

**Information  
Services  
Corporation**

# General Registrations



SPPR/Training & Curriculum  
Development

December 3, 2016



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Visit the Information Services Corporation (ISC) website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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## Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
1.1	November 2015	Updated screenshots & added information about changes to the Transaction Description & Draft Summary tabs	All
1.2	December 2016	Addition of emails for Registrant and Secured/Creditor parties	All



## Formatting Note

In this manual, underlining is used to emphasize important points.

**Bold type** is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

*Italics* are used for the titles of acts and regulations.

**Green text** is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.



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## Overview

This manual explains how to register general registrations in the Saskatchewan Personal Property Registry (SPPR). You must have a permanent account and be approved for access to general registrations in order to complete this process.

There are several different general registration types. The most common are:

- Personal property security agreements.
- Commercial liens.
- Sales of goods.

In this document, we use a security agreement as our example, but you can use the instructions below to guide you in registering other types of liens as well. The basic registration process is the same for all of them.

## Beginning a Registration

Once you are signed in:

1. Click the **SPPR Application** link on the left-hand side of the signed-in homepage. The application will open, and a welcome screen will display. You will notice that your client number appears automatically at the top of the screen, followed by your name in brackets.
2. On the welcome screen, click the **Registration** dropdown menu.



3. Select **Setup** to display the corresponding screen and start the registration process. There are five major steps in this process.

## Registration Setup, Step 1 of 5

1. Choose the appropriate registration from the **Registration Type** dropdown menu. The registration types you see in the dropdown menu will vary depending on your security access and what you have been approved for.



The screenshot shows the 'Registration Setup, Step 1 of 5' page for the Saskatchewan Personal Property Registry (SPPR). The page includes a navigation bar with links for Home, Search, Registration, My Workspace, and Help. The user is signed in as 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)'. The 'Setup' section contains a 'Registration Type' dropdown menu with the following options: Personal Property Security Agreement (selected), The Sale of Goods Act or Factors Act, PPSA Crown Interest, Commercial Lien, The Summary Offences Procedure Act, The Seizure of Criminal Property Act, Enforcement Charge - Provincial Judgment, Enforcement Charge - Federal Judgment, Enforcement Charge - Provincial Maintenance Judgment, Enforcement Charge - Federal Writ of Execution, and Sheriff's Notice. There is also a 'Client Reference' field, a 'Linked Type' dropdown, and a 'Linked Registration #' field. A 'Proceed' button is located at the bottom right of the form area. The footer indicates 'Copyright 2008 ISC'.

You must select a registration type in order to continue. The other fields on the screen are optional.

ISC recommends that you enter a phrase or number in the **Client Reference** field to help identify your transaction. The identifier you choose will appear on your output list, your verification statement and your account statement.

The **Linked Type** and **Linked Registration #** fields are only used when you are correcting an error (e.g., when you have a registration that has expired or been discharged by mistake).

2. When you have entered all your information, click **Proceed**. The system will display the tabs you need to fill in for your chosen registration type, starting with the **Registrant** tab.



## Registration Setup, Step 2 of 5

You will notice that the registration type you have selected now appears at the top of your screen under your client ID. You can now start filling in the details of the registration.

**Note:** You can place your setup in draft at any point during this stage of the process. An item in draft is saved for 60 days. During this time, it is not active or visible to anyone conducting a search in the Saskatchewan Personal Property Registry (SPPR). When you are ready to continue working on a registration that you have placed in draft, select the **My Workspace** menu and choose **Draft List**. On the **Draft List** screen, click the **Edit** button beside the registration you want to work on.

## The Registrant Tab

The system automatically displays the registrant information associated with your client number. If this information is incorrect, contact ISC to update your client record. This will keep you from having to change your name and address each time you register a new interest.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Setup, Step 2 of 5

Setup (Enforcement Charge - Provincial Judgment)

Transaction Description	Action	Party #	Entity Type	Name	Address	Email
Life Time	Edit Delete		Business	Lemieux Consulting Corporation	124 Test Street Regina Saskatchewan S4S4S4 Canada	

Notation: Party id: [ ] [ ]

Creditor Note: Section 10 and 11 in *The Personal Property Regulations* indicates how the name of an individual or body corporate is to be specified.

Debtor

Serial Property Manual Information:

Entity Type:  Business  Person

Business Name: [ ]

Address Line 1: [ ]

Address Line 2: [ ]

City: [ ]

Province/State: Saskatchewan

Postal/Zip Code: [ ]

Country: Canada

Note: If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party. Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address: [ ]

Confirm Email Address: [ ]

Add to List

Register Return to Draft



## The Transaction Description Tab

The information you type in the **Transaction Description** field on this tab (e.g., “subordination agreement” or “postponement”) will appear as a header line on your verification statement. The intent of this field is to help you identify the nature of the transaction. Filling in this tab is optional.

The screenshot shows the SPPR | Saskatchewan Personal Property Registry web application. The page title is "SPPR | Saskatchewan Personal Property Registry". The user is signed in as "Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)". The current step is "Registration Setup, Step 2 of 5". The page is titled "Setup (Personal Property Security Agreement)". The "Transaction Description" tab is selected, and the "Transaction Description" field is active. The field contains the text: "Transaction description is utilized as a header line - for example: postponement, partial discharge, update debtor address. Utilize the general property section for information pertaining to your agreement." The "Save" button is visible. The page footer includes "Copyright 2008 ISC".

