



BEVERAGE CONTAINER MANAGEMENT BOARD

Beverage Container Registration Portal User Guide



Welcome

to the Beverage Container Management Board's (BCMB) beverage container registration portal – **portal.bcmb.ab.ca**.

The Manufacturer and Retailer By-law, approved by the Board of Directors in November 2018, sets out the requirement for manufacturers, distributors and/or retailers to register all beverage containers sold and/or distributed in Alberta. This requirement is also provincially legislated in the Beverage Container Recycling Regulation.

This portal has been created to help make the registration process more accessible and efficient for registrants. The portal allows you to easily register your company and beverage containers (with images), add members of your company as contacts and discontinue beverage containers.

Please ensure you read, understand and follow the [Registration Requirements document](#) prior to starting the registration process for registrants, companies and/or beverage containers.

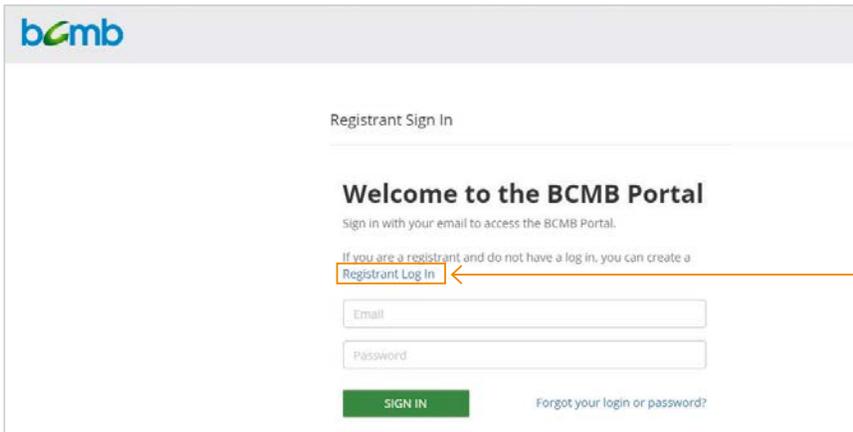


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Registering Your Primary Contact

1. Go to the BCMB Portal at portal.bcmb.ab.ca/login.
An image of the Portal Homepage is shown below.



2. On the portal login page, there is a note that says: *If you are a registrant and do not have a log in, you can create a Registrant Log In.* Click on **Registrant Log In**.
3. Enter your contact information and click **Submit**.

4. You will receive an e-mail advising you of your login and temporary password.
5. Go to the BCMB Portal at portal.bcmb.ab.ca/login.
6. Enter your login and temporary password and click on **Sign In**.
7. You will then be asked to change your password.
Enter the temporary password the BCMB sent to you in the **Current Password** line. ←
Next, please change your password accordingly (must be 8 characters long).
Click on **Change Password**.

The screenshot shows a 'Change Password Form' with the following elements:

- Current password**: A text input field containing the placeholder text 'Current password'. An orange box highlights this field, and an arrow points from the text 'Enter the temporary password...' to it.
- New password**: A text input field containing the placeholder text 'New password'.
- Confirm new password**: A text input field containing the placeholder text 'Confirm new password'.
- CHANGE PASSWORD**: A green button with white text, highlighted by an orange box. An arrow points from the text 'Click on Change Password.' to this button.

8. Once you have created your new password, login to the BCMB Portal using your login and new password.

Please note: Before registering your company, if you sell and/or distribute more than one type of beverage container (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis), you will need to create separate companies within your account for each beverage container type. You will only be charged the \$60.00 non-refundable fee for the first of these companies.

If you are registering an Alcoholic or a Cannabis company your legal entity name will have one of the following added to the front before being approved by the BCMB:

- *Alcoholic companies will have AGLC A – (legal entity name);*
- *Cannabis companies will have AGLC C – (legal entity name).*

Registering a Non-Alcoholic Non-Cannabis Company

Prior to beginning the registration process through the BCMB Portal, please ensure you have a copy of your Alberta Incorporation or Extra-Provincial Registration Certificate and the signed Manufacturer Agreement as they will need to be uploaded.

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. Click on the **Create New** button on the right-hand side of the screen to create your company.



3. Select the **Non-Alcoholic Non-Cannabis** option and click on **Continue**.



Please note: If your company sells and/or distributes more than one type of beverage container (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis), you must create separate companies for each option. You will only be charged the \$60.00 non-refundable fee for the first of these companies.

