

# Mattress Recycling Council

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ONLINE REGISTRATION, REPORTING  
AND ACCOUNT GUIDELINES



Mattress  
Recycling  
Council®

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## Introduction

### Mattress Recycling Council

The Mattress Recycling Council (MRC) is a nonprofit organization established by the mattress industry that operates mattress recycling programs in California, Connecticut, Rhode Island and Oregon. For more information on these programs, please visit [www.MattressRecyclingCouncil.org](http://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, manufacturer, renovator or distributor of mattresses and/or foundations. If you sell mattresses and/or foundations to end users or to an entity for public or corporate use in California, Connecticut, Rhode Island or Oregon, you *must* register with MRC and file a monthly report stating the quantity of mattresses and/or foundations 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](http://www.MRCReporting.org). Registration is free.

- Step 0 of 9: Pre-Qualifications
- Step 1 of 9: Contact Information
- Step 2 of 9: Company Information
- Step 3 of 9: Participant Role and Program Selection
- Step 4 of 9: Take-Back Information (applies only to retailers)
- Step 5 of 9: Sales Methods (applies only to retailers)
- Step 6 of 9: Store Information (applies only to retailers)
- Step 7 of 9: Product Registration (applies only to manufacturers, renovators and distributors)
- Step 8 of 9: Participant Agreement
- Step 9 of 9: Submit Registration

### Before You Begin

- Review the definitions page (under the “Resources” tab in the main menu) for a description of retailer, institutional seller, manufacturer, distributor and renovator, as well as mattress and foundation.
- Determine if you are registering (and reporting if you are a retailer or an institutional seller) on behalf of all locations, some locations, or only one specific location. *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 and Oregon manufacturers 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](http://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.

### MRC REGISTRATION & REPORTING

**Welcome to the MRC Online Registration and Reporting System**

California, Connecticut, Rhode Island and Oregon 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 **included products** to consumers in these states must collect recycling fees on all sales and remit the fees to MRC monthly.

Each state has different registration requirements:

**Connecticut**  
Each company that manufactures, imports or distributes **included products** for sale in the state must join MRC. To join, you must register online with MRC through this system.  
Businesses selling **included products** in Connecticut or to Connecticut end users must also register online through this system, collect a \$11.75 recycling fee on each unit sold on or after May 1, 2015 and submit a report and remit the collected fees to MRC monthly.

**Rhode Island**  
Each company that manufactures, imports or distributes **included products** for sale in the state must join MRC. To join, you must register online with MRC through this system.  
Businesses selling **included products** in Rhode Island or to Rhode Island end users must also register online through this system, collect a \$16 recycling fee on each unit sold on or after May 1, 2016 and submit a report and remit the collected fees to MRC monthly.

**California**  
Each company that manufactures, imports, distributes, or renovates **included products** for sale in the state must register online with MRC through this system.  
Businesses selling **included products** in California or to California end users must collect a \$10.50 recycling fee on each unit sold on or after December 30, 2015 and submit a report and remit the collected fees to MRC monthly.

**Oregon**  
Each company that manufactures, imports, distributes, or renovates **included products** for sale in the state must register online with MRC through this system.

**A manufacturer, distributor, renovator or retailer may not sell, distribute or offer for sale included products in these states without registering with MRC in compliance with state law.**  
**Unregistered businesses may be prohibited from operating or offering their products for sale in these states and may be subject to financial and/or civil penalties.**

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. Login

[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 on the “Resources” tab at [MRCReporting.org](http://MRCReporting.org) for manufacturer, renovator, distributor and retailer.

- If you are a manufacturer, renovator, distributor or retailer of mattresses or foundations sold or offered for sale to end users in Connecticut, Rhode Island, California or Oregon, click “Yes” and “Next” at the bottom of the page. If you are not, please do not complete the registration process.

**Step 0 of 9: Pre-Qualification**

Pre-Qualification | Contact Information | Company Information | Program Selection | Take-Back Information

Sales Methods | Store Information | Product Selection | Participant Agreement | Finish

Are you a manufacturer, renovator, distributor or retailer who sells, offers for sale or distributes included products in Connecticut, Rhode Island, California, or Oregon?

Yes - Continue  No - Cancel

Next

## Definitions

**Manufacturer:** A person or entity who manufactures or imports a mattress or foundation and who sells or offers for sale or distribution a mattress or foundation in the state.

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

**Distributor** - A person or entity that has a contractual relationship with one or more manufacturers to market and sell mattresses or foundations to retailers.

**Retailer** - A person or entity that sells or offers for sale [Included Products](#) to an end user through any means, including, but not limited to, through a physical store, or by remote offering, including sales outlets or catalogs, electronically through the Internet, by telephone, via a television sales channel, or through the mail.

**Institutional Seller:** A person or entity that Sells or offers for sale [Included Products](#) 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 states that have enacted mattress recycling laws (currently California, Connecticut, Rhode Island or Oregon) through any 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 9: Contact Information

Pre-Qualification **Contact Information** Company Information Program Selection Take-Back Information

Sales Methods Store Information Product Selection Participant Agreement Finish

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:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Title	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Email:	<input type="text"/>	*
Confirm Email Address:	<input type="text"/>	*
User Name:	<input type="text"/>	* Please record your username and password.
Password:	<input type="text"/>	* Please record your username and password.
Confirm Password:	<input type="text"/>	*

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- 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 name of the Legal Entity, the name under which the company is doing business and the company's business phone. You must confirm the Legal Entity 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 9: Company Information

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
Sales Methods	Store Information	Product Selection	Participant Agreement	Finish

**Please provide your company information.**

\* indicates required fields.

Legal Entity Name:  \*

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

Doing Business As:  \*

①

"Doing Business As" is the name you choose for your business and have as your storefront name. It is different from your personal name, the official name of your corporation or LLC and your partners' names.

Website:

Business Phone:  \*

Alt Phone:

Fax:

### 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 to MRC will be issued from (if different from main office address).

