

Mattress Recycling Council

ONLINE REGISTRATION, REPORTING
AND ACCOUNT GUIDELINES



Mattress
Recycling
Council®

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Introduction

Mattress Recycling Council

The Mattress Recycling Council (MRC) is a non-profit organization established by the mattress industry that operates mattress recycling programs in California, Connecticut, and Rhode Island. For more information on these programs, please visit www.mattressrecyclingcouncil.org.

Who Needs to Register with MRC

Depending on the state(s) in which you conduct business, you may need to register with MRC as a retailer, institutional seller, producer, or renovator of mattresses and/or box springs. If you sell mattresses and/or box springs to consumers or to an entity for public or corporate use in California, Connecticut, or Rhode Island, you *must* register with MRC and file a monthly report stating the quantity of mattresses and/or box springs that you sold and remit the recycling fees you collected on those sales to MRC.

Part 1. Registration

The Registration Process

This document will guide you through the steps to register as a participant with MRC. To register, visit www.mrcreporting.org. Registration is free.

- Step 0 of 6: Pre-Qualifications
- Step 1 of 6: Contact Information
- Step 2 of 6: Company Information
- Step 3 of 6: Participant Role and Program Selection
- Step 4 of 6: Product Registration (applies only to producers and renovators)
- Step 5 of 6: Participant Agreement
- Step 6 of 6: Submit Registration

Before You Begin

- Review the Definitions page (under the “Resources” tab in the main menu) for a description of retailer, institutional seller, producer, and renovator, as well as mattress and box spring.
- Determine if you are registering (and reporting if you are a retailer or an institutional seller) on behalf of all locations or only one (or some) specific location(s). *If you are not registering and reporting on behalf of all locations in one or more program states, each location will need to register and report individually.*
- California producers and renovators will need to have brand or Uniform Registry Number (URN) information available. This information is optional, but encouraged for those in Connecticut and Rhode Island.

- If you have any questions about products subject to these requirements, definitions or state legislation, visit www.mattressrecyclingcouncil.org.

Start Your Registration

To start the registration process, go to <http://www.mrcreporting.org/> and click on the “Register” button in the “New Registrants” box at the bottom of the screen

Welcome to the MRC Online Registration and Reporting System

California, Connecticut and Rhode Island have enacted laws requiring the mattress industry to establish a mattress recycling program in each of these states. You may be required to register with MRC, depending on where you conduct business. Companies selling mattresses and box springs to consumers in these states must collect recycling fees on all mattress sales and remit the fees to MRC monthly.

Each state has different registration requirements:

Connecticut
Each company that produces, imports or distributes mattresses for sale in the state must join MRC. To join, you must register online with MRC through this system. As of May 1, 2015, businesses selling mattresses must collect a \$9 recycling fee on each mattress or box spring sold to Connecticut consumers.

Rhode Island
Each company that produces, imports or distributes mattresses for sale in the state must join MRC. To join, you must register online with MRC through this system. The Rhode Island program began on May 1, 2016. As of May 1, 2016, businesses selling mattresses must collect a \$10 recycling fee on each mattress or box spring sold to Rhode Island consumers.

California
Each company that produces, imports, distributes, or renovates mattresses for sale in the state must register online with MRC through this system. Businesses selling mattresses must collect an \$11 recycling fee on each mattress or box spring sold to California consumers as of December 30, 2015. Businesses that do not register by December 30, 2015 will be unable to sell their products in California and may result in financial and/or civil penalties. After December 30, 2015, a [producer](#), [renovator](#) or [retailer](#) may not sell, distribute, or offer for sale a mattress in California unless it has registered with MRC and is in compliance with the law.

UNDER THESE LAWS, STATES MAY PROHIBIT YOUR MATTRESSES OR BOX SPRINGS FROM BEING SOLD TO CONSUMERS IN THESE STATES IF YOU FAIL TO MEET THESE REQUIREMENTS.

There is no cost to register with MRC.

New Registrants

Click here to register with MRC

[Register](#)

Participant Login

User Name:

Password:

Remember me next time. [Log In](#)

[Forgot your password?](#)
[Forgot your username?](#)

Step 0: Pre-Qualifications

The first page (step 0) determines whether your company is required to register with MRC. Prior to answering this question, please review the definitions for a description of producer, renovator and retailer.

- If you are a producer, renovator or retailer of mattresses or box springs sold or offered for sale to consumers in Connecticut, Rhode Island, or California, click “Yes” and “Next” at the bottom of the page. If you are not, please do not complete the registration process.

