



Alberta Personal Property Registry Electronic System (APPRES)

Alberta.ca Account

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

Updated: July 2024

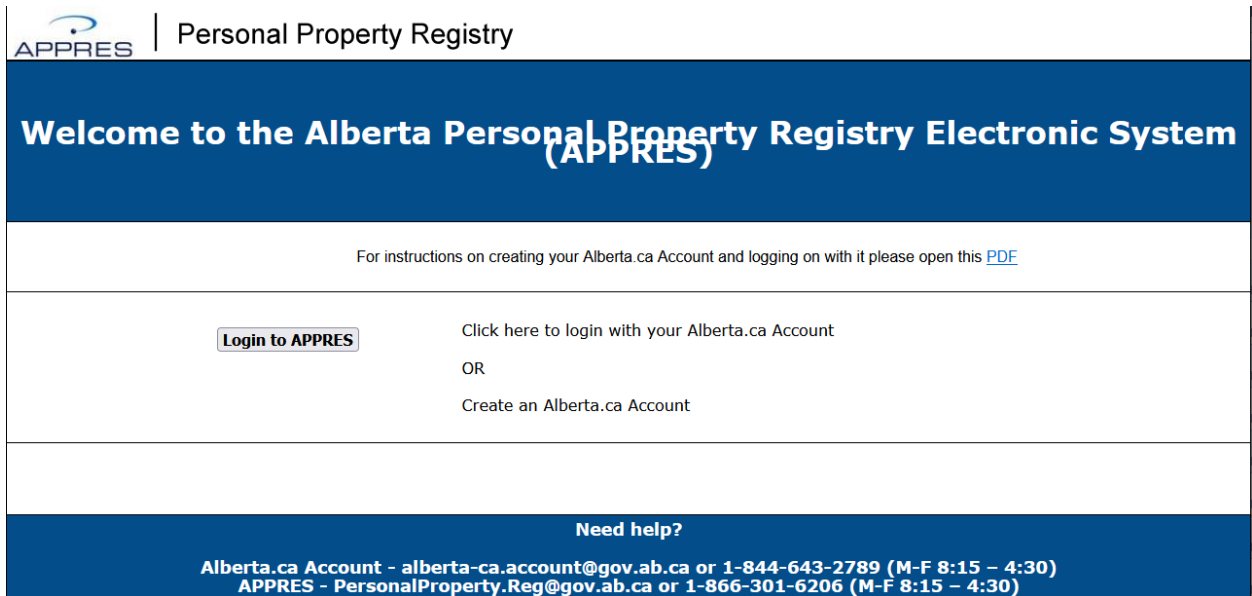


Affiliation Instructions

Getting Started

To create an Alberta.ca Account navigate to <https://appres.alberta.ca>

Click Login to APPRES:



The screenshot shows the APPRES login page. At the top left is the APPRES logo and the text 'Personal Property Registry'. Below this is a dark blue banner with the text 'Welcome to the Alberta Personal Property Registry Electronic System (APPRES)'. Underneath the banner is a white box with the text 'For instructions on creating your Alberta.ca Account and logging on with it please open this [PDF](#)'. Below that is another white box containing a 'Login to APPRES' button, the text 'Click here to login with your Alberta.ca Account', 'OR', and 'Create an Alberta.ca Account'. At the bottom is a dark blue footer with the text 'Need help?' and contact information for Alberta.ca Account and APPRES.

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](#)

Login to APPRES Click here to login with your Alberta.ca Account
OR
Create an Alberta.ca Account

Need help?
Alberta.ca Account - 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)

Affiliation Instructions

How to create a New Account

You can choose to create a **new** account with three different methods, we are going to start with creating a new account then describe the other two methods later in this material.

Click the Create Account button to start:

WELCOME TO

Alberta.ca Account

Sign in

Consider signing in with your personal email.



