



GUIDE TO REGISTRATION AND DECLARATION

BEFORE YOU BEGIN...

At Step 10, to make your tonnage declaration, you will need the following information:

1. The average number of pages in an issue of your newspaper. This number is the same as the true pagination of the newspaper.
2. The width and height of the newspaper, measured unopened.
3. The basis weight (or grammage) of the newsprint, which is the weight of one cubic metre of newsprint. This information can be provided by your printer; it is expressed in g/m², and will be a figure between 30 and 70.
4. The total annual print runs, i.e., the total number of copies marketed during the year.

With this information, you will be able to declare the tonnage; i.e., the number of tonnes of newsprint you produced during the year.

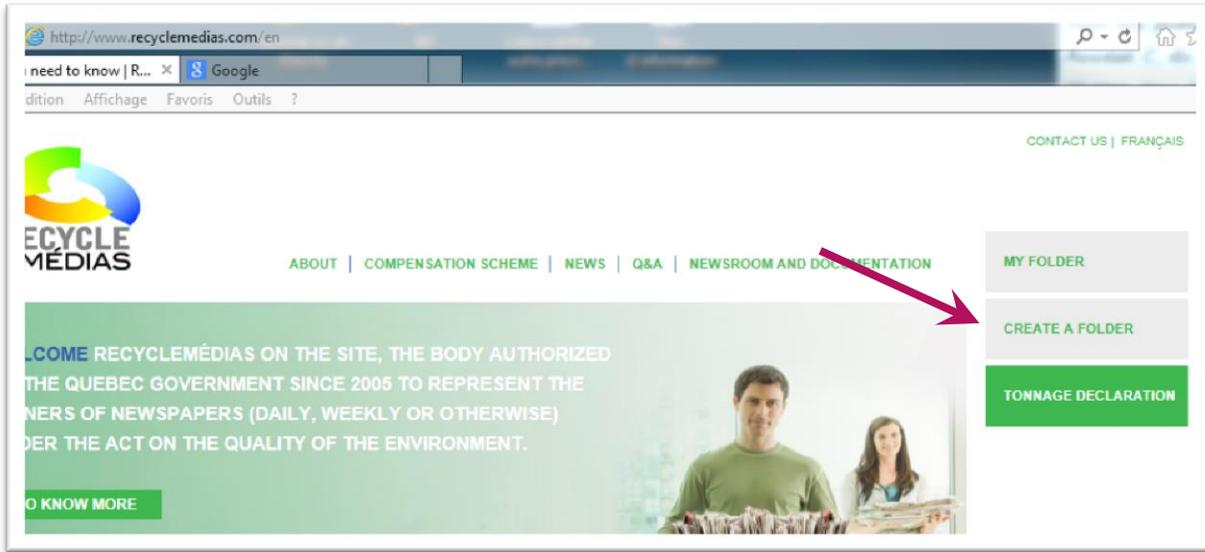
*****REQUEST YOUR TRUE ANNUAL TONNAGE TOTAL FROM YOUR PRINTER.*****

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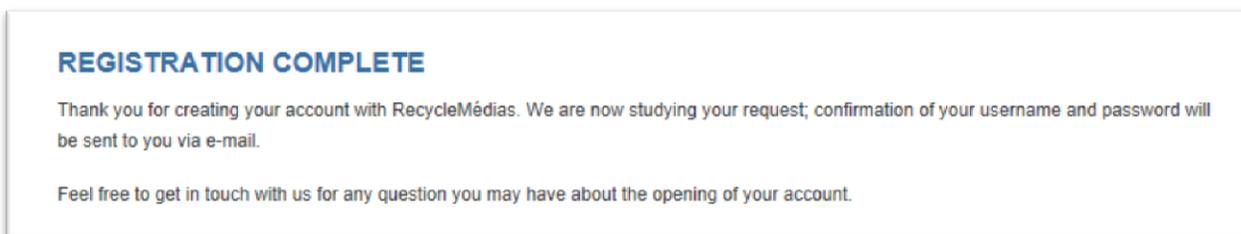
STEP 1. CREATE A FOLDER

Go to the website, www.recyclemedias.com/en, and choose the “CREATE A FOLDER” link on the right.



