

## Navigating the RSP Home Page

The RSP Home page is your personalized dashboard for navigating the RSP. From here, you can manage your account, personal submissions, organizations, and your specific organization's dashboard.

01

Manage your account

02

Find an organization or see already associated organizations

03

Access "**Help and support**" or "**View Invites**" to join an organization

The screenshot shows the RSP Home page interface. At the top, the header includes the title "Regulatory Services Platform" and navigation links for "Home", "Help and support", and "View invites". On the right side of the header, there are buttons for "Account settings" and "Sign out". A green callout "01" points to the "Account settings" button. Below the header, the "Home" section is highlighted with a red underline and a green callout "03" pointing to it. The "My organizations" section contains a "Find organizations" button, which is pointed to by a green callout "02". Below this, there is a list of organizations with a "Filter items" input field, a "Showing 1 to 1 of 1 entries" indicator, and a "Show 10 entries" dropdown menu. The table below has columns for "Business name" and "Business number", both with sort arrows.

**Regulatory Services Platform** 01 → Account settings Sign out

Home Help and support View invites

**Home** 03

**My organizations**

Use the "Find organizations" button to search for and request to join existing organizations. If you don't find the organization you're looking for, you can create a new one.

Find organizations 02

Here's the list of organizations to which you have access:

Filter items  Showing 1 to 1 of 1 entries | Show 10 entries

Business name	Business number

## Overview of User Roles

### **Organization Primary Administrator (OPA):**

- Invite and manage users within an organization
- Create & edit organization
- Create & edit facilities
- Add instruments to an organization
- Create, edit & submit reports

### **Organization Individual Contributor (OIC):**

- View organization
- View, create & edit facilities linked to assigned organization & instruments
- Create, edit & submit reports

### **Producer Responsibility Organization (PRO) has the ability (for FPR only) to:**

- View organization
- Create reports

### **Organization Instrument Drafter (OID):**

- View organization
- Create reports

## Organizations Overview

Before affiliating yourself with an organization, you are considered a **Registered User (RU)**.

You can either:

1. Find an existing organization
2. Create an organization

To proceed with either option, select **Find organizations**.

01

Find organizations

### Regulatory Services Platform

[Account settings](#) [Sign out](#)[Home](#) [Help and support](#) [View invites](#)

## Home

### My organizations

Use the "Find organizations" button to search for and request to join existing organizations. If you don't find the organization you're looking for, you can create a new one.

Find organizations

01

Here's the list of organizations to which you have access:

Filter items  Showing 1 to 1 of 1 entries | Show  entriesBusiness name Business number

# 1. Finding an Existing Organization

01

After selecting **Find organizations**, enter either the Business number or Business name of the organization and select **“Search.”**

02

If the organization already exists, select **“Yes”** and then **“Request Access”** on the next screen. A request will be sent to the **Organization Primary Administrator (OPA)** for approval.

[Home](#) > Find organizations

## Find organizations

Use the following form to search for existing organizations within our database.

- Fields marked with an asterisk ( \* ) are mandatory.
- Either search for an organization by business name or by business number.
- [Canada's Business Registries](#) can be consulted to search for existing businesses and their nine-digit business numbers.

**Find organizations**

**Business number \***

**Business name \***

### ✔ This organization exists

Do you want us to notify the Primary Admin(s) that you would like to join this organization? The Primary Admin(s) will be provided your email and name.

02

### ✔ Join this organization

Do you want us to notify the Primary Admin(s) that you would like to join this organization? The Primary Admin(s) will be provided your email and name.

Message

02

## 2. Creating an Organization

01

If your organization does not exist after searching for it, confirm and select “**Create new organization**” and enter the required information.

After creating a new organization, you will be assigned the role of **Organization Primary Administrator (OPA)**.

### Confirm (required):

I confirm that I have reviewed the organizations above and none match my organization.

Create new organization

01

✕ Cancel

## User Management (OPA Only)

Only a user with OPA access can initiate, accept or refuse requests to join an organization.

01

On the **Organization dashboard**, select **“User management.”**


02

Here, you can:

1. Invite users
2. View requests

[Home](#) > [Organization dashboard](#)

### Organization dashboard

 User role: Organization Primary Administrator

Quick actions

+ Add an instrument

✎ Edit this organization

👤 User management

01

[Home](#) > [Organization dashboard](#) > [User management](#)

### User management

➕ Invite user

👁️ View requests

02

As an Organization Primary Administrator, this page will allow you to manage Organization users access to instruments, remove and invite a user. As well as see items such as the assigned instruments, and their status of registration.

## 1. Invite Users (OPA Only)

01

OPAs can invite users to join an organization, give them access to specific instruments, and assign user roles.