- You will now see the following form. Please enter the required information including: Legal Business Name, Alberta Incorporation or Extra-Provincial Registration Number, full company address, phone number, etc. Upload a copy of the Alberta Incorporation or Extra-Provincial Registration Certificate and the signed Manufacturer Agreement. Once you have completed the form, click on **Save**.

New Registrant ✕

Legal Business Name
Required

Company Type

Non-Alcoholic Non-Cannabis

Alberta Incorporation or Extra-Provincial Incorporation/Registration Number
Required

Alberta Incorporation or Extra-Provincial Incorporation/Registration must be completed through Service Alberta:
<http://www.servicealberta.gov.ab.ca/Out-of-province-corporations.cfm>

Incorporation Document

↑ UPLOAD

Address 1
Required

Address 2

City/Town

Cities 🔍

Province / State

Provinces 🔍

Country

Countries 🔍

Postal/Zip Code
Required

Phone

Fax

Website Website

Collection System Agent Instructions Alberta Beverage Container Recycling Corporation (ABCRC) as the Collection System Agent (CSA) acts on the part of registrants to collect and process empty beverage containers and to reimburse bottle depots.

The BCMB will not approve a Registrant until we receive confirmation from ABCRC that the CSA Agreement has been completed and the \$5,000 refundable deposit (or an amount based on your three-month sales forecast, whichever is greater) has been paid.

Please contact the BCMB for the ABCRC registration package by calling 780-424-3193 or by email at registrations@bcmb.ab.ca.

Payment Method In order to pay the \$60.00 non-refundable registration fee, please contact the BCMB directly at info@bcmb.ab.ca. This is a one-time fee per Registrant. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card.

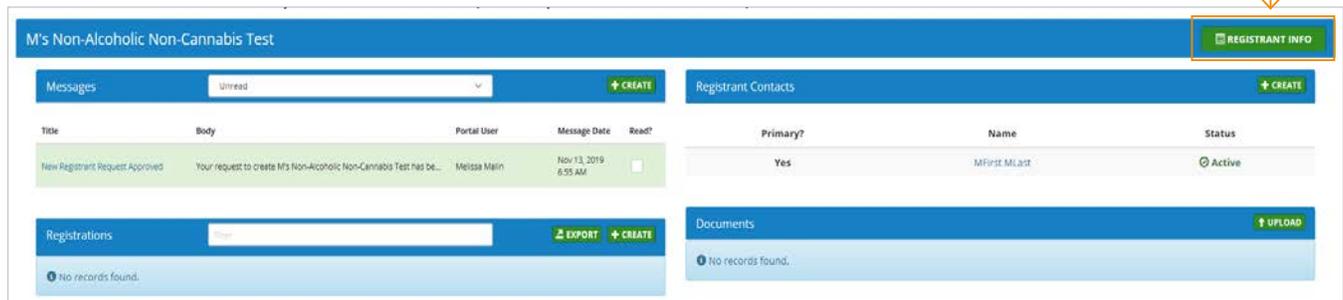
✕ CLOSE
✔ SAVE

5. In order to pay the BCMB's \$60.00 non-refundable Registration Fee, please contact the BCMB at info@bcmb.ab.ca. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card. This is a one-time fee per Registrant.
6. Once the account has been submitted and the BCMB has received the \$60.00 non-refundable Registration Fee, the BCMB will require confirmation from ABCRC that they have received the CSA Agreement and their Initial Deposit. Once all requirements have been met, the BCMB will review your account for approval.
7. Once the account has been approved, the BCMB will send an e-mail advising the company has been approved and how to proceed in registering your beverage containers.
8. To open your company dashboard, login to the BCMB Portal at portal.bcmb.ab.ca/login. **Click on your company name** under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

9. You will be directed to your dashboard (example shown below). To view the company information you entered upon registering, click on the **Registrant Info** button beside the company name on the right-hand side of the page.



10. You can update your information at any time, except your legal business name and your Alberta Registration or Alberta Incorporation number. To make changes to either of these, please contact the BCMB at 780-424-3193 or 1-888-424-7671 (toll-free).
11. If you are selling and/or distributing Alcoholic or Cannabis beverage containers, please continue to register additional companies for each option.