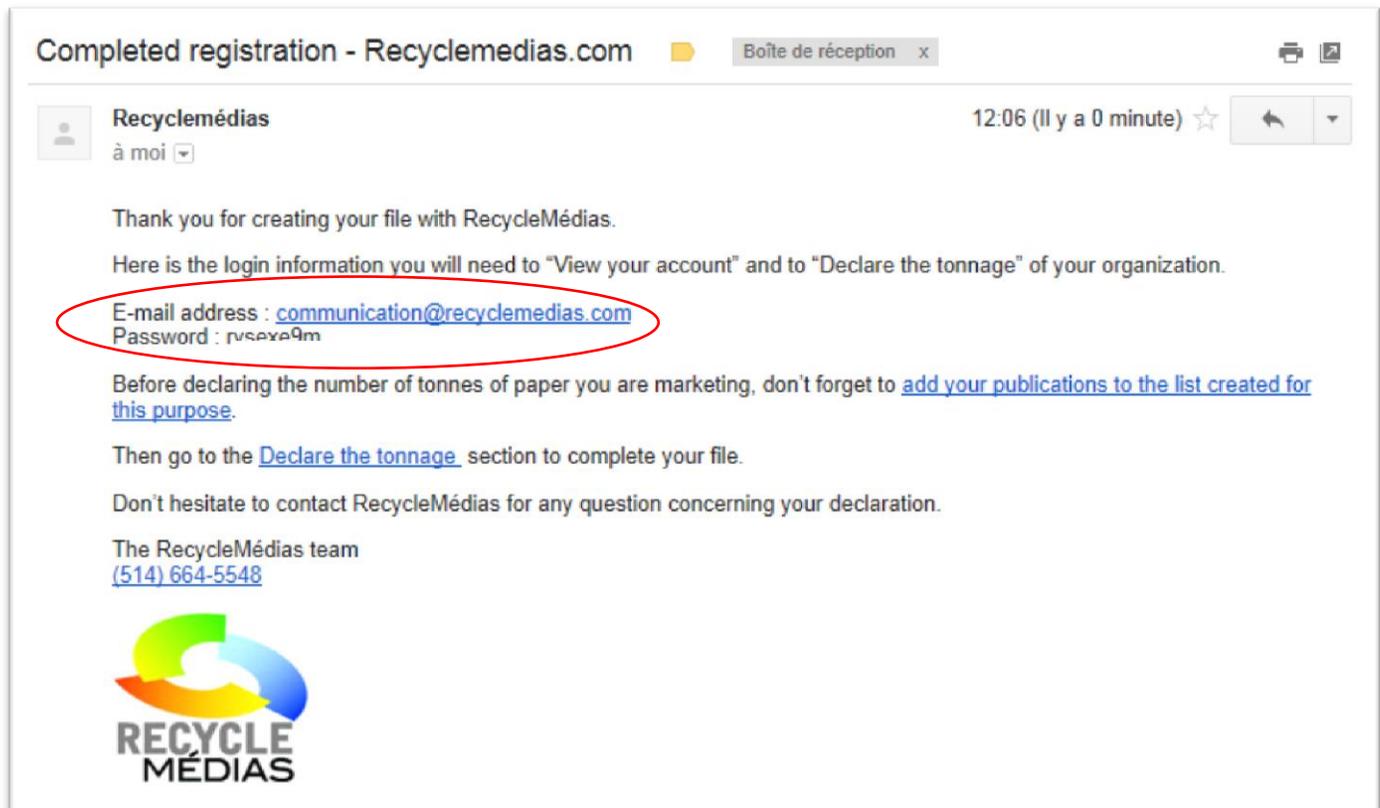
STEP 2. REGISTER

Complete the information requested. Fields marked with an * are required. Now click “REGISTER”.