Continue with Google




Continue with Microsoft

or

Sign in with email or username

New to Alberta.ca Account? [Create account](#)

[Terms of Use](#) 

Affiliation Instructions

Select Continue with email and password:

WELCOME TO
Alberta.ca Account

An easy and secure way to access your government services.



Create account

Consider using your personal email

Your information is kept secure. [Learn more](#)

Continue with Google

Continue with Microsoft

or

Continue with email and password

Already have an Alberta.ca Account? [Sign in](#)

[Terms of Use](#)

Supply a valid email address and click Continue:

Email address

Continue

On the next screen click Create an Alberta.ca Account password:


Affiliation Instructions

Create Account

Email address

APPRES_test_only@outlook.com

 Your information is kept secure. [Learn more](#)

 Continue with Microsoft

> [Why should I use this option](#)

or

Create an Alberta.ca Account password

[Terms of Use](#) 

Next agree to Terms of Use and click Continue:

Affiliation Instructions

Terms of Use

Please accept the Terms of Use to continue.

Disclosure statement

The personal information collected through this website is for administering the Alberta.ca Account program. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act.

For questions about the collection of personal information, contact Alberta.ca Account team at 1-844-643-2789, by email at alberta-ca.account@gov.ab.ca, or mail to Technology and Innovation, PO Box 1820, Station Main, Edmonton, Alberta, T5J 2P2, c/o Alberta.ca Account Dept.

My acceptance provides my consent for the use and disclosure of my personal information as identified in the Terms of Use.


I agree to the [Terms of Use](#) 

Continue

Back

An email link will be sent to the email address provided, login to that email and click on the link, you will be directed to the following screen to create a password.

Affiliation Instructions

 Your email has been confirmed.

Create password

Email

APPRES_test_only@outlook.com

Password



Your password must be:

- X At least 8 characters
- X At least 1 upper case letter
- X At least 1 lower case letter
- X At least 1 numerical or special character

Confirm password



[Save and continue](#)

Supply a password for the email address (it does not have to match the one used when the email address was created this password is for the Alberta.ca Account you are creating)

Click Save and Continue

On the next screen supply a First and Last name and click Continue

Affiliation Instructions

Enter your name

Enter the names you would like Alberta.ca Account to use when communicating with you.

First name

Last name

Continue

You can optionally supply a Mobile Phone number to recover your account, supply the number to send code or Skip for now

Add your recovery information

Your mobile number will be used to contact you if you need help signing in or to recover your account. You will receive a 6-digit code by text to confirm your mobile number.

Mobile number

Your 10 digit North American number

Send code

Skip for now

Affiliation Instructions

The Alberta.ca Account has been completed, a screen will be presented that allows you to Edit information if required.

Welcome, APPRES Test

Basic account

This account gives you access to services that do not require you to prove your identity. Other services may require you to [verify your account](#).

Basic information

 [Edit](#)

Preferred name

APPRES Test

Sex

Not provided

Date of birth

Not provided

Contact information

Mobile phone number

Not provided

 [Add](#)

Home phone number

Not provided

 [Edit](#)

Daytime phone number

Not provided

 [Edit](#)

Email

APPRES_test_only@outlook.com

 [Edit](#)

Mailing address

Not provided

 [Edit](#)

Navigate back to <https://appres.alberta.ca> to continue the process.

**The email used in the above steps is for illustrative purposes, please do not send email to it.

Affiliation Instructions

Using Google, Microsoft, or existing username


The following steps describe how to create an Alberta.ca Account using a Google or Microsoft email address.


WELCOME TO

Alberta.ca Account

Sign in

Consider signing in with your personal email.