Select if you wish to receive correspondence at this address.

Address 1:

Address 2:

City:

State:  \*

Zip Code:

Country:  \*

**certify that:**

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 manufacture, import, distribute or renovate mattresses or foundations offered for sale in **all program states**, and
2. the information I am providing is accurate.

**OR**

**certify that:**

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 manufacture, import, distribute or renovate mattresses or foundations offered for sale in **one or more program states**, and
2. the information I am providing is accurate.

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.\*

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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 retail sale of mattresses and foundations.

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

**Step 3 of 9: Program Selection**

Pre-Qualification | Contact Information | Company Information | **Program Selection** | Take-Back Information | Sales Methods | Store Information | Product Selection | 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 OR

I sell mattresses or foundations to final consumers 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  OR

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  OR

I am a **MANUFACTURER** - A person or entity that: a) manufactures or imports included products, and b) sells or offers for sale those products in the following states (click all that apply).  CA  CT  RI  OR

I am a **RENOVATOR** - A person or entity that alters a used mattress or foundation for later resale in the following states by replacing the outer cover or filling, adding filling, rebuilding the used mattress or foundation or replacing components with new or post-consumer components (click all that apply).  CA  CT  RI  OR

I am a **DISTRIBUTOR** - A company that has a contractual relationship with one or more manufacturers to market and sell mattresses or foundations to retailers in the following states (click all that apply).  CA  CT  RI  OR

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### Definitions

**Retailer** - A person or entity that sells or offers for sale [included products](#) to an end user through any means, including, but not limited to, through a physical store, or by remote offering, including sales outlets or catalogs, electronically through the Internet, by telephone, via a television sales channel, or through the mail.

**Institutional Seller** - A person or entity that sells or offers for sale [included products](#) 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 states that have enacted mattress recycling laws (currently California, Connecticut, Rhode Island or Oregon) through any means.

**Manufacturer:** A person or entity who manufactures or imports a mattress or foundation and who sells or offers for sale or distribution a mattress or foundation in the state.

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

**Distributor** - A person or entity that has a contractual relationship with one or more manufacturers to market and sell mattresses or foundations to retailers.

## Step 4: Take-Back Information

If you are a Retailer or Institutional Seller, please indicate if you are currently taking back old mattresses upon delivery of a new product and whether you recycle.

### Step 4 of 9: Take-Back Information

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
Sales Methods	Store Information	Product Selection	Participant Agreement	Finish

Do you provide delivery of mattresses or foundations to customers?

CA  Yes  No

CT  Yes  No

RI  Yes  No

OR  Yes  No

Do you currently take-back a customer's old mattress or foundation unit?

CA  Yes  No

CT  Yes  No

RI  Yes  No

OR  Yes  No

Do you currently recycle the old mattresses or foundations?

CA  Yes  No

CT  Yes  No

RI  Yes  No

OR  Yes  No

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## Step 5: Sales Methods

If you are a Retailer or Institutional Seller, please indicate the methods of sales your company uses.

- Check the appropriate boxes for each state in which your company conducts business and all applicable sales methods.
- If your business operates/sells online and the online entity operates under a different name than the brick-and-mortar store(s), please enter the name in the box for “online entity name.”
- Click “Next” to proceed to the next step.

### Step 5 of 9: Sales Methods

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
<b>Sales Methods</b>	Store Information	Product Selection	Participant Agreement	Finish

#### Sales Methods

Retailers sell or offer for sale included products to an end user through any means, including, but not limited to, through a physical store, or by remote offering, including sales outlets or catalogs, electronically through the internet, by telephone, via a television sales channel or through the mail.

Please indicate which methods of sales your company uses: (Click ALL that apply – If you have both a brick-and-mortar and online storefront, check the boxes for each method in each state location.)

	CA	CT	RI	OR
Brick-and-Mortar (or other additional sales)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*If your business operates online sales and the online entity operates under a different name than the brick-and-mortar stores, please provide the name for the online entity:

Online entity name:

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## Step 6: Store Information

If you are a Retailer or Institutional Seller reporting on behalf of multiple locations, information for each location must be entered.

- Enter the name, address and phone number for each store location and click “Save” after each entry.
- The store information will populate in the table below.
- Review the information in the store locations for accuracy. If there is an error, revise the entry by clicking “Edit” or “Delete” in the “Actions” column.
- Check the confirmation box.
- Click “Next” to proceed to the next step.

### Step 6 of 9: Store Information

Pre-Qualification | Contact Information | Company Information | Program Selection | Take-Back Information | Sales Methods | **Store Information** | Product Selection | Participant Agreement | Finish

#### Stores

Please enter information for each store that you report on behalf of.

Store Name

Address

City

State

Zip Code

Country

Phone

#### Store Locations

Store Name	Address	City	State	Zip Code	Country	Phone	Actions
No data available.							

I confirm the store data I have entered is correct, and I have no additional locations to add

## Step 7: Product Selection

Companies that manufacture, import or distribute mattresses or foundations offered for sale in California and Oregon 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, distributes or renovates mattresses or foundations.

- 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 7 of 9: Product Selection

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
Sales Methods	Store Information	Product Selection	Participant Agreement	Finish

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

**Manufacturer**

State	Brand Names and URNs
CA	Test
CT	
RI	
OR	

**Renovator**

State	Brand Names and URNs
CA	Test
CT	
RI	
OR	

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

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## Step 8: 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 8 of 9: Participant Agreement

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
Sales Methods	Store Information	Product Selection	Participant Agreement	Finish

In order to complete the registration process, you must review and accept the [MRC Participant Agreement](#).

By clicking the “Yes” option below, you acknowledge and confirm that:

1. You have read and understood the terms and conditions of the MRC Participant Agreement;
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 - Continue  No- Cancel

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## Step 9: 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.