Step 0 of 6: Pre-Qualifications

Pre-Qualification	Contact Information	Company Information	Program Selection	Product Registration	Participant Agreement	Finish
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Are you a producer, renovator or retailer in Connecticut, Rhode Island or California?

Yes - Continue No- Cancel

Next

Definitions

Producer - A person or entity that: a) Manufactures, Renovates or imports Mattresses or Box springs, and b) Sells, offers for sale, or distributes those Mattresses or Box springs in one or more of the three states that have enacted mattress recycling laws (that is, California, Connecticut or Rhode Island).

Renovator - A person or entity that alters a used Mattress or Box spring for later resale by replacing the outer cover or filling, adding filling, rebuilding the used Mattress or Box spring, or replacing components with new or post-Consumer components. This does not include stripping a Mattress or Box spring of its ticking without adding new material, sterilizing or sanitizing the used materials, or altering a Mattress or Box spring for a party that will retain the product for lease, rental or personal use (and not for resale).

Retailer - A person or entity that Sells, or offers for sale, a Mattress or Box spring to an individual for residential use (private use in a home/dwelling) in one or more of the three states that have enacted mattress recycling laws (that is, California, Connecticut or Rhode Island), through any means, including, but not limited to, a physical store, by remote offering (including, but not limited to, sales outlets or catalogs, electronically through the Internet, by telephone, via a television sales channel, or through the mail), or other means.

Step 1: Contact Information

Each participant account has an administrator (Admin contact). The administrator is the only person that has the ability to make changes to the account. Once the account has been verified, the administrator can add up to two more contacts.

Step 1 of 6: Contact Information

Pre-Qualification	Contact Information	Company Information	Program Selection	Product Registration	Participant Agreement	Finish
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Please provide the contact information of the Admin contact for your organization. This person will be the administrator for this account with the ability to add or delete users. If you want to add your name as a contact for an existing organization, please ask the Admin contact to add you.

Contact Information

I am continuing an existing application

* indicates required fields

First Name *

Last Name *

Title *

Phone Number: *

Email Address: *

Confirm Email Address: *

User Name: *

Password: *

Confirm Password: *

- Provide the name and other requested information for your company's Admin contact and click "Next".

Step 2: Company Information

The system allows for a primary and alternate address for the company. The primary address is the participant's main office. The alternate address can be provided if reporting is generated at another location.

Note: If you are only registering (and reporting, if your company is a retailer or seller to an end-user) on behalf of one or some locations in the applicable states, then the other locations will need to register with MRC separately.

- Enter the full legal name of the company, the company name under which the company is doing business, and the company's business phone. You must confirm the company's legal name to proceed to the next step. Company website, alternate phone and company fax are optional.
- Enter the information for your company's primary address.
- Enter the address from where reports will be issued under "alternate address," if it is not the company's main office.
- Click the appropriate button to confirm on behalf of whom you are registering and to certify the accuracy of the information provided.
- Click "Next" to proceed to the next step.

Step 2 of 6: Company Information

Pre-Qualification	Contact Information	Company Information	Program Selection	Product Registration	Participant Agreement	Finish
-------------------	---------------------	---------------------	-------------------	----------------------	-----------------------	--------

Please provide your company information.

* indicates required fields

Full Legal Name: *

Please confirm the correct legal name for the company has been provided above. *

Doing Business As: *

Company Website:

Business Phone: *

Alt Phone:

Main Company Fax:

<h4>Primary Address</h4> <p>Address of the company's main office.</p> <p><input checked="" type="checkbox"/> Select if you wish to receive correspondence at this address</p> <p>Address 1: <input type="text"/> **</p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/> **</p> <p>State: <input type="text"/> *</p> <p>Zip Code: <input type="text"/> *</p> <p>Country: <input type="text"/> *</p> <p><input checked="" type="checkbox"/> I certify that:</p> <ol style="list-style-type: none">1. I am registering (and reporting, if my company is a retailer or seller to an end-user) on behalf of all locations owned by, operated by or affiliated with my company that produce, import, distribute, or renovate mattresses or box springs offered for sale in all program states and2. the information I am providing is accurate. <p>OR</p> <p><input type="checkbox"/> I certify that:</p> <ol style="list-style-type: none">1. I am registering (and reporting, if my company is a retailer or seller to an end-user) on behalf of specific locations owned by, operated by or affiliated with my company that produce, import, distribute, or renovate mattresses or box springs offered for sale in one or more program states and2. the information I am providing is accurate. <p>If you are not registering and reporting on behalf of all locations in one or more program states, each location will need to register and report individually.*</p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>	<h4>Alternate Address</h4> <p>Provide this address if reporting is generated at a location other than the main office.</p> <p><input type="checkbox"/> Select if you wish to receive correspondence at this address</p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>Country: <input type="text"/></p>
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Step 3: Participant Role & Program Selection

Participant obligations vary from state to state depending on what role the company plays in the manufacturing, renovation, distribution and sale of mattresses and box springs.

