



Alberta Personal Property Registry Electronic System (APPRES)

Registration User Guide

Please note: The material in this package was prepared by PPR business support staff and is intended to assist users with registration functionality in APPRES. It is not intended to provide legal advice.



APPRES Registration User Guide

Getting Started

You will require an Alberta.ca Account to access APPRES. Please refer to the APPRES Affiliation Guide for instructions on creating an Alberta.ca Account and password.

Once you have an Alberta.ca Account/password navigate to APPRES at this location:

<https://appres.alberta.ca>

Click Login to APPRES and supply your Alberta.ca Account and password and click Next.

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, there is a link: "For instructions on creating your Alberta.ca Account and logging on with it please open this [PDF](#)". The main content area has a "Login to APPRES" button on the left and the text "Click here to login with your Alberta.ca Account OR Create an Alberta.ca Account" on the right. At the bottom, there is a dark blue banner with the text "Need help?" and contact information: "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)". A blue arrow points from the "Login to APPRES" button to a callout box that says "Click, then supply your user id/password and click Sign in."

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APPRES Home Page

The APPRES home page will appear, the information on the page will be updated to reflect current events or system outages.

To continue maneuver your cursor over the “Menu” text, a drop down menu will appear, select “Registry Activities” from the list.

APPRES - Alberta Personal Propri... | Alberta.ca Account

https://appres.alberta.ca/GOA/APPRES.Gateway/ISDFrameMain.htm

APPRES | Personal Property Registry

Government of Alberta

Menu | APPRES ID: HeatheWoo752 | ALBERTA REGISTRIES-PERSONAL PROPERTY... | LOGOUT | Help

Welcome to APPRES

This page was last updated June 14th, 2023.

Microsoft Internet Explorer
This browser is no longer supported by the Government of Alberta or Microsoft, please use Edge or Chrome to access APPRES

Extended Outage Dates
The following dates have been reserved for full day outages in order to allow for technical preventive maintenance:
July 9, August 13, September 10, October 8, November 12, December 10, 2023.

Telephone Service Hours for Personal Property Registry
8:15 am - 12:00 pm
12:00 pm - 1:00 pm CLOSED
1:00 pm - 4:30 pm
Specialists will not be available throughout the lunch hour.

Accreditation
Accreditation is required to perform registrations in APPRES. [Accreditation/Certification Examination Information](#). The MacEwan training schedule for APPRES is now [available](#).

Client Account Statement
The Client Account Statement is [available](#) as of the 1st of each month. Please make cheques payable to the "Government of Alberta". Payments can also be made at bank branches and through online banking. The "Payee" is Gov of AB - Personal Property. The "Payee Account Number" is your eight digit customer account number.

Personal Property Registry Manual
For instructions and tips on enrollment, desktop settings, function guides and policies please refer to the online [manual](#).

Subscription Service
Subscribe to the APPRES email list to receive emails on upgrades, new features, scheduled outages and issues.
[Subscribe to the list](#)
[Unsubscribe from the list](#)

My Alberta Digital Identity
Follow this [MADI](#) link to modify your personal information and/or password.

Personal Property Registry (PPR) Contacts

- Product for [23062629360](#) is available for viewing. [2023/06/27 10:52:15]
- Successfully submitted distribution request for [23062629360](#). [2023/06/27 10:52:14]
- Successfully executed Search: [216301337](#) [2023/06/27 10:52:11]
- Finance charge of \$0.00 for [216301337](#) has been completed. [2023/06/27 10:52:11]
- No messages found.

Select Registry Activities to continue.

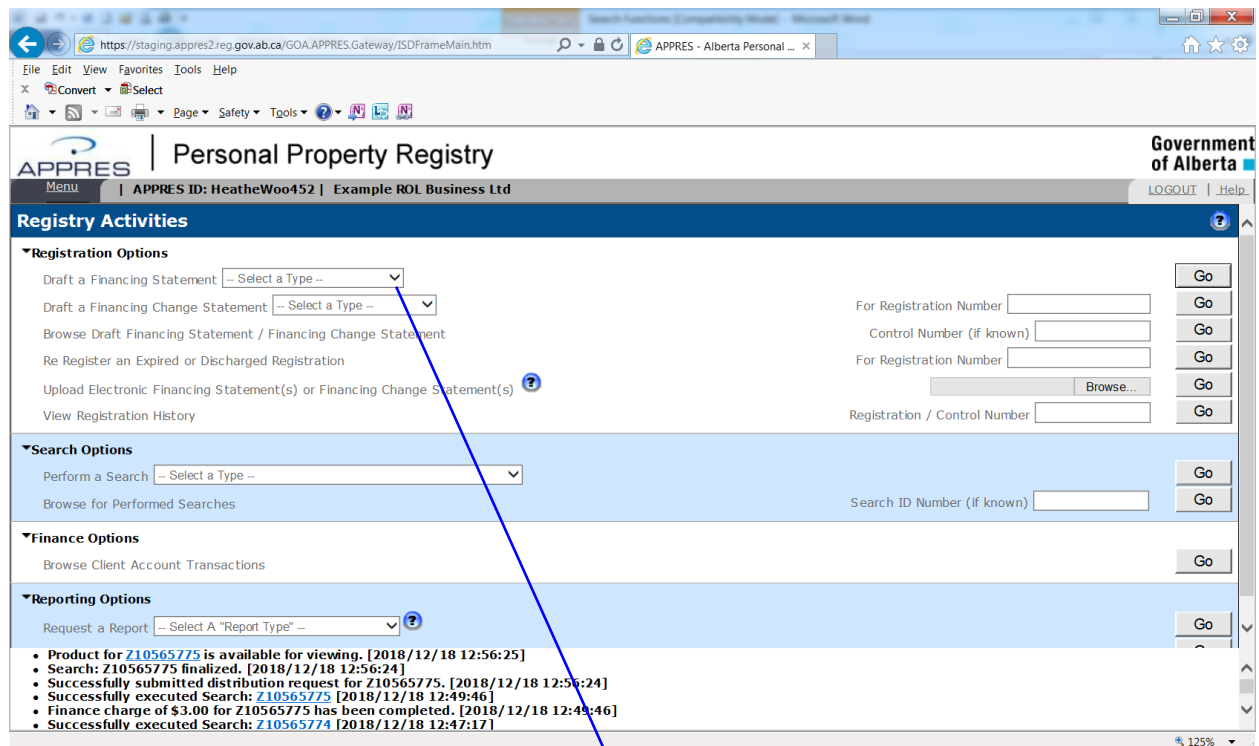
APPRES Registration User Guide

Registry Activities

Some of the options on this screen may not appear on your screen depending on your security settings.

Under “Registration Options” click on the down arrow beside “Draft a Financing Statement”.

Refer to the Help Guide under the “Registry Activities” section for additional information on this screen.