### Step 9 of 9: Finish

Pre-Qualification	Contact Information	Company Information	Program Selection	Take-Back Information
Sales Methods	Store Information	Product Selection	Participant Agreement	Finish

Please click "Submit Registration" to complete your account setup.

[Previous](#) [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. A staff member will contact the company’s admin contact to verify the application and ask follow-up questions. Expect to be contacted by MRC via email within two 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 login and use the reporting and payment functions, add new contacts or edit your contact information, company information or registered programs.

## 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@mrc-us.org](mailto:support@mrc-us.org)

Phone: 1-888-646-6815

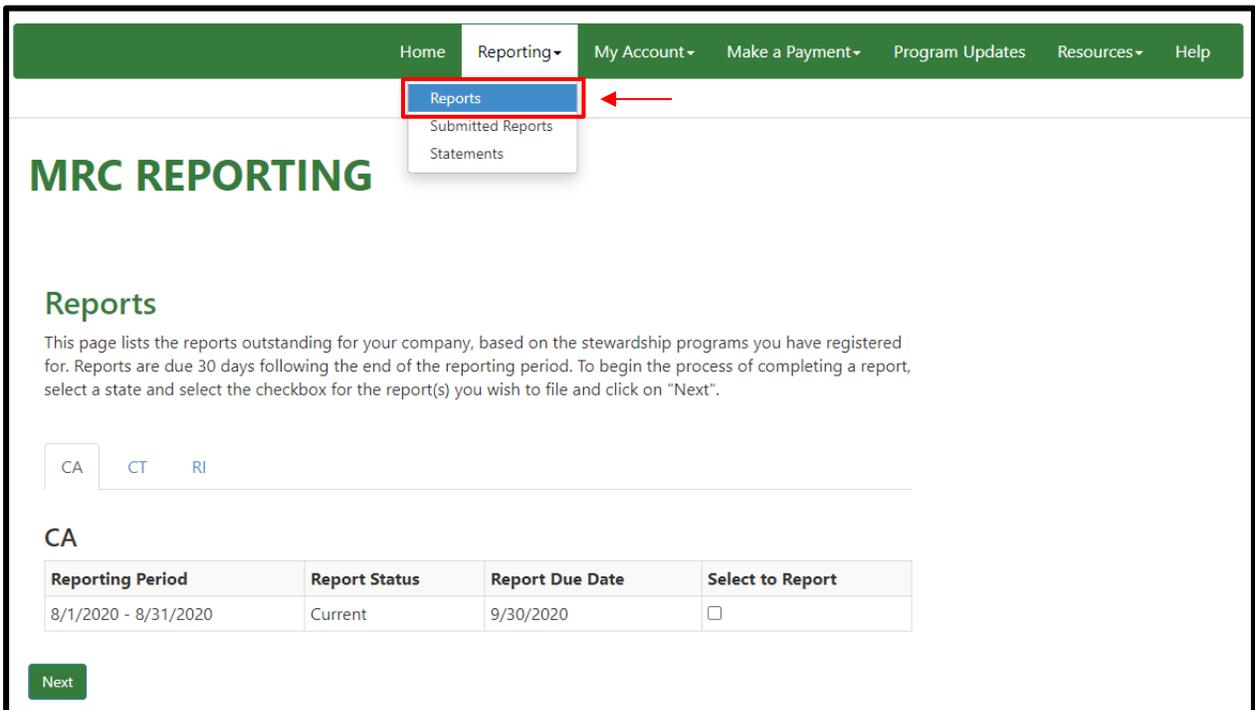
Website: [www.MattressRecyclingCouncil.org](http://www.MattressRecyclingCouncil.org)

## Part 2. Reporting

### Submitting a Report

Reports are due no later than 30 days following the end of the previous 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:

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



The screenshot shows the MRC Reporting website interface. At the top, there is a green navigation bar with the following items: Home, Reporting (with a dropdown arrow), My Account (with a dropdown arrow), Make a Payment (with a dropdown arrow), Program Updates, Resources (with a dropdown arrow), and Help. The 'Reporting' dropdown menu is open, showing three options: Reports (highlighted in blue), Submitted Reports, and Statements. A red arrow points to the 'Reports' option. Below the navigation bar, the page title 'MRC REPORTING' is displayed in green. The main heading is 'Reports'. Below this, there is a paragraph of text: 'This page lists the reports outstanding for your company, based on the stewardship programs you have registered for. Reports are due 30 days following the end of the reporting period. To begin the process of completing a report, select a state and select the checkbox for the report(s) you wish to file and click on "Next".' Below the text, there are three tabs: CA, CT, and RI. The 'CA' tab is selected. Below the tabs, there is a table with the following data:

Reporting Period	Report Status	Report Due Date	Select to Report
8/1/2020 - 8/31/2020	Current	9/30/2020	<input type="checkbox"/>

At the bottom left of the page, there is a green button labeled '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 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.

The screenshot shows the MRC Reporting web interface. At the top is a green navigation bar with links for Home, Reporting, My Account, Make a Payment, Program Updates, Resources, and Help. The Reporting menu is open, showing options for Reports, Submitted Reports, and Statements. Below the navigation bar, the page title is "MRC REPORTING". Underneath, there is a section titled "Reports" with a brief explanation: "This page lists the reports outstanding for your company, based on the stewardship programs you have registered for. Reports are due 30 days following the end of the reporting period. To begin the process of completing a report, select a state and select the checkbox for the report(s) you wish to file and click on 'Next'." Below this text, there are three state selection buttons: CA, CT, and RI. The CA button is highlighted with a red box and a red arrow pointing to it. Below the state selection, there is a table with the following data:

Reporting Period	Report Status	Report Due Date	Select to Report
8/1/2020 - 8/31/2020	Current	9/30/2020	<input checked="" type="checkbox"/>

The "Select to Report" checkbox in the table is highlighted with a red box and a red arrow pointing to it. At the bottom left of the interface, there is a green "Next" button.