- Check the appropriate boxes for each state in which your company conducts business and all applicable roles. For example, if you are a producer in California, as well as a retailer in Rhode Island and Connecticut, you would select the boxes for **Producer** in the **California** column and **Retailer** in the **Connecticut and Rhode Island** columns.
- Click “Next” to proceed to the next step.

Step 3 of 6: Participant Role & Program Selection

Pre-Qualification | Contact Information | Company Information | **Program Selection** | Product Registration | Participant Agreement | Finish

Select all the role(s) and states that apply to your activities. MRC will be notified of your application and you will receive an email upon verification of your program selection notifying you of your first report date. You will then be able to file reports for the programs in the MRC system.

You can change your status or participation in state programs at any time. To make changes, select "My States" under "My Account" in the main menu.

Roles and States CA CT RI

I sell mattresses or box springs to final customers as -

A **RETAILER** or other seller who sells, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply). CA CT RI

An **INSTITUTIONAL SELLER** who sells, distributes, or offers them for sale to hotels and other lodging establishments, schools, dormitories, hospitals, nursing homes, prisons, the military, rental companies and other non-consumer end-users in the following states (click all that apply). CA CT RI

I am a **PRODUCER** who manufactures, imports, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply). CA CT RI

I am a **RENOVATOR** who sells, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply). CA CT RI

[Previous](#) [Next](#)

Definitions

Retailer - A person or entity that Sells, or offers for sale, a Mattress or Box spring to an individual for residential use (private use in a home/dwelling) in one or more of the three states that have enacted mattress recycling laws (that is, California, Connecticut or Rhode Island), through any means, including, but not limited to, a physical store, by remote offering (including, but not limited to, sales outlets or catalogs, electronically through the Internet, by telephone, via a television sales channel, or through the mail), or other means.

Institutional Seller - A person or entity that Sells or offers for sale, a Mattress or Box spring to an entity for public or corporate use - such as a hotel or other lodging establishment, school, dormitory, hospital, nursing home, correctional institution, military facility, rental company or other non-residential end-user - in one or more of the three states that have enacted mattress recycling laws (that is, California, Connecticut or Rhode Island), through any means.

Producer - A person or entity that: a) Manufactures, Renovates or imports Mattresses or Box springs, and b) Sells, offers for sale, or distributes those Mattresses or Box springs in one or more of the three states that have enacted mattress recycling laws (that is, California, Connecticut or Rhode Island).

Renovator - A person or entity that alters a used Mattress or Box spring for later resale by replacing the outer cover or filling, adding filling, rebuilding the used Mattress or Box spring, or replacing components with new or post-Consumer components. This does not include stripping a Mattress or Box spring of its ticking without adding new material, sterilizing or sanitizing the used materials, or altering a Mattress or Box spring for a party that will retain the product for lease, rental or personal use (and not for resale).

Step 4: Product Registration

Companies that manufacture, import or distribute mattresses or box springs offered for sale in California are required to provide **brand names or Uniform Registry Numbers (URNs)** information. For Connecticut or Rhode Island this information is optional, but encouraged.

This screen will provide fields for each state in which you indicated your company manufactures or renovates mattresses or box springs.

- Enter the brand names **OR** URNs of products that are manufactured, imported or distributed by your company in applicable Program States. Separate entries with a comma.
- Check the box to confirm that the correct states and company brands and/or URNs have been provided.
- Click “Next” to proceed to the next step.

Step 4 of 6: Product Registration

Pre-Qualification	Contact Information	Company Information	Program Selection	Product Registration	Participant Agreement	Finish
-------------------	---------------------	---------------------	-------------------	-----------------------------	-----------------------	--------

If your company manufactures, imports or distributes mattresses and/or box springs offered for sale in California, you must provide your **Brand Names or URNs**. If your company manufactures, imports or distributes mattresses and/or box springs offered for sale in Connecticut or Rhode Island, this information is optional but encouraged. Separate each brand or URN with a comma.