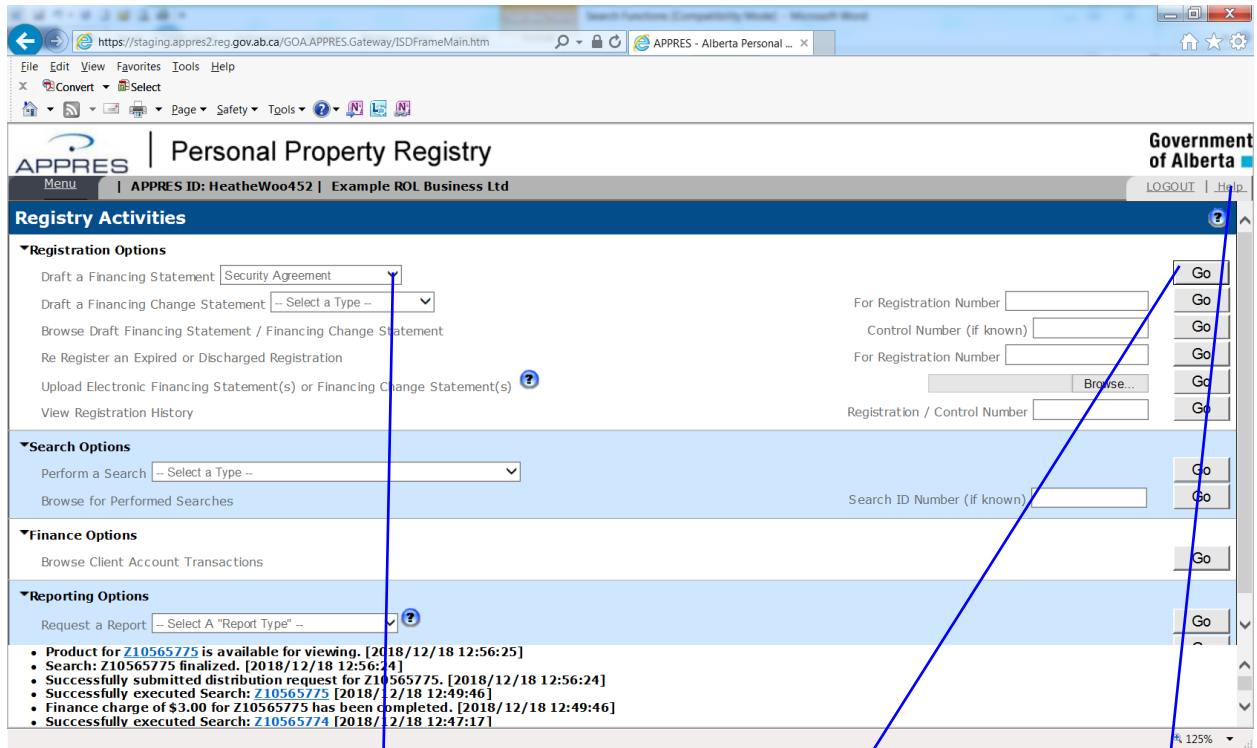
Click on down button to display list of available financing statements.

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Draft a Financing Statement

A list of financing statements available to your organization will appear. A detailed explanation of each financing statement type can be found in the Help Guide. Click on the help icon in the upper left hand corner to open the guide.

As an example, some details from the Security Agreement financing statement have been used in the creation of this guide.



1. Click on down button to display list of available financing statement types.

2. Click Go to continue.

Click Help to open Help Guide.

APPRES Registration User Guide

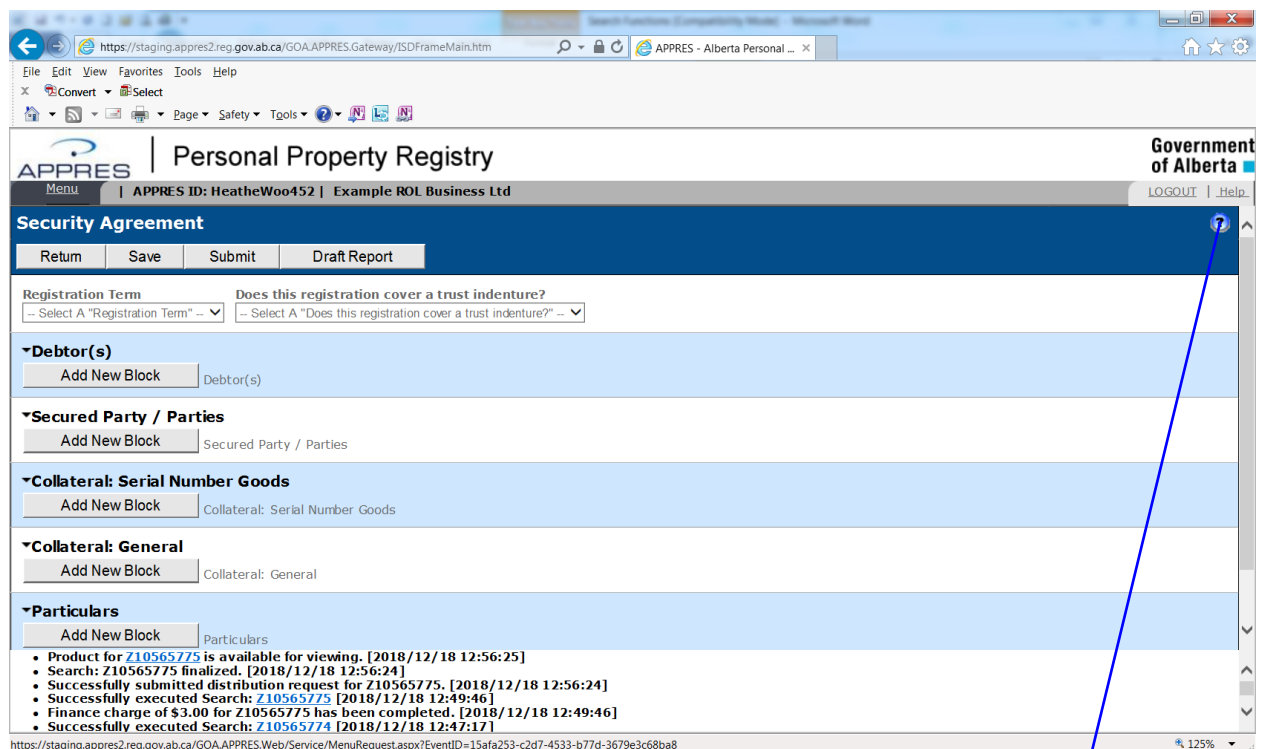
Navigation Buttons

The page will refresh with the details necessary to create a financing statement, these details will vary depending on the financing statement type selected.

