



Alberta Personal Property Registry Electronic System (APPRES)

Alberta.ca Account

This package provides step by step instructions on how to create your Alberta.ca Account and how to request affiliation to your organization.

Updated: April 2023



Affiliation Instructions

Getting Started

If this is your first time accessing APPRES, navigate to the APPRES website at <https://appres.alberta.ca>

Click the Create your Alberta.ca Account button.

The screenshot shows a web browser window displaying the APPRES website. The page title is "Personal Property Registry" and the main heading is "Welcome to the Alberta Personal Property Registry Electronic System (APPRES)". Below the heading, there is a link for instructions on creating an account. Two buttons are visible: "Create your Alberta.ca Account" and "Login using Alberta.ca Account". A blue footer contains contact information for Alberta.ca and APPRES. A black arrow points from the "Create your Alberta.ca Account" button to a white callout box with a black border containing the text "Click to create Alberta.ca Account".

APPRES | Personal Property Registry

Welcome to the Alberta Personal Property Registry Electronic System (APPRES)

For instructions on creating your Alberta.ca account and logging on with it please open this [PDF](#)

Create your Alberta.ca Account Click here to create an Alberta.ca account

**external site, once you have created your Alberta.ca account, you will have to navigate back to this screen to login with it*

Login using Alberta.ca Account Click here to login to APPRES using your Alberta.ca account

Need help?

Alberta.ca - alberta-ca.account@gov.ab.ca or 1-844-643-2789 (M-F 8:15 - 4:30)
APPRES - PersonalProperty.Reg@gov.ab.ca or 1-866-301-6206 (M-F 8:15 - 4:30)

Click to create Alberta.ca Account

If you require assistance, contact the PPR Help Desk (if PPR related) at 1-866-301-6206 or through email at PersonalProperty.Reg@gov.ab.ca

If you require help with Alberta.ca Account, please contact them at 1-844-643-2789 or through email at alberta-ca.account@gov.ab.ca

Affiliation Instructions

Alberta.ca Account

Once the site loads, complete, at a minimum, the mandatory fields to create your account.

When you click in each field, text will appear with instructions on what is required.

Alberta.ca Account

Available services Get help Contact

Basic Account Verified Account

Create account Confirm email Confirm ID Complete verification

Create account

Sign in information and email

Create a username and password to access your account.