The information in this field is not searchable, so you should not place important transaction details here. Anything that an individual searching the Registry would look for (e.g., a serial number) should be entered in the appropriate tab.

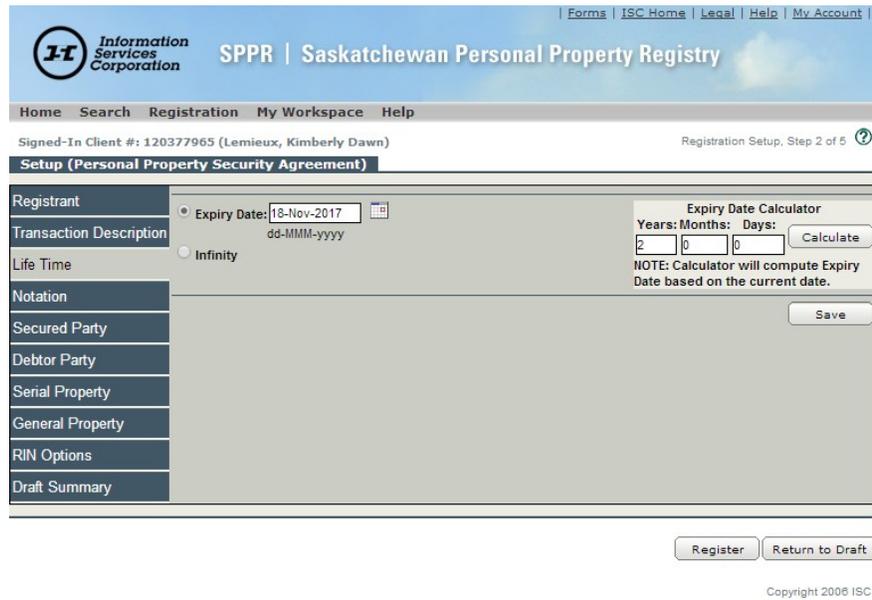
The **Transaction Description** field has a length of 250 characters. It can only contain one description at a time. Any amendments you make to the information in the field will overwrite the existing content.

If you choose to enter a description, make sure to click **Save** before moving on to the next tab.

## The Life Time Tab

After you have viewed the registrant information:

1. Select the **Life Time** tab. The corresponding screen will display.
2. If your registration has an expiry date, you can enter it in one of three ways. You can:
  - type the date in the **Expiry Date** field;
  - click the icon beside the field and choose the date from the calendar that pops up; or
  - enter a length of time in the **Expiry Date Calculator** on the right-hand side of the tab and press **Calculate**. The exact date will appear in the **Expiry Date** field.



The screenshot shows the 'Setup (Personal Property Security Agreement)' screen in the SPPR system. The 'Life Time' tab is selected in the left-hand navigation menu. The main content area shows the 'Expiry Date' field set to '18-Nov-2017' with a calendar icon. Below it is the 'Expiry Date Calculator' section with input fields for 'Years: 2', 'Months: 0', and 'Days: 0', and a 'Calculate' button. A 'Save' button is located at the bottom right of the main content area. The footer of the page indicates 'Copyright 2006 ISC'.

**Note:** The system will apply a yearly charge for the registration. If you enter information in the **Months** or **Days** field of the **Expiry Date Calculator**, the system will charge you for an additional year.

Refer to the [SPPR fee schedule](#) for current fees.



3. If your registration does not have an expiry date, select the **Infinity** radio button.

Refer to the [SPPR fee schedule](#) to see the charge for an infinity registration.

4. Click **Save**.

If you have previously entered an expiry date using the calculator and then placed your registration in draft, make sure you recalculate the date before continuing. Because the expiry date is calculated from the date on which you enter it, but the registration is not active while it is in draft, the effective lifetime of the registration will have been shortened by the amount of time it has spent in draft.

For example, if you start a registration on October 13, 2015 and give it a lifetime of one year, its expiry date will be October 13, 2016. If you place the registration in draft and do not submit it until October 16, 2015, the expiry date will still be October 13, 2016.

If you want the expiry date to be exactly one year from the registration date, you will need to update it in this tab before clicking the **Register** button.



## The Notation Tab

This tab will only display if you are registering a security agreement.

If your security agreement involves a trust indenture:

1. Click the **Trust Indenture** checkbox.

A screenshot of a web application interface for setting up a Personal Property Security Agreement. The top navigation bar includes 'Home', 'Search', 'Registration', 'My Workspace', and 'Help'. Below this, the user is signed in as 'Signed-In Client #: 400052247 (Redenbacher, Orville)' and is on 'Registration Setup, Step 2 of 5'. The main heading is 'Setup (Personal Property Security Agreement)'. A sidebar on the left lists various tabs: 'Registrant', 'Life Time', 'Notation', 'Secured Party', 'Debtor Party', 'Serial Property', 'General Property', and 'RIN Options'. The 'Notation' tab is currently active. The main content area shows a 'Trust Indenture:' label followed by an unchecked checkbox and the text 'Section 2(1)(ss) of the Personal Property Security Act, 1993'. A 'Save' button is located to the right of the checkbox. At the bottom right of the form, there are 'Register' and 'Return to Draft' buttons.

