

Alberta Personal Property Registry Electronic System (APPRES)

Site Coordinator (ROL) User Guide

This package provides step by step instructions on how to approve an affiliation request from within the Alberta Personal Property Registry System (APPRES).

This package should be provided to the individual(s) in your organization that has been designated as the APPRES site coordinator.

ROL APPRES Site Coordinator Instructions

Getting Started

The instructions in this package are intended for your APPRES site coordinator and detail in step by step format how to approve a request for affiliation to your organization from an employee.

An APPRES site coordinator is the individual that is responsible for reviewing, approving, rejecting and terminating access to APPRES for an employee.

Approval of Site Coordinator

PLEASE NOTE:

Approval of a designated site coordinator is performed by Personal Property Registry (PPR) staff. Contact PPR in the method described below if you are the designated site coordinator and require approval.

In addition, there must be a pending request for affiliation to enable PPR staff to approve you as a site coordinator. This means you have obtained an ASAS User ID, enrolled in APPRES and requested affiliation to your organization.

If you are the designated site coordinator for your organization and require approval please send an email to Personal Property Registry at PersonalPropertyRegistry@gov.ab.ca and include the following details:

- Personal Property Registry Client Account number
- ASAS User ID (refer to the ASAS information package for information on how to obtain this)
- Your name, address and phone number
- Affiliation code for your organization

If you do not have access to an email account, please fax the details on your organization letterhead to (780) 422-1091

ROL APPRES Site Coordinator Instructions

Login

To approve a request for affiliation you would begin by logging onto APPRES. Navigate to this location to begin:

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

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

Alberta Secure Access Service - Windows Internet Explorer

https://extern2.common.secureaccess.gov.ab.ca/apps/login/login.aspx?TYPE=33554433&REALMOID=06-eda1dcfa-a414-4b18-a958-6e7454d856f1&GUID=6...

File Edit View Favorites Tools Help

Government of Alberta Home | Ministries | Services | Contact Government

Alberta Government

Search all Government of Alberta

Welcome to the Alberta Secure Access Service

In this section, existing EXTERN users will be able to make changes to Personal Information, contact information, and ministry-specific enrolment information.

User ID:

Password:

[Forgot Password?](#)

[Help](#) [Login](#)

In this section, you will complete the Registration process to acquire a Government of Alberta EXTERN User ID. The EXTERN User ID will permit you, in your role as an External Contracted User, or employee of an External Organization, to access secure Government of Alberta applications.

[Click here to register!](#)

The Alberta Secure Access Service is the foundation of an efficient, secure, centralized authentication and authorization system for Government of Alberta stakeholders including citizens, business partners, and public employees.

Please do not bookmark this login page.

[Update User Profile](#)

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Local intranet | Protected Mode: Off

Supply your ASAS User Id and password and click login to begin.