## Submitting a Report: Completing Your Monthly Sales and Refunds

Complete the reporting matrix for your mattress, foundation, renovated mattress and renovated foundation sales and refunds.

- In the “Quantity” column enter the number of units sold and units refunded 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 -
Make a Payment -
Program Updates
Resources – English -
Resources – Spanish/Español -
Help

Reports

Submitted Reports

Statements

## MRC REPORTING

### Participant Reporting

**Test - CA - Mattress Recycling Program**

Reporting Period: 8/1/2020 - 8/31/2020

Please enter the quantity of each product sold during the reporting period. Quantities for all product categories must be completed. If you did not have any sales or returns for a given category, enter 0.

Fees must be remitted within 30 days following the end of the reporting period. The Mattress Recycling Council maintains the right to audit the reports for accuracy of any MRC participant.

Note: Retailers must refund the fee to the consumer when processing a return, as per MRC's Fee Policy. Please enter units refunded in the report in the corresponding "refunded" line.

Product Category	Quantity	Rate	Total
Foundations Sold	<input type="text" value="10"/>	\$10.50	\$105.00
Mattresses Sold	<input type="text" value="10"/>	\$10.50	\$105.00
Renovated Foundations Sold	<input type="text" value="0"/>	\$10.50	\$0.00
Renovated Mattresses Sold	<input type="text" value="0"/>	\$10.50	\$0.00
Foundations Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Mattresses Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Renovated Foundations Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Renovated Mattresses Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
			<b>Total: \$210.00</b>

Total Items Sold: **20**

Total Items Refunded: **0**

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. Please do not include any information or questions directed to MRC. You can contact us via the "Help" page.

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Save And Continue

## 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 boxes 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 19).

### 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.

#### Test - CA - Mattress Recycling Program

Reporting Period: 8/1/2020 - 8/31/2020

Please enter the quantity of each product sold during the reporting period. Quantities for all product categories must be completed. If you did not have any sales or returns for a given category, enter 0.

Fees must be remitted within 30 days following the end of the reporting period. The Mattress Recycling Council maintains the right to audit the reports for accuracy of any MRC participant.

**Note:** Retailers must refund the fee to the consumer when processing a return, as per MRC's Fee Policy. Please enter units refunded in the report in the corresponding "refunded" line.

Product Category	Quantity	Rate	Total
Foundations Sold	<input type="text" value="10"/>	\$10.50	\$105.00
Mattresses Sold	<input type="text" value="10"/>	\$10.50	\$105.00
Renovated Foundations Sold	<input type="text" value="0"/>	\$10.50	\$0.00
Renovated Mattresses Sold	<input type="text" value="0"/>	\$10.50	\$0.00
Foundations Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Mattresses Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Renovated Foundations Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
Renovated Mattresses Refunded (purchase fully refunded)	<input type="text" value="0"/>	\$-10.50	\$0.00
		<b>Total:</b>	<b>\$210.00</b>

Total Items Sold:  Total Items Refunded:

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. Please do not include any information or questions directed to MRC. You can contact us via the "Help" page.

#### Payment Method

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

You may submit payment by check, money order or direct transfer. Details on where to send your check or transfer funds will appear on 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 'Optional Notes' field provided. For more information, please review the [MRC Registration and Reporting Guidelines](#).

#### Certification of Refunded Items

By checking the box, you certify that units reported as refunded are units that have been sold and then returned to your store within 90-days of the date of sale as per MRC's Fee Policy.

## Viewing Submitted Reports

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

# MRC REPORTING

## 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](#).

## Thank You for Submitting Your Report.

### CA

Reporting Period	Date Submitted	Submitted By
8/01/2020 - 8/31/2020	9/21/2020	

[Submit Another Report](#)

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 Make a Payment Program Updates Resources Help

