How to update your contact details in PICTUS?

... so, what is PICTUS?

PICTUS is a "self-serve" application that allows you to submit your Advance Disposal Fee (ADF) Returns and payment, monitor your account balance, manage your company's contact information, and determine who in your company has access to your ADF data.

STEP1 Log in to your Business **PICTUS account at** https://tsbc.pictus.online/

Enter your email address and password from your existing account.

TIRE Stewardship New value from old tires BC					
Email					
Password	Forgot?				
Password					
Login					

Not registered? Please visit our website and refer to the TSBC Registration Checklist to see if your business should be registered with TSBC. If you are unsure or have questions please contact Karen by email at registrations@tsbc.ca or by phone at 1 866 759 0488.

REGISTER

Browser Firefox 88.0 App 3.0.3.2

Welcome to Tire Stewardship BC's "e-**Commerce**" system called PICTUS!

Pictus is an online application that allows TSBC registered Retailers to file their Advance Disposal Fees (ADF) returns and access all their account details, including remittance history. Pictus is also the place to submit a Registration Application to register with Tire Stewardship BC.

To Login: Enter your TSBC contact e-mail and password and click on "Login".

No Password? You can reset your password using the "Forgot?" link. You'll receive an e-mail with a link to reset your password, and then you can log into the system.

I Need To Register: If you have read all the materials on the TSBC website and have determined you need to register with TSBC, please click here. If you have any registration questions email Karen at registrations@tsbc.ca or by phone at 1-866-759-0488.

Questions? Please visit our website at www.tsbc.ca If you have questions, please e-mail: jbutler@tsbc.ca or call 1-866-759-0488 (Mon-Fri 8:30am-4:30pm Pacific).

STEP 2 Click on Participants

STEP 3 Click on the edit button

to access the business contact details.

	Notif	ficati	ons Show Archived
	We didn't find a	any n	otifications.
Step 1: File			Step 2: Pay
Complete this step by clicking 'View Filings' for each organize manage. Complete and approve the filing for each business in organization.	ation you n the	→	Click 'View Invoices' to see unpaid invoices. Payment should be complete through your bank by EFT or bank debit. Once paid it can take 3 - 5 business days for your invoice to be processed.
rganization Name			

Organizations

Businesses								+ Create E	Business	-	
Q Reg. No.		Business	Attribute \$	þ	All Provinces	;	All But Closed	¢	All reasons	¢	1/1
Reg. No. 🖨	Business	Name 🖨	Туре		Attribute		Agency	Prov	Status		
00000	Business)	Remitter		Quarterly		TSBC	BC	Active	ſ	Z

STEP 4 Verify your business address in Addresses

If the address needs updating, please include it in the email in <u>Step 7</u>.

Organization Name / 00000 - B	usiness Name	example
Remitter Addresses Contacts Notes	& Files History Collections	
Update Remitter		
Registration Number: 00000		Current History Values
Business Name:	Business Name 🕕	Status: Active
Type:	Auto Service	Reason Code: None
Legal Name:	Legal Name 🕕	Regular Filer: True
Registration Date:	2024-01-01 🛛	RIV Importer: False
Registration Confirmation Date:	- 0	Filing Frequency: Quarterly
De-Registration Date:	- 0	Is Collection Location: True
Operations Start Date:	2024-01-01 🚯	
Operations End Date:	- 0	Antinum
General Telephone No 0		Actions
■●■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ● ■ ■ ● ■ ■ ● ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		Create Degistration Cortificate

STEP 5 Update your contact details

TAB	EDIT			
Remitter	 General Telephone Number 			
Contacts	 Contact Name Email Address 			

S	TEP 6			
U	pdate	Users	detai	IS

1. Click on your Organization

Organization Name / 00000 - Business Name example@tsbc.ca Notes & Files History Remitter Addresses Contacts Collections

Name.

2. Click on the Users Tab.

3. Click on the edit button.

4. Click on the "Invite New User" to add users to your business account.

< Organiz	ation Name						example@tsbc.ca
Organization	Businesses	Addresses	Contacts	Notes & Files	Users		
Users							Invite New User
Registration No.		Business				User Roles	
Business Name 🌒 🧧	example@tsbc.ca 🌒 🕻	Last Login: 202	4-02-27 🌒 M	ember of Organizat	ion		
00000		Business Name				Master User, Filing Approver, Filing Entry	

example@tsbc.ca

STEP 7 Please email us at contact@tsbc.ca

with your "Business Name, <u>Registration Number</u>" in the Subject Line and the message "<u>Business</u> profile updated" to notify us of changes to your business account.



