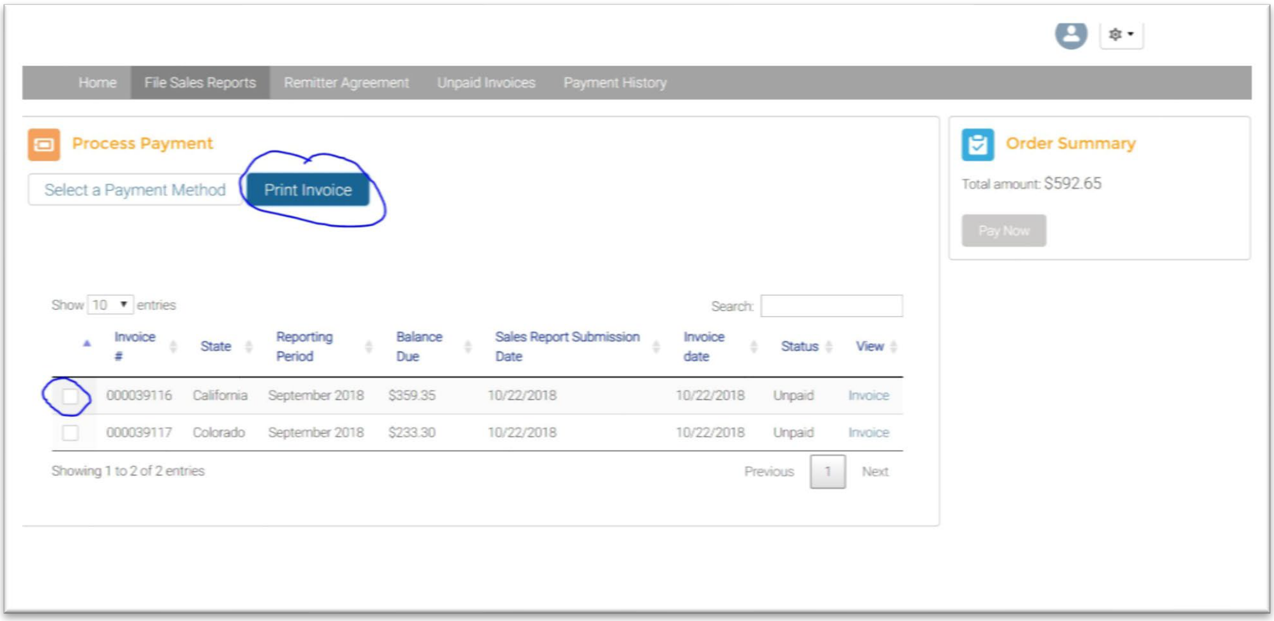


There is also a quick pay option. To pay by credit card or e-check without saving the payment method to your account, click **Other Payment Method**. Then you will see the following dialog box:

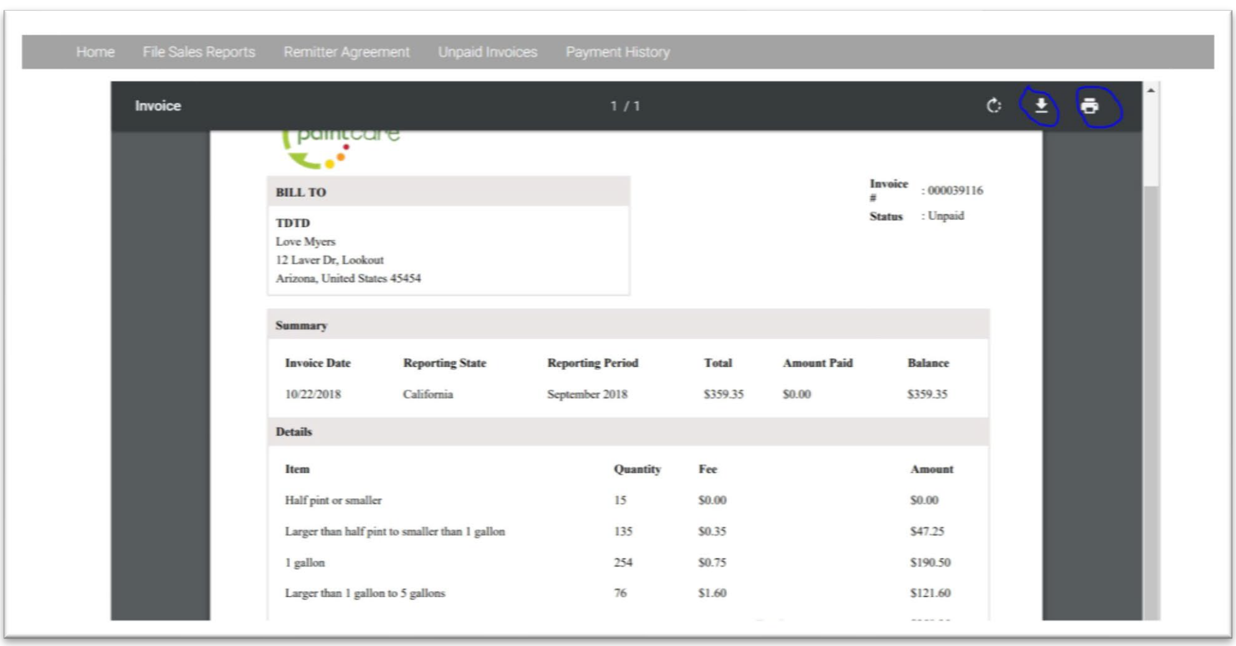


I. Print Invoice(s)

Select the **Print Invoice** option to either download or print invoice(s) at any time. If you have multiple invoices, use the check box to the left of the invoice number to select the invoices to print. You can sort the invoices by any of the column headings.