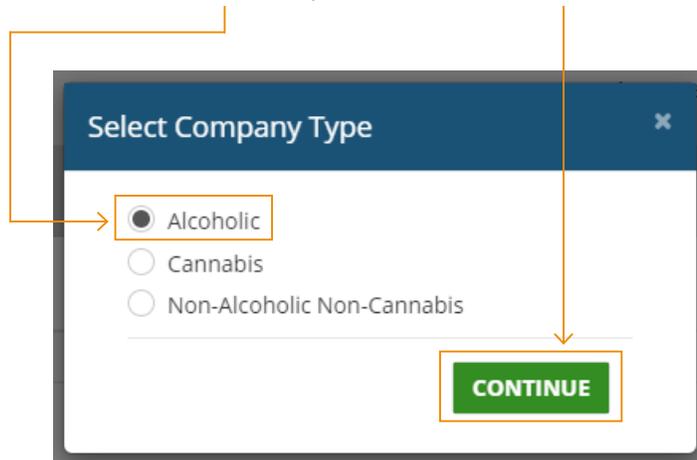
Registering an Alcoholic Company

Prior to beginning the registration process through the BCMB Portal, please ensure you have your AGLC Agent Number.

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. Click on the **Create New** button on the right-hand side of the screen to create your company.



3. Select the **Alcoholic** option and click on **Continue**.



Please note: If your company sells and/or distributes more than one type of beverage container (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis), you must create separate companies for each option. You will only be charged the \$60.00 non-refundable fee for the first of these companies.

4. You will now see the following form. Please enter the required information including: Agent Number, Legal Business Name, full company address, phone number, etc. Once completed click on **Save**.

New Registrant

Legal Business Name Required

Agent Number Required

Company Type

Address 1 Required **Address 2**

City/Town **Province / State**

Country **Postal/Zip Code** Required

Phone **Fax**

Website

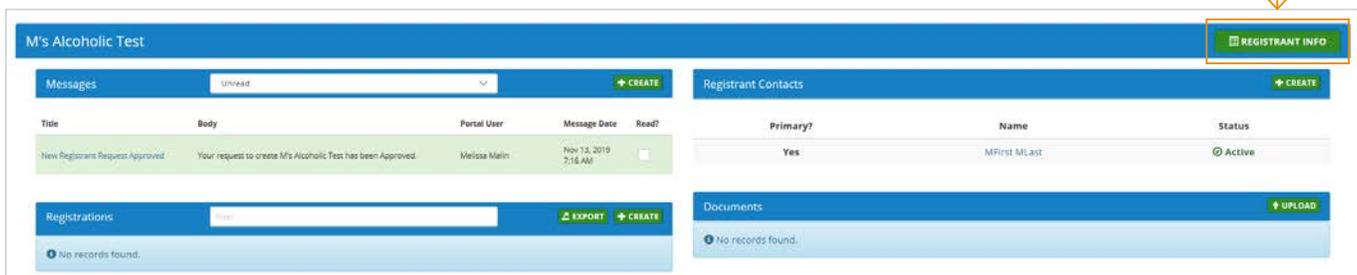
Payment Method In order to pay the \$60.00 non-refundable registration fee, please contact the BCMB directly at info@bcmb.ab.ca. This is a one-time fee per Registrant. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card.

5. In order to pay the BCMB's \$60.00 non-refundable Registration Fee, please contact the BCMB at info@bcmb.ab.ca. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card. This is a one-time fee per Registrant.
6. Once the account has been submitted and the BCMB has received the \$60.00 non-refundable Registration Fee, the BCMB will review your account for approval.
7. Once the account has been approved, the BCMB will send an e-mail advising the company has been approved and how to proceed in registering your beverage containers.
8. To open your company dashboard, login to the BCMB Portal at **portal.bcmb.ab.ca/login**.
Click on your company name under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

9. You will be directed to your dashboard (example shown below). To view the company information you entered upon registering, click on the **Registrant Info** button beside the company name on the right-hand side of the page.



10. You can update your information at any time, except your legal business name or Agent number. To make changes to either of these, please contact the BCMB at 780-424-3193 or 1-888-424-7671 (toll-free).
11. If you are selling and/or distributing Non-Alcoholic Non-Cannabis or Cannabis beverage containers, please continue to register additional companies for each option.