Reports  
Submitted Reports  
Statements

## MRC REPORTING

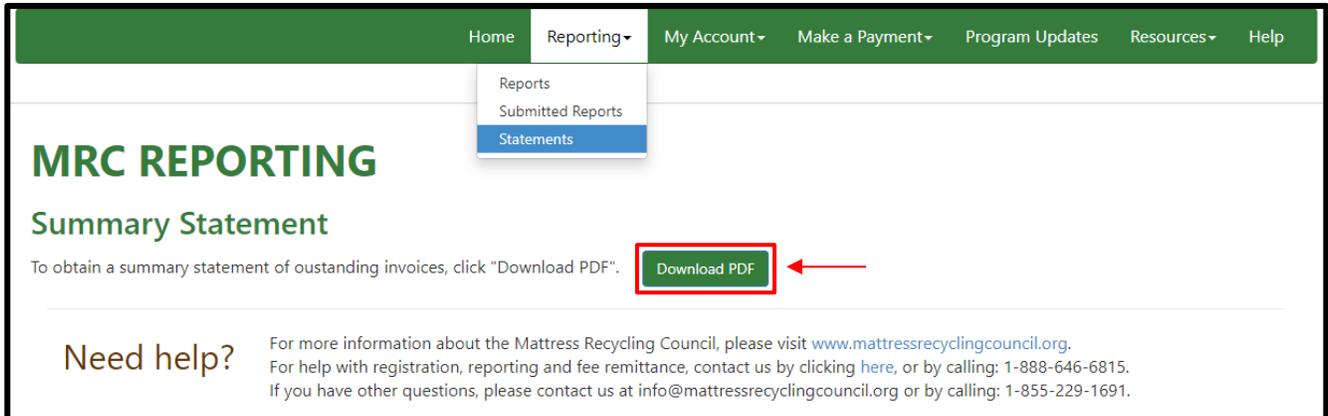
### Submitted Reports

#	Type	Region	Reporting Period Start Date	Reporting Period End Date	Report Due Date	Date Submitted	Submitted By	Amount	Balance Due	Status	Download
MRC0007776	Invoice	RI	07/01/2016	07/31/2016	08/30/2016	10/25/2016		\$10.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0007697	Invoice	CT	07/01/2016	07/31/2016	08/30/2016	09/26/2016		\$9.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0007708	Invoice	RI	06/01/2016	06/30/2016	07/30/2016	07/07/2016		\$20.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0002893	Invoice	RI	05/01/2016	05/31/2016	06/30/2016	07/06/2016		\$100.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0006557	Invoice	CT	06/01/2016	06/30/2016	07/30/2016	07/06/2016		\$180.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0006370	Invoice	CT	05/01/2016	05/31/2016	06/30/2016	06/06/2016		\$0.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0005950	Invoice	CT	04/01/2016	04/30/2016	05/30/2016	06/01/2016		\$99.00	\$0.00	Paid	<a href="#">Download PDF</a>
MRC0003663	Invoice	CT	03/01/2016	03/31/2016	04/30/2016	05/16/2016		\$36.00	\$0.00	Paid	<a href="#">Download PDF</a>

## Viewing a Summary Statement

If you would like to view a complete list of all of 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.”



The screenshot shows the MRC Reporting interface. At the top, there is a green navigation bar with links for Home, Reporting, My Account, Make a Payment, Program Updates, Resources, and Help. The 'Reporting' menu is open, showing options for Reports, Submitted Reports, and Statements. Below the navigation, the page title is 'MRC REPORTING Summary Statement'. A text instruction reads: 'To obtain a summary statement of outstanding invoices, click "Download PDF".' A green button labeled 'Download PDF' is highlighted with a red rectangular box, and a red arrow points to it from the right. At the bottom left, there is a 'Need help?' section with contact information for the Mattress Recycling Council, including a website link, email address, and phone number.

## For Assistance

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

Email: [support@mrc-us.org](mailto:support@mrc-us.org)

Phone: 1-888-646-6815

Website: [www.MattressRecyclingCouncil.org](http://www.MattressRecyclingCouncil.org)

## Part 3. How to Remit

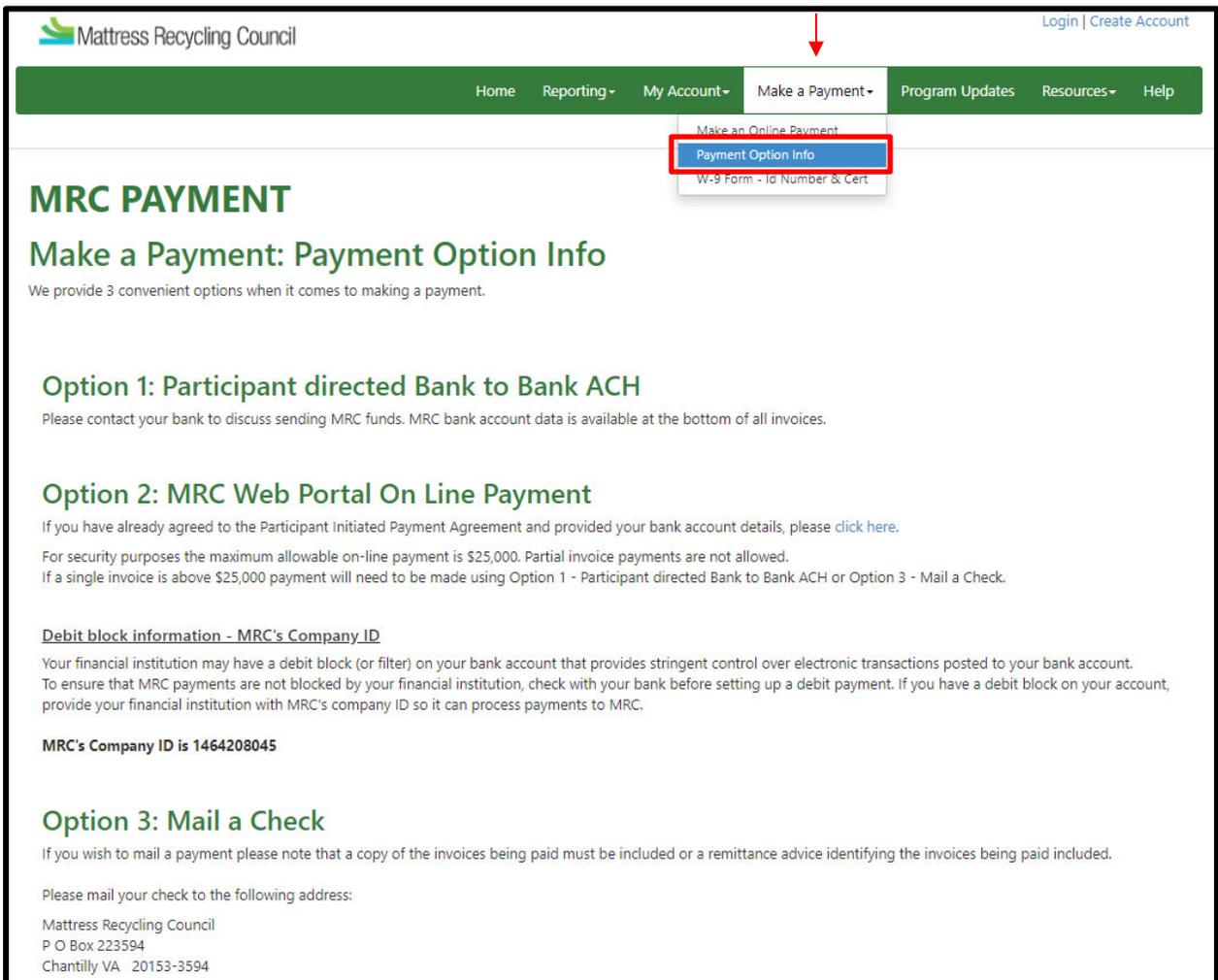
Payments are due no later than 30 days following the end of the previous month (e.g. if you are remitting recycling fees for May, you have until June 30 to submit the payment).