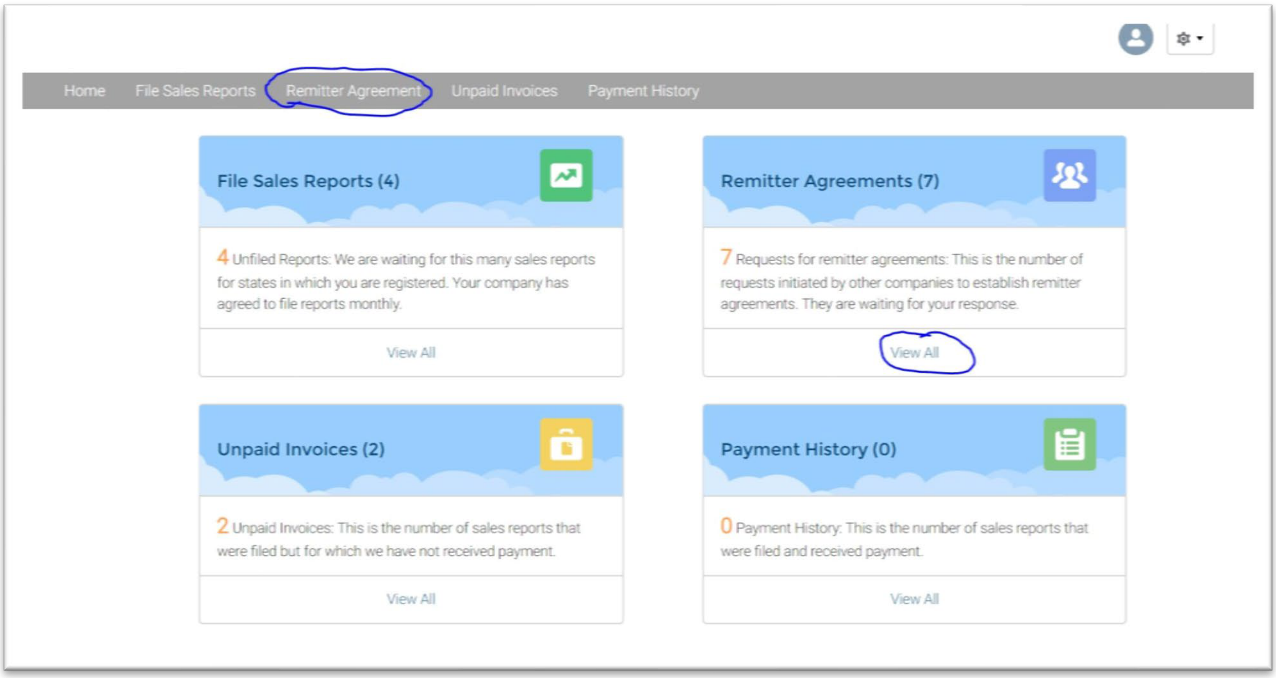


The invoices look like this. Use the download or printer buttons in the upper left corner of the black bar to download a pdf of the invoice or print.

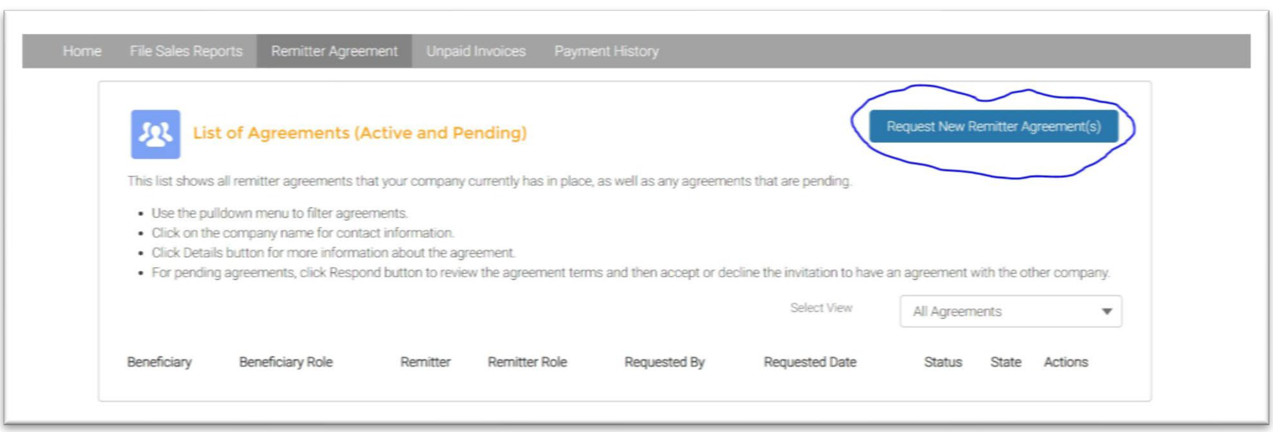


J. Remitter Agreement Request(s)

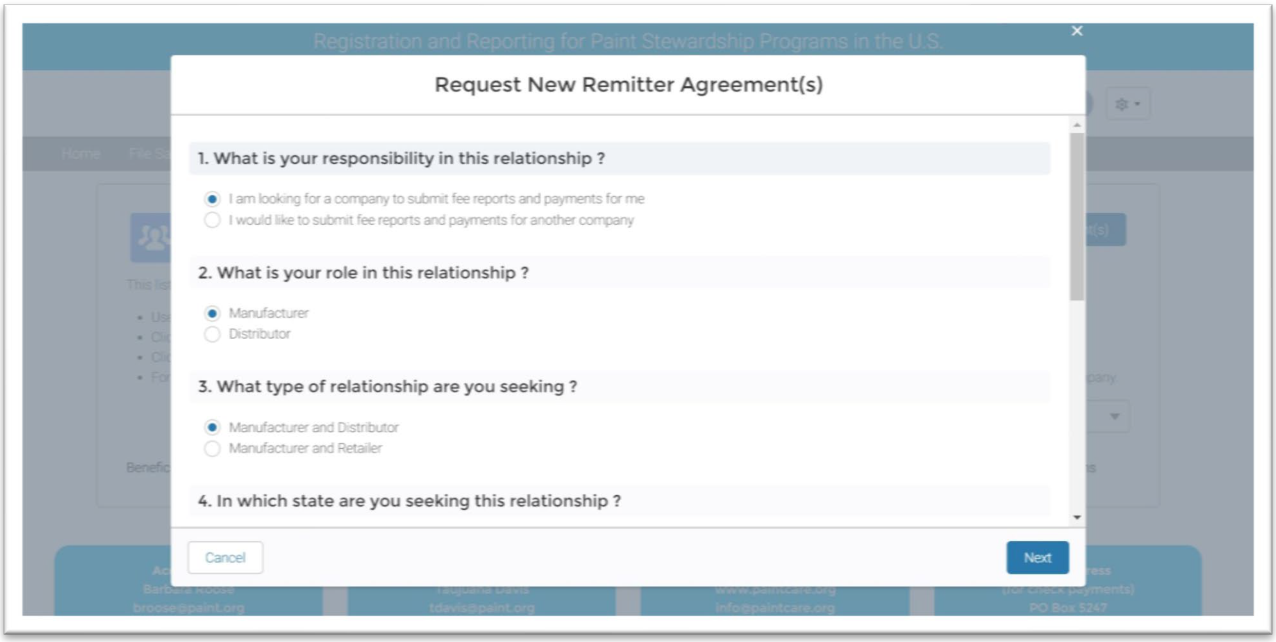
Select **view all** in the remitter agreement to request a new remitter agreement with another company or to respond to any new requests for remitter agreements from other companies.