 Continue with Google

 Continue with Microsoft

_____ or _____

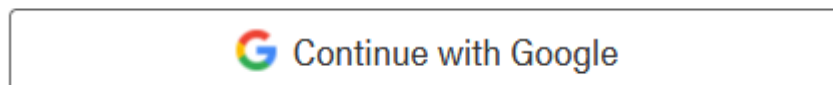
[Sign in with email or username](#)

New to Alberta.ca Account? [Create account](#)

[Terms of Use](#) 

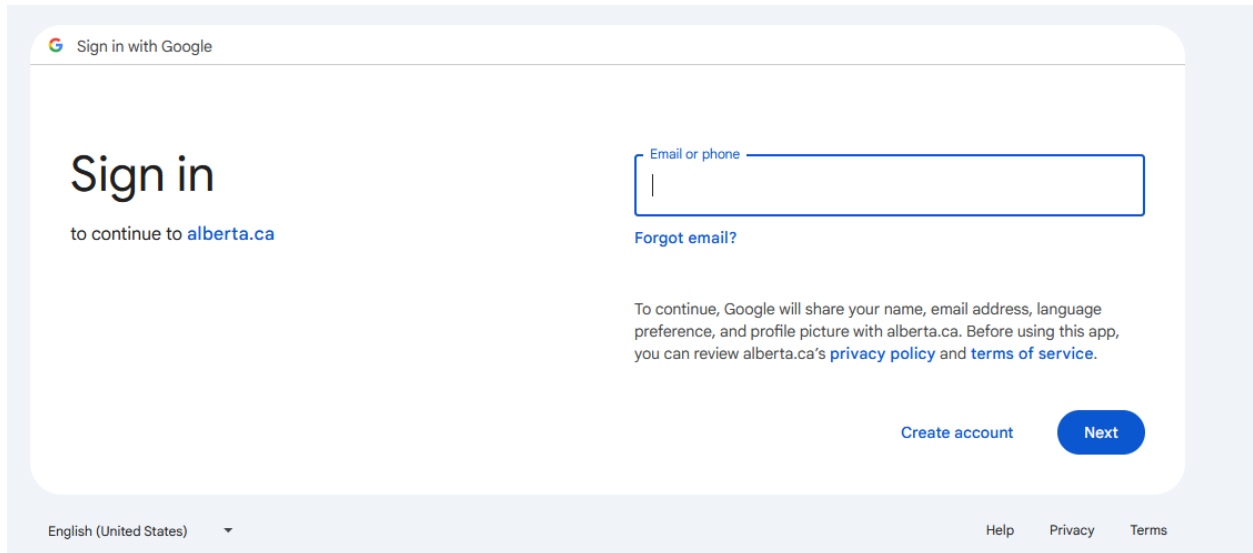
Google

If you want to use your Google account, select this option to provide the Google email address and password to login.



