

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

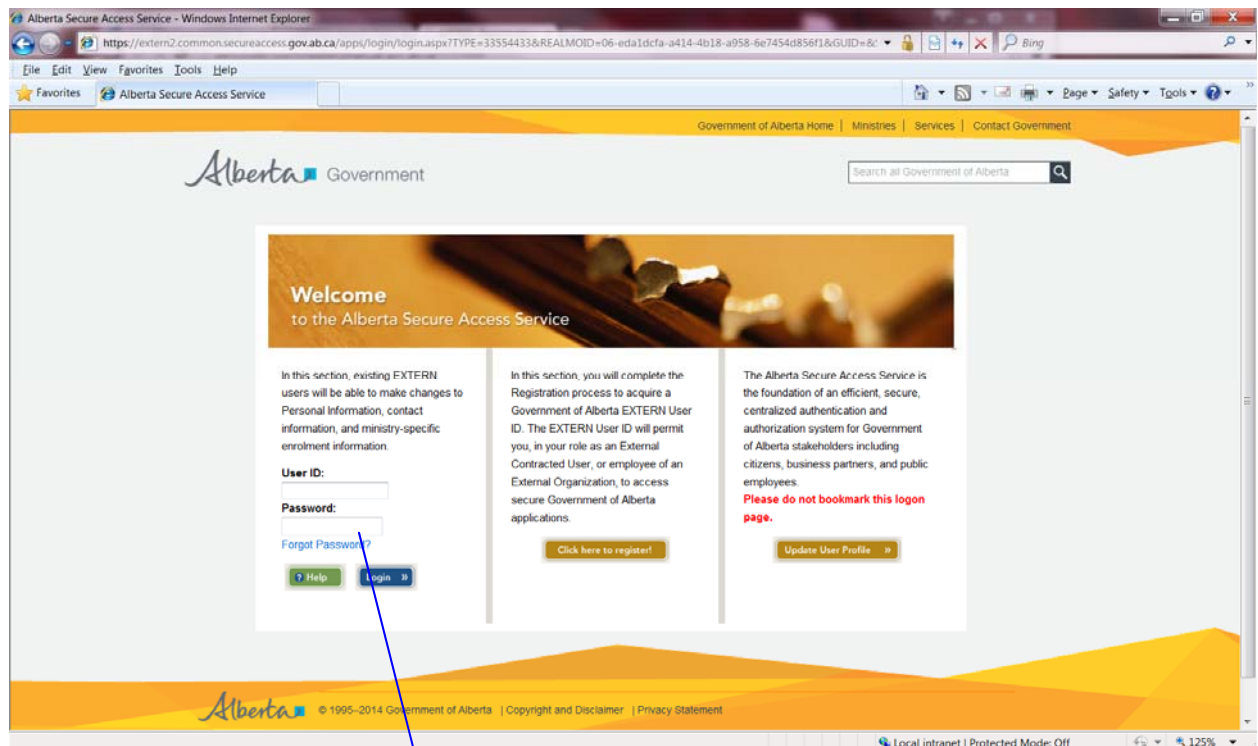
Getting Started

You will require an Alberta Secure Access Service (ASAS) User ID to access APPRES. Refer to the ASAS information package for instructions on obtaining an ASAS User ID.

Once you have an ASAS User ID navigate to APPRES at this location:

<https://appres.req.gov.ab.ca>

Supply your ASAS User ID and password and click “Login”.



Supply your ASAS User ID and password to access APPRES.

APPRES Registration User Guide

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 Property Registration - Microsoft Internet Explorer

Address: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

APPRES | Personal Property Registry | Alberta

Menu | h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd | LOGOUT | Help

Home
Registry Activities
Security Activities
Maintain Preferences
Request Affiliation

Welcome to APPRES

The following General Comments:

- To modify your Personal Information and or Password please click on ['ASAS'](#).
- Popups are used to support the APPRES application. Please ensure that popups are enabled.
- DO NOT** send distributions to locations outside of AGS.
- Note that Scheduling has been enabled. Please use caution when adding Client Account Product Distribution Records as arrears notifications and or Client Account Statements may be distributed to a client if fax is identified or if a non tester e-mail is entered into the Party General details and e-mail is identified.

No messages found.

<https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDHeader.aspx#>

Select Registry Activities to continue.