### Payment Options

Your submitted reports generate an invoice. At the bottom of every invoice is payment method information for three payment options:

- Directing your bank to automatically send funds to MRC's bank (ACH payment).
- Directly paying MRC online by providing your bank account information.
- Mailing a check to MRC.

This information is also in the Payment Option page of the Make a Payment section.



The screenshot shows the Mattress Recycling Council website interface. At the top, there is a navigation bar with the logo on the left and 'Login | Create Account' on the right. The main navigation menu includes 'Home', 'Reporting', 'My Account', 'Make a Payment', 'Program Updates', 'Resources', and 'Help'. A red arrow points to the 'Make a Payment' dropdown menu, which is open and shows three options: 'Make an Online Payment', 'Payment Option Info' (highlighted with a red box), and 'W-9 Form - Id Number & Cert'. Below the navigation bar, the page title is 'MRC PAYMENT' and the sub-header is 'Make a Payment: Payment Option Info'. The main content area provides information about three payment options: Option 1 (Participant directed Bank to Bank ACH), Option 2 (MRC Web Portal On Line Payment), and Option 3 (Mail a Check). It also includes a section for 'Debit block information - MRC's Company ID' and the company ID number 1464208045.

Mattress Recycling Council

Home Reporting My Account Make a Payment Program Updates Resources Help

Make an Online Payment  
Payment Option Info  
W-9 Form - Id Number & Cert

## MRC PAYMENT

### Make a Payment: Payment Option Info

We provide 3 convenient options when it comes to making a payment.

#### Option 1: Participant directed Bank to Bank ACH

Please contact your bank to discuss sending MRC funds. MRC bank account data is available at the bottom of all invoices.

#### Option 2: MRC Web Portal On Line Payment

If you have already agreed to the Participant Initiated Payment Agreement and provided your bank account details, please [click here](#).

For security purposes the maximum allowable on-line payment is \$25,000. Partial invoice payments are not allowed.  
If a single invoice is above \$25,000 payment will need to be made using Option 1 - Participant directed Bank to Bank ACH or Option 3 - Mail a Check.

#### Debit block information - MRC's Company ID

Your financial institution may have a debit block (or filter) on your bank account that provides stringent control over electronic transactions posted to your bank account. To ensure that MRC payments are not blocked by your financial institution, check with your bank before setting up a debit payment. If you have a debit block on your account, provide your financial institution with MRC's company ID so it can process payments to MRC.

**MRC's Company ID is 1464208045**

#### Option 3: Mail a Check

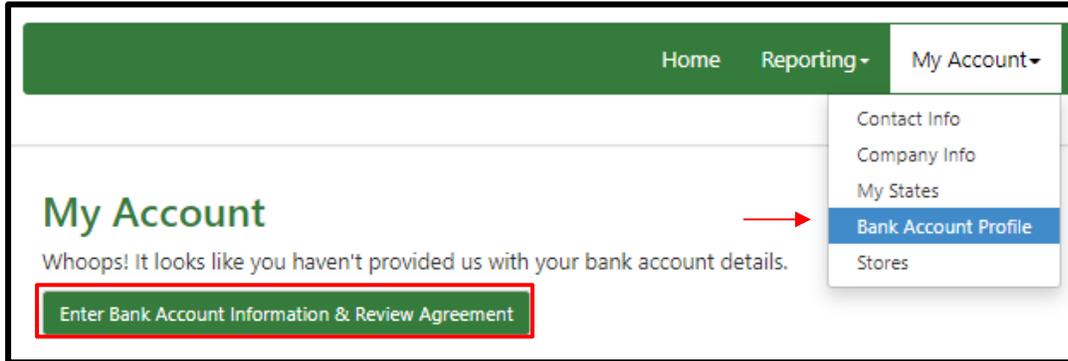
If you wish to mail a payment please note that a copy of the invoices being paid must be included or a remittance advice identifying the invoices being paid included.

Please mail your check to the following address:  
Mattress Recycling Council  
P O Box 223594  
Chantilly VA 20153-3594

## Online Payment: Submitting Payment

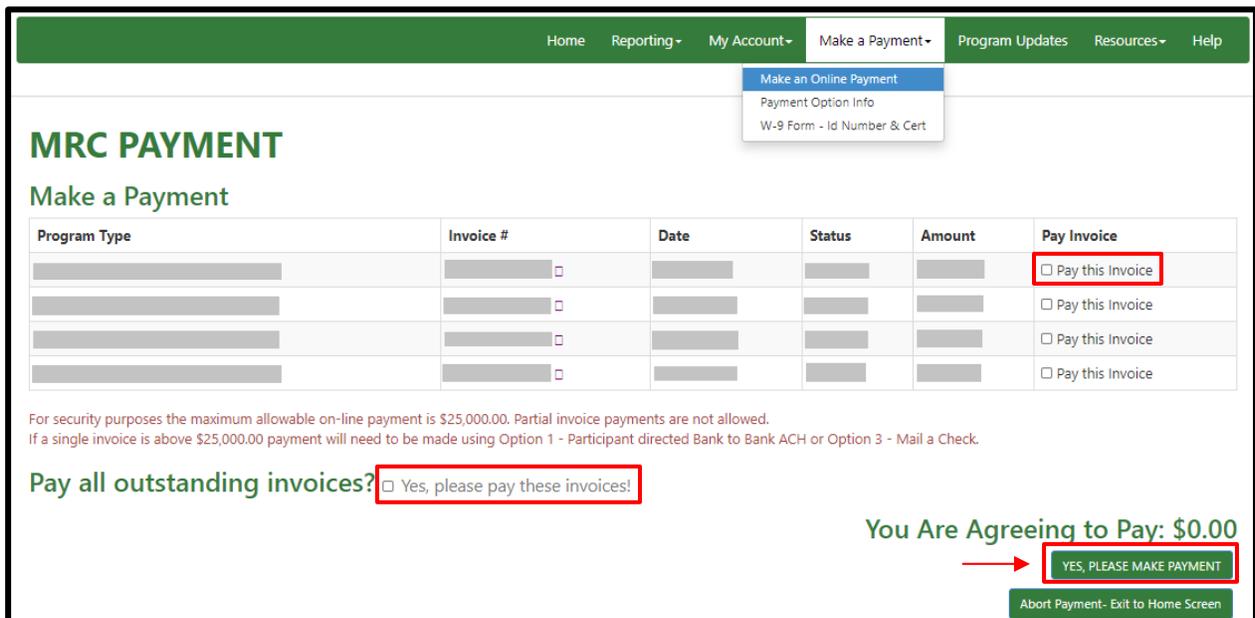
Add your bank account information to your online account:

- Logon to MRCReporting.org with your username and password.
- Click on “My Account” in the main menu bar and then select “Bank Account Profile”.
- Click on “Enter Bank Account Information & Review Agreement” and fill out the payment portal agreement document.



To make an online payment on your invoice:

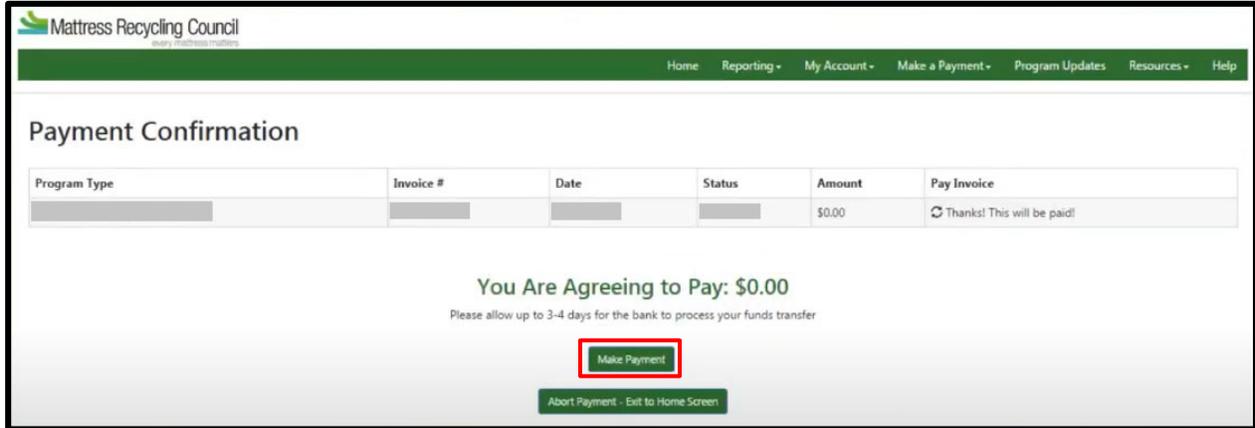
- Click “Make a Payment” in the main menu bar and then select “Make an Online Payment”.
- Select the invoice you’d like to pay by selecting “Pay this Invoice”.
  - If you have several outstanding invoices, select “Yes, please pay these invoices!” to pay all outstanding invoices.
- Once you have selected the invoices you’d like to pay, click “Yes, Please Make Payment”.
- To cancel at any time, select “Abort Payment” to exit to the home screen.



## Online Payment: Payment Confirmation

Review the agreed-upon amount one last time:

- Your payment will not be made until you click “Make a Payment”.



The screenshot shows the Mattress Recycling Council website's payment confirmation interface. At the top, the logo and tagline "every mattress matters" are visible. A navigation bar includes links for Home, Reporting, My Account, Make a Payment, Program Updates, Resources, and Help. The main heading is "Payment Confirmation". Below this is a table with the following columns: Program Type, Invoice #, Date, Status, Amount, and Pay Invoice. The Amount column shows "\$0.00" and the Pay Invoice column contains a refresh icon and the text "Thanks! This will be paid!". Centered on the page is the text "You Are Agreeing to Pay: \$0.00" with a sub-note: "Please allow up to 3-4 days for the bank to process your funds transfer". Two buttons are present: a red-bordered "Make Payment" button and a green "Abort Payment - Exit to Home Screen" button.

Program Type	Invoice #	Date	Status	Amount	Pay Invoice
				\$0.00	🔄 Thanks! This will be paid!

**You Are Agreeing to Pay: \$0.00**  
Please allow up to 3-4 days for the bank to process your funds transfer

[Make Payment](#)

[Abort Payment - Exit to Home Screen](#)

## For Assistance

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

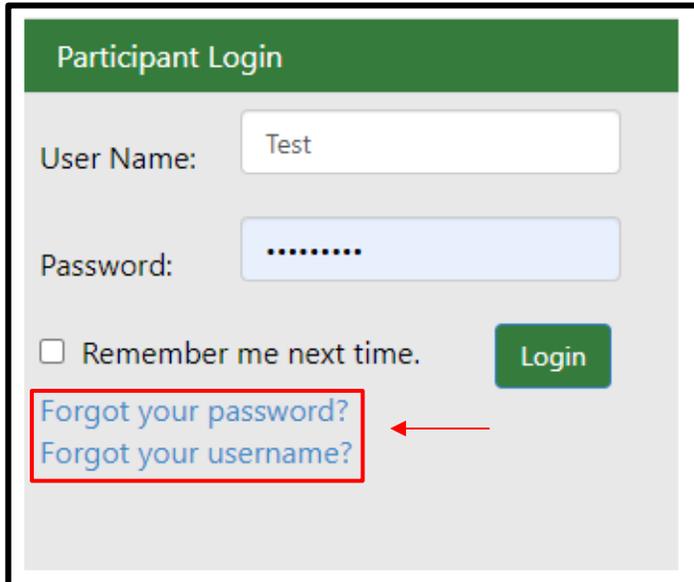
Email: [support@mrc-us.org](mailto:support@mrc-us.org)