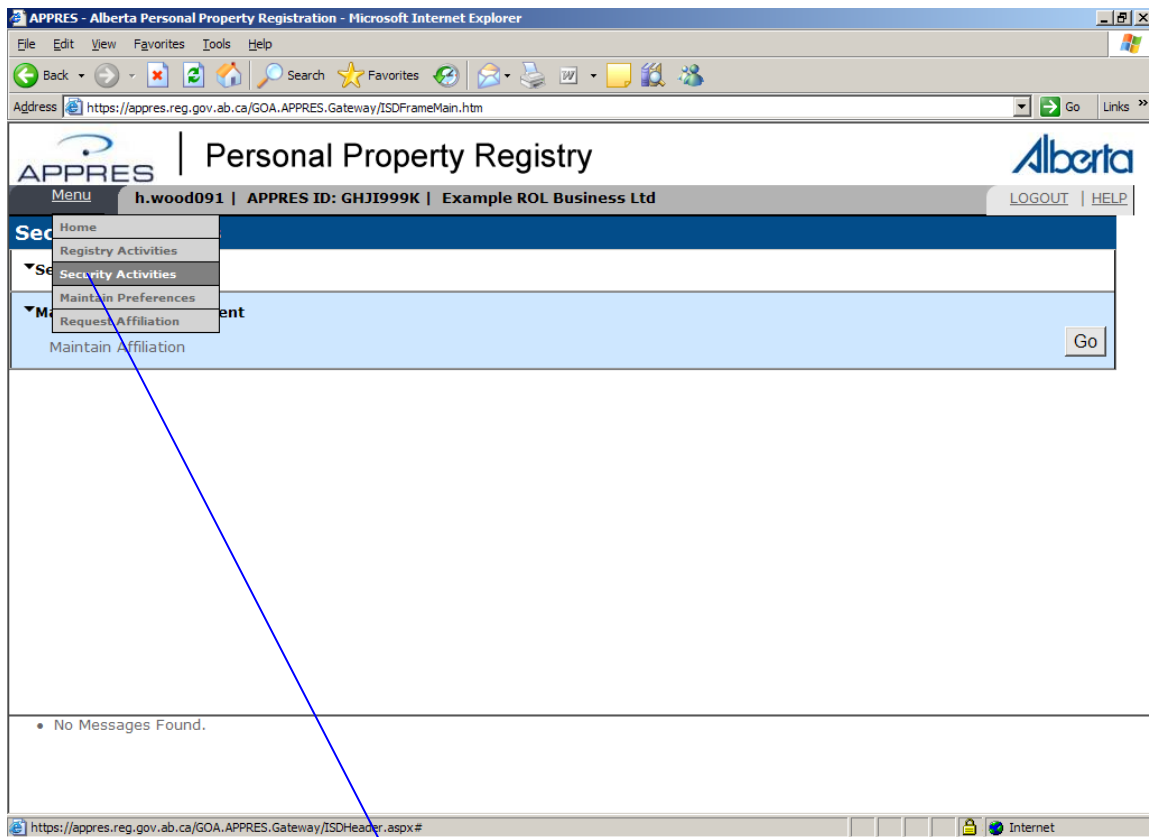
ROL APPRES Site Coordinator Instructions

Security Activities

Once logged in maneuver your cursor over the “Menu” text located in the upper left hand area of the screen. A dropdown list will appear, move your cursor down to “Security Activities” and click to continue.

PLEASE NOTE:

You will only have the Security Activities option if you are the site coordinator. If you are the site coordinator for your organization and do not have this option contact Personal Property Registry staff as described in the “Getting Started” section earlier in this material to obtain this option.