Producer

State	Brand Names and URNs
CA	<input type="text"/>
CT	<input type="text"/>

Renovator

State	Brand Names and URNs
CA	<input type="text"/>
CT	<input type="text"/>

I confirm that the above information regarding my company's brands and/ or URNs is true and accurate to the best of my knowledge.

[Previous](#) [Next](#)

Step 5: Participant Agreement

All participants in the MRC program must agree to the terms of the MRC Participant Agreement.

- Click on the link to read the “MRC Participant Agreement”, which sets forth the terms and conditions that will apply to your organization’s participation with MRC.
- Once you have read the Agreement, indicate whether you agree to these terms. If you do not accept the Agreement, you cannot complete your registration with MRC.
- Click “Next” to proceed to the next step.

Step 5 of 6: Participant Agreement

Pre-Qualification	Contact Information	Company Information	Program Selection	Product Registration	Participant Agreement	Finish
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In order to submit your registration for approval, you must review and accept the [MRC Participant Agreement](#).

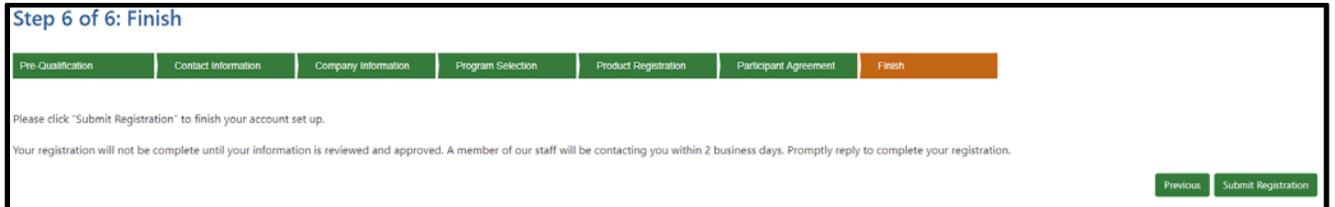
By selecting “Yes” below, you acknowledge and confirm that:

1. You have read and understood the terms and conditions of the MRC Participant Agreement; and
2. You acknowledge that the terms of the Participant Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the MRC Participant Agreement.

Yes No

Step 6: Submit Registration

- Click “Submit Registration” at the bottom of the page to complete your registration with MRC.
- If you would like to review the information you provided, click “Previous” to re-visit the application stages.



The screenshot shows a progress bar with seven steps: Pre-Qualification, Contact Information, Company Information, Program Selection, Product Registration, Participant Agreement, and Finish. The 'Finish' step is highlighted in orange. Below the progress bar, there is a text prompt: 'Please click "Submit Registration" to finish your account set up.' and a note: 'Your registration will not be complete until your information is reviewed and approved. A member of our staff will be contacting you within 2 business days. Promptly reply to complete your registration.' At the bottom right, there are two buttons: 'Previous' and 'Submit Registration'.

What happens after submission?

- An email will be sent to the company’s Admin contact confirming the registration has been received by MRC. An email will be sent for each state role that was selected. This email is NOT proof of registration.
- The submitted application will be reviewed by MRC and a staff member will contact the company’s Admin contact to verify the application and ask several follow up questions. Expect to be contacted by MRC via email within 2 business days of submitting your application.
- Once the company has responded to MRC, the account is activated and an account approval email is generated. Retain this proof of registration for your records and forward to others in your organization as needed. You may now log-in and use the reporting and payment functions, or edit your contact information, company information, registered programs, and add new contacts.

Proof of registration

Your registration is not complete and your account is not active until you have replied to MRC’s follow up questions AND received an account approval email with a participant number. Retain the account approval email as your proof of registration. It may be copied or distributed to others in your organization.