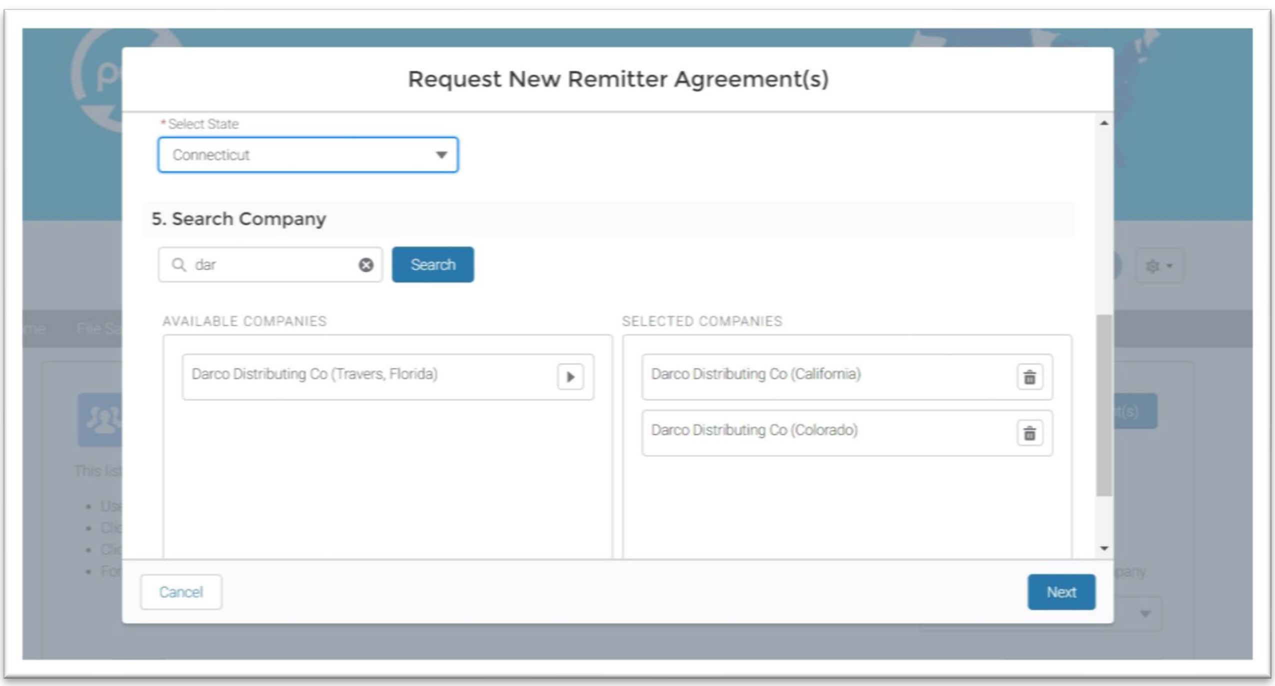
To make a request for a remitter agreement with another company, click **Request New Remitter Agreement**.