The navigation buttons below the Security Agreement text (these buttons appear on all financing statement types) will do this if clicked:

- Return – returns you to the Registry Activities screen
- Save – assigns a control number and saves the draft financing statement (must be a minimum amount of information provided before the save will complete)
- Submit – submits the draft financing statement for registration (all the data necessary to submit the registration must be provided for the submit to be successful)
- Draft Report – creates a PDF of the draft financing statement

Click the Help icon that looks like this  for detailed help on the financing statement you are creating.



Click Help to go to help specific to the financing statement you are creating.

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Registration Term

Depending on the financing statement chosen, you may have the option of selecting a registration term. In this example a security agreement financing statement requires a registration term and a response to the 'Does this registration cover a trust indenture' question be supplied as part of the registration details.

Most financing statements have a set term, for example, a Garage Keepers' Lien has a registration term of 6 months. A registration term that is set cannot be changed.

The screenshot shows a web browser window displaying the APPRES Personal Property Registry interface. The page title is "Security Agreement" and the user is logged in as "Example ROI Business Ltd". The form includes the following elements:

- Registration Term:** A dropdown menu set to "5 Y years".
- Does this registration cover a trust indenture?:** A dropdown menu set to "No".
- Debtor(s) Section:**
 - A table with one entry for Block "0001".
 - Buttons: "Delete", "Edit", "Block", "Add New Block".
 - Form fields for: Last Name, First Name, Middle Name, Address, City, Province / State, Postal Code / Zip Code, Birthdate (yyyy/mm/dd).
 - Buttons: "Change to Business", "Save Block".
- System Messages:**
 - Product for Z10565775 is available for viewing. [2018/12/18 12:56:25]
 - Search: Z10565775 finalized. [2018/12/18 12:56:24]
 - Successfully submitted distribution request for Z10565775. [2018/12/18 12:56:24]
 - Successfully executed Search: Z10565775 [2018/12/18 12:49:46]
 - Finance charge of \$3.00 for Z10565775 has been completed. [2018/12/18 12:49:46]
 - Successfully executed Search: Z10565774 [2018/12/18 12:47:17]

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Date and/or Amount Details

If the financing statement you are creating permits you to supply a date or an amount, these details must be supplied in this format:

- Date – YYYY/MM/DD (e.g. 2007/12/03)
- Amount – to a maximum of \$999,999,999,999.99

This is an example of how the date format and amount format would appear:

The screenshot shows the APPRES Personal Property Registry interface. The main heading is "Garage Keepers' Lien". Below this, there are several sections for data entry:

- Registration Term:** 6 months
- Do you still have possession?:** -- Select A "Do you still have possession?" --
- Vehicle Released Date (yyyy/mm/dd):** 2018/12/17
- Work Last Completed Date (yyyy/mm/dd):** [Empty]
- Parts Provided Date (yyyy/mm/dd):** [Empty]
- Lien Amount:** \$999,999,999.99

Below these fields are expandable sections:

- *Vehicle Owner(s):** Add New Block Vehicle Owner(s)
- *Person(s) Claiming Lien:** Add New Block Person(s) Claiming Lien
- *Collateral: Serial Number Goods:** Add New Block Collateral: Serial Number Goods
- *Particulars:** Add New Block Particulars

The Particulars section contains the following messages:

- Product for Z10565775 is available for viewing. [2018/12/18 12:56:25]
- Search: Z10565775 finalized. [2018/12/18 12:56:24]
- Successfully submitted distribution request for Z10565775. [2018/12/18 12:56:24]
- Successfully executed Search: Z10565775 [2018/12/18 12:49:46]
- Finance charge of \$3.00 for Z10565775 has been completed. [2018/12/18 12:49:46]
- Successfully executed Search: Z10565774 [2018/12/18 12:47:17]

Date must be in this format.

Amount format

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Individual Debtor Name Details

Click “Add New Block” under the text “Debtor” to provide the details for an individual debtor (individual debtor type is the default debtor type), click “Save Block” to save the details. The name of the block may vary depending on the financing statement you are creating, refer to the Help Guide for the financing statement you are creating if you require additional assistance.

The following details are required when describing an individual debtor:

- Last Name – maximum of 70 characters
- First Name – maximum of 35 characters
- Middle Name – (optional) maximum of 35 characters
- Address – maximum of 40 characters
- City – maximum of 35 characters
- Province – one from the drop-down list.
- Postal Code – (optional) maximum 10 characters
- Birthdate – (optional) must be provided in YYYY/MM/DD format

The screenshot displays the APPRES Personal Property Registry interface. The browser address bar shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example ROL Business Ltd".

The main content area is divided into several sections, each with an "Add New Block" button:

- Debtor(s)**: A table with one entry: Block 0001, Debtor: MOUSE, MICKEY, 111 - 22 Street, Edmonton, AB - Alberta T6Y7U8. The status is "To Be Added".
- Secured Party / Parties**: "Add New Block" button.
- Collateral: Serial Number Goods**: "Add New Block" button.
- Collateral: General**: "Add New Block" button.
- Particulars**: "Add New Block" button.

At the bottom, a "Reference Number" section lists several system events:

- Product for Z10565775 is available for viewing. [2018/12/18 12:56:25]
- Search: Z10565775 finalized. [2018/12/18 12:56:24]
- Successfully submitted distribution request for Z10565775. [2018/12/18 12:56:24]
- Successfully executed Search: Z10565775 [2018/12/18 12:49:46]
- Finance charge of \$3.00 for Z10565775 has been completed. [2018/12/18 12:49:46]
- Successfully executed Search: Z10565774 [2018/12/18 12:47:17]

The footer contains the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/FSRequest.aspx?EventID=bb64f134-ba0d-4640-9269-50bbd0d95940> and a zoom level of 125%.

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Business Debtor Name

Click “Add New Block” under the text “Debtor” to provide the details for a business debtor (click “Change to Business” to supply Business debtor name details), click “Save Block” to save the details.

The following details are required when describing a business debtor:

- Business Name – maximum of 80 characters
- Address – maximum of 40 characters
- City – maximum of 35 characters
- Province – one from the drop-down list.
- Postal Code – (optional) maximum 10 characters

Government of Alberta

APPRES | Personal Property Registry

Menu | APPRES ID: HeatheWoo452 | Example ROL Business Ltd | LOGOUT | Help

▼ Debtor(s)

Block	Business Name	Status
0001	MICKEY MOUSE ENTERPRISES LTD	To Be Added

Add New Block Debtor(s)

Block Business Name

0001 MICKEY MOUSE ENTERPRISES LTD

Address City Province / State Postal Code / Zip Code

111 - 22 Street Edmonton AB - Alberta T6Y7U8

Change to Individual Save Block Debtor(s)

▼ Secured Party / Parties

Add New Block Secured Party / Parties

▼ Collateral: Serial Number Goods

Add New Block Collateral: Serial Number Goods

▼ Collateral: General

- Product for [Z10565775](#) is available for viewing. [2018/12/18 12:56:25]
- Search: [Z10565775](#) finalized. [2018/12/18 12:56:24]
- Successfully submitted distribution request for [Z10565775](#). [2018/12/18 12:56:24]
- Successfully executed Search: [Z10565775](#) [2018/12/18 12:49:46]
- Finance charge of \$3.00 for [Z10565775](#) has been completed. [2018/12/18 12:49:46]
- Successfully executed Search: [Z10565774](#) [2018/12/18 12:47:17]

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Business Secured Party

Click “Add New Block” under the text “Secured Party” to provide the details for a business secured party, click “Save Block” to save the details. The name of this block will vary depending on the financing statement you are creating. For example, on a Garage Keepers’ Lien; the block name is “Person(s) Claiming Lien”. Refer to the Help Guide for the financing statement you are creating if you require assistance.

