



SIMS PORTAL USER GUIDE FOR LIQUOR AGENTS

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First Time Login

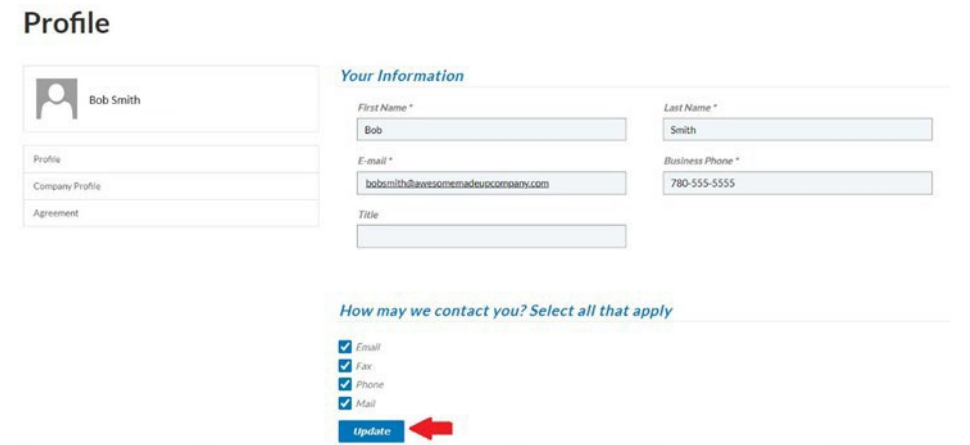
1. The primary account holder will receive an email invitation to the portal which includes a link to the login page.
2. On the portal login page, click on “Don’t have an account? [Sign up now](#)”.



3. Enter the email address of the primary account holder (the email address the invitation was sent to).
4. Enter a password. Your password must consist of:
 - 8 to 64 characters
 - At least 3 of the following: a lowercase letter, an uppercase letter, a numerical digit, and a symbol.
5. Enter the password again, ensuring it matches the first entry.
6. Enter the first name of the primary account holder.
7. Enter the last name of the primary account holder.
8. Select create at the bottom of the window.
9. You will be directed to the Terms and Conditions and Privacy Statement page.
10. Read through all terms and conditions and click the box next to “I agree to these terms and conditions, and privacy agreement” if you agree.



11. Select "continue".
12. You will be directed to the Profile page.
13. Confirm all fields are correct and fill out any missing information.
14. Click "Update".



15. You will be directed to the Company Profile page.
16. Ensure all information is correct.
17. Click "Next".
18. You will be directed to the Manufacturer Agreement page.
19. Read through the agreements and move the toggle to yes for each one to agree to the terms.
20. Select "Submit".

21. You will automatically receive a Pending Requirements email which will outline the outstanding requirements before your company can be approved.
22. Once all requirements are met, you will receive an email to confirm your company's registration.

Adding Contacts

1. From the Manufacturer Portal Home page, select the Users tab.
2. Click "Create".



3. Fill out the following fields:
 - First Name
 - Last Name
 - E-mail
 - Business Phone
 - Title
4. Select "Create".
5. Select "Invite to Portal".
6. Select "Yes".
7. The user receives an email with a link to redeem invitation.
8. The user clicks on the link which brings them to a sign-up page.
9. The user selects "Register".
10. The user will be directed to the Manufacturer Portal Home.

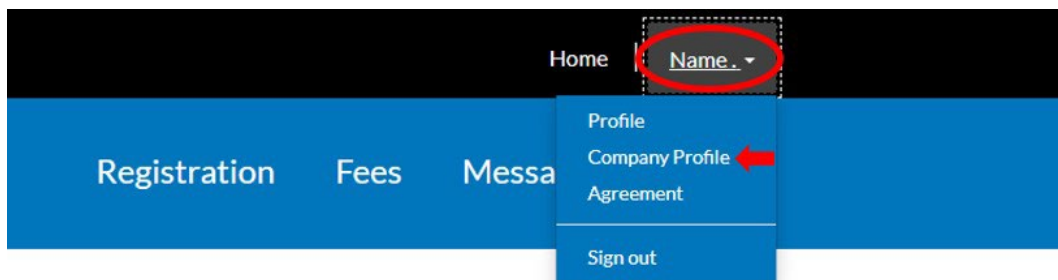
Deactivating a Contact

1. From the Manufacturer Portal Home, select Users.
2. Select the down arrow on the row of the contact you wish to remove.
3. Select "Remove".
4. Select "Deactivate".
5. The contact will no longer appear on the list and will no longer have access.

Changing the Primary Contact

Please note: Primary users will be the only contact with the ability to edit company information.