Answer the four questions about your responsibility and relationship as shown on the next page.



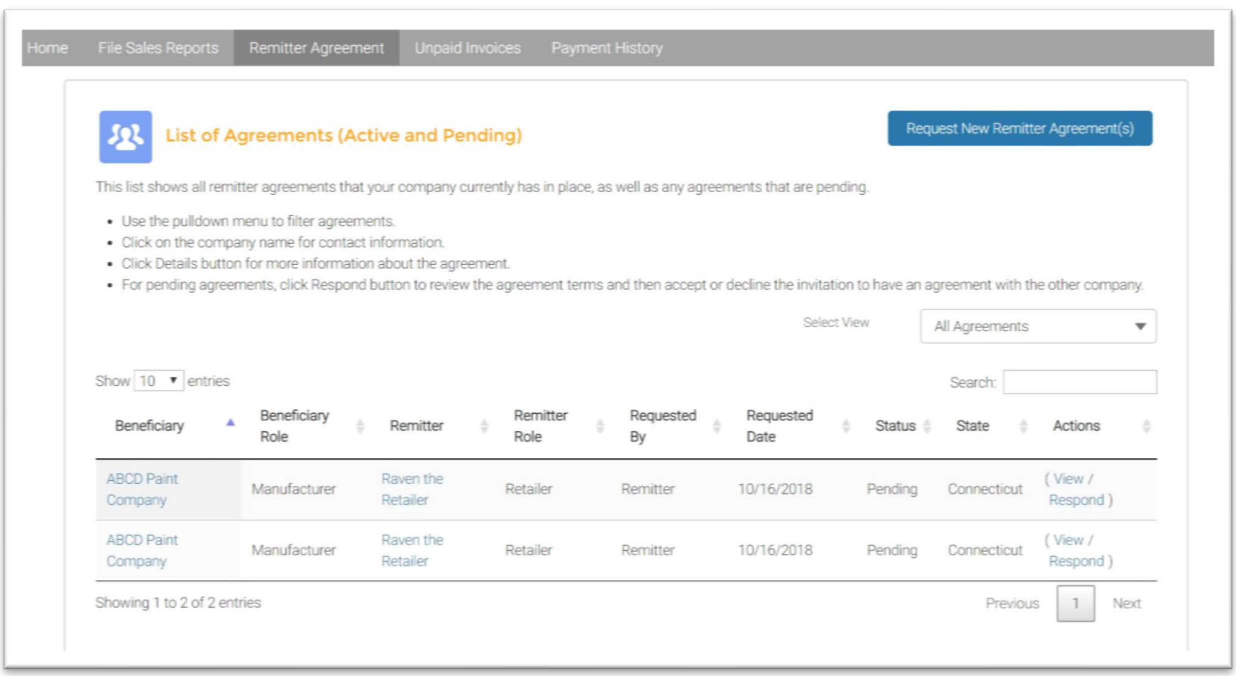
Remitter requests with multiple companies and/or multiple states can be made at the same time. Select the state in which you are already registered, then search for the company you would like to contact. If the company has an account with PaintCare they will appear in the list of available companies. When you find them click the arrow to the right of their name to add them to the window to the right side of the screen as shown in the example below. When finished, click **Next**.



Review the agreement and click **Save** to send the request.