Phone: 1-888-646-6815

Website: [www.MattressRecyclingCouncil.org](http://www.MattressRecyclingCouncil.org)

## Part 4. Updating Account Information

To update your account information, log in to [www.MRCReporting.org](http://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:

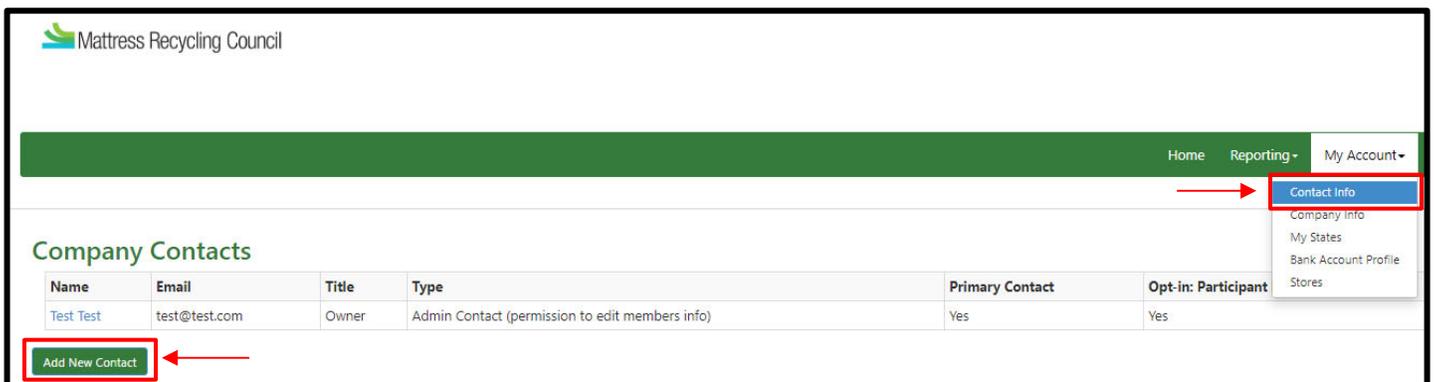
Remember me next time.

[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.



Mattress Recycling Council

Home Reporting My Account

**Company Contacts**

Name	Email	Title	Type	Primary Contact	Opt-in: Participant
Test Test	test@test.com	Owner	Admin Contact (permission to edit members info)	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, click the “Update Account” on the bottom right.

Home Reporting My Account Make a Payment Program Updates Resources – English Resources – Spanish/Español Help

Contact Info  
**Company Info**  
My States  
Bank Account Profile  
Stores

### Company Information

To modify Company Information please enter the information in the fields below. Click the "Update Account" button

\* indicates required fields.

Full Legal Entity Name:  \*

Doing Business As:  \*

\*"Doing Business As" is the name you choose for your business and have as your storefront name. It is different from your personal name, the official name of your corporation or LLC and your partners' names.

Participant 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 to MRC will be issued from (if different from main 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, institutional seller, manufacturer, renovator or distributor) or the states it does business in (California, Connecticut, Rhode Island or Oregon), 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.

The screenshot shows the 'My States' interface with the following content:

**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.

Buttons: Add/Remove States, Edit Brand Names and/or URNs, Edit Take-Back Information, Edit Sales Methods (indicated by a red arrow).

Roles and States	CA	CT	RI	OR
I sell mattresses or foundations to final consumers as - A <b>RETAILER</b> or other seller who sells, distributes, or offers for sale mattresses or foundations to consumers in the following states (click all that apply).	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/>
An <b>INSTITUTIONAL SELLER</b> 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"/>	<input type="checkbox"/>
I am a <b>MANUFACTURER</b> - A person or entity that: a) manufactures or imports included products, and b) sells or offers for sale those products in the following states (click all that apply).	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/>
I am a <b>RENOVATOR</b> - A person or entity that alters a used mattress or foundation for later resale in the following states by replacing the outer cover or filling, adding filling, rebuilding the used mattress or foundation or replacing components with new or post-consumer components (click all that apply).	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Pending	<input checked="" type="checkbox"/> Pending	<input type="checkbox"/>
I am a <b>DISTRIBUTOR</b> - A company that has a contractual relationship with one or more manufacturers to market and sell mattresses or foundations to retailers in the following states (click all that apply).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Cancel, Save Changes

## Updating Your Brand Names/URNs (Manufacturer, Renovators and Distributors Only)

If you do business in the state of California or Oregon, 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.

### Updating Your Take-Back Information (Retailers and Institutional Sellers Only)

To update your information about taking back old mattresses upon delivery of a new product and whether you recycle:

- Go to “My Account,” “My States.”
- Select the “Edit Take-Back Information” box (see above).
- This will take you to a new screen where you can change this information.

### Updating Your Sales Methods (Retailers and Institutional Sellers Only)

To update your sales methods:

- Go to “My Account,” “My States.”
- Select the “Edit Sales Methods” box (see above).
- This will take you to a new screen where you can change this information.

### Updating Your Stores

If your company is reporting on behalf of multiple locations and adds a new location, closes a location or the contact information of a location changes, you can update this information as follows:

- Go to “My Account,” “Stores.”
- Click on the store name to edit the information.
- Select the “Create Store” box to add a location.
- Select the “Delete” box to remove a location.



Store Name	Address	City	State	Zip Code	Country	Phone	Actions
Test	1234 Main St	Test	California	12345	USA	(123) 412-3412	Delete

Create Store

### For Assistance

If you require additional assistance with updating your account information or have other questions about MRC, please contact us:

Email: [support@mrc-us.org](mailto:support@mrc-us.org)

Phone: 1-888-646-6815

Website: [www.MattressRecyclingCouncil.org](http://www.MattressRecyclingCouncil.org)

**Thank you for registering with MRC.**