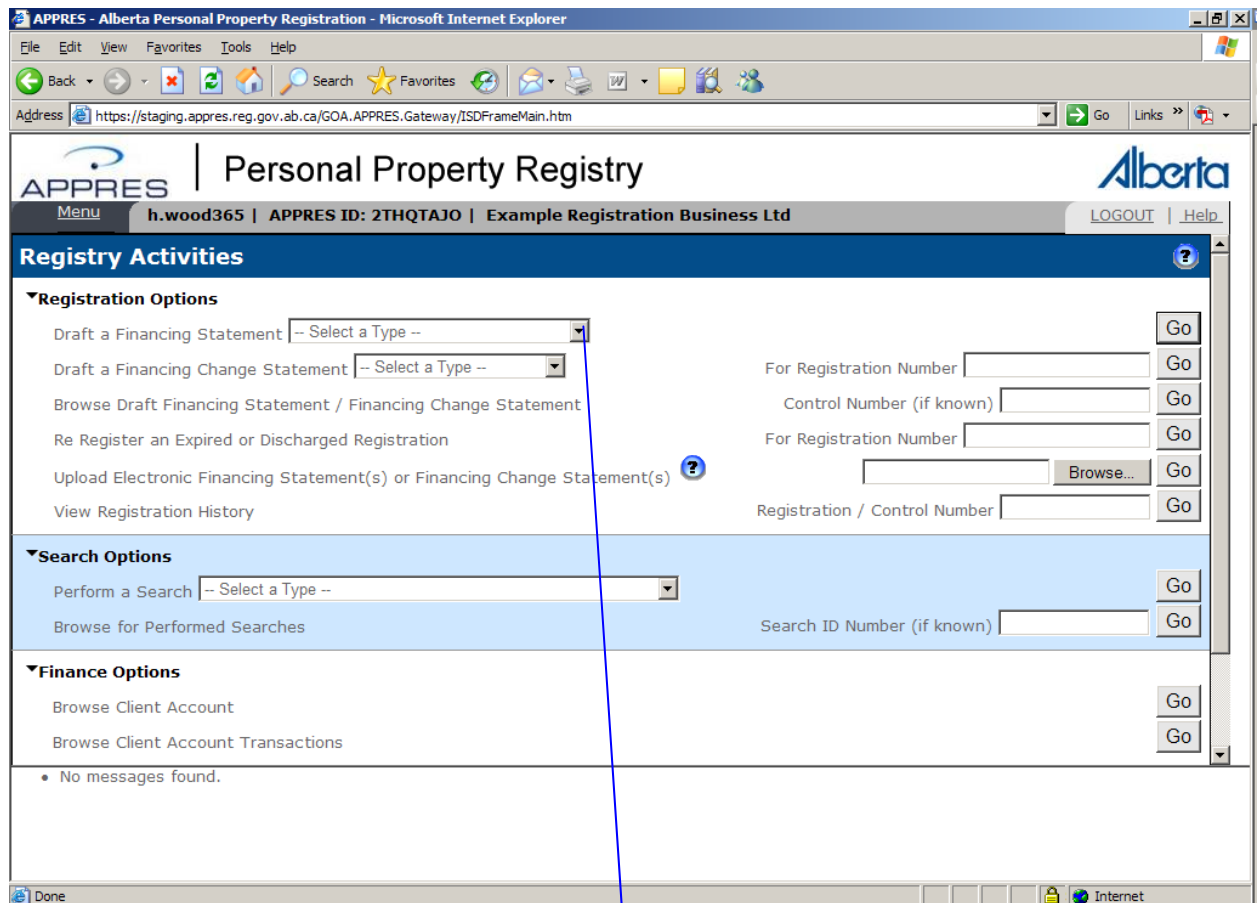
APPRES Registration User Guide

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.



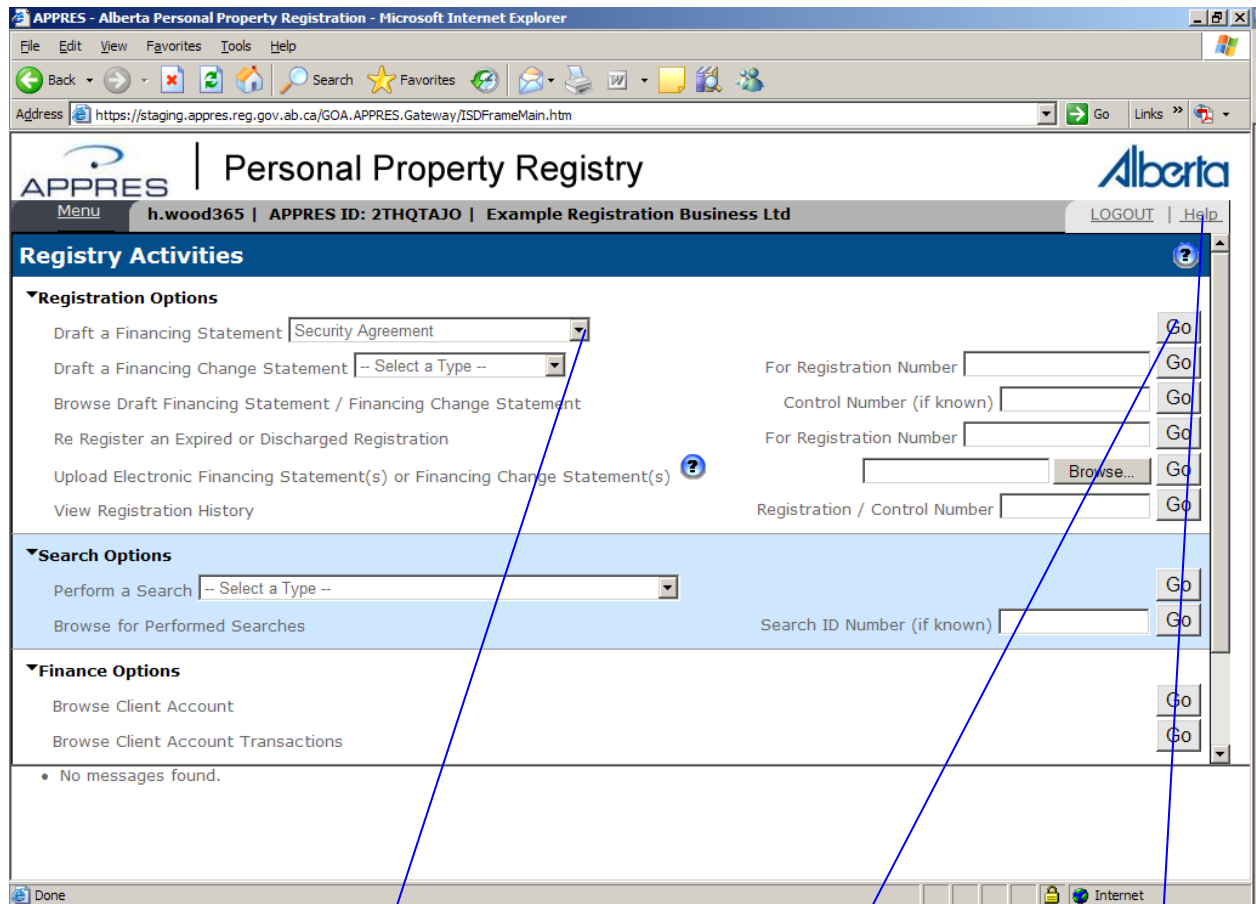
Click on down button to display list of available financing statements.

