



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

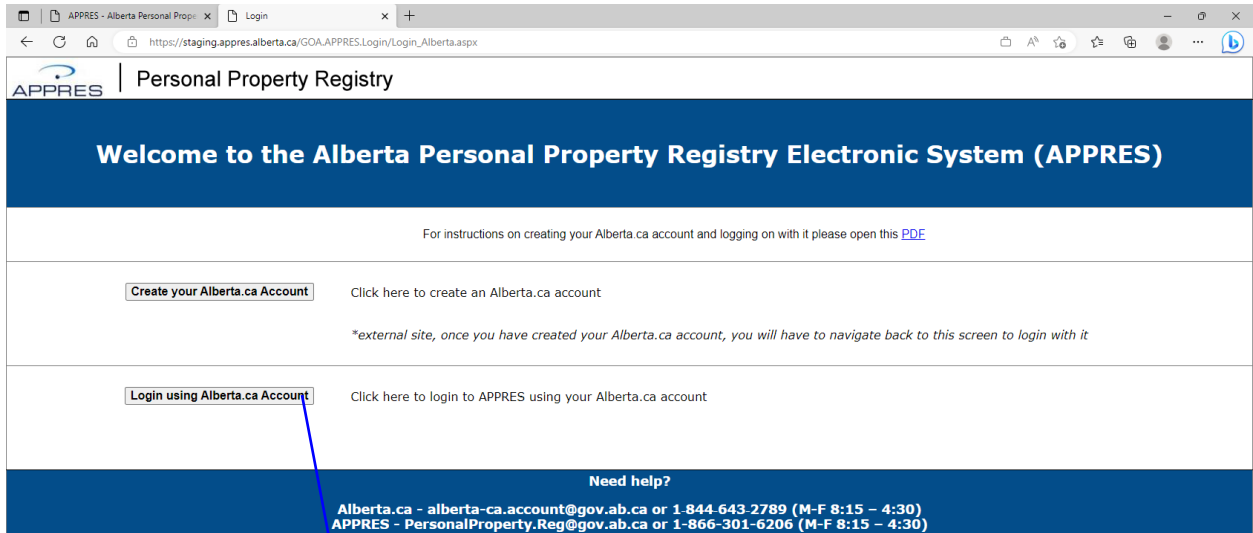
Getting Started

You will require an Alberta.ca Account to access APPRES. Refer to the APPRES Affiliation Guide for instructions on creating a user id and password.

Once you have a user id/password, navigate to APPRES at this location:

<https://appres.alberta.ca>

Click Login using Alberta.ca Account and supply your User ID/password and click “Sign in”.



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.