Username

Email

Confirm Email

Password

Confirm Password

Personal information

First Name

Last Name

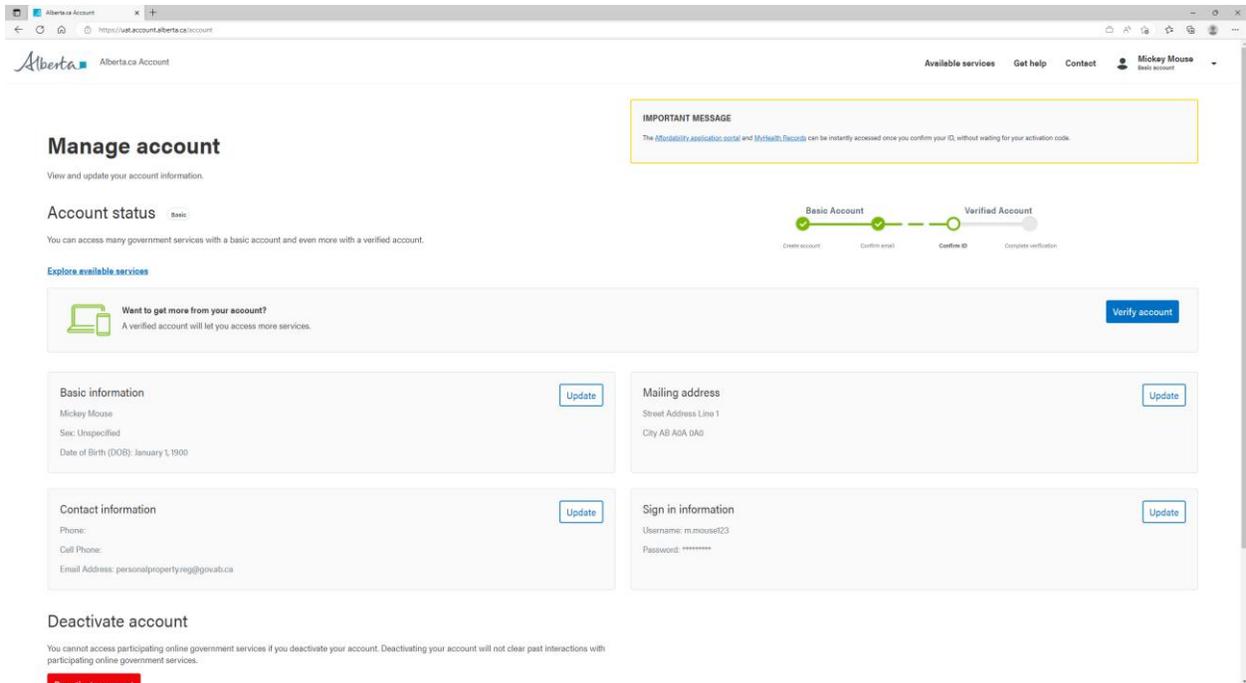
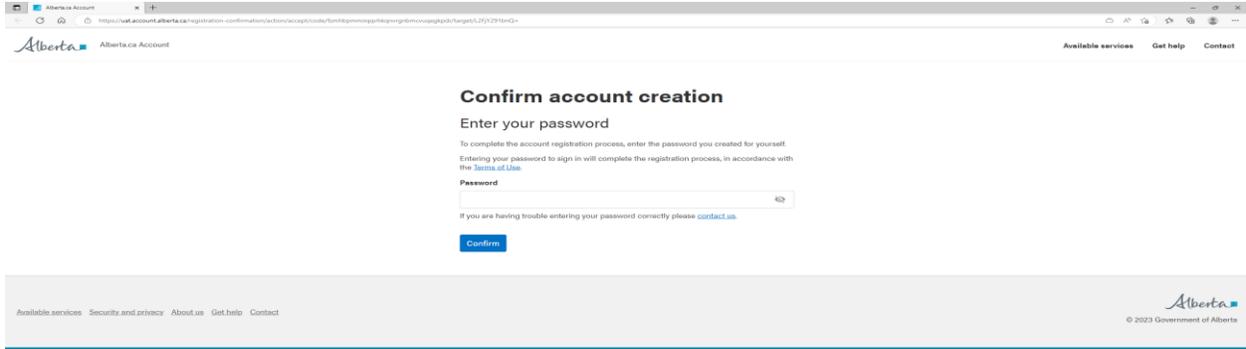
I understand the [Terms of Use](#) identifies that the personal information I provide will be used to register me and create an identity account, which may be unverified or verified based on my choice. The personal information I provide will

You may wish to note your user name / password and retain it in a secure location in the event you forget it. If you need to recover one or both, there is a link to forgot password and forgot user name on the Alberta.ca Account website.

Affiliation Instructions

Manage Account

Once you have completed the previous step, you will receive an email with a link that you must click, (first screen below) enter the password and click Next. The Manage Account screen will appear (second screen below). That completes creating an Alberta.ca Account; *you do not have to verify the account*. Navigate back to <https://appres.alberta.ca> to continue login.