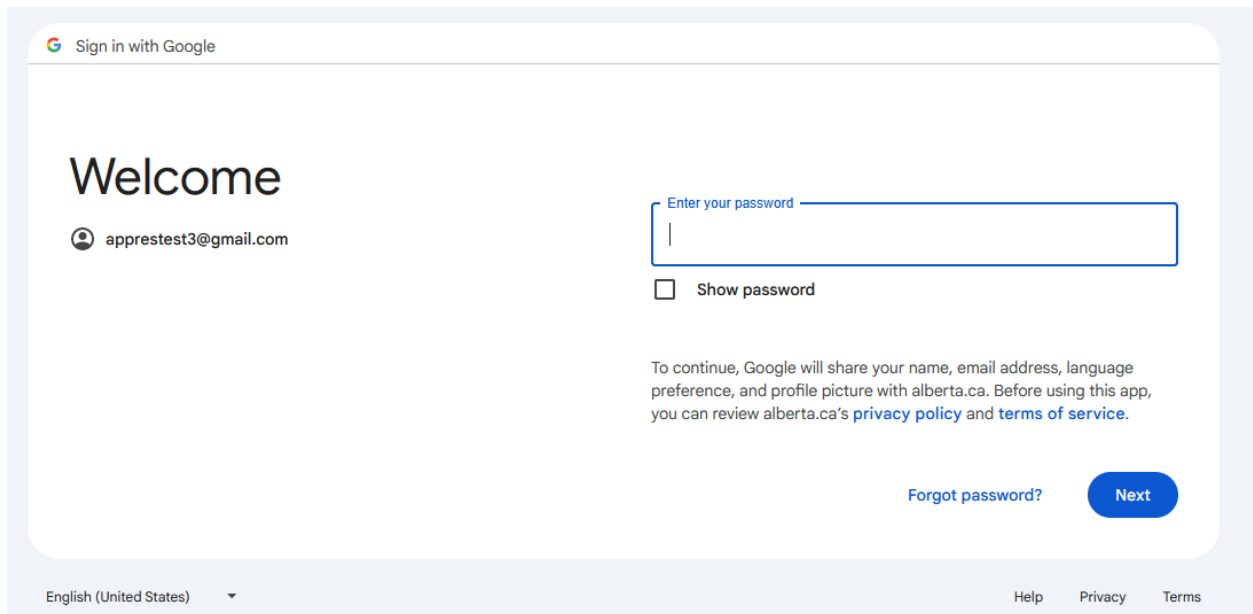
Affiliation Instructions

Supply the email address and click Next:



The screenshot shows the Google Sign in interface. At the top left, it says "Sign in with Google". The main heading is "Sign in" with the subtext "to continue to [alberta.ca](#)". On the right, there is a text input field labeled "Email or phone" with a vertical cursor. Below the field is a link for "Forgot email?". At the bottom right, there are two buttons: "Create account" and a blue "Next" button. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

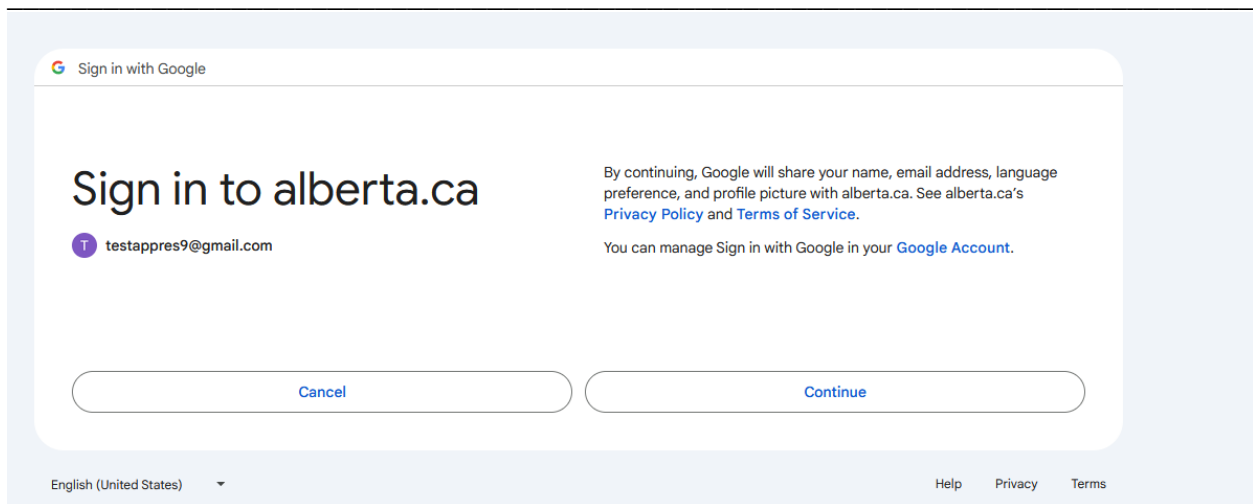
On the next screen supply the password:



The screenshot shows the Google password entry interface. At the top left, it says "Sign in with Google". The main heading is "Welcome" with the email address "apptest3@gmail.com" and a profile icon. On the right, there is a text input field labeled "Enter your password" with a vertical cursor. Below the field is a checkbox labeled "Show password". At the bottom right, there are two buttons: "Forgot password?" and a blue "Next" button. At the bottom of the page, there is a language selector set to "English (United States)" and links for "Help", "Privacy", and "Terms".

