Service Alberta

Alberta Personal Property Registry Electronic System (APPRES)

Alberta Secure Access Service (ASAS)
User Guide

This package provides step by step instructions on how to create your ASAS User id and enrol in the Alberta Personal Property Electronic System (APPRES).

APPRES

Alberta Secure Access Service (ASAS) Instructions

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Getting Started

If this is your first time accessing APPRES begin the process by clicking on "Click here to register". If you have previously created an ASAS User ID and are attempting to perform registration / search functions in APPRES please read the information under "Subsequent Login".

Navigate to the Alberta Personal Property Electronic System (APPRES) location at this address:

https://appres.reg.gov.ab.ca
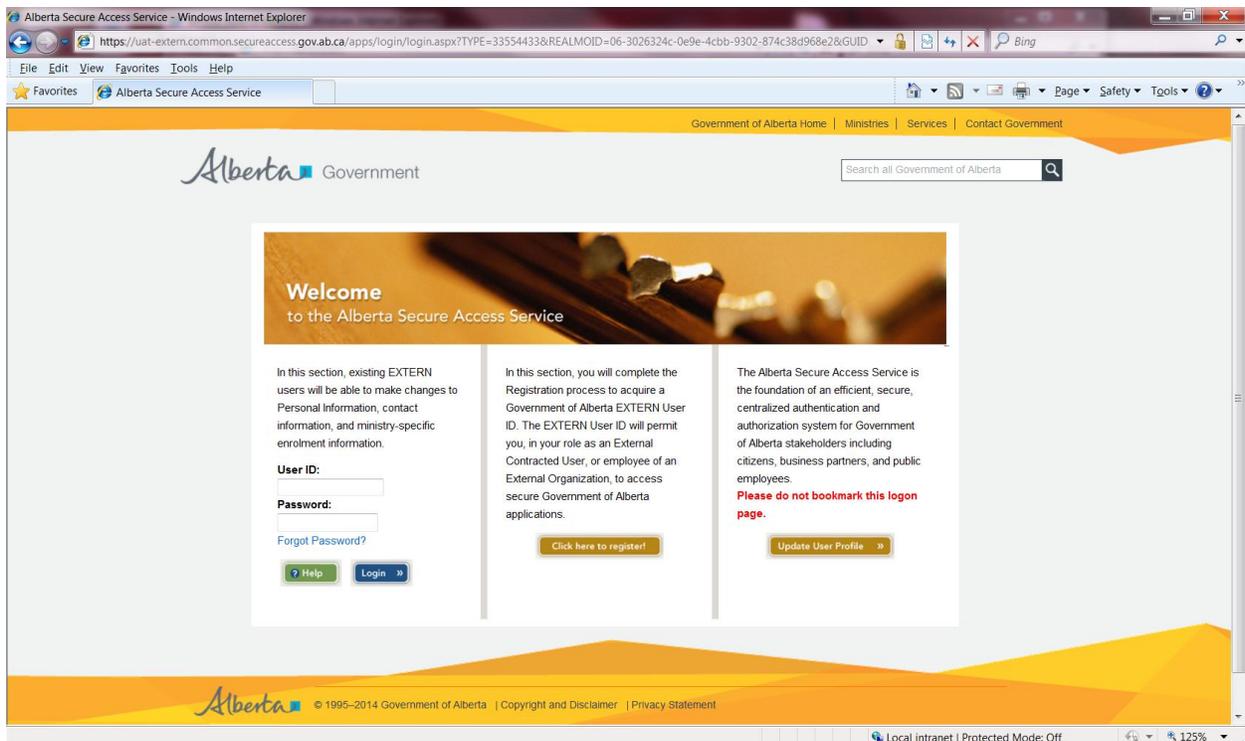
If you have previously created an ASAS User ID, supply it and your password and click Login to access APPRES.

To update your user profile click on "Update User Profile"

For assistance using the Alberta Secure Access Service, contact the Government of Alberta Help Desk at:

Local (Edmonton): 780-427-1462
Toll Free: Within Alberta, call 310-0000 and enter 780-427-1462 when prompted.

