



## GS1 Canada Product Recall Subscription Checklist

Step 1 - Registration Process	
<input type="checkbox"/>	<p><b>System Administrator Submits the Registration Form:</b></p> <p>Select Channel            Provide System Administrator information            Provide Person of Authority (PoA) information (<i>the Person of Authority should be your direct manager, Human Resources Director, or Chief Financial Officer, or a similar person of authority who will authenticate the Subscription Administrator's information</i> ).            List E-billing contact information</p>
Step 2 - Subscription Process	
<input type="checkbox"/>	<p><b>Subscription Administrator Accepts End User Licence Agreement (EULA)</b>  <i>Please note: The Subscription Administrator will receive a confirmation of subscription to GS1 Canada Product Recall</i></p>
Step 3 - Assign Users	
<input type="checkbox"/>	<p><b>Subscription Administrator <a href="#">Assigns Internal Users and Roles</a> based on Company Type</b></p> <p><i>Please note: Assigned users will receive a confirmation email from GS1 Canada. They must accept the EULA to be accepted as a user in the system.</i></p>
Mandatory Education and Information	
<input type="checkbox"/>	<p><b>Users Participate in the Mandatory GS1 Canada Product Recall Webinar</b></p> <p><i>Please note: Users must participate in this webinar to move to the next step of issuing a mock recall.</i></p>
<input type="checkbox"/>	<p><b>Users issue a mock recall through GS1 Canada Product Recall (one per organization)</b></p> <p><i>Please note: To schedule this mock recall, please contact GS1 Canada Industry Support Services at <a href="mailto:subscriptionsupport@gs1ca.org">subscriptionsupport@gs1ca.org</a></i></p>
<input type="checkbox"/>	<p><b>Users confirm that internal procedures have been updated to include GS1 Canada Product Recall</b></p>

**Upon completion of the above, your organization will receive a GS1 Canada Product Recall Ready Certificate, and your trading partners will be advised that you are ready to use the service!**

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For more information, contact GS1 Canada at **1.800.567.7084** or visit [www.gs1ca.org](http://www.gs1ca.org)