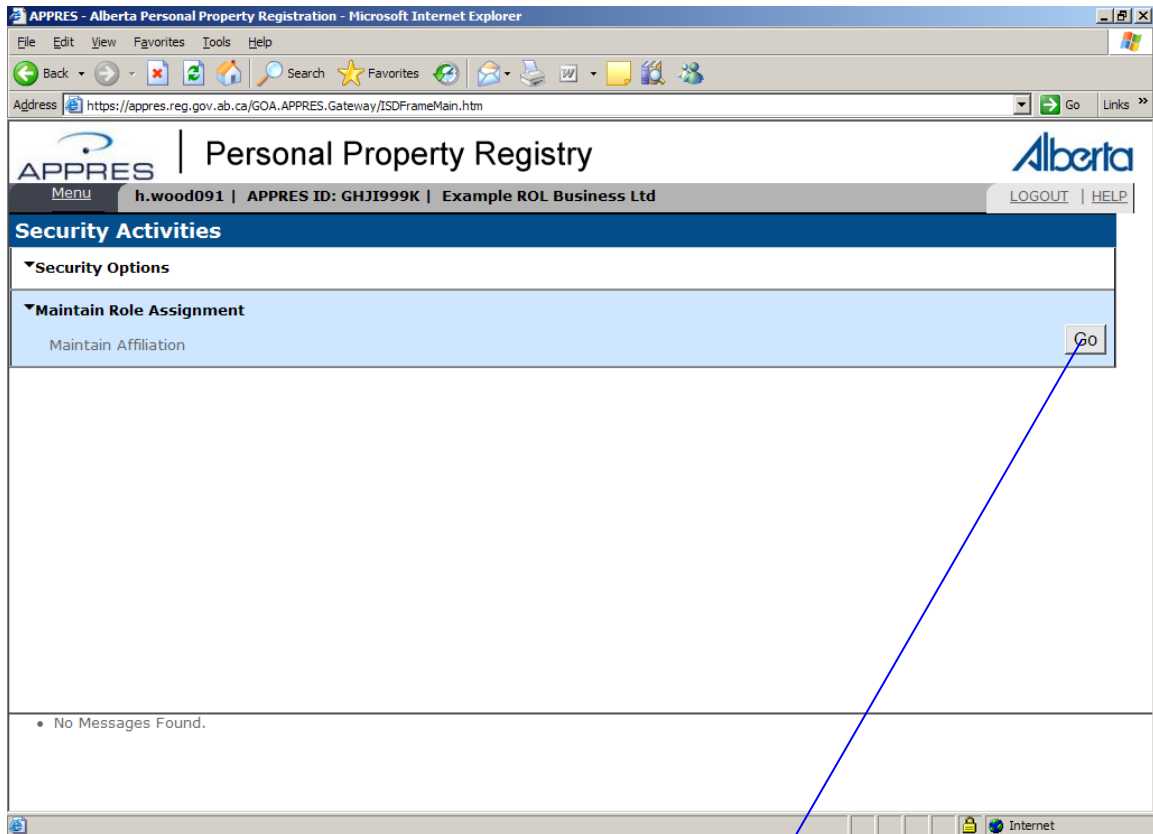


Click Security Activities to continue.

ROL APPRES Site Coordinator Instructions

Maintain Affiliation

It may take several seconds before the Security Activities page is displayed. Click “Go” beside Maintain Affiliation to continue.



Click “Go” to continue.

ROL APPRES Site Coordinator Instructions

Maintain Affiliation - Browse

The affiliation code for your organization is the default search criteria and cannot be changed. Clicking “Search” will return all users affiliated to your organization regardless of their status.

You can choose to filter the request to a specific user of your organization or by an affiliation status by supplying one or more of the following:

- APPRES User ID
- Affiliation status
- ASAS User ID

For the purpose of this example, the affiliation status “Requested – Pending Approval” has been selected. Click “Search” to continue.

APPRES - Alberta Personal Property Registry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

APPRES | Personal Property Registry | Alberta

Menu h.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd LOGOUT | HELP

Maintain Affiliation – Browse

APPRES User ID ASAS User ID Affiliation Code Affiliation Status

AC89103766 -- Select a "Affiliation Status" --

0 Items Found

Affiliation Code	Party Name	APPRES User ID	User Name	Affiliation Status
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• No Messages Found.

Click “Search” to continue.

You may choose to filter the list to view only those requests that are pending approval by selecting this status.

ROL APPRES Site Coordinator Instructions

Pending Approval

A Security information warning dialogue box may appear, click “Yes” to continue.

The page should refresh with any request for affiliation that is pending approval of the site coordinator.

To review / approve the pending request, click on the hyperlink under “Affiliation Code” for a specific user. In this example there is only one user in the list.

The screenshot shows the APPRES - Alberta Personal Property Registry website in a Microsoft Internet Explorer browser. The address bar shows the URL: https://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.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd", "LOGOUT", and "HELP". The main content area is titled "Maintain Affiliation - Browse". It contains a search form with fields for "APPRES User ID", "ASAS User ID", "Affiliation Code" (containing "AC89103766"), and "Affiliation Status" (a dropdown menu showing "Requested - Pending Approval"). Below the search form are "Search" and "Return" buttons. A message "1 - 1 of total 1 matches" is displayed above a table. The table has columns: "Affiliation Code", "Party Name", "APPRES User ID", "ASAS User ID", "User Name", and "Affiliation Status". The table contains one row with the following data: "AC89103766", "Example ROL Business Ltd", "KG99QGH9", "m.mouse281", "Mouse, Mickey", and "Requested - Pending Approval". A blue arrow points from the "AC89103766" link in the table to a text box below the screenshot. At the bottom of the page, there is a message "No Messages Found."

Affiliation Code	Party Name	APPRES User ID	ASAS User ID	User Name	Affiliation Status
AC89103766	Example ROL Business Ltd	KG99QGH9	m.mouse281	Mouse, Mickey	Requested - Pending Approval

Click on the affiliation code to continue.