The following details are required when describing a business secured party:

- Party Code – (optional) supply a party code (e.g. 500000001) and click add party as Block to copy the name, address, phone fax number of the party code into the secured party block. If the organization you are signed on as is the secured party, click “Transmitting Party” to copy the details from your party code into the secured party block. The name and address details cannot be modified.
- Business Name – maximum of 80 characters
- Address – maximum of 40 characters
- City – maximum of 35 characters
- Province – one from the drop-down list.
- Postal Code – (optional) maximum 10 characters
- Phone / Fax Number – (optional) must be in 999-999-9999 format
- Email Address – must be in example@example.com format

The screenshot displays the APPRES Personal Property Registry interface. The browser address bar shows the URL: <https://staging.appres.alberta.ca/GOA/APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo385 | Example Search Business Ltd".

The main content area is divided into several sections:

- Debtor(s)**: Includes an "Add New Block" button and a "Debtor(s)" label.
- Secured Party / Parties**: This section contains a table with columns for "Block" and "Status". A row is shown with "0001" in the "Block" column and "To Be Added" in the "Status" column. Below the table is an "Add New Block" button and a form for entering details for a "Secured Party / Parties". The form includes fields for "Block Party Code" (with a dropdown menu), "Business Name", "Address", "City", "Province / State" (with a dropdown menu), "Postal Code / Zip Code", "Phone Number", "Fax Number", and "Email". There are also buttons for "Add Party As Block" and "Transmitting Party".
- Collateral: Serial Number Goods**: Includes an "Add New Block" button and a "Collateral: Serial Number Goods" label.
- Collateral: General**: Includes an "Add New Block" button and a "Collateral: General" label.
- Particulars**: Includes an "Add New Block" button and a "Particulars" label.

At the bottom of the page, there is a message: "No messages found."

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Individual Secured Party

Click “Add New Block” under the text “Secured Party” to provide the details for an Individual secured party (click “Change to Individual” to supply Individual secured party name details), click “Save Block” to save the details.

The following details are required when describing an individual secured party:

- Last Name – maximum of 70 characters
- First Name – maximum of 35 characters
- Middle Name – (optional) maximum of 35 characters
- Address – maximum of 40 characters
- City – maximum of 35 characters
- Province – one from the drop-down list.
- Postal Code – (optional) maximum 10 characters
- Phone / Fax Number – (optional) must be in 999-999-9999 format
- Email Address – must be in example@example.com format

The screenshot displays the APPRES Personal Property Registry interface. At the top, the browser address bar shows the URL: <https://staging.appres.alberta.ca/GOA/APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Government of Alberta logo. The user is logged in as "HeatheWoo385" with the role "Example Search Business Ltd".

The main content area is titled "Registration Term" and "Does this registration cover a trust indenture?". Below this, there are sections for "Debtor(s)", "Secured Party / Parties", "Collateral: Serial Number Goods", "Collateral: General", and "Particulars".

The "Secured Party / Parties" section is expanded, showing a table with one entry:

Block	Status
0001	To Be Added

Below the table, there is an "Add New Block" form for "Secured Party / Parties". The form includes fields for:

- Block Last Name (0001)
- First Name
- Middle Name
- Override First Name (checkbox)
- Address
- City
- Province / State (dropdown menu)
- Postal Code / Zip Code
- Phone Number
- Fax Number
- Email

At the bottom of the form, there are buttons for "Change to Business" and "Save Block".

At the bottom of the page, there is a message: "No messages found."

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Solicitor / Agent Details

If the financing statement requires a Solicitor/Agent be described click “Add New Block” under the text “Solicitor/Agent” to provide the details, click “Save Block” to save the details.

The following details are required when describing a Solicitor / Agent:

- Party Code – (optional) supply a party code (e.g. 500000001) and click add party as Block to copy the name, address, phone fax number of the party code into the solicitor / agent block. Click “Transmitting Party” to copy the details from your party code into the solicitor / agent block (if you are the solicitor / agent). The name and address details cannot be modified.
- Business Name – maximum of 80 characters
- Address – maximum of 40 characters
- City – maximum of 35 characters
- Province – one from the drop-down list.
- Postal Code – (optional) maximum 10 characters
- Phone / Fax Number – (optional) must be in 999-999-9999 format
- Email Address – must be in example@example.com format
- Reference Number – (optional) maximum 20 characters

The screenshot displays the APPRES Personal Property Registry interface. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo385 | Example RA Business Ltd". The interface shows several sections for adding new blocks:

- Debtor(s)**: Includes an "Add New Block" button and a "Debtor(s)" label.
- Creditor(s)**: Includes an "Add New Block" button and a "Creditor(s)" label.
- Solicitor/Agent**: This section is expanded to show a form for adding a new block. It includes a "Block Party Code" field with the value "0001" and buttons for "Add Party As Block" and "Transmitting Party". Below this, there are input fields for "Name", "Address", "City", "Province / State" (a dropdown menu), and "Postal Code / Zip Code". There are also fields for "Phone Number", "Fax Number", "Email", and "Reference Number". A "Save Block" button is located at the bottom of this section.
- Collateral: Serial Number Goods**: Includes an "Add New Block" button and a "Collateral: Serial Number Goods" label.
- Particulars**: Includes an "Add New Block" button and a "Particulars" label.

At the bottom of the page, there is a "Reference Number" input field and a message: "• No messages found."

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Serial Number Goods Collateral

If the financing statement you are creating permits a serial number goods description the following details are required:

- Serial Number – maximum of 25 characters (will be truncated to the last 18 if more than 18 characters supplied)
- Year – must be 4 characters
- Make/Model – maximum of 25 characters
- Category Type – one from the drop-down list

The screenshot shows the APPRES Personal Property Registry web application. The browser address bar displays <https://staging.appres2.reg.gov.ab.ca/GOA/APPRES.Gateway/ISDFrameMain.htm>. The page title is "APPRES | Personal Property Registry" and the user is logged in as "APPRES ID: HeathWoo452 | Example RA Business Ltd".