Affiliation Instructions

How to Request Affiliation

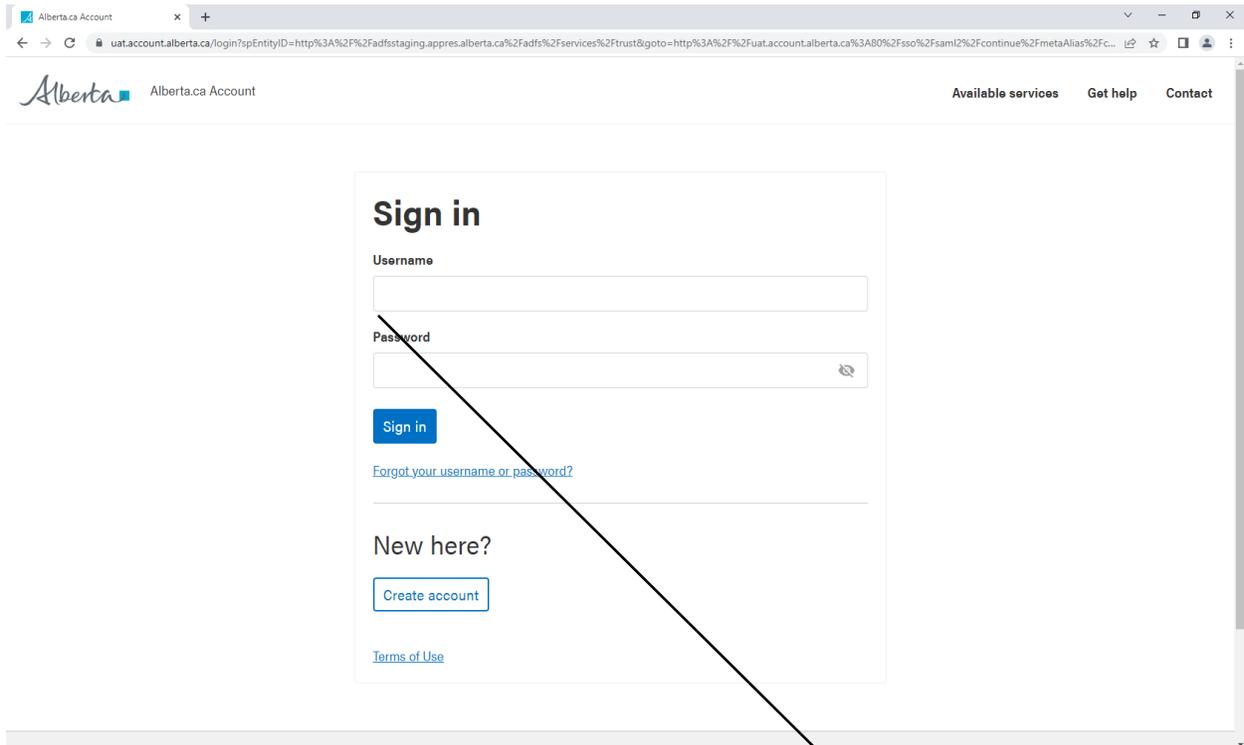
Once you have created your Alberta.ca Account user name and password and have navigated back to APPRES, click Login Using Alberta.ca Account button

The screenshot shows a web browser window with the URL https://staging.appres.alberta.ca/GOA/APPRES/Login/Login_Alberta.aspx. The page header includes the APPRES logo and the text "Personal Property Registry". A blue banner reads "Welcome to the Alberta Personal Property Registry Electronic System (APPRES)". Below the banner, there is a link for instructions: "For instructions on creating your Alberta.ca account and logging on with it please open this [PDF](#)". Two main options are presented: "Create your Alberta.ca Account" with the text "Click here to create an Alberta.ca account" and a note "*external site, once you have created your Alberta.ca account, you will have to navigate back to this screen to login with it"; and "Login using Alberta.ca Account" with the text "Click here to login to APPRES using your Alberta.ca account". At the bottom, a blue bar contains contact information: "Need help? Alberta.ca - alberta-ca.account@gov.ab.ca or 1-844-643-2789 (M-F 8:15 - 4:30) APPRES - PersonalProperty.Reg@gov.ab.ca or 1-866-301-6206 (M-F 8:15 - 4:30)". A black arrow points from the "Login using Alberta.ca Account" button to a white box with a black border containing the text "Click here to begin".

Affiliation Instructions

Alberta.ca Account login

The Sign in screen will appear, supply the Alberta.ca Account user name and password and click Sign in.



Alberta.ca Account

Available services Get help Contact

Sign in

Username

Password

Sign in

[Forgot your username or password?](#)

New here?