2. Click **Save**.

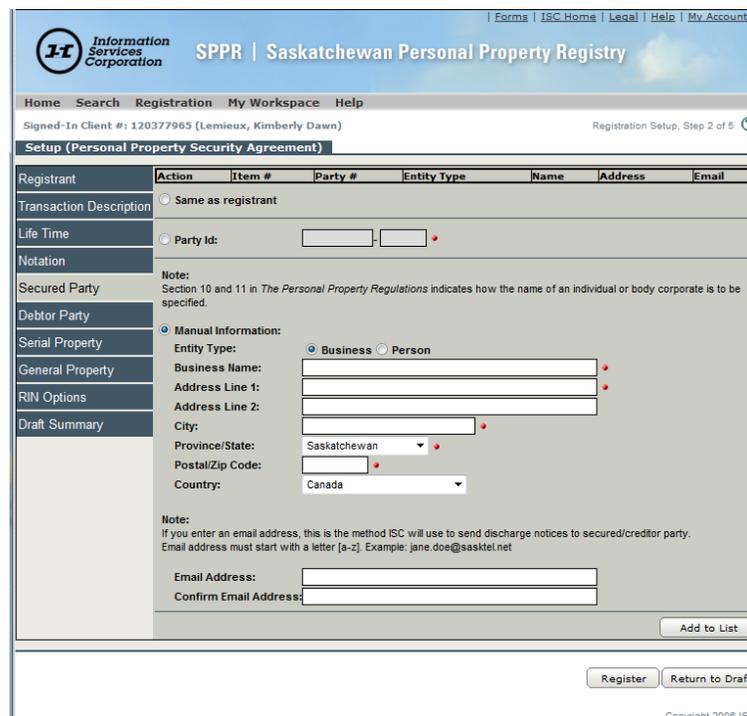
If you are not sure whether your security agreement qualifies for a trust indenture, refer to section 2(1)(ss) of [The Personal Property Security Act, 1993](#). Note that the majority of security agreements do not qualify.

## The Secured Party Tab

Enter name and address information for the secured party (the person or business owed money) on this tab.

1. If the secured party and the registrant are the same, select the **Same as registrant** checkbox then click and **Add to List**.
2. If the secured party has been named in previous registrations, they will have had a party ID assigned to them by the system. If you know the ID, click the **Party Id** radio button and type the number in the corresponding field. Then click **Add to List**.

3. If the secured party is not the same as the registrant, or does not have a party ID, click the **Manual Information** button.
4. Select either the **Business** or **Person** radio button, as appropriate.
5. Fill in the fields marked with red dots. These fields are mandatory. If an email is added, the email address will be utilized when registration is discharged.



Information Services Corporation | Forms | ISC Home | Legal | Help | My Account |

**SPPR | Saskatchewan Personal Property Registry**

Home Search Registration My Workspace Help

Signed-In Client #: 120377905 (Lemieux, Kimberly Dawn) Registration Setup, Step 2 of 5

**Setup (Personal Property Security Agreement)**

Registrant	Action	Item #	Party #	Entity Type	Name	Address	Email
Transaction Description: <input type="radio"/> Same as registrant							
Life Time: <input type="radio"/> Party Id: [ ] [ ]							
Notation							
Secured Party: Note: Section 10 and 11 in <i>The Personal Property Regulations</i> indicates how the name of an individual or body corporate is to be specified.							
Debtor Party							
Serial Property: <input checked="" type="radio"/> Manual Information: <input checked="" type="radio"/> Business <input type="radio"/> Person							
General Property: Entity Type: <input checked="" type="radio"/> Business <input type="radio"/> Person							
RIN Options: Business Name: [ ]							
Draft Summary: Address Line 1: [ ]							
Address Line 2: [ ]							
City: [ ]							
Province/State: Saskatchewan							
Postal/Zip Code: [ ]							
Country: Canada							
Note: If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party. Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net							
Email Address: [ ]							
Confirm Email Address: [ ]							
<input type="button" value="Add to List"/>							

Copyright 2008 ISC

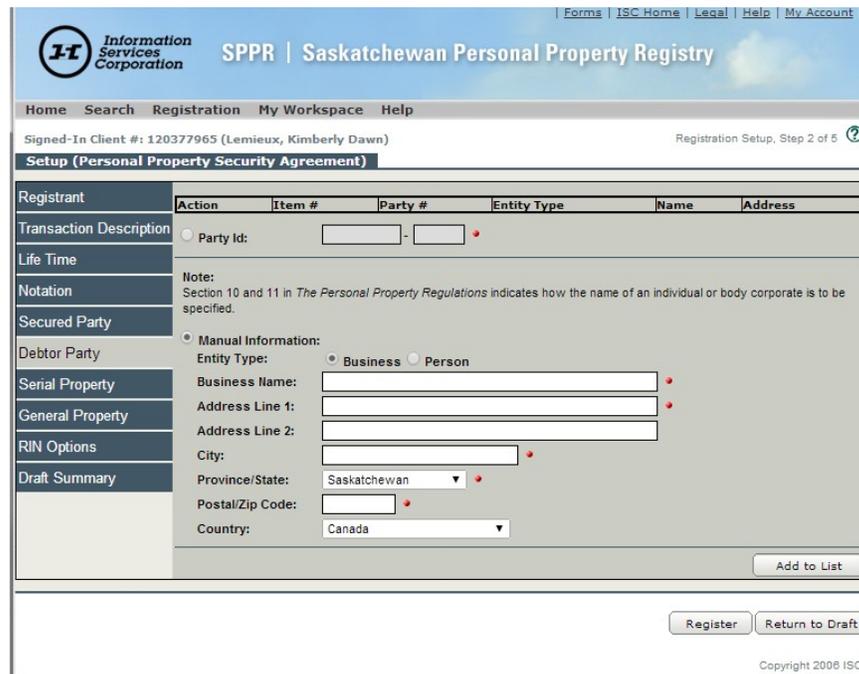
6. Click **Add to List**. This will save the information you have entered and add it to the **Party** grid at the top of the screen.
7. If there is more than one secured party, repeat this process for each one. When all the parties listed in the agreement appear in the grid, go to the next tab.