The main content area is titled "Secured Party / Parties" and includes an "Add New Block" button. Below this, the "Collateral: Serial Number Goods" section is expanded, showing a table with one entry:

Block	Serial Number	Year	Make / Model	Category Type	Status
0001	ABCDE	2018	Airplane	AC - Aircraft Canada	To Be Added

Below the table, there is a form to add a new block with the following fields:

Block	Serial Number	Year	Make / Model	Category Type
0001	ABCDE	2018	Airplane	AC - Aircraft Canada

The form also includes an "Override S/N Validation" checkbox and a "Save Block" button. Below the form, the "Collateral: General" and "Particulars" sections are visible, each with an "Add New Block" button. A "Reference Number" field is also present. At the bottom, a message states "No messages found."

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General Collateral

If you want to add a General Collateral description to the financing statement you are creating the following details are required:

- A text description containing at least 1 character to a maximum of 2000 characters

Click on “Check Spelling” if you wish to check the spelling of the text, please note this is not an advanced spell checker tool and may not reveal all spelling errors.

Click “Save Block” to save the description.

The screenshot displays the APPRES Personal Property Registry web application. The browser address bar shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd".

The main content area is divided into sections:

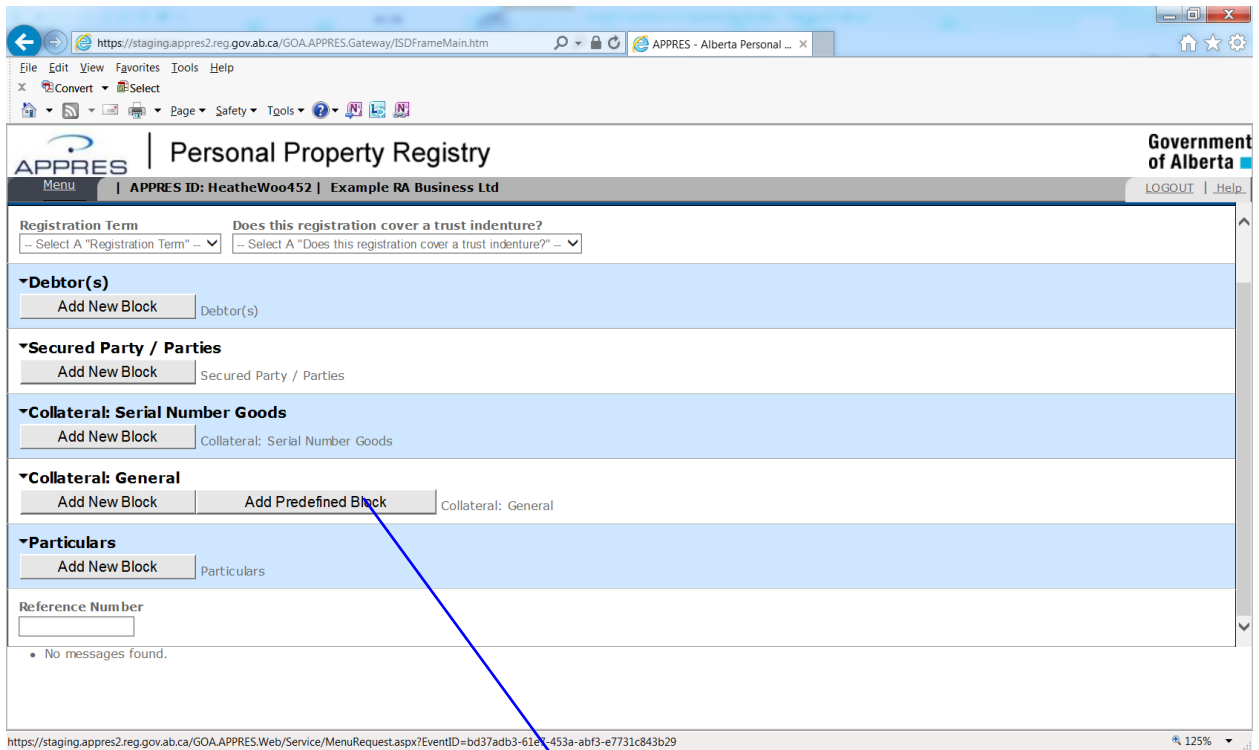
- Collateral: Serial Number Goods**: Includes an "Add New Block" button and a list of existing blocks.
- Collateral: General**: This section is active. It shows a table with one block (ID: 0001) and a "Status" column with the value "To Be Added". Below the table is a form for editing the block description. The "Block Description" field contains the text "An example of general collateral description." and has a "Check Spelling" button. There is also a "Save Block" button.
- Particulars**: Includes an "Add New Block" button and a "Reference Number" input field.

At the bottom of the page, there is a message: "No messages found." The browser status bar at the bottom shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/FSRequest.aspx?EventID=32480681-e078-4248-ba0d-0b1999e8e8a8> and a zoom level of 125%.

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Predefined General Collateral

If you have created and saved one or more predefined collateral description in the “Maintain Preferences” screen, you will have the ability to add one or more of those descriptions if the “Add Predefined Block” appears on your screen. Click to show the list of predefined general collateral.



Click to display list of predefined general collateral.

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Predefined General Collateral - Continued

Click to show the list of predefined general collateral (up to 15 can be saved, for this example only 1 is in the list).

You do not have to use the descriptions if not required, click “Add New Block” to open a blank block of general collateral which will enable you to supply a description.

The screenshot shows the APPRES Personal Property Registry interface. The browser address bar displays <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd". The interface is divided into several sections: "Debtor(s)", "Secured Party / Parties", "Collateral: Serial Number Goods", "Collateral: General", and "Particulars". The "Collateral: General" section is expanded, showing a table with one row: "All present and after acquired personal property". A checkbox next to this row is checked. Below the table is a "Save Predefined Block(s)" button. The "Particulars" section is also visible, with a "Reference Number" field and a message "No messages found."

1. Check in one or more boxes to select the desired description.

2. Click to save the description(s)

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Particulars

A particulars description can be provided on any financing statement or financing change statement type if required. Click on “Add New Block”, select the appropriate particular type from the drop-down menu, provide a description and click “Save Block” to complete the process.

If you have created and saved one or more predefined particulars in the “Maintain Preferences” screen, you will have the ability to add one or more of those descriptions if the “Add Predefined Block” appears on your screen. Click to show the list of predefined particulars. Follow the instructions under the Predefined General Collateral section for additional information on selecting and saving predefined particulars.

The screenshot shows the APPRES Personal Property Registry interface. The browser address bar displays <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd".