[Create account](#)

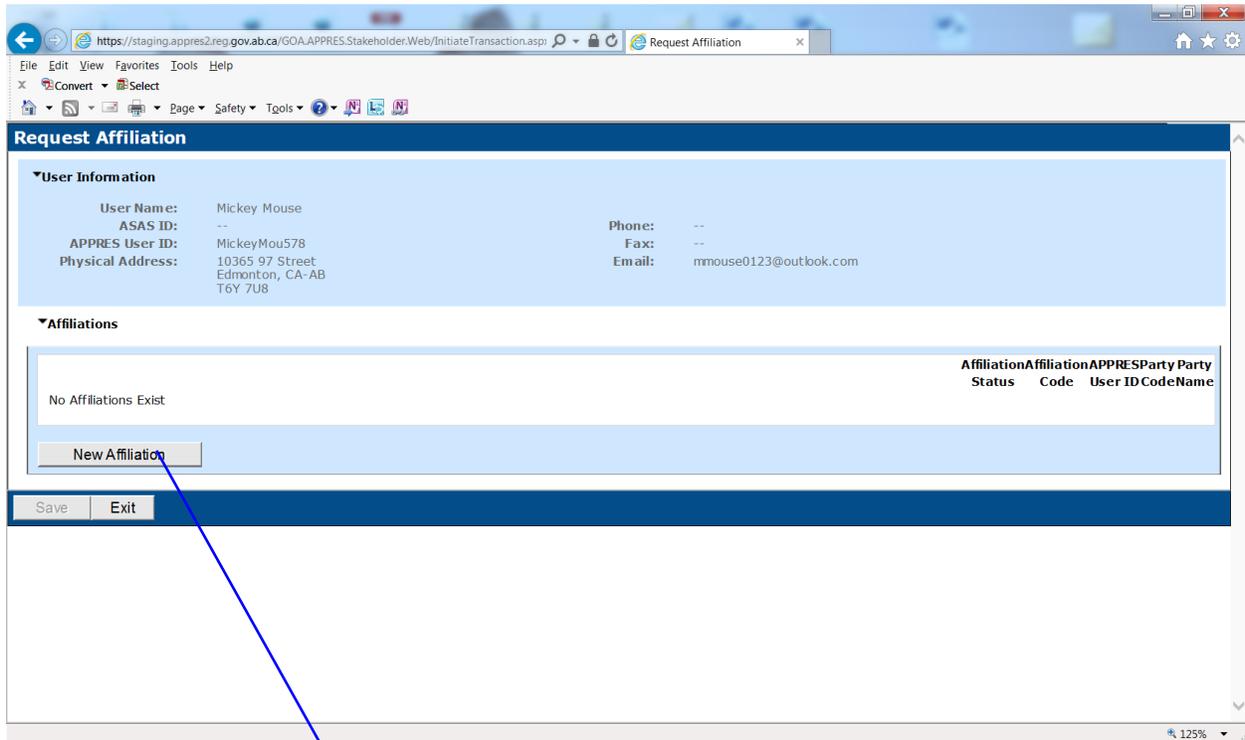
[Terms of Use](#)

Supply user name
and password then
click Sign in

Affiliation Instructions

Request Affiliation

To request affiliation to your organization click “New Affiliation” on the lower left hand side of the screen to begin the process.



Click “New Affiliation” to begin.

Affiliation Instructions

Affiliation Code

Supply the Affiliation Code that has been provided to you by your organization in the “Affiliation Code” field and click “Add” to continue.

PLEASE NOTE:

If you do not have the affiliation code for your organization you will not be able to continue this process. Please contact the Site Coordinator for your organization to obtain the affiliation code.

The Affiliation Code is 10 characters in length, begins with the letters “AC” and is followed by 8 numeric digits - all 10 characters must be supplied.

The screenshot shows a web browser window with the URL <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx>. The page title is "Request Affiliation".