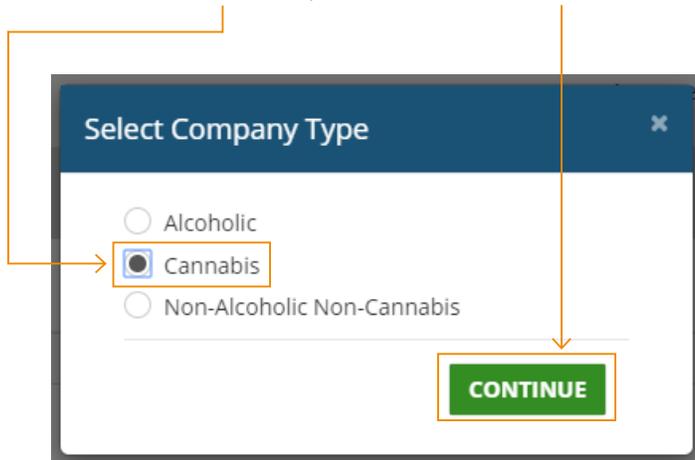
Registering a Cannabis Company

Prior to beginning the registration process through the BCMB Portal, please ensure you have your AGLC Licensed Producer (LP) number.

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. Click on the **Create New** button on the right-hand side of the screen to create your company.



3. Select the **Cannabis** option and click on **Continue**.



Please note: If your company sells and/or distributes more than one type of beverage container (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis), you must create separate companies for each option. You will only be charged the \$60.00 non-refundable fee for the first of these companies.

- You will now see the following form. Please enter the required information including: LP number, Legal Business Name, full company address, phone number, etc. Once you have completed the form, click on **Save**.

New Registrant

Legal Business Name Required

LP Number Required

Company Type

Address 1 Required **Address 2**

City/Town **Province / State**

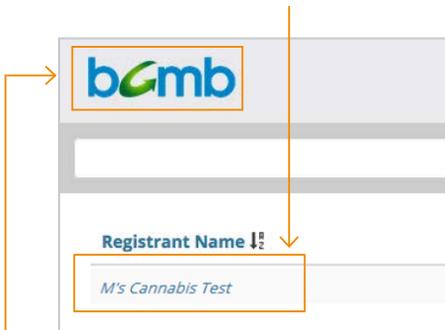
Country **Postal/Zip Code** Required

Phone **Fax**

Website

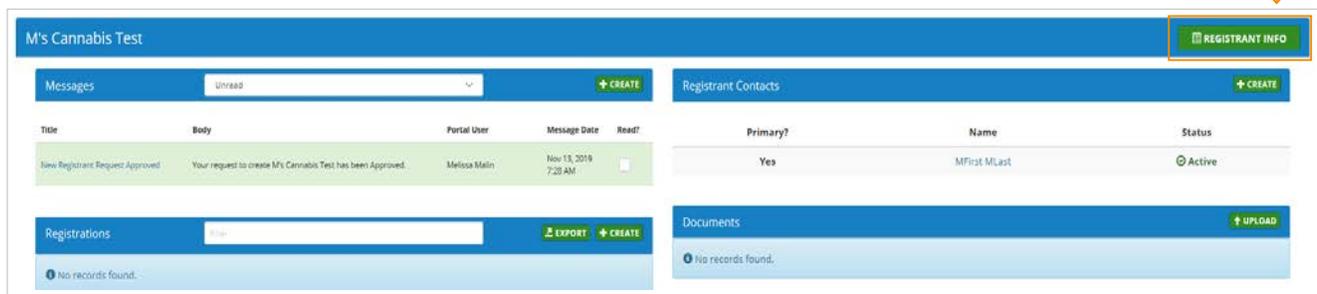
Payment Method In order to pay the \$60.00 non-refundable registration fee, please contact the BCMB directly at info@bcmb.ab.ca. This is a one-time fee per Registrant. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card.

5. In order to pay the BCMB's \$60.00 non-refundable Registration Fee, please contact the BCMB at info@bcmb.ab.ca. The BCMB accepts e-transfer, EFT/ACH, cheque and credit card. This is a one-time fee per Registrant.
6. Once the account has been submitted and the BCMB has received the \$60.00 non-refundable Registration Fee, the BCMB will review your account for approval.
7. Once the account has been approved, the BCMB will send an e-mail advising the company has been approved and how to proceed in registering your beverage containers.
8. To open your company dashboard, login to the BCMB Portal at portal.bcmb.ab.ca/login.
Click on your company name under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

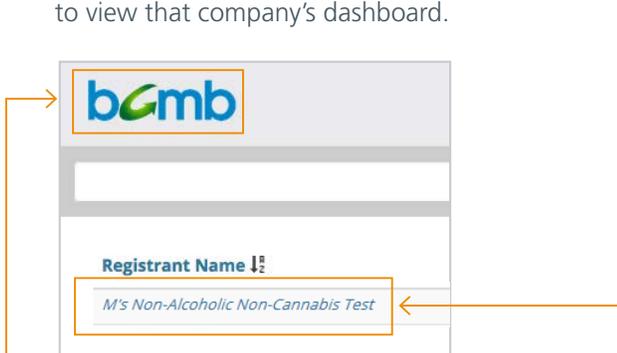
9. You will be directed to your dashboard (example shown below). To view the company information you entered upon registering, click on the **Registrant Info** button beside the company name on the right-hand side of the page.