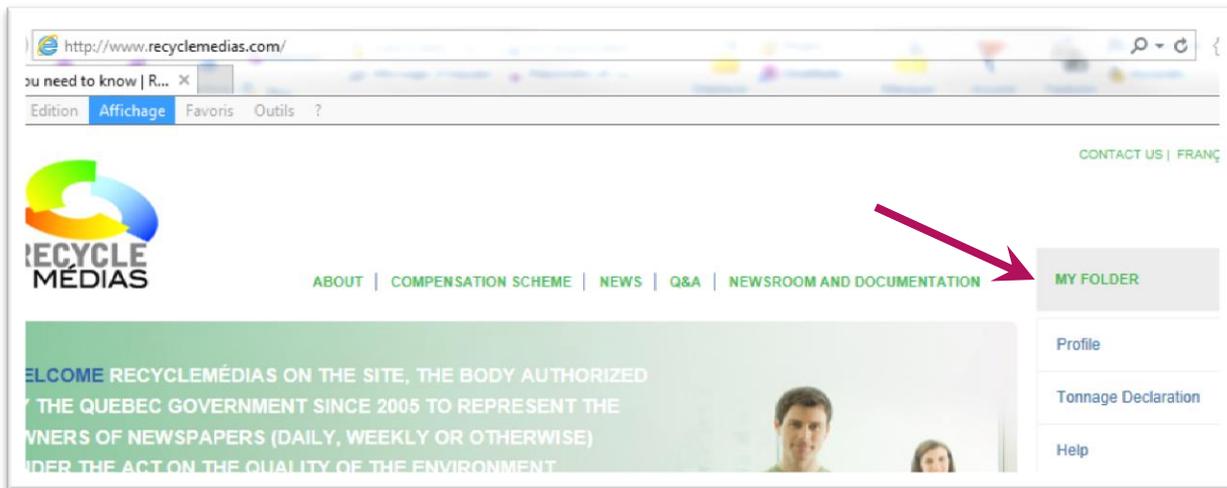
STEP 3. CONFIRMATION

After verification of your information, you will receive a confirmation e-mail message with subject line “Completed registration” within 48 hours of your registration. If you do not receive the message within that time period, check your e-mail client’s spam folder; it may be there. Otherwise, call us at 514-883-5714.



STEP 4. MY FOLDER

Go to www.recyclemedias.com and choose the “MY FOLDER” link on the right.



STEP 5. LOG IN

Enter the e-mail address you used when you registered, along with the password you received; pay attention to the case of the characters (upper- vs. lower-case).

LOG IN

Log in to the RecycleMédias site to view or make changes to your account, or make a tonnage declaration if one is due.

If your company already has an account and you wish to change the name of the person in charge of filing reports, please call RecycleMédias at 514 664-5548 to make the change to your records.

E-mail address

Password

STEP 6. FORGOT YOUR PASSWORD?

If you have forgotten your password, enter your e-mail address and click “FORGOT PASSWORD?”; you will receive an e-mail message containing a new password. You must enter the same e-mail address as when you registered.

FORGOT YOUR PASSWORD

To recover or change your password, please enter the e-mail address associated with your account in the space provided below. You will receive an automated e-mail message with instructions on how to proceed.

E-mail address

You can change this new password in your profile later.

STEP 7. MY PROFILE

Check the information in your profile and make any necessary changes.

STEP 8. MANAGE MY GROUP OF PUBLICATIONS

You must now manage your group of publications, making sure to enter the names of all publications.

MANAGE MY GROUP OF PUBLICATIONS

Next, please create a list of the publications held by your company by clicking the button below. Before declaring your tonnage, enable or disable publication titles, as applicable, using the button provided.

[ADD A PUBLICATION](#)

For each of your publications, you must:

1. Enter the name of the publication;
2. State whether the publication frequency: daily, weekly or other (e.g., monthly); and
3. Save.

MANAGE MY GROUP OF PUBLICATIONS

Next, please create a list of the publications held by your company by clicking the button below. Before declaring your tonnage, enable or disable publication titles, as applicable, using the button provided.

① ②

③ [SAVE](#)

STEP 9. VALIDATE

IMPORTANT: make sure that all of your marketed publications are activated before clicking “RETURN TO THE TONNAGE TAX.”

MANAGE MY GROUP OF PUBLICATIONS

Recycle News	<input type="text" value="Weekly"/>	<input checked="" type="checkbox"/> Activated
Journal recycle	<input type="text" value="Daily"/>	<input type="checkbox"/> Deactivated

[ADD A PUBLICATION](#)

[RETURN TO THE TONNAGE TAX](#)

STEP 10. TONNAGE DECLARATION

To make your tonnage declaration, you will need the following information:

1. The average number of pages in an issue of your newspaper. This number is the same as the true pagination of the newspaper.
2. The width and height of the newspaper, measured unopened.
3. The basis weight (or gauge) of the newsprint, which is the weight of one cubic metre of newsprint. This information can be provided by your printer; it is expressed in g/m², and will be a figure between 30 and 70.
4. The total annual print runs, i.e., the total number of copies marketed during the year.

With this information, you will be able to declare the tonnage; i.e., the number of tonnes of newsprint you produced during the year.

TONNAGE DECLARATION

You are reminded that all entities subject to the Act are required by law to declare the tonnage of materials marketed (newsprint and other materials). That information reported to RecycleMédias is then used to determine the contribution amounts due to RECYC-QUÉBEC for financing of the net costs of municipal curbside recycling services, from a perspective of sustainable development.

The reference period is always January 1 to December 31.

You can obtain the overall tonnage for your newspaper by contacting your printer, or by applying the following formula:

ANNUAL TONNAGE CALCULATION

$$\frac{\text{Average number of pages per edition}}{2} \times \left(\frac{\text{Width (inches)} \times \text{Height (inches)}}{1\,550} \right) \times \text{Paper gauge / M}^2 \times \text{Annual circulation} \div 1\,000\,000 = \text{Annual tonnage}$$

$$\frac{40}{2} \times \left(\frac{10,25 \times 15,75}{1\,550} \right) \times 35 \times 120\,000 \div 1\,000\,000 = 8,7$$

Note that you must perform the calculations yourself. None of the fields calculates totals automatically.