APPRES Registration User Guide

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

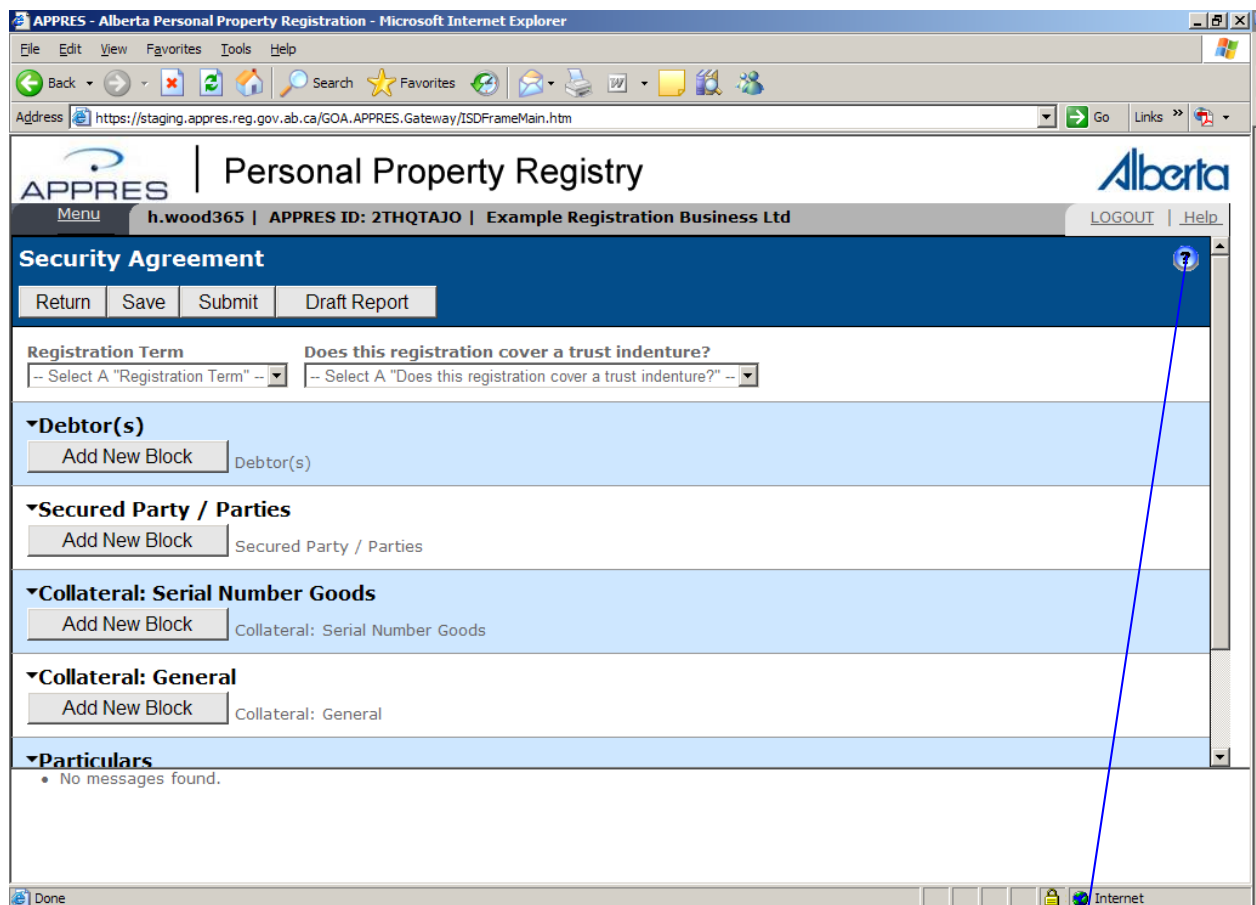
Navigation Buttons

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.

APPRES Registration User Guide

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 titled "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Alberta logo. Below the header, there is a navigation bar with "Menu", "h.wood365 | APPRES ID: 2THQTAJO | Example Registration Business Ltd", "LOGOUT", and "Help".

The main content area contains two dropdown menus: "Registration Term" set to "5 Years" and "Does this registration cover a trust indenture?" set to "No". Below these is a section titled "▼Debtor(s)" with a "Block" header. A table lists a debtor with ID "0001" and a status of "To Be Added". There are "Delete" and "Edit" buttons for this entry. Below the table is an "Add New Block" form with fields for "Block Last Name", "First Name", "Middle Name", "Address", "City", "Province / State", "Postal Code / Zip Code", and "Birthdate (yyyy/mm/dd)". There is also an "Override First Name" checkbox. At the bottom of the form are "Change to Business" and "Save Block" buttons.

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

APPRES Registration User Guide

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 web application interface. The browser title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H.Wood123" with APPRES ID "U38AJ20U" and is viewing an "Example Registration Business Ltd". The main section is titled "Garage Keepers' Lien" and contains several form fields and sections:

- Registration Term:** 6 months
- Do you still have possession?:** -- Select A "Do you still have possession?" --
- Vehicle Released Date (yyyy/mm/dd):** [Empty]
- Work Last Completed Date (yyyy/mm/dd):** 2007/11/01
- Parts Provided Date (yyyy/mm/dd):** [Empty]
- Lien Amount:** \$999,999,999.99

Below the form are sections for adding new blocks for "Vehicle Owner(s)", "Person(s) Claiming Lien", and "Collateral: Serial Number Goods". The "Particulars" section shows "No messages found." Two blue arrows point from the "Work Last Completed Date" and "Lien Amount" fields to callout boxes below the screenshot:

- Callout box 1: Date must be in this format.
- Callout box 2: Amount format

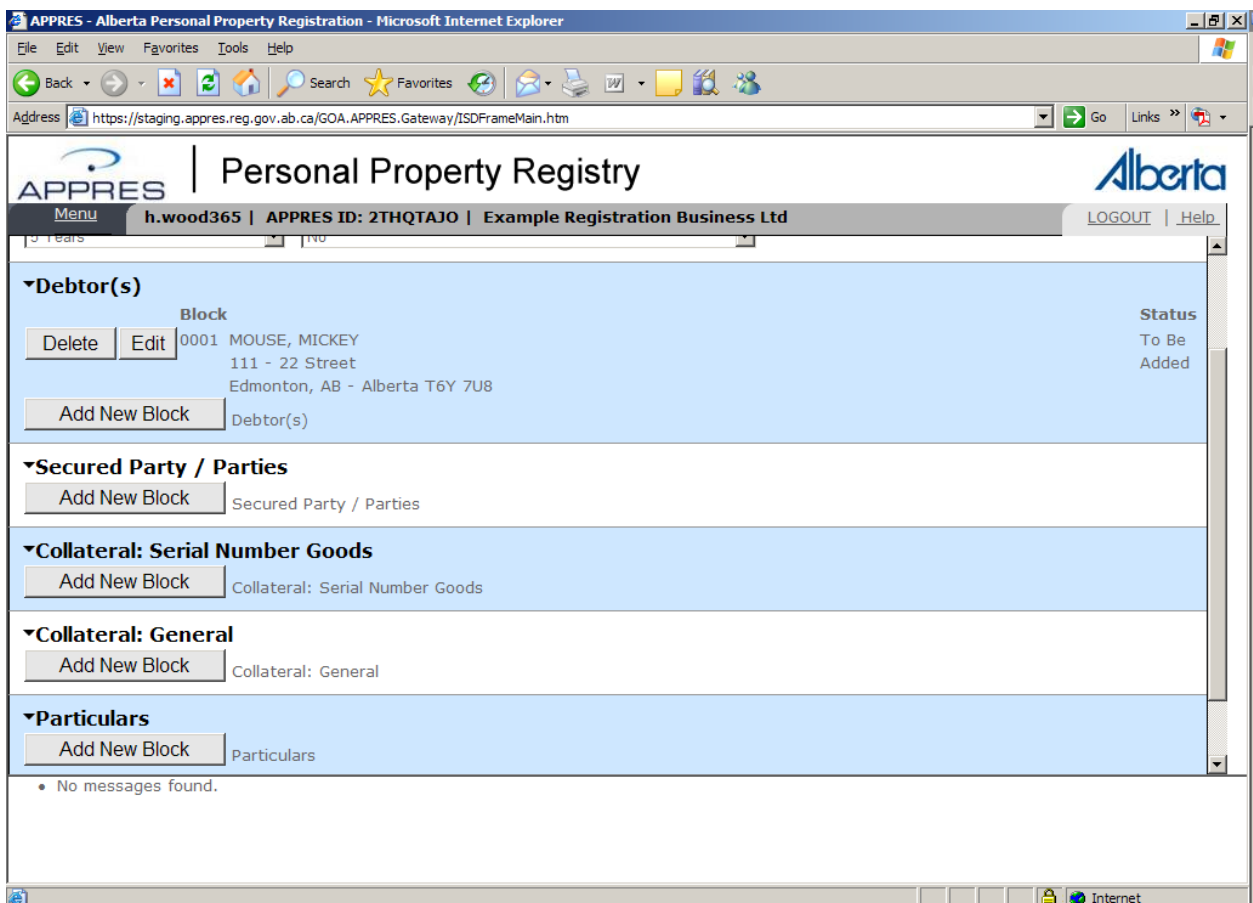
APPRES Registration User Guide

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



APPRES Registration User Guide

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 shows the APPRES Personal Property Registry web application in Microsoft Internet Explorer. The browser address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Alberta logo. The user is logged in as "h.wood365" with APPRES ID: 2THQTAJO and Example Registration Business Ltd. The page displays a "Block" section with a "Delete" and "Edit" button, and a "Status" dropdown menu set to "To Be Added". Below this is an "Add New Block" button and a "Debtor(s)" label. The form fields are: "Block Business Name" (0001 MICKEY MOUSE ENTERPRISES LTD), "Address" (111 - 22 Street), "City" (Edmonton), "Province / State" (AB - Alberta), and "Postal Code / Zip Code" (T6Y 7U8). There are "Change to Individual" and "Save Block" buttons. Below the form are sections for "Secured Party / Parties", "Collateral: Serial Number Goods", and "Collateral: General", each with an "Add New Block" button. The "Collateral: General" section shows "No messages found."

APPRES Registration User Guide

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

The screenshot displays the APPRES web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Alberta logo. Below the header, a navigation bar shows the user's name "H. Wood123", their APPRES ID "U38AJ20U", and the example registration name "Example Registration Business Ltd". There are also links for "LOGOUT" and "Help".

The main content area is titled "Secured Party / Parties" and contains a table with one entry. The table has columns for "Block", "Status", and "Add New Block". The entry shows a block with ID "0001 60000045" and status "To Be Added". The details for this block are: "EXAMPLE REGISTRATION BUSINESS LTD", "Box 1234", and "Edmonton, AB - Alberta T6Y7U8". Below the table, there are three sections for adding new blocks: "Collateral: Serial Number Goods", "Collateral: General", and "Particulars", each with an "Add New Block" button.

At the bottom of the page, there is a "Reference Number" input field and a message: "No messages found." The browser's status bar at the bottom shows "Done" and "Internet".

APPRES Registration User Guide

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

The screenshot shows the APPRES web application interface. The browser title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H.Wood123" with APPRES ID "U38AJ20U" and is viewing "Example Registration Business Ltd".

The main content area is titled "Secured Party / Parties" and contains a table with one row for Block "0001". The table has columns for "Block", "Last Name", "First Name", "Middle Name", "Address", "City", "Province / State", "Postal Code / Zip Code", "Phone Number", and "Fax Number". The "Status" column shows "To Be Added".

Below the table, there are buttons for "Delete", "Edit", "Add New Block", "Change to Business", and "Save Block". The "Add New Block" button is highlighted.