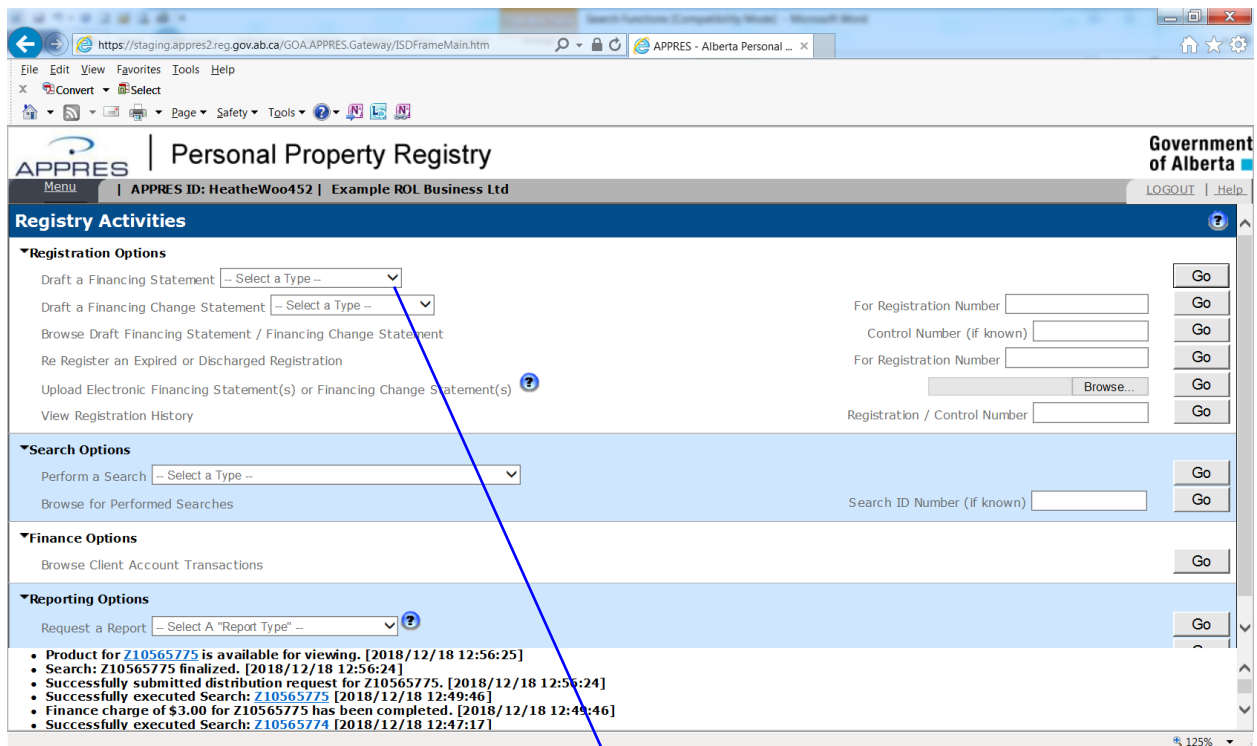
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Registry Activities

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.



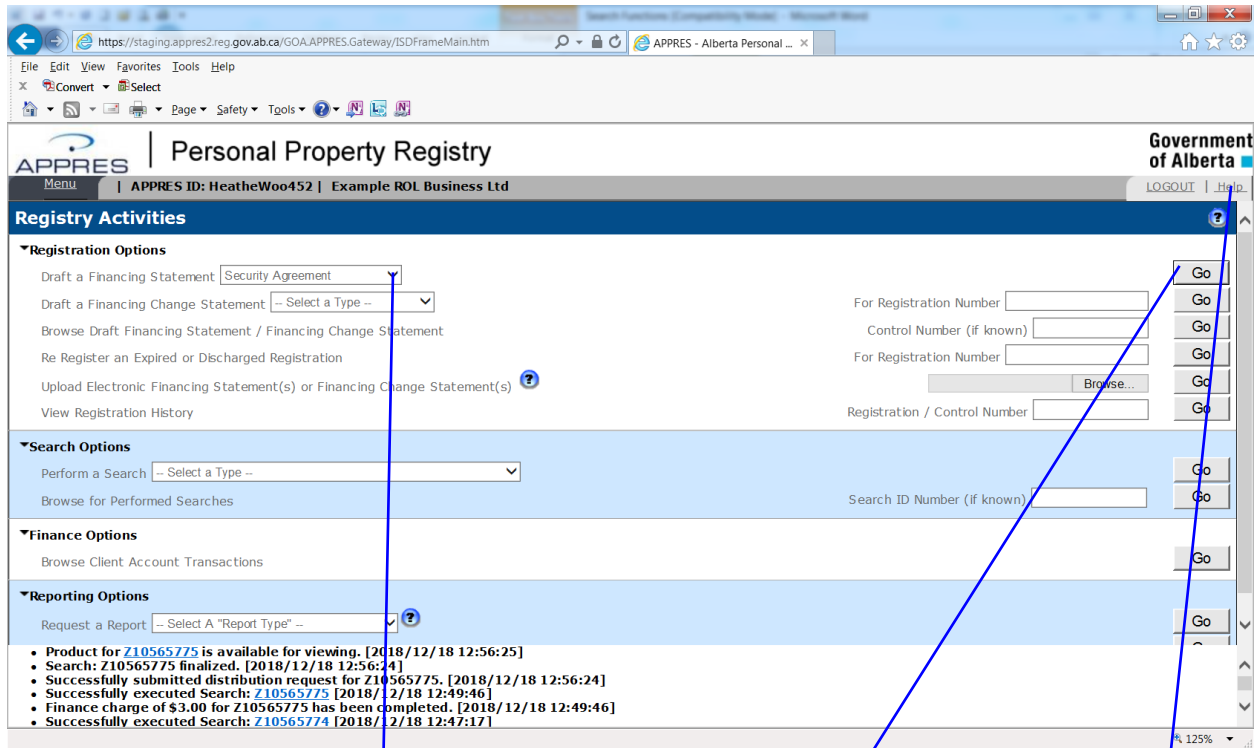
Click on down button to display list of available financing statements.