The interface is divided into sections:

- Collateral: Serial Number Goods**: Includes an "Add New Block" button.
- Collateral: General**: Includes "Add New Block" and "Add Predefined Block" buttons.
- Particulars**: This section is active and shows a table with one row for Block 0001. The "Particular Type" dropdown menu is open, showing options: "Select A 'Particular Type'", "Court Order", "Other Changes", and "Additional Information". Below the table are "Check Spelling" and "Save Block" buttons.

A blue arrow points from a text box at the bottom to the "Add New Block" button in the "Particulars" section.

Click “Add New Block”, select a particular type, supply a description and click “Save Block” to complete the process.

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Reference Number

All financing statement and financing change statement types permit a reference number to be supplied. This is optional and will appear on the banner page of a Verification Statement.

The screenshot shows the APPRES Personal Property Registry registration form. The form is titled "APPRES | Personal Property Registry" and includes a "Government of Alberta" logo. The user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd". The form contains several sections, each with an "Add New Block" button:

- Registration Term: -- Select A "Registration Term" --
- Debtor(s): Add New Block Debtor(s)
- Secured Party / Parties: Add New Block Secured Party / Parties
- Collateral: Serial Number Goods: Add New Block Collateral: Serial Number Goods
- Collateral: General: Add New Block Add Predefined Block Collateral: General
- Particulars: Add New Block Particulars

At the bottom of the form, there is a "Reference Number" field containing the text "File #1234". Below this field, there is a message: "No messages found." A blue arrow points from the "Reference Number" field to a callout box.

If required, supply a reference (or file) number.

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Previous Registration Number

If the financing statement you are creating permits you to supply a previous registration number, that number must be supplied prior to clicking “Go”.

In this example, a Writ of Enforcement financing statement has been selected, the previous registration number field appears, if required supply the previous registration number as indicated on the Writ of Enforcement form. Click “Go” if there is no previous registration number indicated.

The screenshot displays the APPRES Personal Property Registry interface. The page title is "Personal Property Registry" and the user is logged in as "Example RA Business Ltd". The "Registration Options" section is expanded, showing several actions: "Draft a Financing Statement" (selected as "Writ of Enforcement"), "Draft a Financing Change Statement", "Browse Draft Financing Statement / Financing Change Statement", "Re Register an Expired or Discharged Registration", "Upload Electronic Financing Statement(s) or Financing Change Statement(s)", and "View Registration History". To the right of these options, there are several input fields and "Go" buttons: "Previous Registration Number" (with the value "9999999999"), "For Registration Number" (two instances), "Control Number (if known)", "Registration / Control Number", and "Search ID Number (if known)". A blue arrow points from a text box at the bottom to the "Previous Registration Number" field.

If required, supply the previous registration number prior to clicking “Go”.

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Draft a Financing Change Statement

To draft a financing change statement, select the appropriate type of change you wish to make from the drop-down list beside the text “Draft a Financing Change Statement” and supply the registration number that you wish to make a change to. Depending on the registration type you can draft a financing change statement to:

- Amend the registration details
- Renew a registration (if the registration expiry date is not Infinity)
- Amend and Renew at the same time (if the registration expiry date if not Infinity)
- Discharge a registration

Refer to the Help Guide under *Discharges, Amendment or Renewal* section for detailed assistance in performing these registration types.

For this example, the details of a Security Agreement are being amended.

The screenshot shows the APPRES Personal Property Registry interface. Under the 'Registry Activities' section, the 'Draft a Financing Change Statement' dropdown menu is set to 'Amendment'. The 'For Registration Number' field contains the value '18121800018'. A blue arrow points from a text box below to the 'Go' button next to the registration number field.

Select Amendment, supply the registration number you wish to amend and click “Go” to proceed.

APPRES Registration User Guide

Navigation Buttons

The navigation buttons below the Security Agreement - Amendment text (these buttons appear on all financing change statement amendment types) will do this if clicked:

- Return – returns you to Registry Activities screen (the draft financing change statement will not be discarded if this is clicked)
- Save – saves any changes you have made
- Discards – deletes the financing change statement (this permits another user to access the registration)
- Submit – submits the draft financing change statement for registration (all the data necessary to submit the registration must be provided for the submit to be successful)
- Draft Report – creates a PDF of the draft financing change statement

The screenshot shows a web browser window displaying the APPRES Personal Property Registry interface. The page title is "Security Agreement - Amendment". The user is logged in as "Example RA Business Ltd" with APPRES ID "HeatheWoo452". The page displays registration details: "Your Control Number is : M05178543", "Latest Registration #: 18121800018", "Registration Type: Security Agreement", and "Expiry Date: 2019/12/18 (yyyy/mm/dd)". Below the details is a navigation bar with buttons: "Return", "Discard", "Save", "Submit", and "Draft Report". The main content area asks "Does this registration cover a trust indenture?" with a "No" response. There are two sections: "Debtors" and "Secured Party / Parties". The "Debtors" section shows a table with one debtor: "EXAMPLE BUSINESS DEBTOR NAME SEARCH INC" with address "Box 1234, Anywhere, AB - Alberta T6Y7U8" and status "Current". The "Secured Party / Parties" section shows a table with one secured party: "SECURED PARTY NAME" with status "Current". The page footer contains the URL "https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/MenuRequest.aspx?EventID=df3a63f9-5786-4fba-b226-d6a17ed93c27" and a zoom level of "125%".

APPRES Registration User Guide

Draft an Amendment

The registration details are displayed; you should confirm the details to ensure you are amending the correct registration. In this example a Security Agreement is the registration type. The following registration details are considered a “Block” of information:

- Debtor
- Secured Party
- Solicitor/Agent
- Collateral (Serial Number Goods and General)
- Particulars

Please refer to the Help Guide under the “*Amendment*” section for a detailed explanation of block information. To amend the details of a block, click “Amend” beside the block you wish to amend. The details of the block are copied into the next available block and you are able to amend the text.

Government of Alberta

APPRES | Personal Property Registry

Menu | APPRES ID: HeatheWoo452 | Example RA Business Ltd

LOGOUT | Help

Security Agreement - Amendment

Your Control Number is : M05178543

Latest Registration #: 18121800018

Registration Type: Security Agreement

Expiry Date: 2019/12/18 (yyyy/mm/dd)

Return Discard Save Submit Draft Report

Does this registration cover a trust indenture?
No

Debtor(s)

Block	Status
<input type="button" value="Delete"/> <input type="button" value="Amend"/> 0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 1234 Anywhere, AB - Alberta T6Y7U8	Current

Debtor(s)

Secured Party / Parties

Block	Status
<input type="button" value="Delete"/> <input type="button" value="Amend"/> 0001 SECURED PARTY NAME Box 1234	Current

• No messages found.

https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/MenuRequest.aspx?EventID=df3a6319-6786-4fba-b226-d6a17ed93c27

Click to amend the details of this block.