**Note:** Invites should only be sent to email addresses associated with the users' RSP accounts. Otherwise, users will not be able to view the invites.

[Home](#) > [Organization dashboard](#) > [User management](#) > Invite user

### Invite user

As an Organization Primary Administrator (OPA), this page will allow you to invite users to an organization.

#### Types of roles

**Organization Primary Administrator (OPA)** has the ability to:

- Invite and manage users within an organization
- Add instruments to an organization
- Create and submit reports

**Organization Individual Contributor (OIC)** has the ability to:

- Create and submit reports

**Producer Responsibility Organization (PRO)** has the ability to:

- Create reports but cannot submit reports

#### Invitation information

01

Email \*

Do you want this user to be an Organization Primary Administrator (OPA)? \*

- Yes  
 No

Assign user roles by clicking on the correct options under the appropriate instruments:

## 2. View Requests (OPA Only)

01

OPAs can view, accept or deny requests to join an organization. They can either assign the user to be an OPA, an Organization Instrument Contributor (OIC) or a Producer Responsibility Organization (PRO).

[Home](#) > [Organization dashboard](#) > [User management](#) > [View requests](#)

### View requests

Legend:

- **OPA:** Organization Primary Admin
- **OIC:** Organization Instrument Contributor
- **PRO:** Producer Responsibility Organization

**: Requests**

Filter items  Showing 1 to 1 of 1 entries | Show  entries

Request details <input type="button" value="↑↓"/>	Actions <input type="button" value="↑↓"/>
<p><b>Name:</b> [Redacted]</p> <p><b>Email:</b> [Redacted]</p> <p><b>Job title:</b> [Redacted]</p> <p><b>Organization:</b> [Redacted]</p> <p><b>Request created on:</b> 2026-03-09, 3:29:10 p.m.</p> <p><b>Message:</b> <input type="text" value="I would like to join this organization."/></p>	<p><input type="button" value="✓ Accept as OPA"/> <input type="button" value="✓ Accept as OIC"/> <input type="button" value="✓ Accept as PRO"/></p> <p><input type="button" value="✗ Deny"/></p>

01

## Managing Access (OPA Only)

01

OPAs can update existing user roles and access under “**User management.**”



[Home](#) > [Organization dashboard](#) > [User management](#)

### User management

[Invite user](#) [View requests](#)

As an Organization Primary Administrator, this page will allow you to manage Organization users access to instruments, remove and invite a user. As well as see items such as the assigned instruments, and their status of registration.

Filter items  Showing 1 to 2 of 2 entries | Show  entries

User 	Status 	Email 	Actions 
	Active		<a href="#">Manage access</a>  <a href="#">Remove</a>
	Active		

01



## Adding Instruments to Organization (OPA Only)

01

From the Organization dashboard, select **“Add an instrument.”**


02

View Instruments associated with your organization.

[Home](#) > Organization dashboard

### Organization dashboard



 User role: Organization Primary Administrator

Quick actions

01

+ Add an instrument

Edit this organization

User management


### Regulatory instruments

02

The table below lists the regulatory instruments added to this organization. Use the "Add an instrument" button above to add more.

Filter items

Apply

Instrument name 

Reports 

## Creating Facilities (OPA & OIC)

**01** From the Instrument dashboard, select “**Manage facilities**” to add a new facility or edit an existing facility’s information.

**02** Select “**Add new facility**” and enter the required information.

**03** **Editing Facilities:** Select “**Edit**” to update facility information. Changes will be reflected in draft reports.

[Home](#) > [Organization dashboard](#) > [Instrument dashboard](#)

### Instrument dashboard

#### Organization and instrument

Below is the information for the organization [redacted], associated with the regulatory instrument **Clean Electricity Regulations**, also referred to as **CER**

▶ Understanding report types

Create new report

CER registration report

Create

Manage facilities

01

[Home](#) > [Organization dashboard](#) > [Instrument dashboard](#) > [Facility dashboard](#)

### [redacted] - Clean Electricity Regulations - facilities

Add new facility

02

Filter items [input] Showing 1 to 1 of 1 entries | Show 10 entries

Facility name	Instrument	Last updated	Action
[redacted]	Clean Electricity Regulations	2026-02-10	Edit

Edit

03



## Creating Facilities (OPA & OIC)

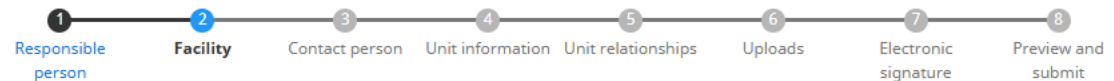
01

A facility can also be created within a report itself under the report's **“Facility”** page by selecting the **“Create new facility”** button.