If any required information has been missed or entered incorrectly, you will see a red error message at the top of your screen when you click **Add to List**. Correct your mistakes, click **Add to List** again, and continue to the next tab.

## The Debtor Party Tab

Enter name and address information for the debtor (the person or business who owes money) on this tab.

1. If the debtor has been named in previous registrations, they will have had a party ID assigned to them by the system. If you know the ID, click the **Party Id** radio button and type the number in the corresponding field. Then click **Add to List**.
2. If the debtor does not have a party ID, click the **Manual Information** button.
3. Select either the **Business or Person** radio button, as appropriate.
4. Fill in the fields marked with red dots. These fields are mandatory.



The screenshot shows the 'Setup (Personal Property Security Agreement)' page in the SPPR system. The 'Debtor Party' tab is selected, and the 'Manual Information' section is active. The 'Entity Type' is set to 'Business'. The following fields are marked with red dots, indicating they are mandatory: Business Name, Address Line 1, Address Line 2, City, Province/State (set to Saskatchewan), Postal/Zip Code, and Country (set to Canada). There is an 'Add to List' button at the bottom right of the form area. At the bottom of the page, there are 'Register' and 'Return to Draft' buttons, and a copyright notice for 2006 ISC.

5. **Click Add to List.** This will save the information you have entered and add it to the **Party** grid at the top of the screen.



6. If there is more than one debtor, repeat this process until all debtors appear in the grid.

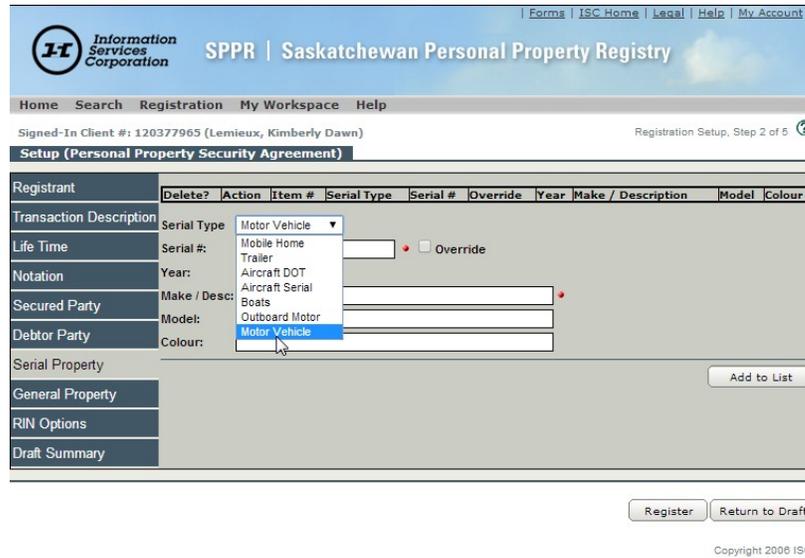
If any required information has been missed or entered incorrectly, you will see a red error message at the top of your screen when you click **Add to List**. Correct your mistakes, click **Add to List** again, and continue to the next tab.

7. If you are registering a security agreement against a serial property item in accordance with [The Personal Property Security Act, 1993](#), refer to **page 12**. If not, refer to **page 15**.

## The Serial Property Tab

Fill in this tab if you are registering a security agreement against a piece of serial property as defined in [The Personal Property Security Regulations](#).

1. Choose the appropriate item from the **Serial Type** dropdown menu.



The screenshot shows the 'Setup (Personal Property Security Agreement)' form in the SPPR system. The 'Serial Type' dropdown menu is open, and 'Motor Vehicle' is selected. The form includes fields for 'Serial #', 'Year', 'Make / Desc', 'Model', and 'Colour'. There is an 'Override' checkbox and an 'Add to List' button. The bottom of the form has 'Register' and 'Return to Draft' buttons, and a copyright notice for 2008 ISC.

2. Fill in the **Serial #** field.

If a serial number is more than 25 characters long, only enter the last 25 characters in the **Serial Number** field. Serial numbers cannot contain spaces or special characters like hyphens. They must be made up of letters and numbers.

**Note:** If you are registering against a motor vehicle made before 1981, check the **Override** box and refer to [page 13](#). If you are registering against an aircraft, refer to [page 14](#).

3. Fill in the **Make/Desc** field. If you wish, you may also enter the year, model and colour of the item.
4. Click **Add to List**. This will save the information you have entered and add it to the **Serial Property Item** grid at the top of the screen.



## The Override Option

Before 1981, vehicle manufacturers created their own **serial numbers** (i.e., there were no standards). Beginning in 1981, the motor vehicle industry decided that it would use a standard format for motor vehicle serial numbers, which it calls **vehicle identification numbers** (VINs).