User Information

| | | | |
|-------------------|---|--------|------------------------|
| User Name: | Mickey Mouse | Phone: | -- |
| ASAS ID: | -- | Fax: | -- |
| APPRES User ID: | MickeyMou578 | Email: | mmouse0123@outlook.com |
| Physical Address: | 10365 97 Street Edmonton, CA-AB T6Y 7U8 | | |

Affiliations

No Affiliations Exist

| Affiliation Status | Affiliation Code | APPRES User ID | Party Code | Party Name |
|--------------------|------------------|----------------|------------|------------|
|--------------------|------------------|----------------|------------|------------|

Affiliation Code

Save Exit

Supply Affiliation Code and click “Add” to continue.

Affiliation Instructions

Save Affiliation Code

The screen will refresh and the Affiliation Code will appear under the “Affiliations” heading. Click “Save” to continue.

PLEASE NOTE:

If you exit without clicking save the Affiliation Request will not be saved – you must click “Save” in the bottom left hand corner of the screen to continue.

The screenshot shows a web browser window with the URL <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx>. The page title is "Request Affiliation".

User Information

| | | | |
|-------------------|---|--------|------------------------|
| User Name: | Mickey Mouse | Phone: | -- |
| ASAS ID: | -- | Fax: | -- |
| APPRES User ID: | MickeyMou578 | Email: | mmouse0123@outlook.com |
| Physical Address: | 10365 97 Street Edmonton, CA-AB T6Y 7U8 | | |

Affiliations

| Delete | Affiliation Status | Affiliation Code | APPRES User ID | Party Code | Party Name |
|--------|------------------------------|------------------|----------------|------------|------------|
| | Requested - Pending Approval | AC69328880 | MickeyMou578 | | |

Affiliation Code

Click “Save” to save the affiliation request

Affiliation Instructions

Save Affiliation Code - Continued

The screen will refresh and a message will appear at the top - you must click “Continue” to complete the process. If you click “Cancel” the Affiliation Code will not be saved and your Site Coordinator will not be able to approve your affiliation request.

Request Affiliation

Press **Continue** to Proceed.
Press **Cancel** to return to the form in progress.

▼User Information

User Name: Mickey Mouse
ASAS ID: --
APPRES User ID: MickeyMou578
Physical Address: 10365 97 Street
Edmonton, CA-AB
T6Y 7U8

Phone: --
Fax: --
Email: mmouse0123@outlook.com

▼Affiliations

| Affiliation Status | Affiliation Code | APPRES User ID | Party Code | Party Name |
|--------------------------------|------------------|----------------|------------|------------|
| Requested - Pending Approval : | AC69328880 | MickeyMou578 | : | : |

Affiliation Code

Click “Continue” to complete the save process.

Affiliation Instructions

Successfully Saved Affiliation Code

Once “Continue” has been clicked and the screen refreshes the Request Affiliation process is complete.

At this point you may request affiliation to another organization if required or click “Exit” to leave the Request Affiliation screen.

PLEASE NOTE:

Your Site Coordinator must approve the request for affiliation before you will be able to access search and/or registration functions in APPRES.

The screenshot shows a web browser window with the URL <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx>. The page title is "Request Affiliation".

User Information

| | | | |
|-------------------|---|--------|------------------------|
| User Name: | Mickey Mouse | Phone: | -- |
| ASAS ID: | -- | Fax: | -- |
| APPRES User ID: | MickeyMou578 | Email: | mmouse0123@outlook.com |
| Physical Address: | 10365 97 Street Edmonton, CA-AB T6Y 7U8 | | |

Affiliations

| Affiliation Status | Affiliation Code | APPRES User ID | Party Code | Party Name |
|------------------------------|------------------|----------------|------------|------------|
| Requested - Pending Approval | : AC69328880 | : MickeyMou578 | : | : |

Affiliation Code

Request for Affiliation now requires approval from your Site Coordinator.