For Assistance

If you require additional assistance with the registration process or have other questions about MRC, please contact us:

Email: support@mattressrecyclingcouncil.org

Phone: 1-888-646-6815

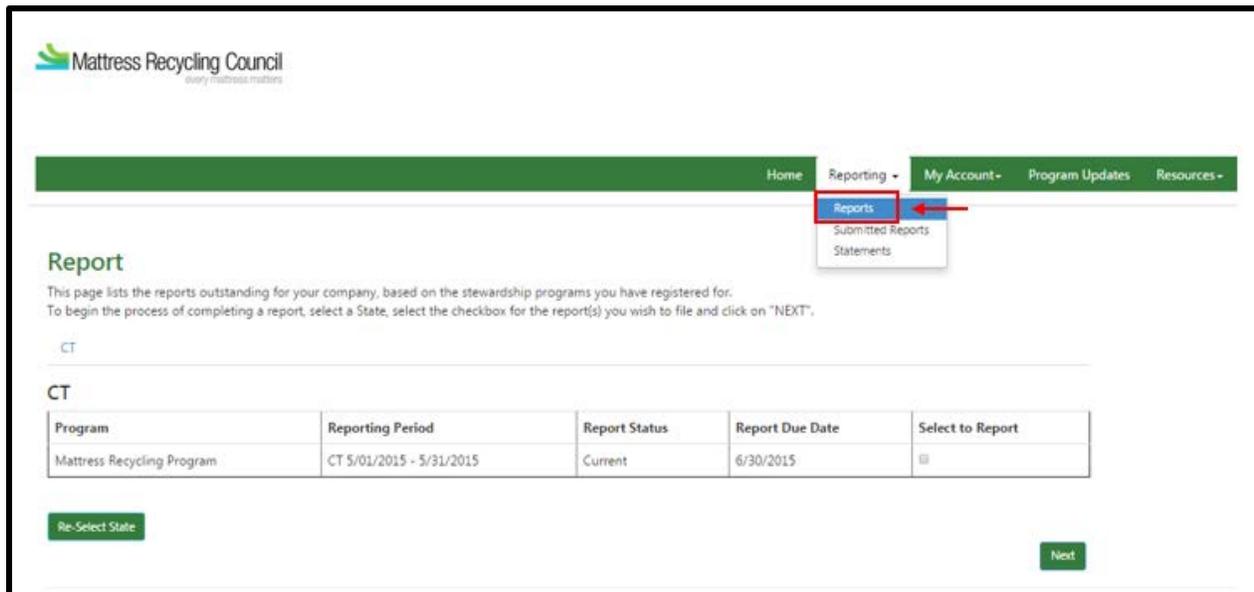
Website: www.mattressrecyclingcouncil.org

Part 2. Reporting

Submitting a Report

Reports are due no later than 30 days following the end of the month (e.g. if you are submitting a report for May, you have until June 30 to submit the report). To start the reporting process:

- Log-on to mrcreporting.org with your username and password.
- Click on “Reporting” in the main menu bar and then select “Reports.”



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every mattress matters

Home Reporting My Account Program Updates Resources

Reports Submitted Reports Statements

Report

This page lists the reports outstanding for your company, based on the stewardship programs you have registered for. To begin the process of completing a report, select a State, select the checkbox for the report(s) you wish to file and click on "NEXT".

CT

Program	Reporting Period	Report Status	Report Due Date	Select to Report
Mattress Recycling Program	CT 5/01/2015 - 5/31/2015	Current	6/30/2015	<input type="checkbox"/>

Re-Select State

Next

Submitting a Report: Selecting your State and Reporting Period

You can only report sales for one state at a time. However, one account can be registered for all three states. To submit a report:

- Select your reporting state.
- Check the “Select to Report” box and then click “Next” to proceed to the reporting matrix.

Report

This page lists the reports outstanding for your company, based on the stewardship programs you have registered for. To begin the process of completing a report, select a State, select the checkbox for the report(s) you wish to file and click on "NEXT".

CT

Program	Reporting Period	Report Status	Report Due Date	Select to Report
Mattress Recycling Program	CT 5/01/2015 - 5/31/2015	Current	6/30/2015	<input type="checkbox"/>

Re-Select State

Next

Submitting a Report: Completing your Monthly Sales and Returns

Complete the reporting matrix for your mattress, box spring, renovated mattress and renovated box spring sales and returns.

- In the “Quantity” column enter the number of sales and returns in the appropriate box. You must fill out each box to complete your report. If you have had no sales, enter “0” in each box.
- The total owed will be automatically calculated and displayed at the bottom of the matrix.
- Click “Save and Continue” to proceed.

Home Reporting My Account Program Updates

Reports
Submitted Reports
Statements

Participant Reporting

Please enter quantity of each product sold or returned during the reporting period. Mattress Recycling Council maintains the right to audit the reports for accuracy of any MRC participant.