Today, all VINs are 17 characters long. They do not include the letters I, O or Q.

In order to ensure the VIN format was applied consistently, the SPPR developers had to ensure that the motor vehicles serial numbers users entered into the application were verified against current VIN standards.

However, there still had to be a way to register vehicles manufactured before 1981. The **Override** option gives you that ability.

The following tables show you how to read and format non-standard serial numbers.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<b>Mfg. ID</b>			<b>Vehicle Description</b>				<b>Vehicle ID Section</b>									
			Each manufacturer has a unique system they use to identify the type of vehicle.				The last 10-digits/characters are specific and unique to that vehicle. The 10 <sup>th</sup> position is always used to indicate the model year and can be a letter or number. The 11 <sup>th</sup> position is always the code identifying the plant that manufactured the vehicle.									

For year codes starting at 1980:

Code	Year										
A =	1980	L =	1990	Y =	2000	A =	2010	L =	2020	Y =	2030
B =	1981	M =	1991	1 =	2001	B =	2011	M =	2021	1 =	2031
C =	1982	N =	1992	2 =	2002	C =	2012	N =	2022	2 =	2032
D =	1983	P =	1993	3 =	2003	D =	2013	P =	2023	3 =	2033
E =	1984	R =	1994	4 =	2004	E =	2014	R =	2024	4 =	2034



Code	Year										
F =	1985	S =	1995	5 =	2005	F =	2015	S =	2025	5 =	2035
G =	1986	T =	1996	6 =	2006	G =	2016	T =	2026	6 =	2036
H =	1987	V =	1997	7 =	2007	H =	2017	V =	2027	7 =	2037
J =	1988	W =	1998	8 =	2008	J =	2018	W =	2028	8 =	2038
K =	1989	X =	1999	9 =	2009	K =	2019	X =	2029	9 =	2039

The “motor vehicle” category includes buses, cars, motorcycles, motorbikes, motorhomes, snowmobiles, motor toboggans.

### **Aircraft Serial Numbers**

Aircraft fall into two different **serial type** categories:

- Aircraft DOT (registered with the Department of Transport).
- Aircraft serial.

Canadian aircraft that have been registered with the federal Department of Transport are issued unique registration or tail numbers. These numbers are all five characters long, and all begin with the letter C.

When you are using the **Aircraft DOT** serial type, you must enter a serial number that starts with “C.”

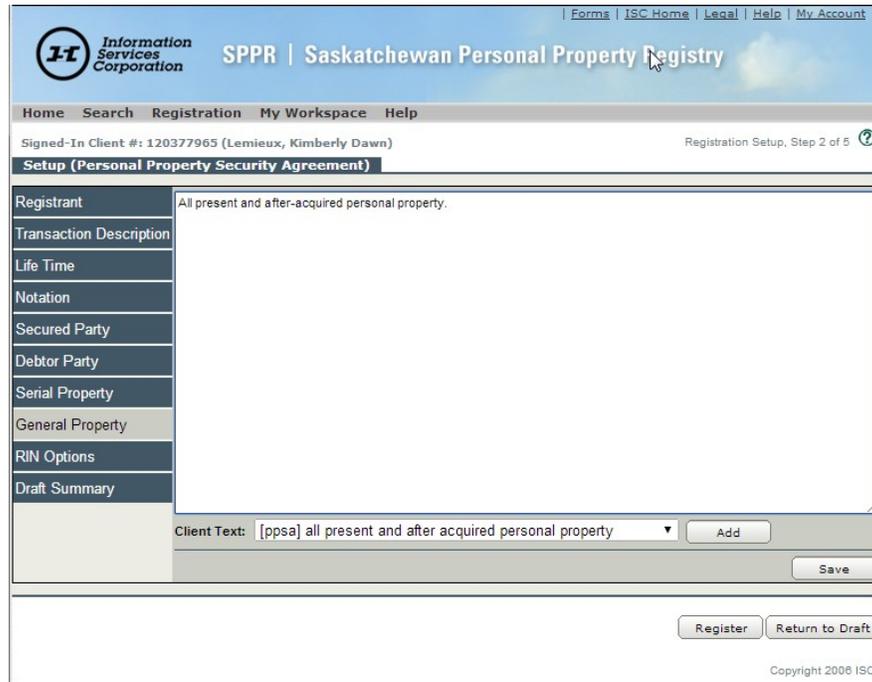
Aircraft that are not registered with the Department of Transport are registered by their call letters. Use the **Aircraft Serial** type to set up this kind of registration.

Remember that if an aircraft serial number is more than 25 characters long, you should only enter the last 25 characters in the **Serial #** field.

## The General Property Tab

Fill in this tab if you are setting up a registration against non-serial property items, as defined in [The Personal Property Security Act, 1993](#).