10. You can update your information at any time, except your legal business name or AGLC LP number. To make changes to either of these, please contact the BCMB at 780-424-3193 or 1-888-424-7671 (toll-free).
11. If you are selling and/or distributing Alcohol or Non-Alcoholic Non-Cannabis beverage containers, please continue to register additional companies for each option.

Adding Contact(s) on a Registrant Account

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

3. In your company dashboard, click on **Create** in the Registrant Contacts section.



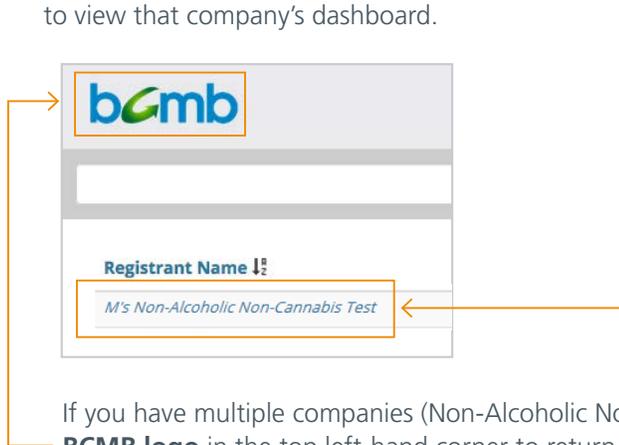
4. You will now see the following form. Enter the contact information and click on **Save & Close**.

A screenshot of the 'Registrant Contact' form. The form is titled 'Registrant Contact' and has a close button in the top right corner. It contains several input fields: 'Salutation', 'First Name', 'Last Name', 'Email', 'Address 1', 'Address 2', 'City / Town', 'Province / State', 'Country', 'Postal/Zip Code', 'Phone', 'Cell Phone', and 'Fax'. There is also a checkbox for 'Active?'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE & CLOSE'. An orange arrow points from the 'SAVE & CLOSE' button to the next step.

5. Once you click on Save & Close an e-mail will be sent to the contact advising them of their login and password to the BCMB Portal.

Deactivating a Contact on a Registrant Account

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

3. Under the Registrant Contacts heading, click on the contact's name to open the contact information.
4. At the bottom of the contact information, **uncheck the box** beside **Active** and click on the **Save & Close** button when complete. The contact will now be inactive.



Changing the Primary Contact on a Registrant Account

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.

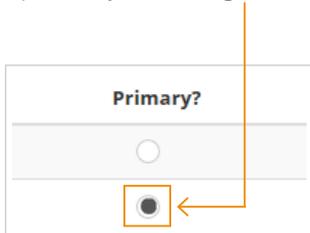


If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

3. Under the Registrant Contacts heading, click on the **Change Primary** button.



4. Update by **selecting the dot** beside the contact you wish to make the Primary Contact.



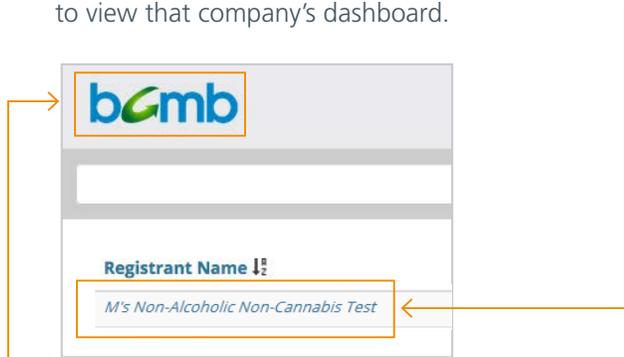
5. Once the correct contact has the dot beside their name under **Primary?**, click on **Done Editing** in the header.



Communicating with the BCMB

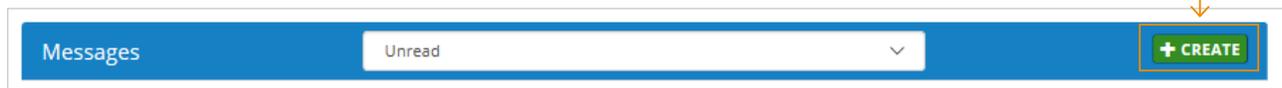
If you wish, you can send a Portal Message through the BCMB Portal Dashboard of the registrant company to the BCMB rather than emailing. To send a Portal Message, follow the below instructions:

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.