CT

CT Mattress Recycling Program

Reporting Period: 2/01/2014 - 2/28/2014

Product Category	Quantity	Rate	Total
Mattresses Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Box Springs Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Renovated Mattresses Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Renovated Box Springs Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Mattresses Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Box Springs Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Renovated Mattresses Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Renovated Box Springs Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
			Total: \$0.00

Total Number Items Sold: Total Number Items Returned:

Optional Notes: Use this space to add any details about the methodology used to obtain the numbers entered above, or any reminders about the data. This note will be included in your report when it is submitted.

Submitting a Report: Report Confirmation

Once you complete the reporting matrix, you must review the report and confirm your data accuracy.

- For information on how to make a payment, please refer to your invoice.
- Select the check box to confirm the data provided is accurate and submit your report.

NOTE: Submitted reports are final. No changes can be made to a report once it has been submitted. If an error has been made on a submitted report, make any adjustments on the report for the subsequent reporting period. Provide explanations for the adjustments in the "Optional Notes" field (see page 14).

Home Reporting ▾ My Account ▾ Program Updates

Report Confirmation

Before submitting your report, please confirm the information provided is correct. Once you have submitted your report, it cannot be undone. Click "previous" to modify your report.

CT Mattress Recycling Program

Reporting Period: 2/01/2014 - 2/28/2014

Product Category	Quantity	Rate	Total
Mattresses Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Box Springs Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Renovated Mattresses Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Renovated Box Springs Sold	<input type="text" value="1"/>	\$9.00	\$9.00
Mattresses Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Box Springs Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Renovated Mattresses Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
Renovated Box Springs Returned	<input type="text" value="1"/>	\$-9.00	\$-9.00
			Total: \$0.00

Total Number Items Sold: Total Number Items Returned:

Payment Method

For information on how to make a payment, please refer to your invoice

Confirmation of Data Accuracy

By checking the box, you confirm that the methodology used to calculate your data has been reviewed and the values provided are accurate. Submitted reports are final. No changes can be made to a report once it has been submitted. Any adjustments to sales reports should be made to the report for the subsequent reporting period and explained in the 'Option Notes' field provided. For more information, please review the [MRC Registration and Reporting Guidelines](#)

Viewing Submitted Reports

Once you submit a report, you will have the ability to download a copy of that report:

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every mattress matters

Logout | Logged in as: Margaret Tester09
Company Name: Testco09
Member Number: 00310
Primary Contact: Margaret Tester09

Home Reporting My Account Program Updates Resources Help

Thank you for submitting your report. To download a PDF copy of this report click: 

To View and download PDF copies of previously submitted reports, go to [Submitted Reports](#).

Report	Report Period	Submitted Date	Submitted by
NICOLAS TEST - Testco09 CT - Mattress Recycling Program CT	2/01/2014 - 2/28/2014	5/28/2015	Margaret Tester09

Need help? For more information about the Mattress Recycling Council, please visit www.mattressrecyclingcouncil.org. If you have questions, please contact us by clicking [here](#), or by calling: 1-888-646-6815.

All of your submitted reports are archived in your account. To view submitted reports:

- Click “Reporting” in the main menu bar and then select “Submitted Reports.”
- Select “Download PDF” to view, print or save a PDF of the submitted report.