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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.

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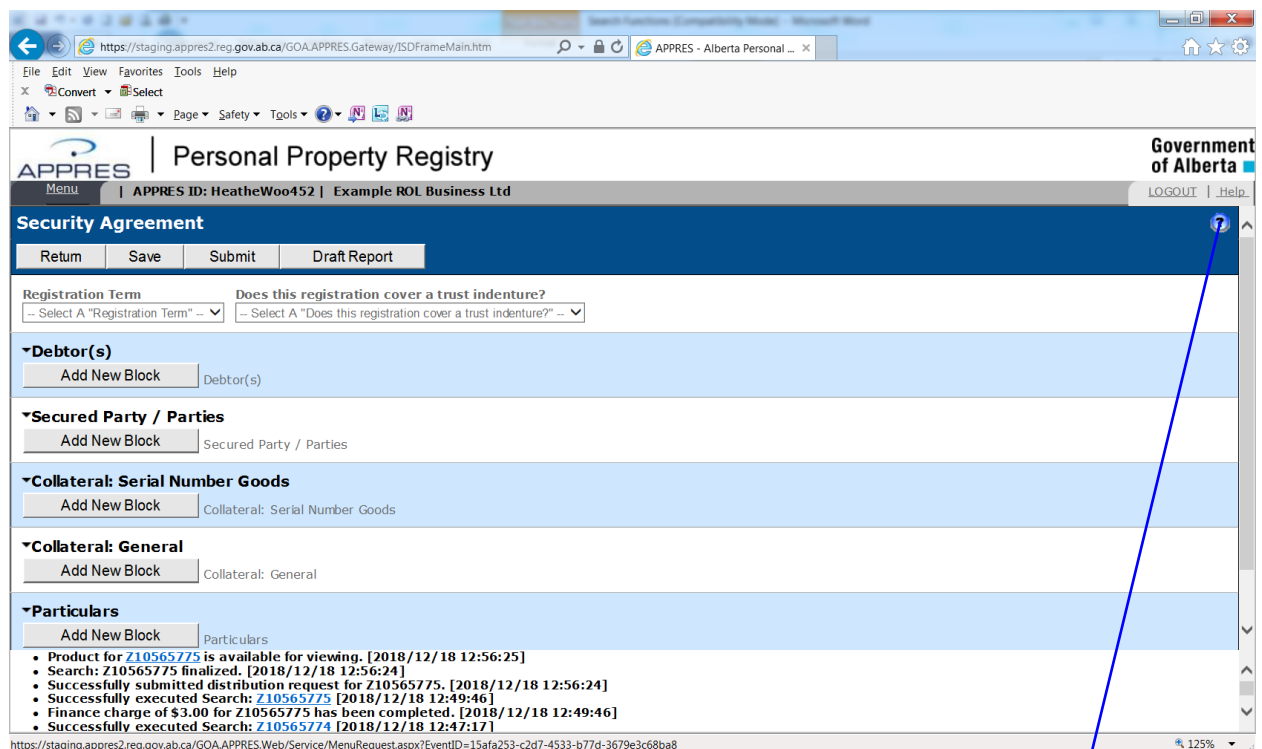
Navigation Buttons