Click Continue:

Affiliation Instructions



Click I agree to Terms of Use then continue:

Terms of Use


Please accept the Terms of Use to continue.

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For questions about the collection of personal information, contact Alberta.ca Account team at 1-844-643-2789, by email at alberta-ca.account@gov.ab.ca, or mail to Technology and Innovation, PO Box 1820, Station Main, Edmonton, Alberta, T5J 2P2, c/o Alberta.ca Account Dept.

My acceptance provides my consent for the use and disclosure of my personal information as identified in the Terms of Use.

I agree to the [Terms of Use](#) 

Continue

Back

Affiliation Instructions

You have successfully created your Alberta.ca Account:

Welcome, Test Appres99

Basic account

This account gives you access to services that do not require you to prove your identity. Other services may require you to [verify your account](#).

Basic information

 [Edit](#)

Preferred name

Test Appres99

Legal name

Test Appres99

Sex

Not provided

Date of birth

Not provided

Contact information

Mobile phone number

Not provided

 [Add](#)

Home phone number

Not provided

 [Edit](#)

Daytime phone number

Not provided

 [Edit](#)

Email

testappres9@gmail.com

 [Edit](#)

Mailing address

Not provided

 [Edit](#)

Navigate back to <https://appres.alberta.ca> to login using your Google email and the password you created.

Login with Microsoft

Follow the same steps described above to create an Alberta.ca Account with a Microsoft email address, once complete navigate back to APPRES to login.

Username

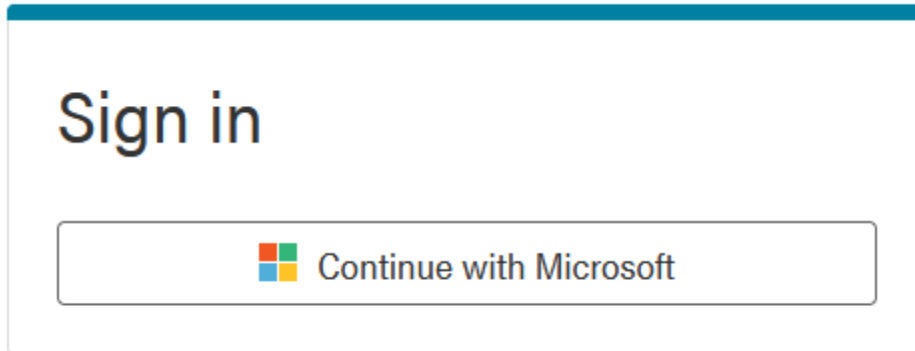
If you have an existing username/password select this option to provide the login details

[Sign in with email or username](#)

Affiliation Instructions

Note for Users with an email address ending in @gov.ab.ca

When logging into APPRES, Government of Alberta employees who created an Alberta.ca Account using their GoA email address will be **automatically** directed to Continue with Microsoft after supplying the username.



[← Back to sign in options](#)

On the next screen your GoA email address and a password field appear, supply the password for you GoA email address to continue

Affiliation Instructions

Government of Alberta

Sign in with your organizational account

Sign in

Click Continue on the next screen

Do you trust gov.ab.ca?

You're about to sign in with your gov.ab.ca account.
Only continue if you recognize this account.

[Why am I seeing this?](#)


Cancel Continue

You will be directed to the Welcome to APPRES splash screen.

Affiliation Instructions

How to Request Affiliation

Once you have created your Alberta.ca Account username and password and have navigated back to APPRES, click Login to 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	
Login to APPRES	Click here to login with your Alberta.ca Account OR Create an Alberta.ca Account
Need help? Alberta.ca Account - 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)	

Affiliation Instructions

Alberta.ca Account login


The Sign in screen will be presented, choose your method to login, and supply the details.