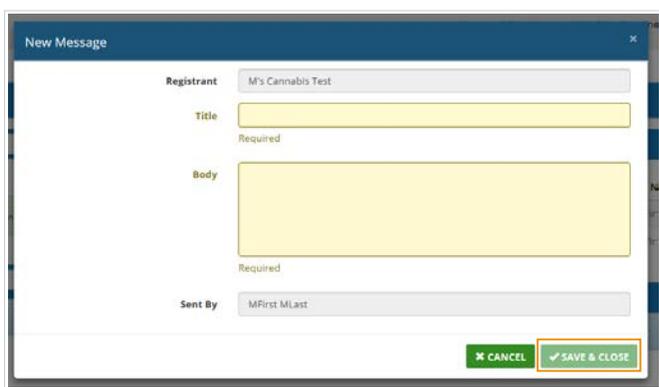


If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

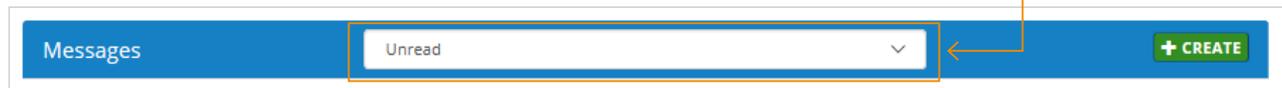
3. Under the Messages heading, click on the **Create** button.



4. Enter your name and your message, and click on **Save & Close**.



5. To view all types of messages (read, unread and sent), please click on the **dropdown menu** in the heading.



6. The BCMB will receive your message and reply to you by phone and/or e-mail.

Beverage Container Registration

Please note: Each type of beverage container (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis) can only be registered under the type of company registered (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis). I.e. an Alcoholic registrant can only register Alcoholic beverage containers.

Prior to registering your beverage containers, please check the [BCMB Approved Materials List](#) to ensure your beverage container has an approved container material, approved cap/lid, if container is painted, etc. If you need to submit an application for the BCMB to review your information as per the Approved Materials List, please fill out a [Beverage Container Review Form](#) and send it along with the required images to the BCMB at registrations@bcmb.ab.ca.

If your container is an approved material as per the Approved Materials List, or it has been specifically approved by the BCMB, please proceed in ensuring you have the following information to register it:

- brand,
- flavour,
- size,
- material,
- UPC (if applicable), and
- start sales date.

Additionally, the BCMB will require the following images to be uploaded during registration:

- Front and back images of the container noting the brand, flavour, size, material, and UPC (if applicable). If the container does not have a UPC, please continue to have an image of the back of the container.
- If the container is made of plastic, please send an image of the container noting the recycling symbol and resin (material) identifier (as shown in the image below).



Images can be uploaded in the following formats:

- .jpg,
- .png,
- .gif,
- .bmp, or
- .tif.

Image file names can only contain alphanumeric characters. No special characters are allowed such as:

[[? / < ~ # ` ! @ \$ % ^ & * () + = } | : " ; ' , > {

Image sizes may be up to 4 MB maximum (if more than one image, together they should be no larger than 4 MB in size). If images are larger, please resize the images.

Please ensure the images note the requirements above (brand, flavour, size, material and UPC (if applicable)) and you have them ready prior to starting the registration process. If you pause while completing the registration process, the website may time-out for security purposes. The BCMB cannot approve a registration without the required images. If any required images are missing, the registration will be put on hold and the BCMB will contact the Manufacturer/Agent/LP for further information.

Please note: Clicking Cancel at any point during the beverage container registration process will bring you back to the beginning of the registration process, and none of your work will be saved. If you know that your registration has been submitted incorrectly, please advise the BCMB as soon as possible. Once the registration is submitted, you will not have the ability to change or upload any information or images.

CREATING BEVERAGE CONTAINER REGISTRATIONS

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.



