

DATE: November 30, 2023

TO: Manufacturers of Non-Alcohol Beverage Products

**RE: Follow-up after implementation of new system for the Registration of non-alcohol beverage containers in Alberta**

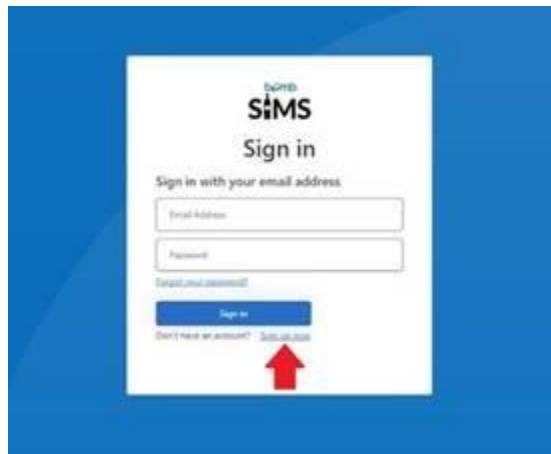
As the new BCMB Stakeholder Information Management System (SIMS) portal has been live for over a month, the BCMB would like to provide manufacturers with the opportunity to provide feedback on your experience with it so far. If you are receiving this message, it is because you are listed as the primary contact for an organization currently registered with the BCMB.

**Important Notes:**

1. If you are no longer the primary contact for a manufacturer that registers beverage containers for sale/distribution in Alberta, please reach out to [registrations@bcmb.ab.ca](mailto:registrations@bcmb.ab.ca) and let us know.
2. If your company no longer sells/distributes beverage containers in Alberta and no longer needs a BCMB account, please reach out to [registrations@bcmb.ab.ca](mailto:registrations@bcmb.ab.ca) and let us know.
3. If you are the primary contact for a manufacturer that registers beverage containers for sale/distribution in Alberta but have not yet accessed your account, please follow the instructions below. The instructions below are for your **first login to SIMS only and will only work for the email address to which this message was sent.**

i. Click [here](#) to be directed to SIMS login page.

ii. Click the “Sign up now” link.



iii. Enter your user details and select a password.



Note: The e-mail address must be the same address to which this e-mail was sent.



iv. Click on “Create”.

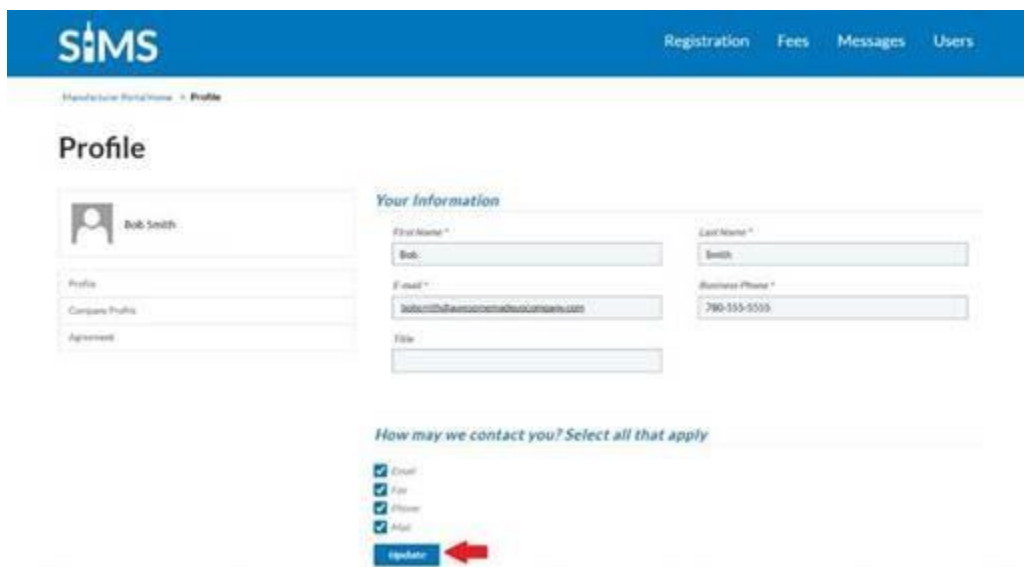
v. You will be directed to the Terms and Conditions/Privacy Statement Agreement. Scroll down to read.

vi. To agree to the terms, select the “I agree to these terms and conditions, and privacy agreement” checkbox and then click “Continue”.



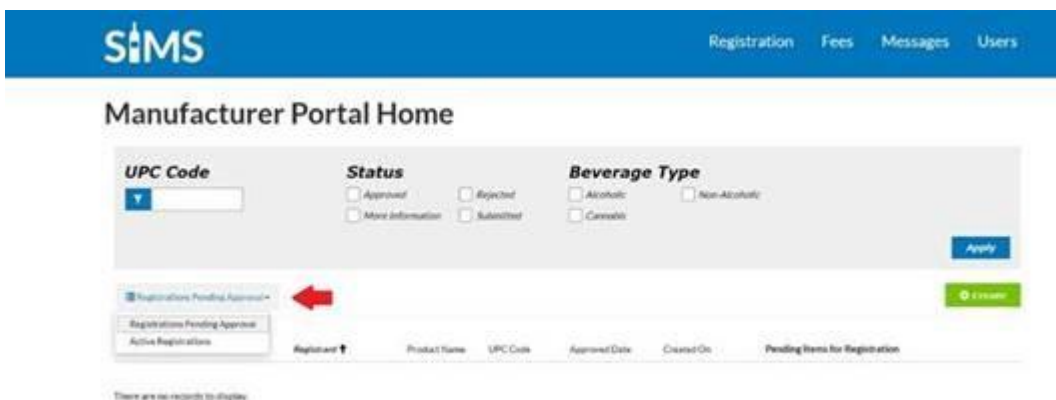


vii. You will be redirected to your Profile page where you can validate your information. Click the "Update" button to continue.





viii. You will be redirected to the Manufacturer Portal Home where you can see pending registrations or use the drop-down menu to view active registrations. Please verify that all registrations are appearing correctly.



4. Once you have successfully logged in using the above instructions the first time, please confirm that your company profile is up to date, including contact information, fiscal year end date, current registrations, etc.
5. The [SIMS User Guide](#) available on our [website](#) includes instructions on how to use the new portal. Since we have gone live with SIMS, we have been asked by registrants whether they can access a listing of their current container registrations. Instructions on how to do so can be found in the user guide (page 9), along with other helpful steps.

If you have any issues, or any feedback on the SIMS portal, please let us know by emailing our Registrations team at [registrations@bcmb.ab.ca](mailto:registrations@bcmb.ab.ca).

We appreciate your continued support of Alberta's Beverage Container Recycling System!