APPRES Registration User Guide

Draft an Amendment - continued

The status of the existing block is displayed as “Amended – to be deleted” and the new block has a status of “Amended – to be added”. The status of the block will be updated to “Deleted” and the new block to “Current” once the amendment has been submitted for registration.

The screenshot shows the APPRES Personal Property Registry interface. The browser address bar indicates the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd".

The main content area displays a registration form with the following sections:

- Does this registration cover a trust indenture?** No
- Debtor(s)**: A table listing two debtor blocks. The first block (0001) has a status of "Amended - To Be Deleted". The second block (0002) has a status of "Amended - To Be Added". Below the table are "Delete" and "Edit" buttons for each block, and an "Add New Block" button.
- Block Business Name**: A form field containing "EXAMPLE BUSINESS DEBTOR NAME SEARCH INC".
- Address**: A form field containing "Box 1234".
- City**: A form field containing "Edmonton".
- Province / State**: A dropdown menu showing "AB - Alberta".
- Postal Code / Zip Code**: A form field containing "T6Y7U8".
- Buttons**: "Change to Individual" and "Save Block" buttons.
- Secured Party / Parties**: A section with a "Block" header and a status of "Current". Below it, a message states "No messages found."

A blue arrow points from the "Save Block" button in the "Debtor(s)" section to a callout box.

Make the necessary changes and click save block to save changes.

APPRES Registration User Guide

Browse Draft Financing Statement / Financing Change Statement

To view a financing statement or financing change statement that has not been submitted for registration, supply the control number of the statement and click “Go”.

Click “Go” without supplying a control number to view of list of all statements created by you.

The screenshot shows the APPRES Personal Property Registry interface. The top navigation bar includes the APPRES logo, the text 'Personal Property Registry', and the Government of Alberta logo. Below this is a user menu with 'APPRES ID: HeatheWoo452 | Example RA Business Ltd' and 'LOGOUT | Help'. The main content area is titled 'Registry Activities' and contains several sections:

- Registration Options:** Includes links for 'Draft a Financing Statement', 'Draft a Financing Change Statement', 'Browse Draft Financing Statement / Financing Change Statement', 'Re Register an Expired or Discharged Registration', 'Upload Electronic Financing Statement(s) or Financing Change Statement(s)', and 'View Registration History'. On the right, there are input fields for 'For Registration Number' and 'Control Number (if known)', each with a 'Go' button.
- Search Options:** Includes 'Perform a Search' and 'Browse for Performed Searches'. On the right, there is a 'Search ID Number (if known)' field with a 'Go' button.
- Finance Options:** Includes 'Browse Client Account Transactions' with a 'Go' button.
- Reporting Options:** Includes 'Request a Report' with a 'Go' button.

A blue arrow points from a text box at the bottom to the 'Go' button next to the 'Control Number (if known)' field.

Supply a control number to view one statement. Click “Go” to view all statements created by your user ID.

APPRES Registration User Guide

Browse Draft Financing Statement / Financing Change Statement - continue

A list of statements will be displayed; click “Launch” beside the applicable statement that you wish to continue with the registration process.

The screenshot shows the APPRES web application interface. The browser address bar displays the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd". The main heading is "Browse Draft Financing Statement / Financing Change Statement". Below this, there are search filters for "Control Number", "Party Code" (60008123), and "User ID" (HeatheWoo452). The search results show "1 - 1 of total 1 matches". The table below contains one entry:

<input type="checkbox"/>	<u>Draft Date</u> (yyyy/mm/dd hh:mm:ss)	<u>Control Number</u>	<u>FS / FCS</u>	<u>Registration Type</u>	<u>Party Code</u>	<u>User ID</u>	<u>Launch</u>
<input type="checkbox"/>	2018/12/18 13:51:40	M05178543	FCS	Security Agreement - Amendment	60008123	HeatheWoo452	Launch

Below the table, it says "No messages found." A blue arrow points from the "Launch" button in the table to a text box below.

Click “Launch” beside the desired statement to continue the registration process.

APPRES Registration User Guide

Browse Draft Financing Statement / Financing Change Statement - continue

To discard one or more statements, click in the checkbox beside the statement(s) you wish to discard then click “Discard” at the top of the screen.

To reassign one or more statements to another user within your organization, click in the checkbox beside the statement(s) you wish to reassign, select a user that you wish to reassign the statements to from the drop-down list, then click “Reassign”.

The screenshot displays the APPRES Personal Property Registry interface. At the top, there is a navigation bar with buttons for 'Return', 'Search', 'Discard', and 'Reassign'. Below this, there are input fields for 'Control Number', 'Party Code', and 'User ID'. The main content area shows a table with one row of data, which is selected. The table columns are 'Draft Date (yyyy/mm/dd hh:mm:ss)', 'Control Number', 'ES / FCS', 'Registration Type', 'Party Code', and 'User ID'. A 'Launch' button is located to the right of the table row. The page also displays the user's name 'HeatheWoo452' and the organization 'Example RA Business Ltd'.

Draft Date (yyyy/mm/dd hh:mm:ss)	Control Number	ES / FCS	Registration Type	Party Code	User ID
<input checked="" type="checkbox"/> 2018/12/18 13:51:40	M05178543	FCS	Security Agreement - Amendment	60008123	HeatheWoo452

Click “Discard” to discard selected statement(s).

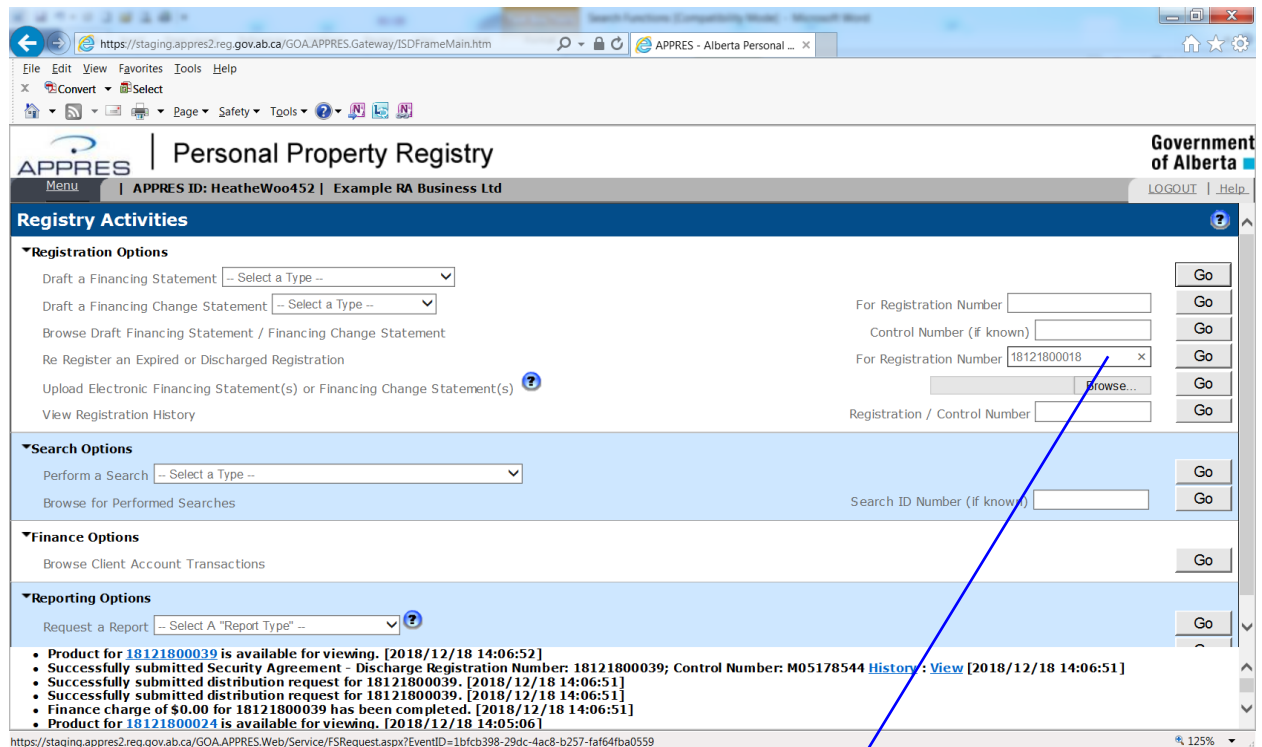
Select a user, then click “Reassign” to reassign selected statement(s) to a specified user.