Home Reporting My Account Program Updates Resources Help

Reports
Submitted Reports
Statements

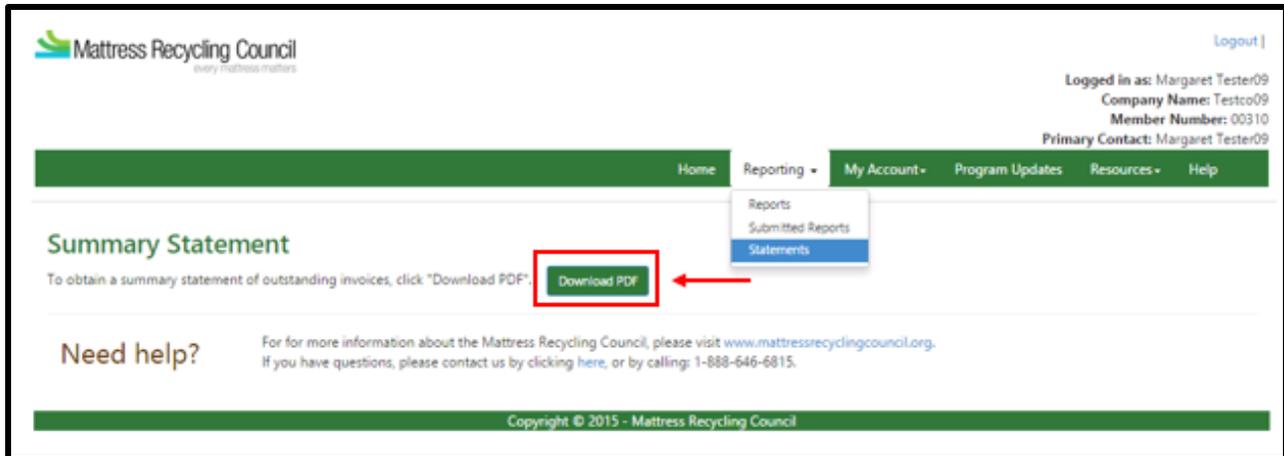
Submitted Reports

#	Name	Type	State	Reporting Period Start Date	Reporting Period End Date	Date Submitted	Submitted By	Amount	Balance Due	Download
MRC0000022	Testco09 CA - Mattress Recycling Program CA	Invoice	CA	1/01/2013	1/31/2013	2/26/2015	Margaret Tester09	\$-324.00	\$-324.00	Download (PDF)
MRC0000023	Testco09 CA - Mattress Recycling Program CA	Invoice	CA	2/01/2013	2/28/2013	5/4/2015	Margaret Tester09	\$3996.00	\$3996.00	Download (PDF)
MRC0000024	Testco09 RI - Mattress Recycling Program RI	Invoice	RI	1/01/2013	1/31/2013	5/6/2015	Margaret Tester09	\$3960.00	\$3960.00	Download (PDF)
MRC0000151	Testco09 RI - Mattress Recycling Program RI	Invoice	RI	7/01/2013	7/31/2013	5/18/2015	Margaret Tester09	\$63.00	\$63.00	Download (PDF)
MRC0000153	Testco09 RI - Mattress Recycling Program RI	Invoice	RI	8/01/2013	8/31/2013	5/20/2015	Margaret Tester09	\$4023.00	\$4023.00	Download (PDF)
MRC0000154	Testco09 RI - Mattress Recycling Program RI	Invoice	RI	9/01/2013	9/30/2013	5/20/2015	Margaret Tester09	\$4950.00	\$4950.00	Download (PDF)
MRC0000155	Testco09 RI - Mattress Recycling Program RI	Invoice	RI	10/01/2013	10/31/2013	5/22/2015	Margaret Tester09	\$252.00	\$252.00	Download (PDF)
MRC0000156	Testco09 CT - Mattress Recycling Program CT	Invoice	CT	6/01/2013	6/30/2013	5/21/2015	Margaret Tester09	\$3996.00	\$3996.00	Download (PDF)

Viewing a Summary Statement

If you would like to view a complete list of all your outstanding invoices, go to the Statements page. To view a summary statement:

- Click “Reporting” in the main menu bar and then select “Statements.”
- To view, print or save a summary statement click on “Download PDF”.



For Assistance

If you require additional assistance with the reporting process or have other questions about MRC, please contact us:

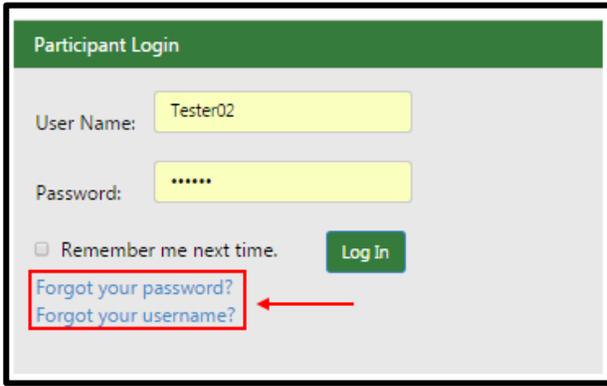
Email: support@mattressrecyclingcouncil.org

Phone: 1-888-646-6815

Website: www.mattressrecyclingcouncil.org

Part 3. Updating Account Information

To update your account information, log-in to www.mrcreporting.org with your username and password. If you do not remember your username or password you can create a new one:



Participant Login

User Name:

Password:

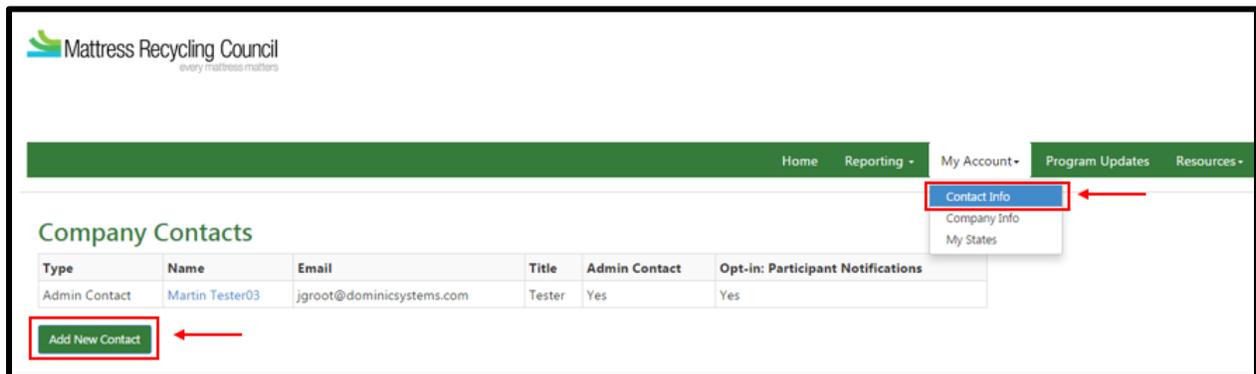
Remember me next time.

[Forgot your password?](#)
[Forgot your username?](#)

Updating your Contact Information

Once logged-in, you can update your contact information:

- Go to “My Account”, “Contact Info”.
- Here you can add new company contacts.



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Home Reporting My Account Program Updates Resources

Company Contacts

Type	Name	Email	Title	Admin Contact	Opt-in: Participant Notifications
Admin Contact	Martin Tester03	jgroot@dominicsystems.com	Tester	Yes	Yes

There are three options for company contacts:

- 1) Admin contact – Can edit company information and submit reports and payments.
- 2) Contact – Can submit reports and payments.
- 3) Secondary Contact – Receives notifications of overdue reports and payments.

Updating your Company Information

To update your company information:

- Go to “My Account”, “Company Info”.
- Here you can update basic company information such as company name, phone number, website, and address.
- Once you have entered the new information, hit the “Update Account” on the bottom-right.

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Home Reporting - My Account - Make a Payment -

Company Information

To modify Company Information please enter the information and then click the "Update Account" button

* indicates required fields

Full Legal Name: *

Doing Business As: *

Account Number:

Business Phone: *

Alt Phone:

Fax:

Website:

Primary Address
Address of the company's main office.
☑ Select if you wish to receive correspondence at this address

Address 1: *

Address 2:

City: *

State: *

Zip Code:

Country: *

Alternate Address
Address where reports will be issued from (if different from office address).
☐ Select if you wish to receive correspondence at this address

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Update Account

Updating your Roles/States

If your company changes its role (retailer, producer or renovator) or the states it does business in (California, Connecticut or Rhode Island), you can also update this information:

- Go to “My Account”, “My States”.
- Here you can register or deregister from any of the MRC programs by selecting the “Add/Remove States” button and selecting or deselecting boxes (see below).

Please note that if you are expanding your registration, you will need to re-agree to the MRC Participant Agreement and your registration will be pending for that program until approved.

My States
Add or remove state programs applicable to your company by checking the appropriate boxes below. Click the "Save Changes" button when you have made the desired changes.

[Add/Remove States](#) or [Edit Brand Names and/or URNs](#)

Roles and States	CA	CT	RI
I sell mattresses or box springs to final customers as -			
A RETAILER or other seller who sells, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/>
An INSTITUTIONAL SELLER who sells, distributes, or offers them for sale to hotels and other lodging establishments, schools, dormitories, hospitals, nursing homes, prisons, the military, rental companies and other non-consumer end-users in the following states (click all that apply).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a PRODUCER who manufactures, imports, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I am a RENOVATOR who sells, distributes, or offers for sale mattresses or box springs to consumers in the following states (click all that apply).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Cancel](#) [Save Changes](#)

Updating your Brand Names/URNs (Producers and Renovators Only)

If you do business in the state of California, brand name or Uniform Registry Number (URN) information is required. In Connecticut and Rhode Island, this information is optional but encouraged.

To update your brand names/URNs:

- Go to “My Account”, “My States”.
- Select the “Edit Brand Names and/or URNs” box (see above).
- This will take you to a new screen where you can change this information.