1. Enter a property description in the blank field. Note that the information you enter here is not searchable.



2. Click **Save**.

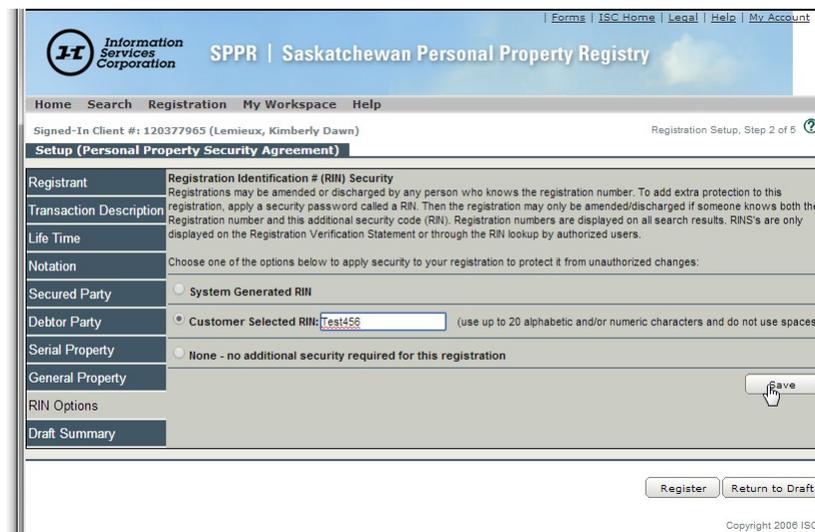
If you have a standard property description that you enter frequently, you can use the **Client Text** function to insert it automatically. Click [here](#) for information about how to use the function.

## The RIN Options Tab

You have the option of adding a **registration identification number (RIN)** to your registration. In most cases, having a RIN will prevent anyone other than the registrant or the creditor from being able to amend and/or discharge a registration. The only exceptions are situations where a judge has issued a court order removing a registration or a debtor has successfully applied for a compulsory discharge.

To add a RIN:

1. Select the **RIN Options** tab.
2. If you want the system to generate an identifier for you, click the **System Generated RIN** button.
3. If you would rather choose your own, click the **Customer Selected RIN** button and type the identifier in the corresponding field. You can use up to 20 letters or numbers, but cannot include spaces or special characters.



The screenshot shows the 'SPPR | Saskatchewan Personal Property Registry' registration setup page. The 'RIN Options' tab is selected. The form includes the following fields and options:

- Registrant:** Information Services Corporation
- Transaction Description:** Registrations may be amended or discharged by any person who knows the registration number. To add extra protection to this registration, apply a security password called a RIN. Then the registration may only be amended/discharged if someone knows both the Registration number and this additional security code (RIN). Registration numbers are displayed on all search results. RINs are only displayed on the Registration Verification Statement or through the RIN lookup by authorized users.
- Life Time:** (Empty field)
- Notation:** Choose one of the options below to apply security to your registration to protect it from unauthorized changes.
- Secured Party:**  System Generated RIN
- Debtor Party:**  Customer Selected RIN:  (use up to 20 alphabetic and/or numeric characters and do not use spaces)
- Serial Property:**  None - no additional security required for this registration
- General Property:** (Empty field)
- RIN Options:** (Selected tab)
- Draft Summary:** (Empty field)

Buttons: Register, Return to Draft, Save

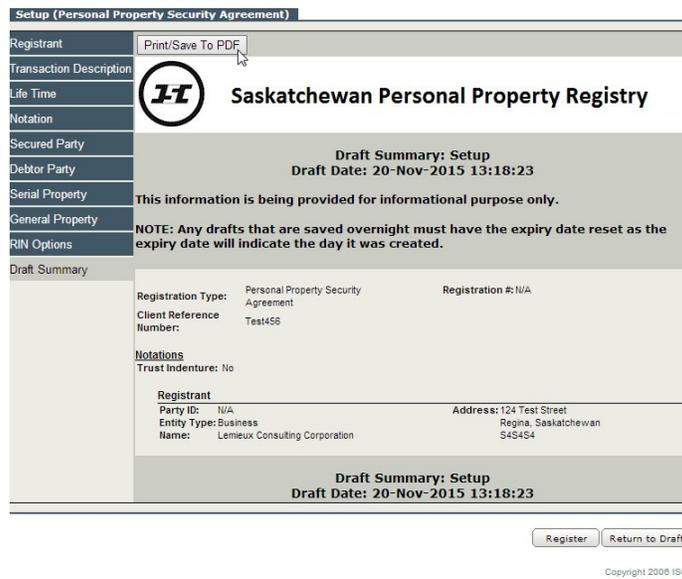
Copyright 2008 ISC

4. Click **Save**.
5. If you are ready to proceed to the next stage of the registration process, click **Register**. If you want to see a summary of the work you have completed before you register, click the **Draft Summary** tab.

## The Draft Summary Tab

This tab shows a consolidated view of the information that was entered and saved in any or all of the other tabs. Note that the contents of the summary will vary depending on the details of your transaction. Note that these details are provided for informational purposes only.