- Note that this will temporarily redirect you away from your draft report, but your draft will be saved, and you will be able to continue completing the report once the facility is created.

[Home](#) > [Organization dashboard](#) > [Instrument dashboard](#) > [Registration report](#)

### Registration report



#### Facility instructions

This dropdown enables the pre-population of data for existing facilities. To edit the information on this page, please go to your organization dashboard, click “Manage facilities” and edit the desired facilities. Any edits will not be automatically applied to previously submitted versions of the registration report. To perform further changes to a previous report, please resubmit the desired previous report.

#### Add existing facility

Please select a facility

- Select a facility - ▾

Create new facility

01

**Note:** this image was taken from the *Clean Energy Regulations (CER)*. This page may vary depending on the instrument you are submitting information for.



## Managing Facilities

01

Currently, it is not possible to delete a facility in the RSP. You can select “**Edit**” for the specific facility you want to remove and either:

- (1) **Rename those facilities to “Do not use”** to prevent yourself and other users in your organization from using that facility; or
- (2) If you need to add a new facility to your organization, you can **modify the existing facility profile** with the correct information instead of creating a new facility entirely

[Home](#) > [Organization dashboard](#) > [Instrument dashboard](#) > Facility dashboard

**- Clean Electricity Regulations - facilities**

[Add new facility](#)

Filter items  Showing 1 to 1 of 1 entries | Show  entries

Facility name <input type="text"/>	Instrument <input type="text"/>	Last updated <input type="text"/>	Action <input type="text"/>
<input type="text"/>	Clean Electricity Regulations	2026-02-10	<a href="#">Edit</a>

← 01



## Creating Reports

01

From the Organization dashboard, select the instrument you would like to create a report for. You will then be redirected to the Instrument dashboard for that specific instrument.

[Home](#) > Organization dashboard

### Organization dashboard



**i** User role: Organization Primary Administrator

Quick actions

+ Add an instrument

✎ Edit this organization

👤 User management

### Regulatory instruments

The table below lists the regulatory instruments added to this organization. Use the "Add an instrument" button above to add more.

Filter items

Apply

Instrument name	Reports
<a href="#">Clean Electricity Regulations</a>	0 reports
<a href="#">Federal Plastics Registry</a>	0 reports
<a href="#">Landfill Methane Regulations</a>	0 reports
<a href="#">Prohibition of Certain Toxic Substances Regulations</a>	0 reports
<a href="#">Reduction in the Release of Volatile Organic Compounds (Storage and Loading of Volatile Petroleum Liquids) Regulations</a>	0 reports

01

## Creating Reports

01 From the Instrument dashboard, review **“Understanding report types”** for the specific instrument you are submitting reports for.

02 Use the dropdown menu to select a specific report type and then select **“Create.”**

[Home](#) > [Organization dashboard](#) > Instrument dashboard

### Instrument dashboard

#### Organization and instrument

Below is the information for the organization [redacted] associated with the regulatory instrument **Clean Electricity Regulations**, also referred to as **CER**

#### Understanding report types

This page can be used to submit the following reports:

- o Registration Report (Schedule 2)
- o Section 37 - Correction of Errors or Omissions

#### Report submissions and history:

- o Only the latest version of a submission can be updated, if applicable.

#### Create new report

CER registration report



Create

Manage facilities

CER registration report

Section 37 - Correction of errors or omissions

ssions.

## Managing Drafts and Submissions

01

From the Instrument dashboard, you can view the “**Status**” of each draft/submitted report for the corresponding instrument.

02

Draft reports are automatically saved in the Instrument dashboard and can be accessed any time before completing a submission by selecting the “**Edit**” function. Drafts can also be deleted by selecting the “**Delete**” function.

03

You can view your submission by selecting “**View**.” If the submission deadline has not yet passed, you can update a submitted report by selecting “**Update**.”

### Instrument dashboard

#### Organization and instrument

Below is the information for the organization [redacted] associated with the regulatory instrument *Landfill Methane Regulations*, also referred to as **LMR**

Create new report

Methane generation assessment report

Create

Manage facilities

#### Filters

##### ▼ Status

- All
- Submitted
- Draft
- Update required
- Under review

[Show all options](#)

##### ▼ Facility Name

All

[redacted]

Items per page

100

Apply

Report type	Facility name	Status	Actions	Last updated
Methane generation assessment	[redacted]	Draft	<a href="#">Edit</a> <a href="#">Delete</a>	2026-02-13, 11:05:53 AM
Methane generation assessment	[redacted]	Submitted	<a href="#">Update</a> <a href="#">View</a>	2026-02-13, 10:02:04 AM