APPRES Registration User Guide

Re Register an Expired or Discharged Registration

Supply the registration number of a discharged or expired registration and click “Go” to continue.

Refer to the Help Guide for detailed information on this process under *Re Registration of a Security Agreement* or *Re Registration of a Writ of Enforcement* or *Writ of Seizure and Sale (Federal Writ)*.



Supply the registration number of a discharged or expired registration and click “Go” to continue.

APPRES Registration User Guide

Re Register an Expired or Discharged Registration - continued

All the non block and current blocks are displayed; you cannot add or make changes to the information. Verify the information is correct, in this example a registration term must also be specified prior to clicking "Submit". Once registered, you can make changes to the registration details by performing an amendment (if required).

The screenshot shows a web browser window displaying the APPRES Personal Property Registry interface. The page title is "Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd". The main heading is "Security Agreement" with buttons for "Return", "Submit", and "Draft Report".

The form includes the following sections:

- Registration Term:** A dropdown menu with the option "-- Select A 'Registration Term' --".
- Does this registration cover a trust indenture?:** A radio button labeled "No".
- Debtor(s):** A table with columns for "Block" and "Status".

Block	Status
0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 1234 Anywhere, AB - Alberta T6Y7U8	To Be Added
- Secured Party / Parties:** A table with columns for "Block" and "Status".

Block	Status
0001 SECURED PARTY NAME box 1234 test, AB - Alberta	To Be Added
- Collateral: Serial Number Goods:** A list of log entries.
 - Product for 18121800039 is available for viewing. [2018/12/18 14:06:52]
 - Successfully submitted Security Agreement - Discharge Registration Number: 18121800039; Control Number: M05178544 History : View [2018/12/18 14:06:51]
 - Successfully submitted distribution request for 18121800039. [2018/12/18 14:06:51]
 - Successfully submitted distribution request for 18121800039. [2018/12/18 14:06:51]
 - Finance charge of \$0.00 for 18121800039 has been completed. [2018/12/18 14:06:51]
 - Product for 18121800024 is available for viewing. [2018/12/18 14:05:06]

The browser address bar shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The status bar at the bottom shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/MenuRequest.aspx?EventID=f30e28ae-1c1b-4a4d-9bea-849640a1119c> and a zoom level of 125%.

APPRES Registration User Guide

Upload Electronic Financing Statement(s) or Financing Change Statement(s)

Supply the file location of the file that you wish to upload and click “Go”. Or click “Browse” to browse for the file.

Refer to the Help Guide under the section “*Upload Electronic Financing Statement(s) or Financing Change Statement(s)*” for additional information.

The screenshot shows the APPRES Personal Property Registry interface. The 'Registry Activities' section is expanded, showing the 'Registration Options' section. The 'Upload Electronic Financing Statement(s) or Financing Change Statement(s)' option is highlighted. A blue arrow points from a text box below to the 'Browse...' button next to the 'Upload' option.

Supply the file location or click browse to locate the file, click “Go” to continue.

APPRES Registration User Guide

View Registration History

Supply the registration number or control number of a registration that had been performed within the past 90 days and click “Go”.

The screenshot shows the APPRES Personal Property Registry interface. The page title is 'Personal Property Registry' and the user is logged in as 'Example RA Business Ltd'. The 'Registry Activities' section is expanded, showing various options. The 'View Registration History' option is highlighted. A blue arrow points from a text box below to the 'Go' button next to the 'Registration / Control Number' input field, which contains the value '18121800018'.

Supply the registration number or control number of a submitted registration and click “Go” to continue.

APPRES Registration User Guide

View Registration History - continue

The registration information is retrieved and the following details are displayed:

- Registration Number, Control Number and Reference Number (if one had been supplied at the time of registration)
- APPRES User ID, Date and time registration was initially drafted. APPRES User ID, date and time registration was submitted. Party Name that the user drafted and submitted registration for.
- Date, time, APPRES User ID, party code of the party and method Verification Statement was last distributed. If the Verification Statement was distributed to a destination that required additional details such as a fax number, the fax number it was sent to will be shown under “Distribution Details”

The Verification Statement can be Re-Distributed for 90 days, select a distribution method from the bottom of the screen and click “Re-Distribute” to continue.

The screenshot displays the 'View Registration History' page in the APPRES Personal Property Registry. The page header includes the APPRES logo and 'Government of Alberta'. The user is logged in as 'APPRES ID: HeatheWoo452 | Example RA Business Ltd'. The page shows registration details for Statement Number 18121800024, Party Code 60008123, and Registration Date 2018/09/19. Below this, there are fields for Registration Number (18121800024), Control Number (F05489716), and Reference. A table shows the registration actions: Drafted and Submitted, both on 2018/12/18 at 14:05:05, by user HeatheWoo452 for party Example RA Business Ltd. Another table shows distribution details for 2018/12/18 at 14:05:06, Party Code 60008123, User ID HeatheWoo452, and Distribution Type Desktop Download. At the bottom, there is a section for 'Current Distributions' with an 'Add New' button and a list of distribution events. A blue arrow points from the 'Re-Distribute' button to a callout box.

1. Supply a method you wish to receive the Verification Statement. (If you have setup a default method you do not have to supply it again)

2. Click “Re-Distribute” to continue.