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:**
 - Buttons for "Delete", "Edit", and "Block".
 - An "Add New Block" button.
 - Form fields for "Block Last Name", "First Name", "Middle Name", "Address", "City", "Province / State", "Postal Code / Zip Code", and "Birthdate (yyyy/mm/dd)".
 - A "Change to Business" button.
 - A "Save Block" button.
- Status:** "To Be Added".
- Footer:** A list of system messages including product availability, search finalization, and finance charges.

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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 with expandable/collapsible headers:

- 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
- *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

At the bottom of the page, there is a log of 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]

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 columns for "Block" and "Status". The "Block" column contains the text: "0001 MOUSE, MICKEY", "111 - 22 Street", "Edmonton, AB - Alberta T6Y7U8". The "Status" column contains "To Be Added". There are "Delete" and "Edit" buttons next to the block information.
- Secured Party / Parties**: Contains an "Add New Block" button.
- Collateral: Serial Number Goods**: Contains an "Add New Block" button.
- Collateral: General**: Contains an "Add New Block" button.
- Particulars**: Contains an "Add New Block" button.

At the bottom, there is a "Reference Number" section with a list of 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]

The footer of the page 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

The screenshot displays 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, a menu bar shows "MENU", "APPRES ID: HeatheWoo452", and "Example ROL Business Ltd". The main content area is divided into several sections:

- Debtor(s)**: This section is expanded, showing a table with one row for Block 0001. Below the table, there is a form for adding a new block with fields for Business Name, Address, City, Province / State, and Postal Code / Zip Code. The "Add New Block" button is visible.
- Secured Party / Parties**: This section is collapsed, showing the "Add New Block" button.
- Collateral: Serial Number Goods**: This section is collapsed, showing the "Add New Block" button.
- Collateral: General**: This section is expanded, showing a list of recent transactions:

- 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 single entry is shown with "Block" value "0001" and "Status" value "To Be Added". 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 value of "0001"), "Business Name", "Address", "City", "Province / State" (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", and a "Change to Individual" button.
- 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 title "Personal Property Registry", and the Government of Alberta logo. The user's session information is visible: APPRES ID: HeatheWoo385 | Example Search Business Ltd. The main content area is divided into several sections:

- Registration Term:** Includes dropdown menus for "Select A 'Registration Term'" and "Does this registration cover a trust indenture?".
- Debtor(s):** Features an "Add New Block" button and a "Debtor(s)" label.
- Secured Party / Parties:** This section contains a table with columns for "Block", "Status", and "To Be Added". A table row shows "0001" in the "Block" column and "To Be Added" in the "Status" column. Below the table is an "Add New Block" form for "Secured Party / Parties" with fields for: Last Name, First Name, Middle Name, Address, City, Province / State (dropdown), Postal Code / Zip Code, Phone Number, Fax Number, and Email. There is also an "Override First Name" checkbox. At the bottom of this form are buttons for "Change to Business" and "Save Block".
- Collateral: Serial Number Goods:** Includes an "Add New Block" button and the text "Collateral: Serial Number Goods".
- Collateral: General:** Includes an "Add New Block" button and the text "Collateral: General".
- Particulars:** Includes an "Add New Block" button and the text "Particulars".

At the bottom of the page, there is a "Reference Number" field and 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 "HeatheWoo385 | Example RA Business Ltd". The main content area is divided into several sections:

- 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 contains a table with columns for "Block", "Solicitor/Agent", and "Status". The "Block" column has a value of "0001". Below the table is a form for adding a new block, with fields for "Block Party Code", "Name", "Address", "City", "Province / State", "Postal Code / Zip Code", "Phone Number", "Fax Number", "Email", and "Reference Number". 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.
- Particulars**: Includes an "Add New Block" button and a "Particulars" label.