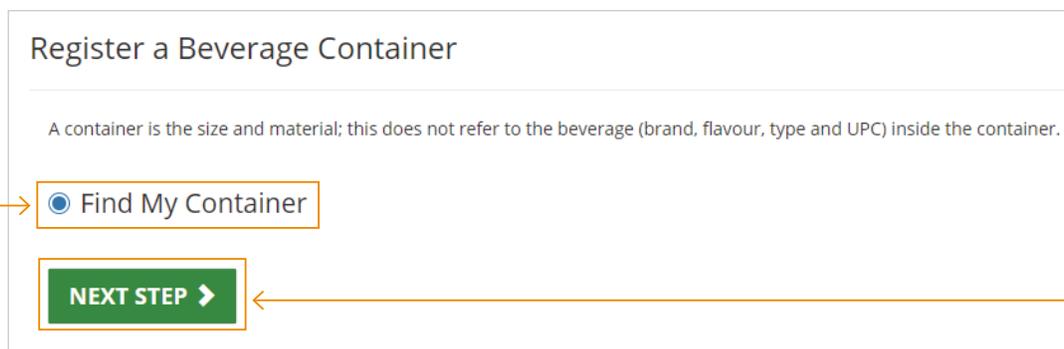
If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

If you have multiple companies (Alcoholic, Cannabis, Non-Alcoholic Non-Cannabis), please register the beverage container with the appropriate company. If a beverage container is registered under the incorrect company, the beverage container will not be approved for sale and/or distribution.

3. Under the Registrations heading, click on **Create**.



4. To determine if the container (size, material and non-refillable status) exists in the system, select the **Find My Container** option and click **Next Step**.



5. Type the size in milliliters (ml) in the search bar on the left-hand side of the page and click on **Search**.

Enter Size

Please enter the individual beverage container size in milliliters (mL). If the size of your individual beverage container is not listed, please contact the BCMB at registrations@bcmb.ab.ca

Enter Size... **SEARCH**

< CANCEL **NEXT STEP >**

Select the appropriate size on the right-hand side of the page and click **Next Step**.

6. Select your container's material type from the drop down on the right-hand side of the page. Once you have selected the appropriate material, click on **Next Step**.

Materials

PET

- a. If your container is made of PET or HDPE, select the colour of the container using the drop down on the right-hand side of the page. Once the appropriate colour is selected, click on **Next Step**.

What Colour Is Your Container?

Clear & Light Blue Tint

7. You will now see a list of containers matching the size, material and colour (if applicable) of your container on the right-hand side of the page. Select the correct container from the list noted and click **Next Step**.

Containers		
Name	Volume	Material
500 ml PET, Nonrefillable	500	PET

If your container does not exist, please contact the BCMB at 780-424-3193 or toll free at 1-888-424-7671.

8. If your individual beverage container has a UPC, select **Yes** and click on **Next Step**.
If the individual beverage container does not have a UPC, proceed to step 9.

Do you have a UPC?

Yes

No

- a. Enter your **UPC** in the search bar and click on **Search**.

Enter UPC...

SEARCH

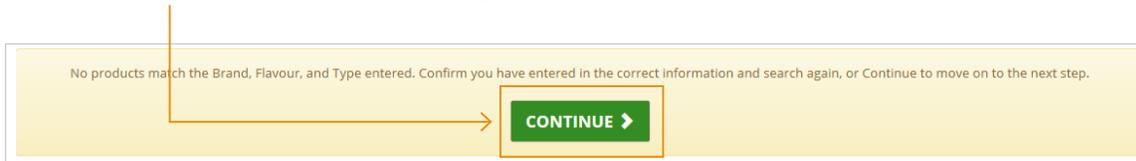
- b. If a beverage container is found, it will be shown. If the information on the registration matches your individual beverage container information, select the beverage container. There is a prompt that will ask "Is this your container?" Click on **Yes**.
If the registration information does not match the individual container click on **No**.

Is this your container?
You must select a record to proceed if so.

NO > YES >

- If you clicked on Yes, proceed to steps 10 to 12.
- If you clicked on No, proceed to steps 9a to 12.

9. If your individual beverage container does not have a UPC, select **No** and click on **Next Step**.
 - a. This will take you to the New Beverage Registration page. Select your type of beverage and enter your brand and flavour and click search for beverages.
 - b. If there is no registration noted with that information, there will be a message advising there is no information. Click on **Continue** to register this beverage container as a new registration and to proceed in uploading images.



10. Proceed to upload front and back images of your container that note the brand, flavour, size, material, and UPC (if applicable).
 - If there is no UPC on the individual container, please continue to upload an image of the back of the container.
 - If the information required cannot fit on the front or the back and you have additional images, please upload them using the Other upload spots.
 - If the beverage container is made of plastic, an image of the container noting the recycling symbol and resin (material) identifier is required.
 - If you do not have images of your beverage container at this point but you do have a flat-lay image of your beverage container’s labelling, please upload the image twice – once under Front and once under Back.
 - Once the required images have been uploaded, click on **Next Step**.