1. If you want to print a copy of the summary, click the **Print/Save to PDF** button at the top of the tab.



Setup (Personal Property Security Agreement)		
Registrant	<a href="#">Print/Save To PDF</a>	
Transaction Description	 <p><b>Saskatchewan Personal Property Registry</b></p> <p><b>Draft Summary: Setup</b> Draft Date: 20-Nov-2015 13:18:23</p> <p>This information is being provided for informational purpose only.</p> <p><b>NOTE: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.</b></p> <p><b>Draft Summary: Setup</b> Draft Date: 20-Nov-2015 13:18:23</p>	
Life Time		
Notation		
Secured Party		
Debtor Party		
Senal Property		
General Property		
RIN Options		
Draft Summary		
Registration Type:		Personal Property Security Agreement
Client Reference Number:	Test456	
<b>Notations</b>		
Trust Indenture: No		
<b>Registrant</b>		
Party ID:	N/A	Address: 124 Test Street
Entity Type:	Business	Regina, Saskatchewan
Name:	Lemieux Consulting Corporation	S4S4S4
<p><b>Draft Summary: Setup</b> Draft Date: 20-Nov-2015 13:18:23</p> <p><a href="#">Register</a> <a href="#">Return to Draft</a></p> <p>Copyright 2008 ISC</p>		

2. A printer-friendly version of the summary will display on a new tab. Print or save the summary from this tab.



Saskatchewan Personal Property Registry		
<b>Draft Summary: Setup</b> Draft Date: 23-Nov-2015 08:08:28		
This information is being provided for informational purpose only.		
<b>NOTE: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.</b>		
Registration Type:	Personal Property Security Agreement	Registration #: N/A
Client Reference Number:	Test456	Expiry Date: 23-Nov-2017
<b>Notations</b>		
Trust Indenture: No		
<b>Registrant</b>		
Party ID:	N/A	Address: 124 Test Street
Entity Type:	Business	Regina, Saskatchewan
Name:	Lemieux Consulting Corporation	S4S4S4
<p><b>Draft Summary: Setup</b> Draft Date: 23-Nov-2015 08:08:28</p>		



- If you want to place your transaction in draft status, click the **Return to Draft** button in the bottom right-hand corner of the screen.
- A pop-up message will display, asking if you want to continue. Click **Yes**. Your **Draft List** will display, with this transaction at the top. From here, you can edit or delete the transaction, or simply store it until you are ready to work on it again.

Forms | ISC Home | Legal | Help | My Account

**Information Services Corporation** SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Draft List ?

**Draft List**

Note: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.

To review/correct the expiry date, select "edit" and proceed to the Life Time tab entering in the expiry date field or utilizing the expiry date calculator, then click the save button.

Draft List **Delegated Draft List**

22 Drafts Found

Delete?	Action	Client Reference	Reg #	Activity	Registration Type	Last Modified	Draft Expiry	Control #
<input type="checkbox"/>	Edit	Test456		Setup	Security Agreement	23-Nov-2015 08:08:35	22-Jan-2016	
<input type="checkbox"/>	Edit	8888888	300071572	Discharge	Commercial Lien	20-Nov-2015 15:13:36	19-Jan-2016	
<input type="checkbox"/>	Edit	8888888	300071572	Discharge	Commercial Lien	20-Nov-2015 14:03:48	19-Jan-2016	
<input type="checkbox"/>	Edit	Test456		Setup	Security Agreement	20-Nov-2015 11:17:03	19-Jan-2016	
<input type="checkbox"/>	Edit	Test456		Setup	Security Agreement	19-Nov-2015 13:30:35	18-Jan-2016	
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	18-Nov-2015 14:19:00	17-Jan-2016	
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	18-Nov-2015 14:17:31	17-Jan-2016	
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	18-Nov-2015 14:15:06	17-Jan-2016	
<input type="checkbox"/>	Edit		300071571	Amendment	Enforce Charge Prov	18-Nov-2015 13:59:51	17-Jan-2016	
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	18-Nov-2015 13:45:58	17-Jan-2016	
<input type="checkbox"/>	Edit	Test456		Setup	Security Agreement	18-Nov-2015 13:25:38	17-Jan-2016	
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	18-Nov-2015 13:13:23	17-Jan-2016	
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	18-Nov-2015 10:42:39	17-Jan-2016	
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	18-Nov-2015 10:38:52	17-Jan-2016	
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	18-Nov-2015 10:36:42	17-Jan-2016	
<input type="checkbox"/>	Edit	1234567	300071570	Discharge	Security Agreement	17-Nov-2015 15:09:12	16-Jan-2016	
<input type="checkbox"/>	Edit	12345	300071573	Amendment	Security Agreement	17-Nov-2015 13:08:28	16-Jan-2016	

When you are ready to continue working on your registration, you can access it by clicking the **My Workspace** menu and selecting **Draft List**. If you have left the registration in draft for longer than a day, remember to go into the **Life Time** tab and amend your expiry date when you resume working with it, so that you do not lose time off the lifetime of the transaction.

- If you have entered all the information you need, click the **Register** button.



## Registration Setup, Step 3 of 5

Once you click **Register**, the **Payment Method** screen will display, showing the account that will be charged for the registration.

1. If the account number is correct, click **Proceed**.

If not, click the **Other Account** button and fill in the fields marked with red dots, then click **Proceed**.

A screenshot of the 'Payment Method' screen in the SPPR (Saskatchewan Personal Property Registry) system. The page header includes the Information Services Corporation logo and the text 'SPPR | Saskatchewan Personal Property Registry'. A navigation bar contains links for 'Home', 'Search', 'Registration', 'My Workspace', and 'Help'. The user is signed in as 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)'. The current step is 'Registration Setup, Step 3 of 5'. The 'Payment Method' section shows a 'Client Reference' field with the value 'Test456'. Below this, there are two radio button options: 'Account #' (selected) with the value '100597923', and 'Other Account #' (unselected) with a red dot next to the input field. A 'Password' field also has a red dot next to it. At the bottom right, there are 'Proceed' and 'Cancel' buttons. The footer indicates 'Copyright 2006 ISC'.