WELCOME TO

Alberta.ca Account

Sign in

Consider signing in with your personal email.

 Continue with Google

 Continue with Microsoft

or

[Sign in with email or username](#)

New to Alberta.ca Account? [Create account](#)

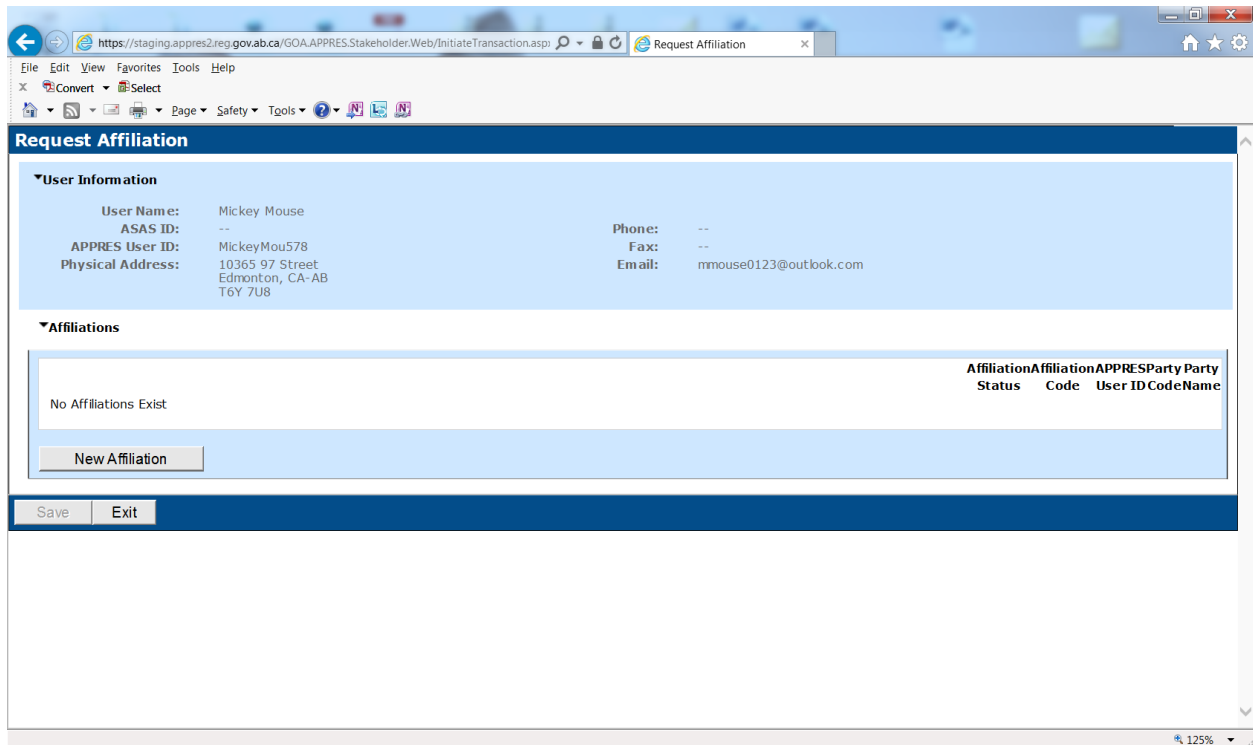
[Terms of Use](#) 

Affiliation Instructions

Request Affiliation

The Request Affiliation screen will appear.

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



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
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Affiliation Code

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 have been saved – you must click “Save” in the bottom left hand corner of the screen to continue.

The screenshot displays the 'Request Affiliation' web application. The browser address bar shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx>. The page title is 'Request Affiliation'. The interface is divided into two main sections: 'User Information' and 'Affiliations'.

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:

Buttons:

A blue arrow points from the 'Save' button to a callout box containing the text: '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, advise your site coordinator the process has been completed.

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 select your method of logging and supplying the details 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.