ROL APPRES Site Coordinator Instructions

Maintain Affiliation

The page will refresh and detail about your organization and the user requesting affiliation should appear under “Affiliation Information”. You should carefully review this information to ensure this is a user you wish to approve. Once approved a user will be able to sign onto APPRES and perform search and registration functions (if the user is accredited for registration functions). The charges incurred are the responsibility of the organization.

If you wish to approve the user, change the affiliation status from “Requested – Pending Approval” to “Approved” by clicking in the radio button to the left of “Approved”.

The “Role Assignment” section that appears below the “Affiliation Information” section is explained in detail later in this material.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail New Window New Tab

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

APPRES | Personal Property Registry | Alberta

Menu h.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd LOGOUT | HELP

Maintain Affiliation

▼Affiliation Information

Party Name: Example ROL Business Ltd
Party Status: Active

Party Code: 60000037
Physical Address: 1111 22 Street
Example, AB - Alberta
T6Y 7U8

User Name: Mouse, Mickey
ASAS ID: m.mouse281

Affiliation Code: AC89103766
APPRES User ID: KG99QGH9

Affiliation Status: ☐ Requested - Pending Approval ☐ Pending GOA Approval ☒ Approved ☐ Rejected ☐ Terminated

▼Role Assignment

<input checked="" type="checkbox"/> Business Debtor Search	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Business Secured Party Search	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Certificate of Expired or Discharged Registration Number Search	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Crown Charge	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Expiring Registration Report	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Garage Keepers' Lien ROL	<input type="radio"/> Optional <input checked="" type="radio"/> Recommended <input type="radio"/> Mandatory

• Successfully retrieved information [2007/04/19 11:09:54]
• No Messages Found.

Done Internet

Click beside the “Approved” text to continue approval process.

ROL APPRES Site Coordinator Instructions

Role Assignment

Role Assignment is the list of tasks that a user may be able to perform. A user will only be able to perform an accredited task as long as that user has been accredited for it even if you grant that user the role assignment in this process.

The role assignments available to a user will default to those that your organization has been authorized to perform. You may choose to remove or grant a user the ability to perform one or more role assignments by adding or removing the checkmark from beside a specific role assignment. (Please see Description of Role Assignment section later in this material for a detailed explanation of each role and the affect of adding or removing a role.)

Role assignments that are considered optional will appear without a checkmark in the box. If you wish to grant a user an optional role assignment click in the box beside the role assignment(s) you wish to grant. (In this example all the roles were granted to this user)

Click "Save" to continue.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

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

Personal Property Registry

Menu | h.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd | LOGOUT | HELP

<input checked="" type="checkbox"/> Report Requestor	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Sale of Goods or Factors Act	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Search Customizations	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Search Transmitting Party User	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Security Agreement	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Serial Number Collateral Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Site Coordinator	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Statutory Charge	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Supervisor	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Upload Electronic PPR Statement	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Account Holder	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Affiliation Administrator - Approver	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory

► Status History

► Accredited Role Updates

Return Reset **Save**

- Successfully retrieved information [2007/04/19 11:09:54]
- No Messages Found.

Done Internet

Click "Save" to continue approval process.

ROL APPRES Site Coordinator Instructions

Approval of Request - Save

The page will refresh and you will need to confirm the role assignments (or changes) you have granted this user.

Click "Continue" to complete the approval process.

Click "Continue" to complete save.

ROL APPRES Site Coordinator Instructions

Approval of Request - Complete

The page will refresh and the affiliation status for this user has been updated to “Approved”, this user will now be able to access APPRES. It is recommended that the site coordinator notify the user of the approval.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail W Go Links

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

APPRES | Personal Property Registry | Alberta

Menu h.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd LOGOUT | HELP

Maintain Affiliation

▼Affiliation Information

Party Name: Example ROL Business Ltd	Party Code: 60000037
Party Status: Active	Physical Address: 1111 22 Street Example, AB - Alberta T6Y 7U8
User Name: Mouse, Mickey	Affiliation Code: AC89103766
ASAS ID: m.mouse281	APPRES User ID: KG99QGH9

Affiliation Status: ☐ Requested - Pending Approval ☐ Pending GOA Approval ☒ Approved ☐ Rejected ☐ Terminated

▼Role Assignment

<input checked="" type="checkbox"/> Account Holder	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Affiliation Administrator - Approver	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Business Debtor Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Business Secured Party Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Certificate of Expired or Discharged Registration Number Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Crown Charge	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory

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• No Messages Found.