At the bottom of the page, there is a "Reference Number" 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 "Collateral: Serial Number Goods" section, there are sections for "Collateral: General" and "Particulars", each with an "Add New Block" button. At the bottom, there is a "Reference Number" field and a message: "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 "APPRES | Personal Property Registry" and the user is logged in as "APPRES ID: HeatheWoo452 | Example RA Business Ltd".

The main content area is titled "Collateral: General" and contains the following elements:

- Block Information:** A table with columns for "Block" (0001) and "Status" (To Be Added). Buttons for "Delete" and "Edit" are present.
- Add New Block:** A button labeled "Add New Block" with the text "Collateral: General" below it.
- Block Description:** A text input field containing the text "An example of general collateral description."
- Actions:** Buttons for "Check Spelling" and "Save Block" are located below the description field.

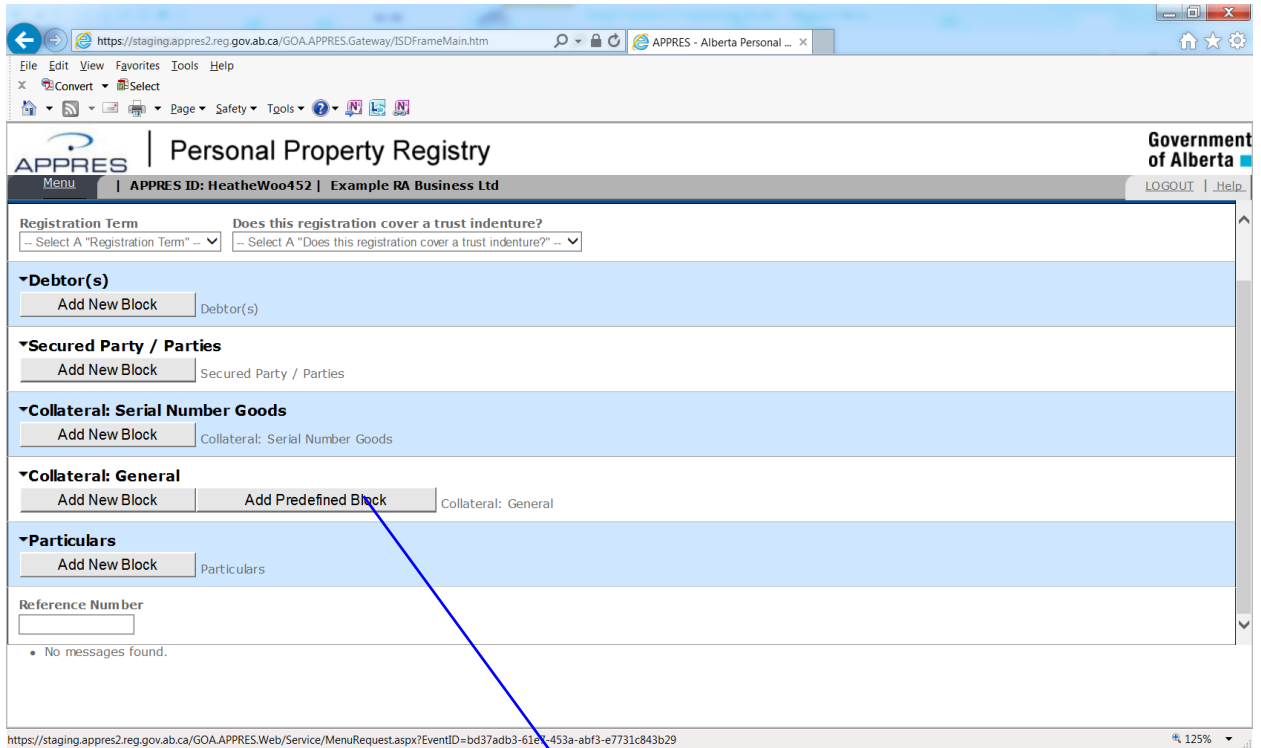
Below the "Collateral: General" section, there is a "Particulars" section with an "Add New Block" button and a "Reference Number" input field. A message below the input field states "No messages found."