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

APPRES Registration User Guide

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
- Reference Number – (optional) maximum 20 characters

The screenshot displays the APPRES Personal Property Registry interface. The browser window title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H.Wood123" with APPRES ID "U38AJ20U" and is viewing "Example Registration Business Ltd".

The main content area is titled "Solicitor / Agent" and shows a "Block" summary for "0001 60000045". The status is "To Be Added". The block details are: "EXAMPLE REGISTRATION BUSINESS LTD", "Box 1234", "Edmonton, AB - Alberta T6Y7U8". There are "Delete" and "Edit" buttons.

Below the block summary is an "Add New Block" section for "Solicitor/Agent". It includes a "Block Party Code" field with "0001" and "60000045". There are "Add Party As Block" and "Transmitting Party" buttons. The form fields are: "Name" (EXAMPLE REGISTRATION BUSINESS LTD), "Address" (Box 1234), "City" (Edmonton), "Province / State" (AB - Alberta), "Postal Code / Zip Code" (T6Y7U8), "Phone Number" (999-999-9999), "Fax Number" (999-999-9999), and "Reference Number" (File # 1234). A "Save Block" button is at the bottom.

Below the form is a section titled "Collateral: Serial Number Goods" with a message: "No messages found."

APPRES Registration User Guide

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 web application interface in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer".

The main content area displays the "Personal Property Registry" header with the APPRES logo on the left and the Alberta logo on the right. Below the header, the user information is shown: "H. Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd". There are "LOGOUT" and "Help" links in the top right corner.

The main content area is divided into several sections:

- Collateral: Serial Number Goods**: This section contains a table with one row. The table has columns for "Block", "Year", "Make / Model", and "Category Type". The "Block" column contains "0001" and "ABCDE". The "Year" column contains "2007". The "Make / Model" column contains "Airplane". The "Category Type" column contains "AC - Aircraft Canada". There are "Delete" and "Edit" buttons next to the "Block" column. Below the table, there is an "Add New Block" button and a "Save Block" button. The "Add New Block" button is disabled.
- Collateral: General**: This section contains an "Add New Block" button, which is disabled.
- Particulars**: This section contains an "Add New Block" button, which is disabled.
- Reference Number**: This section contains a text input field.

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

APPRES Registration User Guide

General Collateral

If the financing statement you are creating permits a general collateral description 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.

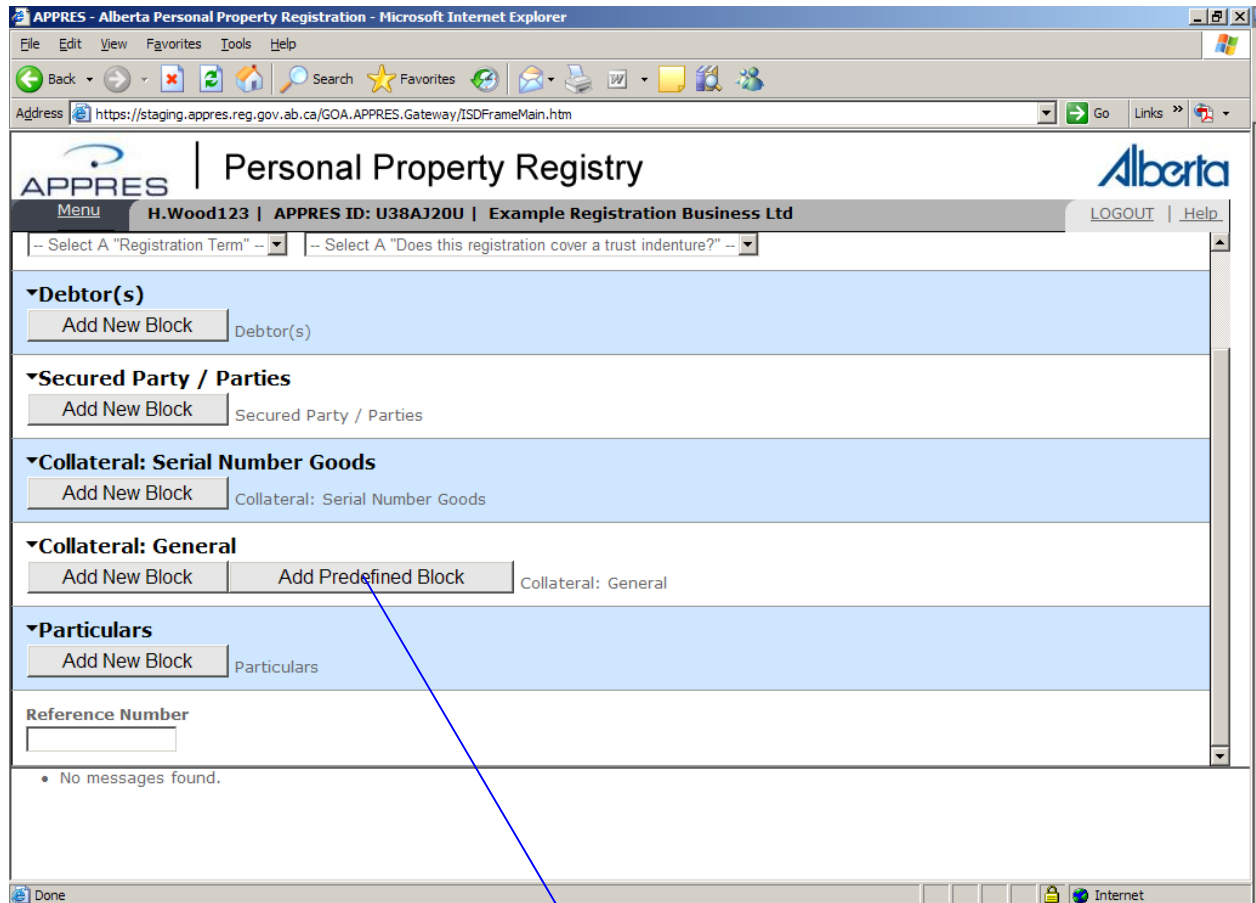
Click “Save Block” to save the description.

