



Canadian Stewardship Service Alliance policy on primary contact changes is as follows:

To change your company's primary contact information, stewards must provide CSSA with a completed Primary Contact Change Form.

- If your company's current primary contact is still with the company, they can complete and sign the Primary Contact Change form.
- In the event that a primary contact has not been assigned or is no longer with the company, the form must be signed by a senior officer.
- Primary Contact Change forms can be submitted via email (werecycle@cssalliance.ca) or fax (1-866-260-0066).
- The email or fax must include:
 - Your Company name and "Primary Contact change" in the subject line.

Primary Contact Change forms take three business days to process. Requests for changes sent 5 days prior to a reporting deadline may take longer to process.

We will notify the new Primary Contact of their login ID and password once the changes are complete.

Verbal requests to complete primary contact changes will not be accepted.



Primary Contact Change Form

The Primary Contact Change Form can only be signed by a senior officer or primary contact.

To ensure accuracy and prompt service, please provide us with the following information:

Company Name:

Steward Number:

Company Address:

Name of New Primary Contact:

Title:

Email Address:

Phone Number:

Extension:

To which of the following programs will the new Primary Contact be assigned?



Thinking beyond the box
Stewardship Ontario
Blue Box



ORANGE DROP
MHSW



MMSM
Multi-Material Stewardship Manitoba
MMSM



Multi-Material
Stewardship Western
MMSW



MULTI MATERIAL BC
MMBC

Name of Former Primary Contact:

Should the former primary contact become the secondary, billing or environmental lead contact for the account?

Secondary Billing Environmental Lead Remove from entire account

We certify that by signing this document, we are declaring that the undersigned is authorized to provide the aforementioned information and make this undertaking.

Name

Position

Signature

Please forward this information to CSSA via email werecycle@cssalliance.ca or fax (1-866-260-0066).

Thank you,

Canadian Stewardship Service Alliance
Steward Services
1-855-354-2772