Front:*	UPLOAD	Other 1:	UPLOAD
Back:*	UPLOAD	Other 2:	UPLOAD
Bottom:	UPLOAD	Other 3:	UPLOAD

Only these image file types are supported:
(jpg, png, gif, bmp, tif)
File names can only contain alphanumeric characters
(no special characters allowed)
Maximum File size: 4MB

11. On the Submit Registration Information page, you will see the data you have entered for your beverage container. You will also be directed to enter the Sales Start Date (the date that your beverage will start to be sold and/or distributed in Alberta). You can enter the **Sales Start Date** by typing in the date or by selecting the date from the dropdown calendar.

The screenshot shows a registration form with the following fields and values:

Brand	Test	Flavour	Test
Beverage Type	Cannabis	UPC	78
Sales Start Date	Sales Start Date		

Below the form are two buttons: **CANCEL** and **SUBMIT**.

Click on the **Submit** button once you have entered the Start Sales Date.

The registration(s) you have submitted will now appear in the Registrations section of your company dashboard showing that they have been submitted.

12. Registrations will be noted as submitted until they have been approved by the BCMB. If the registration is not considered a ready-to-serve beverage container, the BCMB will set the registration to rejected and send an e-mail to the Manufacturer/Agent/LP notifying them of this.

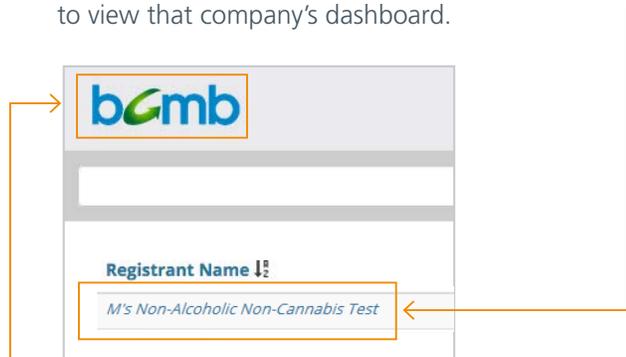
Once a Manufacturer has the approved beverage container's Alberta Registration Number, they can proceed to start selling and/or distributing the beverage container in Alberta.

Once an Agent or LP has the approved beverage container's Alberta Registration Number, they are required to contact the AGLC for further registration.

Discontinuing a Registered Product

If a Manufacturer/Agent/LP is no longer selling and/or distributing a specific beverage container in Alberta, they are required to enter the Stop Sales Date in Alberta for that beverage container(s).

1. Login to the BCMB Portal at portal.bcmb.ab.ca/login.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.

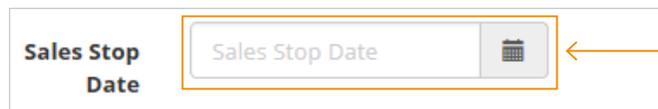


If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

3. Under the Registrations heading, you can either search for the beverage container in the **search bar** (you can search by brand, flavour, size, material, UPC or registration number (complete or partial) or you can scroll through your list of registrations to find the beverage container.



4. Once you find the beverage container registration, hover over the registration with your cursor. The registration will turn green; click on the beverage container registration line to open the registration.
5. Enter the Sales Stop Date (the date that your beverage container stopped/will stop being sold and/or distributed in Alberta) on the registration information page. You can enter the **Sales Stop Date** by typing in the date or by selecting the date from the dropdown calendar.



6. Once the date has been confirmed, click **Save & Close**.

Exporting Your Beverage Container Registration List

Manufacturers/Agents/LP's can view their full list of beverage container registrations by exporting the list.

1. Login to the BCMB Portal at **portal.bcmb.ab.ca/login**.
2. To open your company dashboard, **click on your company name** under the Registrant Name column to view that company's dashboard.



If you have multiple companies (Non-Alcoholic Non-Cannabis, Alcoholic, Cannabis) click on the **BCMB logo** in the top left-hand corner to return to your list of companies.

3. Under the Registrations heading, click on the **Export** button.



4. A .csv document (similar to Excel) will open. Click on **Save As** to save this document onto your computer. At the time of saving you can choose to change the format to an Excel file, Excel Workbook or any other format. Once the date has been confirmed, click **Save & Close**.





BEVERAGE CONTAINER MANAGEMENT BOARD

Contact Information

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