The footer of the page 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 page title is "Personal Property Registry" and the user is logged in as "Example RA Business Ltd". The "Particulars" section is expanded, showing a table with columns for "Block", "Particular Type", and "Description". The "Block" column contains "0001". The "Particular Type" column has a dropdown menu open, showing options: "Select A 'Particular Type'", "Court Order", "Other Changes", and "Additional Information". The "Description" column is empty. Below the table are buttons for "Delete", "Edit", "Add New Block", "Check Spelling", and "Save Block". A blue arrow points from a text box to the "Add New Block" button.

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 includes the following sections:

- 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
- Reference Number: File #1234

Below the Reference Number field, there is a message: "No messages found."

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 main content area is titled "Registry Activities" and is divided into several sections:

- Registration Options:** Includes a dropdown menu for "Draft a Financing Statement" (currently set to "Writ of Enforcement"), a dropdown for "Draft a Financing Change Statement" (set to "-- Select a Type --"), and several "Go" buttons for different registration types. The "Previous Registration Number" field is highlighted with a blue arrow, containing the value "9999999999".
- Search Options:** Includes a dropdown for "Perform a Search" (set to "-- Select a Type --") and a "Go" button.
- Finance Options:** Includes a "Browse Client Account Transactions" link and a "Go" button.
- Reporting Options:** Includes a dropdown for "Request a Report" (set to "-- Select A 'Report Type' --") and a "Go" button.

At the bottom of the page, there is a status bar showing "125%" zoom level.

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. The 'Registry Activities' section is expanded to show 'Registration Options'. The 'Draft a Financing Change Statement' dropdown menu is set to 'Amendment'. The 'For Registration Number' field contains '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.

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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: Control Number M05178543, Latest Registration # 18121800018, Registration Type Security Agreement, and Expiry Date 2019/12/18. A navigation bar contains buttons for Return, Discard, Save, Submit, and Draft Report. Below this, a question asks "Does this registration cover a trust indenture?" with a "No" response. The "Debtors" section shows one debtor block with details: 0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC, Box 1234, Anywhere, AB - Alberta T6Y7U8, and a status of "Current". The "Secured Party / Parties" section shows one secured party block with details: 0001 SECURED PARTY NAME, and a status of "Current". The page footer contains a URL 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.

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 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 main content area is titled "Does this registration cover a trust indenture?" with the answer "No". Below this is a section for "Debtor(s)" with a table of blocks:

Block	Status
0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 1234 Anywhere, AB - Alberta T6Y7U8	Amended - To Be Deleted
0002 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 1234 Anywhere, AB - Alberta T6Y7U8	Amended - To Be Added

Buttons for "Delete" and "Edit" are visible next to the first block. An "Add New Block" button is also present. Below the table is a form for adding a new block with fields for "Block Business Name", "Address", "City", "Province / State", and "Postal Code / Zip Code". The "Save Block" button is highlighted with a blue arrow pointing 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, there 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 side of this section, 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)' input 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)' input 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 the heading, 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 has the following columns: Draft Date (yyyy/mm/dd hh:mm:ss), Control Number, FS / FCS, Registration Type, Party Code, and User ID. The table contains one row with the following data: Draft Date: 2018/12/18 13:51:40, Control Number: M05178543, FS / FCS: FCS, Registration Type: Security Agreement - Amendment, Party Code: 60008123, User ID: HeatheWoo452. A "Launch" button is located to the right of the table row. A blue arrow points from a text box below to the "Launch" button.