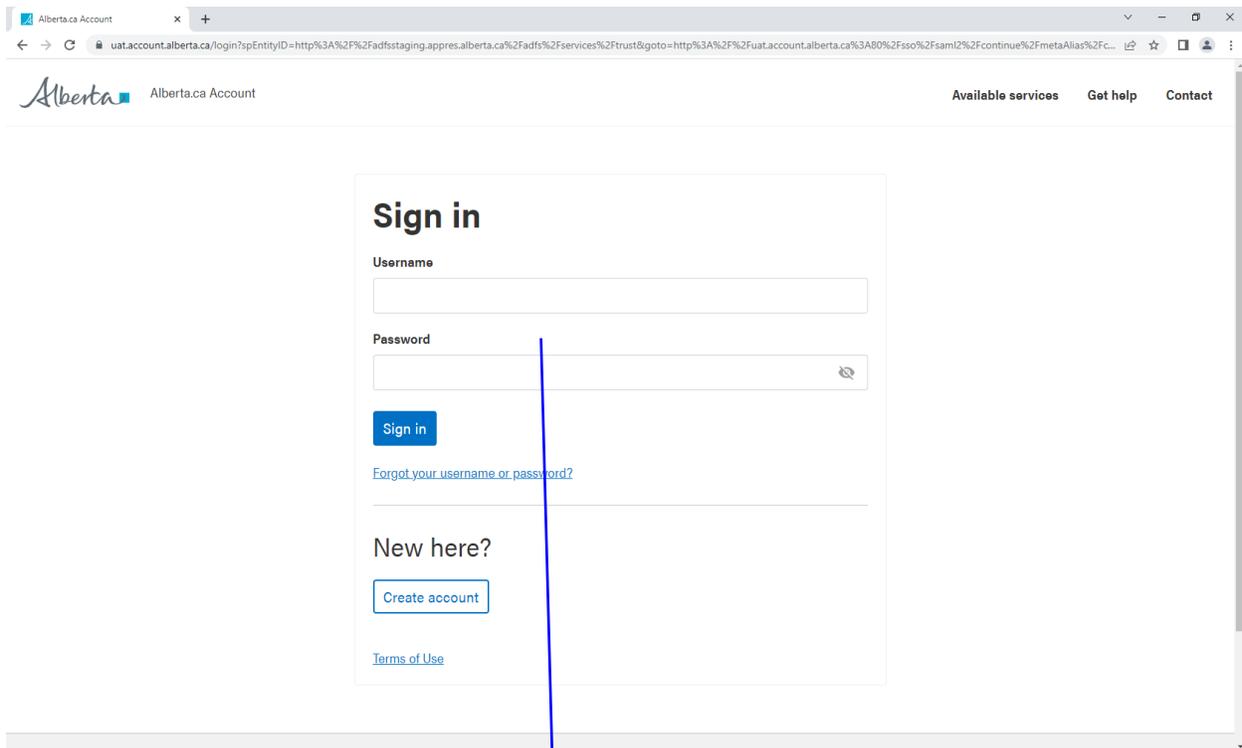
Affiliation Instructions

Subsequent Login

The creation of an Alberta.ca Account User ID, password and requesting affiliation to an organization and the approval of that request are only required if you are accessing APPRES for the first time.

Once you have completed this process on subsequent logins you need only supply your User Id and password to access APPRES registration and/or search functions.

Please note that you will only have access to registration types if you have been accredited. Otherwise you will be able to access the search types that your organization has access to.



The screenshot shows the Alberta.ca Account login page. The page has a header with the Alberta logo and 'Alberta.ca Account' text. On the right, there are links for 'Available services', 'Get help', and 'Contact'. The main content area features a 'Sign in' form with the following elements:

- Sign in** (Section Header)
- Username** (Label) with an input field
- Password** (Label) with an input field and a toggle icon
- Sign in** (Button)
- [Forgot your username or password?](#) (Link)
- New here?** (Section Header)
- Create account** (Button)
- [Terms of Use](#) (Link)

A blue arrow points from the 'Sign in' button to a text box below the form.

Supply your user name and password to access APPRES on subsequent logins.