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Privacy Notice

You should read the Privacy Notice information and if you agree click "I Agree" at the bottom right of the screen to continue.

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Personal Information

The following details must be supplied:

- First (given) name
- Surname
- Gender
- Date of birth
- Postal/ZIP code
- Telephone Number
- Email Address

Instructions specific to a field will appear as you navigate through each field on the left side of the screen under the heading "Instructions".

Click "Next" on the bottom right of the screen to continue.

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Security Information

A response for each question is required. A password under the "Password" portion must be created.

PLEASE NOTE:
When creating your password, place your cursor in the password field and read the text that appears under "Instructions" for specific password length and text requirements.

Click "Next" to continue, the next screen may take several seconds to appear.

Registration Complete

It may take several seconds for this screen to appear. This is your ASAS User ID. It is recommended that you print this screen and securely store it in the event you need to refer to it at a later date.

You are now ready to enrol in the Alberta Personal Property Registry Electronic System (APPRES), click "Enrol in a Service" at the bottom right hand corner of the screen to continue.

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Select Ministry Service

Choose to enrol in APPRES by clicking in the radio button that appears on the left hand side of the Alberta Personal Property Registry Electronic System (APPRES) text.

Click "Next" to continue.

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Collection Notice

This is notice to you that the following details provided during the registration process will be collected for use in APPRES:

- First and last name
- ASAS User ID
- Phone number
- Email address

Click "Next" to continue.

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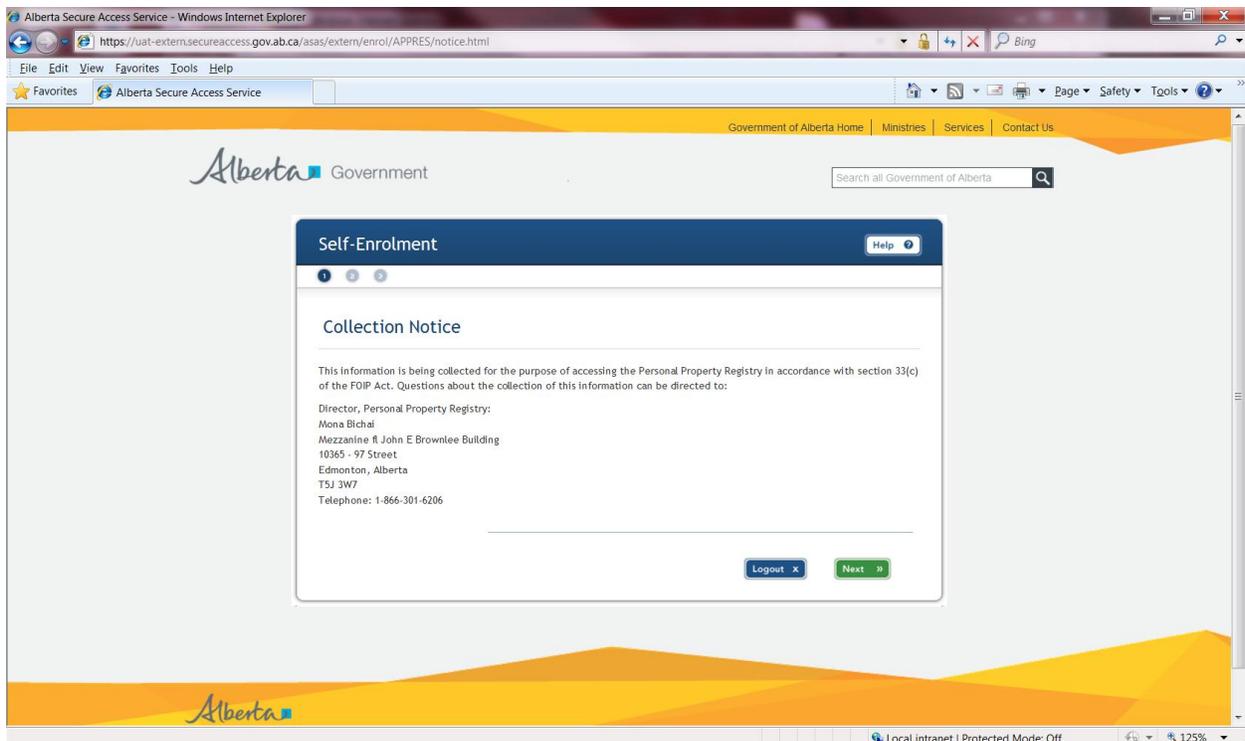
Confirm Enrolment