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

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 shows the APPRES Personal Property Registry interface. The page title is "Browse Draft Financing Statement / Financing Change Statement". The user is logged in as "HeatheWoo452" for "Example RA Business Ltd". The interface includes a navigation bar with buttons for "Return", "Search", "Discard", and "Reassign". Below the navigation bar, there are input fields for "Control Number", "Party Code", and "User ID". A table displays one draft financing statement with a checked checkbox. The table columns are: Draft Date (yyyy/mm/dd hh:mm:ss), Control Number, ES / FCS, Registration Type, Party Code, and User ID. The statement details are: Draft Date: 2018/12/18 13:51:40, Control Number: M05178543, ES / FCS: FCS, Registration Type: Security Agreement - Amendment, Party Code: 60008123, and User ID: HeatheWoo452. A "Launch" button is visible next to the statement. Below the table, it says "No messages found." The URL in the browser address bar is "https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Web/Service/MenuRequest.aspx?EventID=1674c840-59f0-4b17-95bd-70642d8ef925".

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)*.

https://staging.appres2.reg.gov.ab.ca/GOA/APPRES.Gateway/ISDFrameMain.htm

APPRES - Alberta Personal ...

Personal Property Registry

Government of Alberta

Menu | APPRES ID: HeatheWoo452 | Example RA Business Ltd

LOGOUT | Help

Registry Activities

Registration Options

Draft a Financing Statement -- Select a Type -- Go

Draft a Financing Change Statement -- Select a Type -- Go

Browse Draft Financing Statement / Financing Change Statement

Re Register an Expired or Discharged Registration

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

View Registration History

For Registration Number [input] Go

Control Number (if known) [input] Go

For Registration Number 18121800018 x Go

[input] Browse... Go

Registration / Control Number [input] Go

Search ID Number (if known) [input] Go

Search Options

Perform a Search -- Select a Type -- Go

Browse for Performed Searches

Finance Options

Browse Client Account Transactions Go

Reporting Options

Request a Report -- Select A "Report Type" -- ? Go

- 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]

https://staging.appres2.reg.gov.ab.ca/GOA/APPRES.Web/Service/FSRequest.aspx?EventID=1bfcb398-29dc-4ac8-b257-faf64fba0559

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 messages:
 - 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 page zoom level as 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 several options. The option 'Upload Electronic Financing Statement(s) or Financing Change Statement(s)' is highlighted with a blue box. A blue arrow points from this box to a text box below the screenshot. The text box contains the instruction: 'Supply the file location or click browse to locate the file, click “Go” to continue.'

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.

APPRES Personal Property Registry

APPRES ID: HeatheWoo452 | Example RA Business Ltd

View Registration History

Return Search **Re-Distribute**

Statement Number: 18121800024 Party Code: 60008123 Registration Date: 2018/09/19 - 2018/12/18

Registration Number: 18121800024 Control Number: F05489716 Reference:

Registration Action	Action Date	User ID	Party Name
Drafted	2018/12/18 14:05:05	HeatheWoo452	Example RA Business Ltd
Submitted	2018/12/18 14:05:05	HeatheWoo452	Example RA Business Ltd

1 - 1 of total 1 matches

Distribution Date	Party Code	User ID	Distribution Type	Distribution Details
2018/12/18 14:05:06	60008123	HeatheWoo452	Desktop Download	

Current Distributions

Block Distribution Type Address

Add New

- Product for 18121800024 is available for viewing. [2018/12/18 14:05:06]
- Successfully submitted Security Agreement Registration Number: 18121800024; Control Number: F05489716 History : View [2018/12/18 14:05:05]
- Successfully submitted distribution request for 18121800024. [2018/12/18 14:05:05]
- Finance charge of \$4.00 for 18121800024 has been completed. [2018/12/18 14:05:05]
- Unable to retrieve Registration Number / Control Number: 18121800018. [2018/12/18 14:03:18]
- Discarded ACS M05178543 [2018/12/18 14:02:29]

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.