The screenshot shows the APPRES Personal Property Registry web application in Microsoft Internet Explorer. The browser address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Alberta logo. Below the header, the user information is displayed: "H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd". There are "LOGOUT" and "Help" links. The main content area is divided into sections: "Collateral: Serial Number Goods" with an "Add New Block" button; "Collateral: General" with a "Block" table showing a single entry with ID "0001" and status "To Be Added". Below the table is a "BlockDescription" text area containing "An example general collateral description." and buttons for "Check Spelling" and "Save Block"; "Particulars" with an "Add New Block" button; and a "Reference Number" input field. At the bottom, a message states "No messages found." The browser status bar at the bottom shows "Done" and "Internet".

APPRES Registration User Guide

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.

APPRES Registration User Guide

Predefined General Collateral - Continued

Click to show the list of predefined general collateral (up to 15 can be saved, for this example only 2 are 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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

APPRES | Personal Property Registry | Alberta

Menu H. Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd LOGOUT | Help

▼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

Predefined General Collateral

<input type="checkbox"/>	This is the first predefined general collateral description.
<input checked="" type="checkbox"/>	All present and after acquired personal property

Save Predefined Block(s)

▼Particulars

Add New Block Particulars

Reference Number

• No messages found.

Done Internet

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

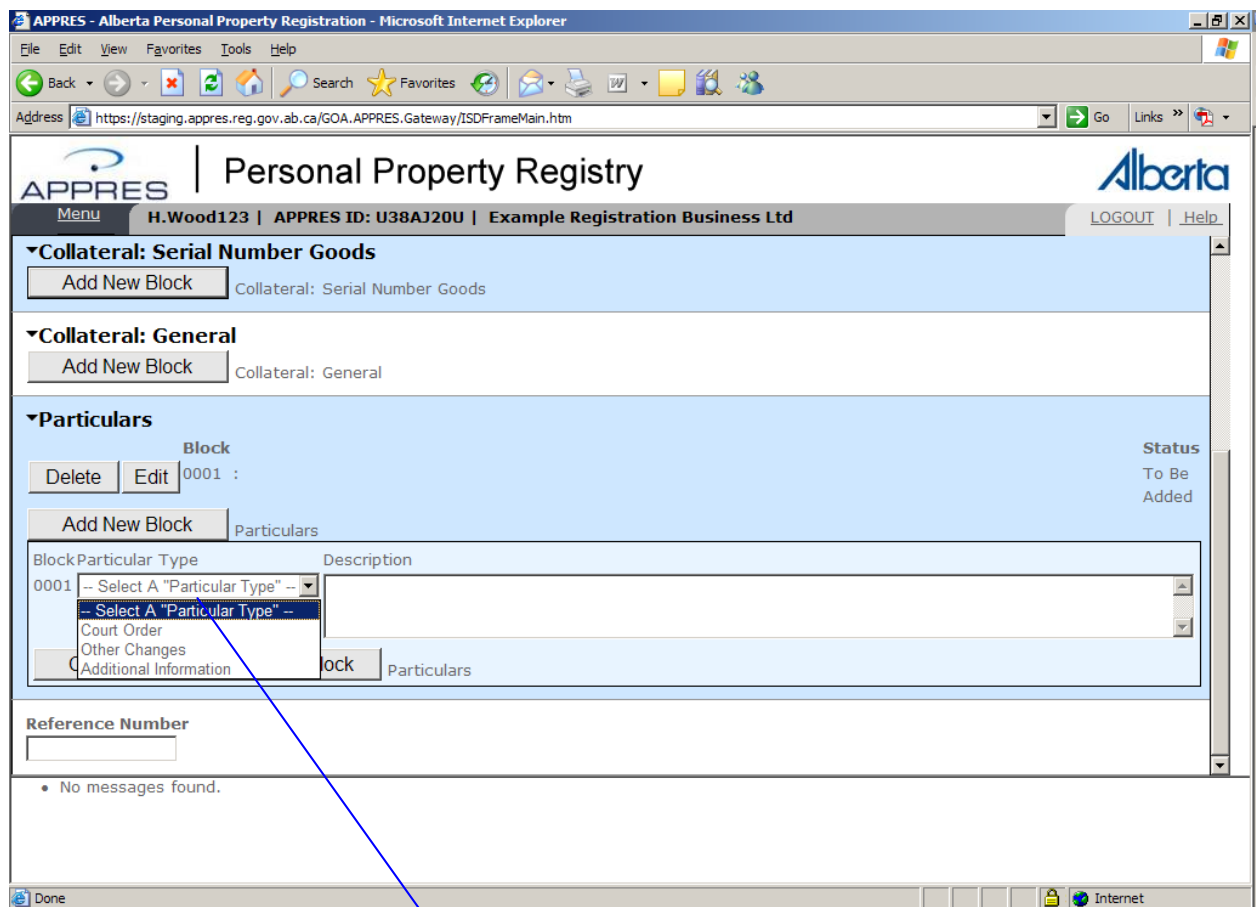
2. Click to save the description(s)

APPRES Registration User Guide

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.



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

APPRES Registration User Guide

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 web application interface in Microsoft Internet Explorer. The browser title is "APPRES - Alberta Personal Property Registration". The address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, the text "Personal Property Registry", and the Alberta logo. Below the header, there is a navigation menu with "Menu", "H. Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd", and "LOGOUT | Help". The main content area contains several sections, each with an "Add New Block" button and a label: "Debtor(s)", "Secured Party / Parties", "Collateral: Serial Number Goods", "Collateral: General", and "Particulars". At the bottom of the form, there is a "Reference Number" section with a text input field containing "File # 1234". Below the input field, there is a message: "• No messages found." The browser's status bar at the bottom shows "Done" and "Internet".