1. Click on the company name in the top right corner.
2. From the dropdown menu, select Company Profile.



3. Under Primary Contact, select the search button.
4. Check the box of the contact you wish to be primary contact.
5. Click "select".
6. At the bottom of the page, select "Save".

Communicating with the BCMB

To see Contact Information for the BCMB, click on the Contact Us tab in the portal.

Beverage Container Registration

Prior to registering your beverage containers, please check the BCMB Approved Materials List available on the BCMB website to ensure your beverage container has an approved container material, approved cap/lid, 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 (also available on the BCMB website) 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, please proceed with registration.

Creating Beverage Container Registrations

1. From the Manufacturer Portal Home page, select the Registration tab.



2. Select either New Registration – with UPC or New Registration – without UPC. Please note, the BCMB is only interested in UPCs that will be affixed to the container, and therefore scannable when returned to a depot.
3. Enter the size of the container in ml.
4. Select the correct material from the drop-down menu.
5. Select “Find Containers”.
6. Choose the appropriate container from the list (If your container is not on the list, please send an email to registrations@bcmb.ab.ca).
7. Select “Next”.
8. Enter the Product Name.
9. Select the Beverage Type from the drop down menu.
10. Enter the UPC Code; if applicable.
11. Enter the Flavour.
12. Select the Collection Method from the drop-down menu.

13. Upload required images, ensuring they meet the following criteria:
 - a) Container front, back, and bottom images of the container showing:
 - Product brand
 - Product flavour
 - Container size
 - Container material
 - UPC (if applicable). The beverage container recycling industry is a UPC based system, where UPCs are relied on as unique identifier to an efficiently confirm container registration and recyclability within Alberta. If your containers do not have a UPC, please visit the GS1 Canada website for more information on obtaining UPCs or contact the BCMB registrations team to discuss options for proceeding with container registration.
 - If the container is made of plastic, an image of the recycling symbol/resin identifier (usually molded into the bottom or side bottom of the beverage container).
 - If the labelling is not in English, and an English label is being added, please provide an image showing the label and ensure it does not cover the UPC.
 - Flat-lay label images are acceptable in the absence of images of the actual container as long as the above information is located on the label. In these cases, please inform the Registrations Team of your intention to send images of the actual container once available.
 - b) Images are of the individual beverage container(s) not multi-packs or packaging. Since individual beverage container(s) are returned to Alberta Depots, we require images of the individual beverage container(s) within the pack, not the pack itself.
 - c) Unedited and uncompressed images are preferred to prevent loss of image quality.
 - d) Please ensure all the images you are uploading are under 10MB total in size.
 - e) Ensure file names do not contain any special characters.
 - f) Images are in any of the following acceptable formats: .gif, .jpg, .jpeg, .bmp, .png
14. Click "Submit".
15. If you have another container to register, select "Register another product"; if done, select "Go Home".
16. You will now see the submission under "Registrations Pending Approval"; if further information is requested from the BCMB, you will see it listed under "Pending Items for Registration" and you will also receive an email with the requested information.
17. Once approved by the BCMB, you will receive a notification and the container will appear under "Active Registrations".

Updating Images When Requested

1. When a submitted registrations has BCMB Status of More Information, click on the registration number to view details.
2. Review what is listed under Pending Items for Registration.
3. Scroll down to the images of the container, and for the image requiring an updated version, select delete.
4. Select Choose File.
5. Replace image.
6. At the bottom of the page, select Save and Submit.

Viewing Your List of Active Registrations

Please note that Active Registrations are not the same as approved. Please use the proper search criteria as listed below, depending on what you would like to see on your list of registrations.

1. From your portal account, select Registration from the top.



2. Under status, select:
 - Approved = approved by the BCMB.
 - Submitted = review not complete by the BCMB.
 - More Information = review done by the BCMB, more information required.
 - Rejected = review done by the BCMB and registration rejected.
3. Click apply.
4. You can also use the search function to search for name, UPC, or BCMB registration number. Please start your search with a * if the characters you are searching may not be at the beginning of a search field. Ex: Bubble Gum, if searching for Gum, you would want to search *Gum.
5. Your search criteria will now appear in the list.

Exporting Registrations

1. From your portal account, select Registration from the top.

2. Apply filters, if required.
3. Click Export.
4. An excel document will download.

Discontinuing a Registered Beverage Container

If a Manufacturer/Agent/Licensed Producer 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. From the Manufacturers Portal Home page, select the “Registration” tab.
2. Under Active Registrations, select the applicable container.
3. Enter the sales stop date.
4. Click “Submit”.

Closing a SIMS Account

If a Manufacturer/Agent/Licensed Producer is no longer selling and/or distributing any beverage container in Alberta, and wish to close their BCMB account, please contact us.

Contact Us

If at any time, you require assistance navigating your account or registering a container, please contact our Registrations Team at registrations@bcmb.ab.ca.