Click "Yes" to continue.

It may take several seconds for the next screen to appear.
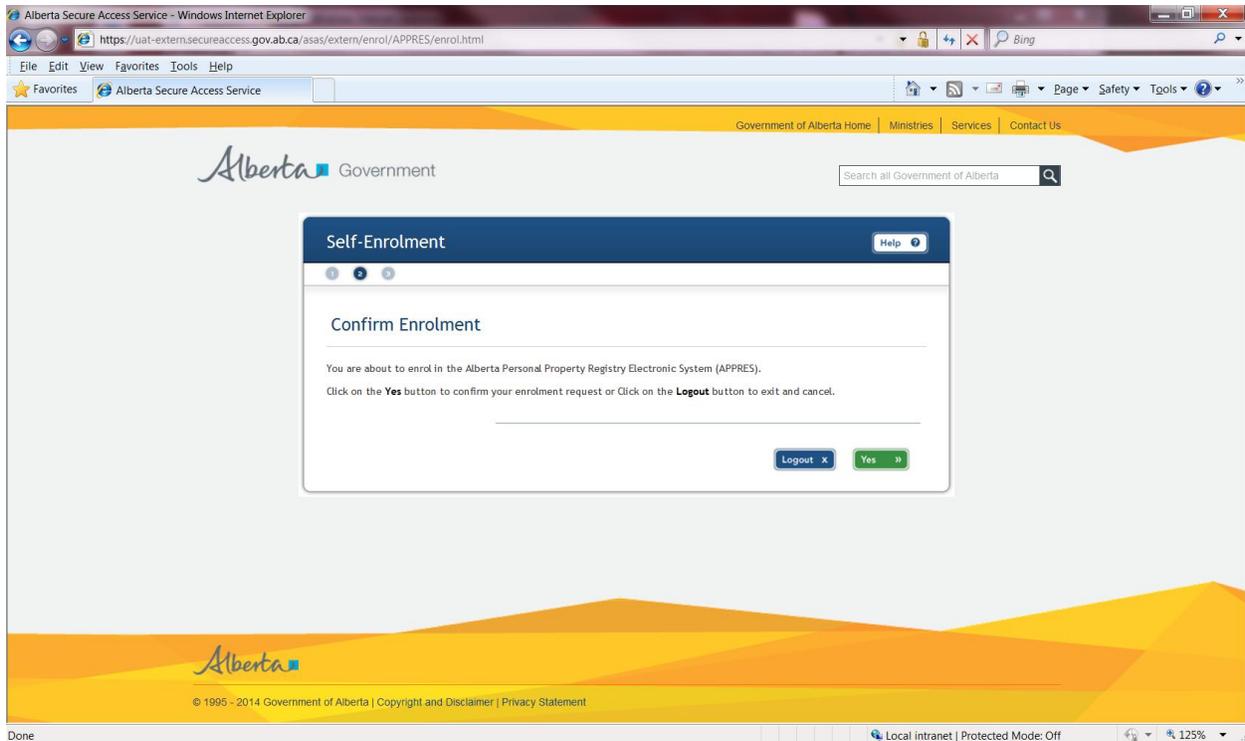
Thank You

You have successfully completed the registration / enrolment process.

<div style="border:2px solid blue; background-color:yellow;">

PLEASE NOTE:
At this point you should have an ASAS User ID and password and enroled in APPRES. The next step is to request affiliation to your organization to enable access to registration / search functions.