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

APPRES Registration User Guide

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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

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

APPRES | Personal Property Registry | Alberta

Menu H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd LOGOUT | Help

Registry Activities

Registration Options

Draft a Financing Statement: Writ of Enforcement

Previous Registration Number: 9999999999

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

For Registration Number:

Browse Draft Financing Statement / Financing Change Statement

Control Number (if known):

Re Register an Expired or Discharged Registration

For Registration Number:

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

View Registration History

Registration / Control Number:

Search Options

Perform a Search: -- Select a Type --

Browse for Performed Searches

Search ID Number (if known):

Finance Options

Browse Client Account

Browse Client Account Transactions

• No messages found.

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

APPRES Registration User Guide

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 active, and the 'Registration Options' dropdown is expanded. The 'Draft a Financing Change Statement' option is selected, with 'Amendment' chosen from the dropdown menu. The 'For Registration Number' field is populated with '07112100013'. A blue arrow points from a text box below to the 'Amendment' dropdown menu.

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

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

Address: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

APPRES | Personal Property Registry | Alberta

Menu | H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd | LOGOUT | Help

Security Agreement - Amendment

Your Control Number is : M00000375

Latest Registration #: 07112100013
Registration Type: Security Agreement
Expiry Date: 2008/11/21 (yyyy/mm/dd)

[Return](#) [Discard](#) [Save](#) [Submit](#) [Draft Report](#)

Does this registration cover a trust indenture?
Yes

▼ Debtor(s)

Block	Status
Delete Amend 0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 123 Edmonton, AB - Alberta T6Y 7U8	Current

[Add New Block](#) Debtor(s)

▼ Secured Party / Parties

Block	Status
-------	--------

• A Financing Change Statement with Control Number M00000375 , initiated by your organization, already exists [2007/11/26 09:05:56]
• Product for [07112600024](#) is available for viewing. [2007/11/26 09:03:19]
• Successfully submitted Security Agreement - Discharge Registration Number: 07112600024; Control Number: M00000376 [History](#) : [View](#) [2007/11/26 09:03:17]

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 - Alberta Personal Property Registration - Microsoft Internet Explorer

Personal Property Registry

H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd

Security Agreement - Amendment

Your Control Number is : M00000375

Latest Registration #: 07112100013

Registration Type: Security Agreement

Expiry Date: 2008/11/21 (yyyy/mm/dd)

Return Discard Save Submit Draft Report

Does this registration cover a trust indenture?
Yes

▼Debtor(s)		Status
Block		
Delete Amend	0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 123 Edmonton, AB - Alberta T6Y 7U8	Current
Add New Block	Debtor(s)	

▼Secured Party / Parties		Status
Block		
• A Financing Change Statement with Control Number M00000375 , initiated by your organization, already exists [2007/11/26 09:05:56]		
• Product for 07112600024 is available for viewing. [2007/11/26 09:03:19]		
• Successfully submitted Security Agreement - Discharge Registration Number: 07112600024; Control Number: M00000376 History : View [2007/11/26 09:03:17]		

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 web application interface. The browser title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H. Wood123" with APPRES ID "U38AJ20U" for "Example Registration Business Ltd".

The main content area is titled "Debtor(s)". It displays a table of blocks:

Block	Status
0001 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 123 Edmonton, AB - Alberta T6Y 7U8	Amended - To Be Deleted
0002 EXAMPLE BUSINESS DEBTOR NAME SEARCH INC Box 123 Edmonton, AB - Alberta T6Y 7U8	Amended - To Be Added

Below the table, there is a form for editing block 0002. The form includes 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.

The "Secured Party / Parties" section shows a table of secured parties:

Block	Status
0001 EXAMPLE BUSINESS NAME INC 11 222 33 Avenue Edmonton, AB - Alberta T6Y 7U8	Current

At the bottom, there is a list of recent events:

- A Financing Change Statement with Control Number M00000375 , initiated by your organization, already exists [2007/11/26 09:05:56]
- Product for 07112600024 is available for viewing. [2007/11/26 09:03:19]
- Successfully submitted Security Agreement - Discharge Registration Number: 07112600024; Control Number: M00000376 [History : View](#) [2007/11/26 09:03:17]

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

APPRES Registration User Guide

Browse Draft Financing Statement / Financing Change Statement

To view one 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 Alberta logo. Below this is a menu bar with 'Menu', 'H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd', 'LOGOUT', and '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'. Each link has a 'Go' button next to it.
- Search Options:** Includes 'Perform a Search' and 'Browse for Performed Searches', each with a 'Go' button.
- Finance Options:** Includes 'Browse Client Account' and 'Browse Client Account Transactions', each with a 'Go' button.

At the bottom of the page, there is a list of recent activities:

- Product for 07112600015 is available for viewing. [2007/11/26 08:55:24]
- Successfully submitted Security Agreement Registration Number: 07112600015; Control Number: F00017501 [History : View](#) [2007/11/26 08:55:18]
- Successfully submitted distribution request for 07112600015. [2007/11/26 08:55:18]
- Finance charge of \$8.00 for 07112600015 has been completed. [2007/11/26 08:55:16]

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 title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H.Wood123" with APPRES ID "U38AJ20U" for "Example Registration Business Ltd". The main heading is "Browse Draft Financing Statement / Financing Change Statement". Below this are search filters: "Return", "Search", "Discard", a dropdown menu for "Reassign To User", and a "Reassign" button. The search results show 1 match. The table has columns: Draft Date (yyyy/mm/dd hh:mm:ss), Control Number, ES / FCS, Registration Type, Party Code, and User ID. The row contains: 2007/11/22 16:28:04, M00000375, FCS, Security Agreement - Amendment, 60000045, and U38AJ20U. A "Launch" button is located at the end of the row. A blue arrow points from the "Launch" button to a text box below the screenshot.