The **Registration Activity/Fee Confirmation** screen will display.



## Registration Setup, Step 4 of 5

The top portion of the **Registration Activity/Fee Confirmation** screen shows the type and expiry date of the security agreement you are registering. The bottom portion shows the fee for the transaction and the account that will be charged.

1. If the information on the screen is incorrect, click **Cancel**. You will be returned to the **Payment Method** screen to change your account details.
2. If the information on the screen is correct, click **Proceed**. The registration fee will be charged to the account you have indicated, and the information you have entered will be added to the Saskatchewan Personal Property Registry.

Forms | ISC Home | Legal | Help | My Account

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Setup, Step 4 of 5

**Registration Activity**

You are about to perform a setup.  
Type: Personal Property Security Agreement  
Expiry Date: 23-Nov-2017

**Fee Confirmation**

Fee: \$20.78  
Client Reference: Test456  
Account #: 100597923  
Account Name: Lemieux Consulting Corporation  
Account Balance: -\$2,678.73  
[Click here to make a Credit Card Payment](#)

Proceed Cancel

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## Registration Setup, Step 5 of 5

The **Registration Confirmation** screen provides verification that your registration has been successful and that it is now active in the Registry. This screen shows the registration number assigned to your setup, as well as your RIN, if you have chosen to add one. You may wish to print the screen for your records.

The screenshot shows the 'Registration Confirmation' page in the SPPR (Saskatchewan Personal Property Registry) system. The page header includes the Information Services Corporation logo and the title 'SPPR | Saskatchewan Personal Property Registry'. A navigation bar contains links for Home, Search, Registration, My Workspace, and Help. The user is signed in as 'Lemieux, Kimberly Dawn' with client ID 120377965. The page title is 'Registration Setup, Step 5 of 5'. The main content area displays the following registration details:

Registration #:	300071620
Transaction #:	1
Registration Identification # (RIN):	dmr668

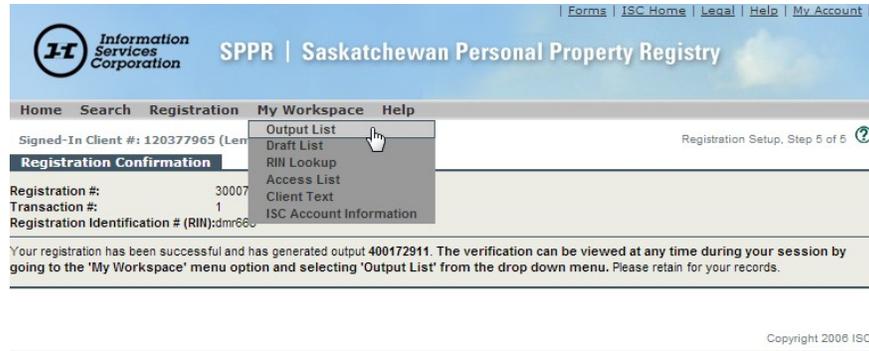
Below the table, a message states: 'Your registration has been successful and has generated output 400172911. The verification can be viewed at any time during your session by going to the 'My Workspace' menu option and selecting 'Output List' from the drop down menu. Please retain for your records.'

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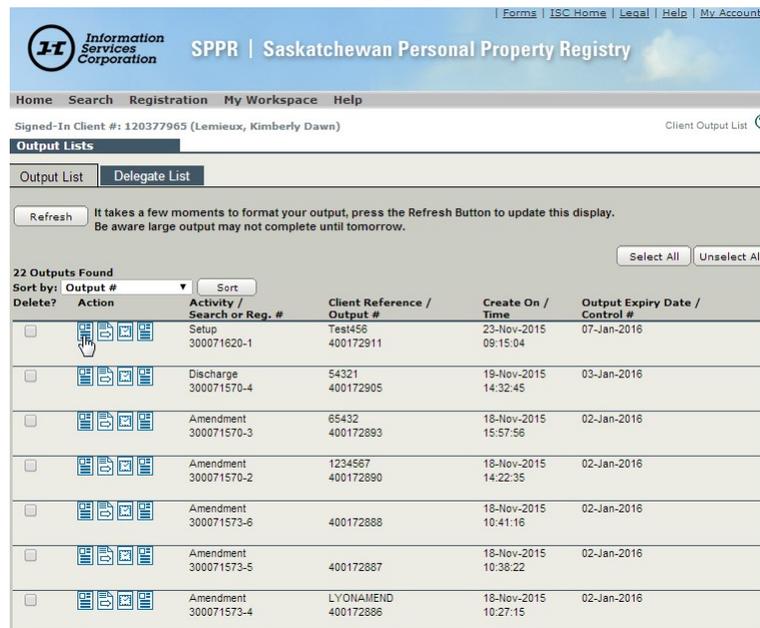
## The Output List

If you would like a PDF copy of the information on the **Registration Confirmation** screen, you can obtain one by accessing your output list. To do so:

1. Click the **My Workspace** menu and choose **Output List**.



2. The **Output Lists** screen will display, showing your most recent transactions. The registration you have just completed will appear at the top. You will see a row of four blue icons beside the registration. Click the first one to open, save and/or print your transaction information.





**Note:** If you do not see the blue transaction icons, click the **Refresh** button at the top of the screen.

Transaction records will remain in the **Output List** for 45 days. If you need to go back and print additional copies of your registration, you can do so at any point during this period.