STEP 11. SELECT A PUBLICATION

Click "SELECT A PUBLICATION" and choose the publication for which you are ready to make your declaration.

New declaration Archived declarations

Declaration for the year: 2013

There is no publication declared for the year 2013.

SELECT A PUBLICATION

Add a publication

Recycle News

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STEP 12. ENTER THE INFORMATION

Chose the year for which you are declaring tonnage, enter the data in the appropriate fields, and save your data.

Declaration for the year: 2013

Publication name	Publication Type	Average number of pages	Size (WxH) in inches	Paper gauge	Annual circulation	Annual Tonnage	
Recycle News	Weekly	40	10.25 x 15.75	35	120000	8.7	✕

SELECT A PUBLICATION SAVE PRINT CANCEL

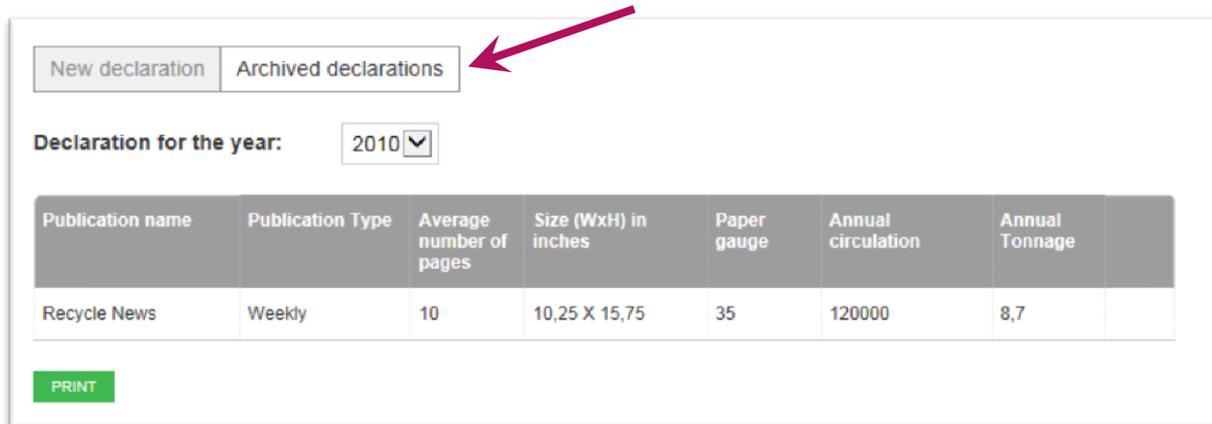
You must have made your 2010, 2011 and 2012 tonnage declarations before making your 2013 declaration. If you have nothing to declare for those years, please contact RecycleMédias.

STEP 13. IF YOU HAVE MORE THAN ONE NEWSPAPER...

If you publish more than one newspaper, repeat Steps 11 and 12 for each one.

STEP 14. PRINT INFORMATION

You do not have to print out your data as you go. You can print the data for each year separately by clicking “ARCHIVED DECLARATIONS.”



Publication name	Publication Type	Average number of pages	Size (WxH) in inches	Paper gauge	Annual circulation	Annual Tonnage
Recycle News	Weekly	10	10,25 X 15,75	35	120000	8,7

STEP 15. MATTERS EXCLUDED

If you have used other recyclable materials for your newspaper distribution, such as plastic ties or bags, you must provide this information in the appropriate field, including the weight of those materials in tonnes.

Matters excluded
Please indicate below the list of matters excluded which were omitted from the declaration. (packages and other)

STEP 16. VALIDATE AND SEND YOUR DECLARATION

You must certify that the information you are providing is true and accurate, and then click “SEND.”

I hereby certify that the data provided on tonnage of newsprint and other materials (if applicable) are true and accurate.

I validate this declaration.

***Make sure you have declared all of your publications before clicking “SEND.”**

SEND

**MAKE SURE YOU HAVE MADE DECLARATIONS
FOR ALL OF YOUR PUBLICATIONS BEFORE CLICKING “SEND.”**

STEP 17. COMPLETING THE DECLARATION

If you have declared that you marketed fewer than 7 newspapers, and you see the following message along with your data for the current year from Step 14, then you have correctly made your tonnage declaration.

New declaration Archived declarations

Your declaration for the year 2012 has been successfully transmitted.

All of your declarations have been submitted. You can view them by choosing the Archived Declarations tab. If you believe you have made an error, please contact us.

If you experience problems or you have any questions, you may contact us via e-mail at communication@recyclemedias.com or call us at 514-883-5714.

Thank you very much for your co-operation.