Done Internet

ROL APPRES Site Coordinator Instructions

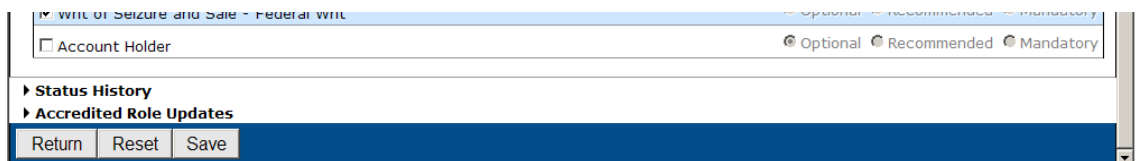
Description of each Role Assignment

A role assignment allows a user to perform functions on APPRES. Granting or removing certain role assignments may affect other role assignments even if a role assignment has been granted to a user. For example, if you remove the role assignment “Search Transmitting Party User” the user will not be able to perform a search even if a search type role assignment has been granted. The following is a brief description of each role assignment and the effect of removing (or adding) the role assignment.

Account Holder

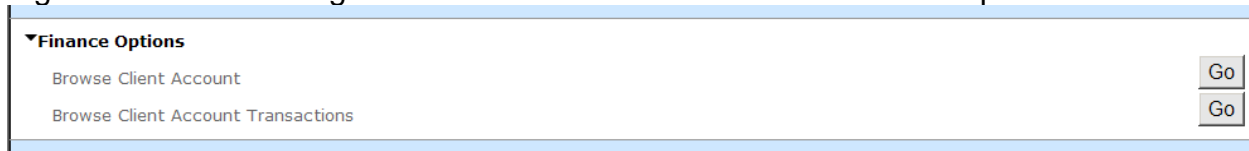
This role assignment allows a user the ability to view “Browse Client Account” information under the Finance Option on the Registries Activities page.

This role assignment is optional, by default this option is not checked, if you wish to grant a user this role assignment scroll to the bottom of the list of role assignments and click in the checkbox to the left of the text “Account Holder” click save and continue to grant complete the process.



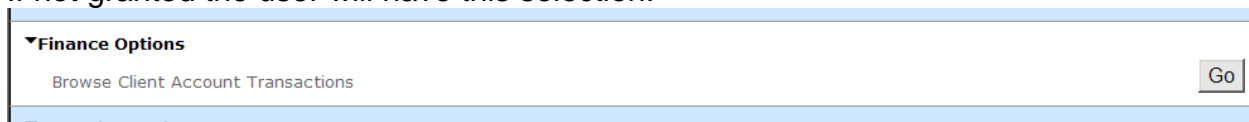
The screenshot shows a web interface for role assignment. At the top, there's a header "Writ of Seizure and Sale - Federal Writ" with tabs for "Optional", "Recommended", and "Mandatory". Below this, there's a checkbox labeled "Account Holder". To the right of the checkbox are three radio buttons: "Optional" (selected), "Recommended", and "Mandatory". Below the checkbox and radio buttons are two expandable sections: "Status History" and "Accredited Role Updates". At the bottom, there are three buttons: "Return", "Reset", and "Save".

If granted this role assignment the user will see this under Finance Options:



The screenshot shows a web interface for the "Finance Options" section. It has a dropdown arrow next to the section title. Below the title, there are two links: "Browse Client Account" and "Browse Client Account Transactions". To the right of each link is a "Go" button.

If not granted the user will have this selection:



The screenshot shows a web interface for the "Finance Options" section. It has a dropdown arrow next to the section title. Below the title, there is one link: "Browse Client Account Transactions". To the right of the link is a "Go" button.

Report Requestor

The role “Report Requestor” allows a user to request the Expiring Registration Number report. It is recommended that the Report Requestor role remain checked.