</div>

To begin the affiliation process click "Logout".
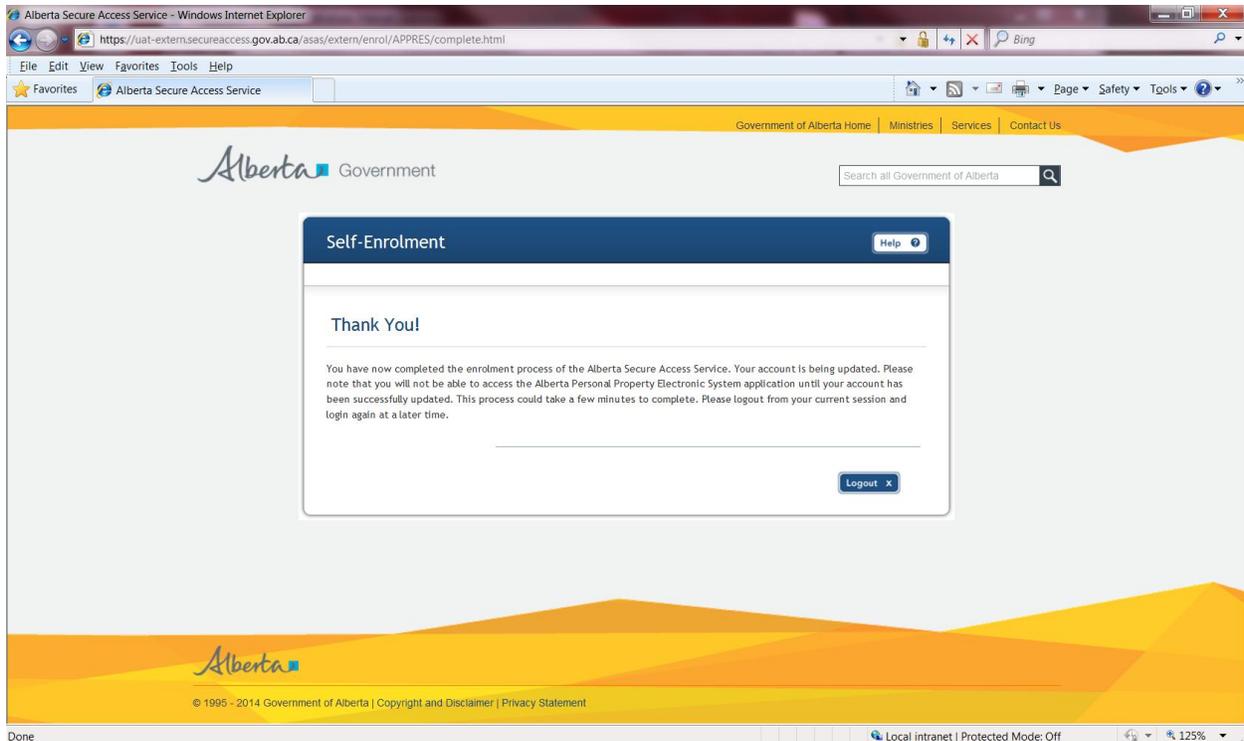
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How to Request Affiliation

To access APPRES you must be affiliated to an organization. The registration and/or search fees incurred are applied to the Personal Property Registry client account number of the organization you are affiliated with.

To request affiliation to an organization navigate to the ASAS login screen:

https://appres.reg.gov.ab.ca

Supply your ASAS User ID and password in the "Login / Modify your Account" section located on the left hand side of the screen and click "Login" to continue.

Request Affiliation

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

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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 following by 8 numeric digits - all 10 characters must be supplied.

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

Save Affiliation Code - Continued

The screen will refresh and a prompt to Continue will appear - you <u>must</u> click "Continue" to complete the action. If you click "Cancel" the Affiliation Code will not be saved and your Site Coordinator will not be able to approve your affiliation request.

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.

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Subsequent Login

The creation of an ASAS 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 ASAS 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.