Draft Date (yyyy/mm/dd hh:mm:ss)	Control Number	ES / FCS	Registration Type	Party Code	User ID	
2007/11/22 16:28:04	M00000375	FCS	Security Agreement - Amendment	60000045	U38AJ20U	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 displays the APPRES web application interface. At the top, there is a navigation bar with the following elements: 'Return', 'Search', 'Discard', a dropdown menu labeled '-- Select A "Reassign To User" --', and 'Reassign'. Below this, there are input fields for 'Control Number', 'Party Code', and 'User ID'. The 'Party Code' field contains '60000045' and the 'User ID' field contains 'U38AJ20U'. A table below shows a list of draft statements with the following columns: 'Draft Date (yyyy/mm/dd hh:mm:ss)', 'Control Number', 'FS / FCS', 'Registration Type', 'Party Code', and 'User ID'. The first row has a checked checkbox, a draft date of '2007/11/22 16:38:04', a control number of 'M00000375', 'FCS' for FS / FCS, 'Security Agreement - Amendment' for Registration Type, '60000045' for Party Code, and 'U38AJ20U' for User ID. A 'Launch' button is located to the right of the first row. Below the table, there is a message that says 'No messages found.'

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)*.

The screenshot shows the APPRES Personal Property Registry interface. The page title is "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. The user is logged in as "H. Wood123" with APPRES ID: U38AJ20U and Example Registration Business Ltd. The page is divided into several sections: "Registry Activities", "Search Options", "Finance Options", and "Registration Options". Under "Registry Activities", the "Re Register an Expired or Discharged Registration" option is highlighted. To the right of this option, there are input fields for "For Registration Number" (containing "07112600015") and "Control Number (if known)", each with a "Go" button. Below these, there is a "Browse" button and another "Go" button. The "Search Options" section has a "Perform a Search" dropdown and a "Search ID Number (if known)" input field with a "Go" button. The "Finance Options" section has "Browse Client Account" and "Browse Client Account Transactions" buttons, each with a "Go" button. The "Registration Options" section has a "Draft a Financing Statement" dropdown and a "Go" button. The bottom of the page shows a list of recent transactions, including a "Successfully submitted Security Agreement - Discharge Registration Number: 07112600024; Control Number: M00000376" and a "Finance charge of \$0.00 for 07112600024 has been completed." A blue arrow points from the "Go" button next to the "For Registration Number" field to a text box below the screenshot.

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 titled "APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer". The address bar shows "https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm". The page header includes the APPRES logo, "Personal Property Registry", and the Alberta logo. Below the header, there is a navigation bar with "Menu", "H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd", "LOGOUT", and "Help".

The main content area is titled "Security Agreement" and contains a form with the following fields:

- Registration Term**: A dropdown menu with "-- Select A 'Registration Term' --".
- Does this registration cover a trust indenture?**: A radio button labeled "No".

Below the form, there are two sections:

- Debtor(s)**: A table with one entry:

Block	Status
0001 MOUSE, MICKEY box 1234 Edmonton, AB - Alberta T6Y7U8	To Be Added
- Secured Party / Parties**: A table with one entry:

Block	Status
0001 60000045 EXAMPLE REGISTRATION BUSINESS LTD Box 1234 Edmonton, AB - Alberta T6Y7U8	To Be Added

At the bottom of the page, there is a "History" section with the following entries:

- Product for 07112600024 is available for viewing. [2007/11/26 09:03:19]
- Successfully submitted Security Agreement - Discharge Registration Number: 07112600024; Control Number: M00000376 [History : View](#) [2007/11/26 09:03:17]
- Successfully submitted distribution request for 07112600024. [2007/11/26 09:03:17]
- Finance charge of \$0.00 for 07112600024 has been completed. [2007/11/26 09:03:14]

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 to show 'Registration Options'. Under this section, there are several options, including 'Upload Electronic Financing Statement(s) or Financing Change Statement(s)'. This option has a form with a text input field containing 'C:\example', a 'Browse...' button, and a 'Go' button. A blue arrow points from a text box below to the 'Browse...' button.

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 'Registry Activities' section is expanded, showing various options. The 'View Registration History' option is selected. Below this, there are search options for registration numbers and control numbers. A blue arrow points from a text box below to the 'Go' button next to the 'Registration / Control Number' input field.

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

Search Options

- Perform a Search [-- Select a Type --] [Go]
- Browse for Performed Searches
- Search ID Number (if known) [] [Go]

Finance Options

- Browse Client Account [Go]
- Browse Client Account Transactions [Go]

Registration / Control Number [07112600015] [Go]

Activity Log:

- Product for [07112600015](#) is available for viewing. [2007/11/26 08:55:24]
- Successfully submitted Security Agreement Registration Number: 07112600015; Control Number: F00017501 [History : View](#) [2007/11/26 08:55:18]
- Successfully submitted distribution request for 07112600015. [2007/11/26 08:55:18]
- Finance charge of \$8.00 for 07112600015 has been completed. [2007/11/26 08:55:16]

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 - Alberta Personal Property Registration - Microsoft Internet Explorer

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

APPRES | Personal Property Registry | Alberta

Menu | H.Wood123 | APPRES ID: U38AJ20U | Example Registration Business Ltd | LOGOUT | Help

View Registration History

Return | Search | Re-Distribute

Statement Number: 07112600015 | Party Code: 60000045 | Registration Date: (yyyy/mm/dd) 2007/08/28 - 2007/11/26

Registration Number: 07112600015 | Control Number: F00017501 | Reference: File # 1234

Registration Action	Action Date	User ID	Party Name
Drafted	2007/11/26 08:55:18	U38AJ20U	Example Registration Business Ltd
Submitted	2007/11/26 08:55:18	U38AJ20U	Example Registration Business Ltd

1 - 1 of total 1 matches

Distribution Date	Party Code	User ID	Distribution Type	Distribution Details
2007/11/26 08:55:24	60000045	U38AJ20U	Desktop Download	

Current Distributions

Block Distribution Type	Address
<input type="button" value="Add New"/>	

Product for 07112600015 is available for viewing. [2007/11/26 08:55:24]
Successfully submitted Security Agreement Registration Number: 07112600015; Control Number: F00017501 History: View

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.