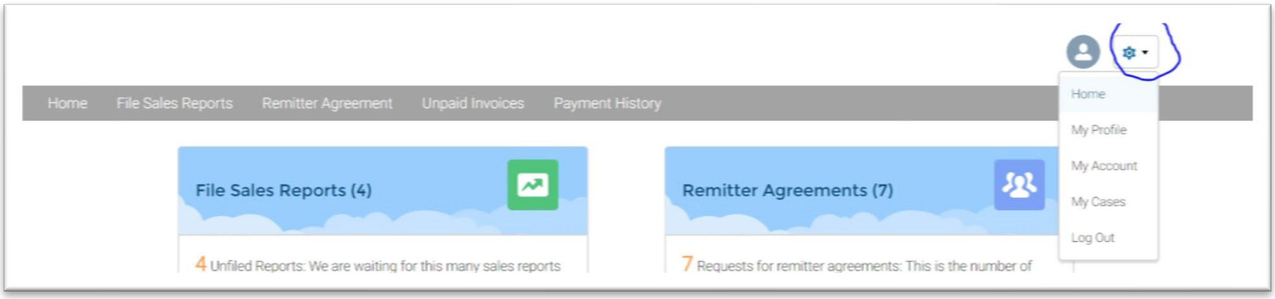
You will receive an email once the remitter agreement request has been accepted or declined.

If a company has made a request to you, view the document then click **Respond** to either accept or decline the remitter agreement.

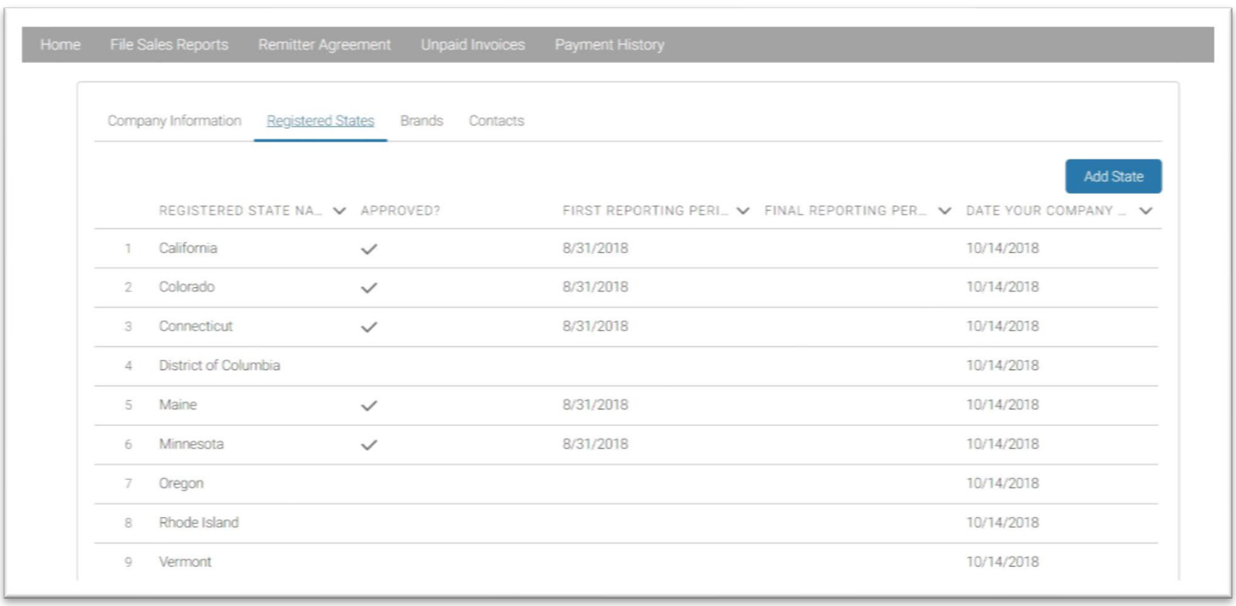


K. Utility Tab

Use the Utility tab to view and edit your profile. It also allows you to add new contacts (if you are an administrator for your company) view and edit company information, add new states to your registration.



The following example shows registrations for company that registered in five PaintCare program states and whose first reports are for August 2018.



L. Reporting Schedule

Reports and payments are due on the last day of the month that follows the sales reporting period as shown here:

Sales Reporting Period	Due Date
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

M. Questions

If you have any questions or need any assistance with this reporting website, contact the PaintCare hotline at **(855) PAINT09** or **(855) 724-6809,** or email **feereporting@paint.org**.