Register Transmitting Party User

This role allows a user to perform registration functions which include the ability to submit financing statement(s), financing change statement(s), or reregister an expired or discharged registration.

ROL APPRES Site Coordinator Instructions

The role “Register Transmitting Party User” allows a user to perform one or more of the registration types listed below. Removal of the Register Transmitting Party User role will prevent a user access to any of the registration types even if those roles are granted to a user.

- Security Agreement
- Garage Keeper’s Lien
- Crown Charge
- Land Charge
- Sale of Goods or Factors Act
- Statutory Charge

This is a mandatory role assignment and will always remain checked. You may choose to remove one or more of the registration types if necessary. The registration type removed will not appear in the list of registration types available to a user

Re Register an Expired or Discharged Registration


This role allows a user to register to re register a registration that has expired or been discharged in the past 30 days. To successfully submit a re registration of an expired or discharged registration, the user must also have accreditation for the registration type. It is recommended that this role be granted to a user.

Search Transmitting Party User

This role allows a user to perform one or more of the search types listed below. Removal of the Search Transmitting Party User role will not allow a user access to any of the search types even if a search type role assignment was granted to a user.

- Business Debtor Search
- Certificate of Expired or Discharged Registration Number Search
- Individual Debtor Search
- Registration Number Search
- Serial Number Collateral Search

Below is what would appear under “Search Options” on the Registry Activities page if this role was removed:

Upload Electronic Financing Statement(s) or Financing Change Statement(s) 	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Go"/>
View Registration History	Registration / Control Number <input type="text"/>	<input type="button" value="Go"/>
▼ Search Options		
▼ Finance Options		
Browse Client Account Transactions		<input type="button" value="Go"/>

It is recommended that the Search Transmitting Party User role always remain checked. You may choose to remove one or more of the search types listed. The search type removed will not appear in the list of search types available to a user.

ROL APPRES Site Coordinator Instructions

PLEASE NOTE:

You may wish to consider limiting the ability to perform a Business Secured Party search to certain users in your organization. This search retrieves all registrations where your party code had been used to record the secured party details during the registration process. The fee for this search is \$3.00 plus .50 cents for each registration returned. Depending on the volume of registrations your organization performs, initiating this search could be very costly.

Supervisor

This role allows a user to reassign financing statement(s) or financing change statement(s) that are in a draft status to another user within your organization. This is a recommended role.

Upload Electronic PPR Statement

This role allows a user to upload a file containing a security agreement financing statement or financing change statement. This process uploads the financing statement / financing change statement into a draft status in APPRES. This is a recommended role.

ROL APPRES Site Coordinator Instructions

Updates to Affiliation Status

It is the responsibility of the site coordinator to update the affiliation status to ensure a user no longer has access to APPRES. To update an affiliation status you would navigate to the Maintain Affiliation screen and supply the ASAS User ID of the user that you wish to update.

Failing to update the affiliation status for a user that should no longer have access to APPRES may result in the user continuing to access APPRES and charges being applied to your client account.

Click in the appropriate radio button and click save and continue to update the status.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

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

Personal Property Registry

Menu h.wood091 | APPRES ID: GHJI999K | Example ROL Business Ltd LOGOUT | HELP

Maintain Affiliation

▼Affiliation Information

Party Name: Example ROL Business Ltd Party Code: 60000037
Party Status: Active Physical Address: 1111 22 Street
Example, AB - Alberta
T6Y 7U8
User Name: Mouse, Mickey Affiliation Code: AC89103766
ASAS ID: m.mouse281 APPRES User ID: KG99QGH9

Affiliation Status: ☐ Requested - Pending Approval ☐ Pending GOA Approval ☒ Approved ☐ Rejected ☐ Terminated

▼Role Assignment

<input checked="" type="checkbox"/> Account Holder	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Affiliation Administrator - Approver	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Business Debtor Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Business Secured Party Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Certificate of Expired or Discharged Registration Number Search	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory
<input checked="" type="checkbox"/> Crown Charge	<input type="radio"/> Optional <input type="radio"/> Recommended <input type="radio"/> Mandatory

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• Successfully retrieved information [2007/04/19 11:09:54]
• No Messages Found.

Done Internet

Click in radio button to reflect appropriate status.