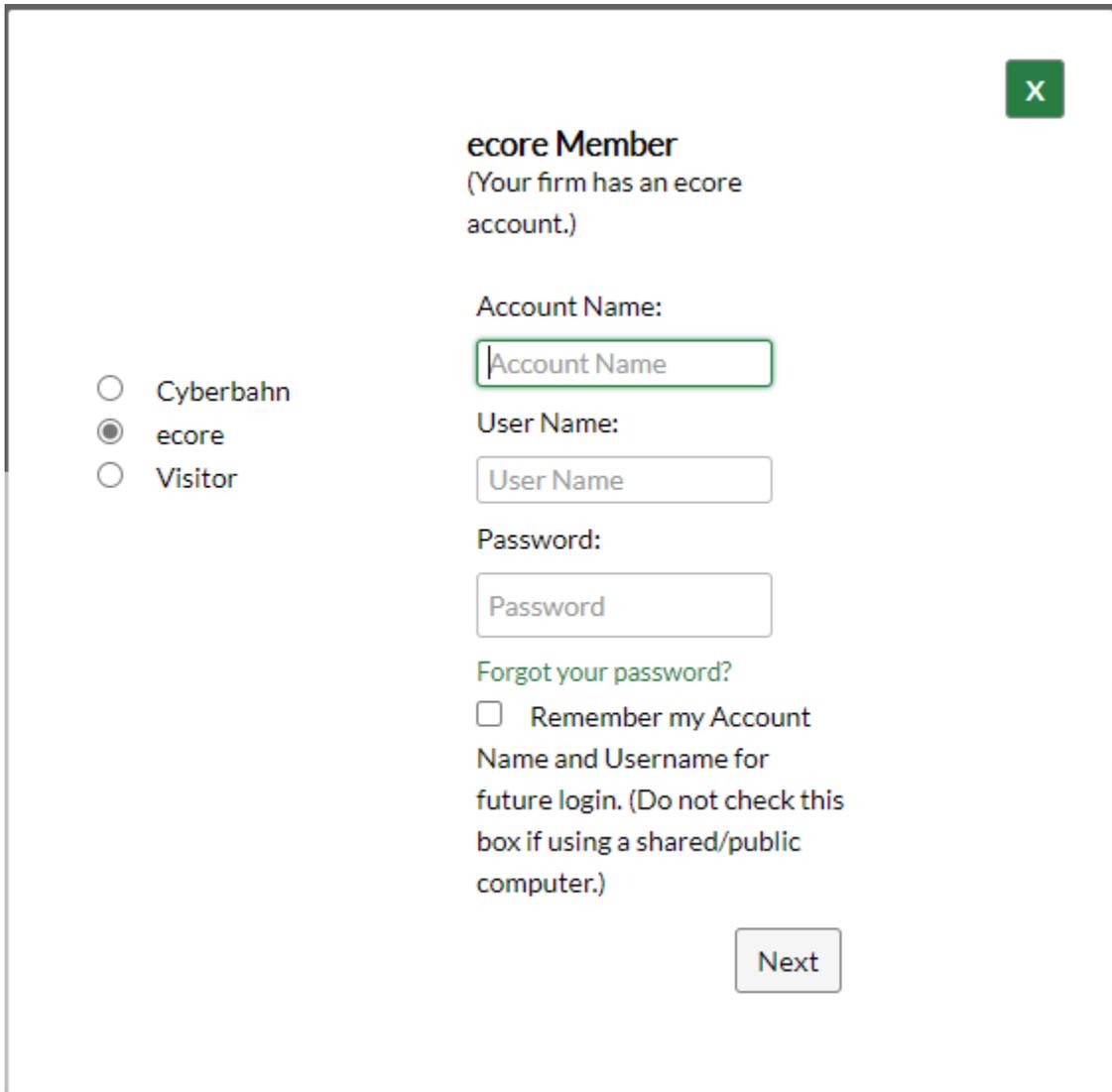




How to file PPSA discharges

1. Login through the members portal at www.oncorp.com
2. When you click login, the following screen appears. Enter your account name, username and password then click next:

A screenshot of a web login page for 'ecore Member'. The page has a white background and a dark border. In the top right corner, there is a green square button with a white 'X'. The main heading is 'ecore Member' in bold, followed by the subtext '(Your firm has an ecore account.)'. On the left side, there are three radio button options: 'Cyberbahn', 'ecore' (which is selected), and 'Visitor'. To the right of these options are three input fields: 'Account Name', 'User Name', and 'Password'. Below the password field is a link that says 'Forgot your password?'. Underneath that is a checkbox labeled 'Remember my Account Name and Username for future login. (Do not check this box if using a shared/public computer.)'. At the bottom right of the form area is a 'Next' button.



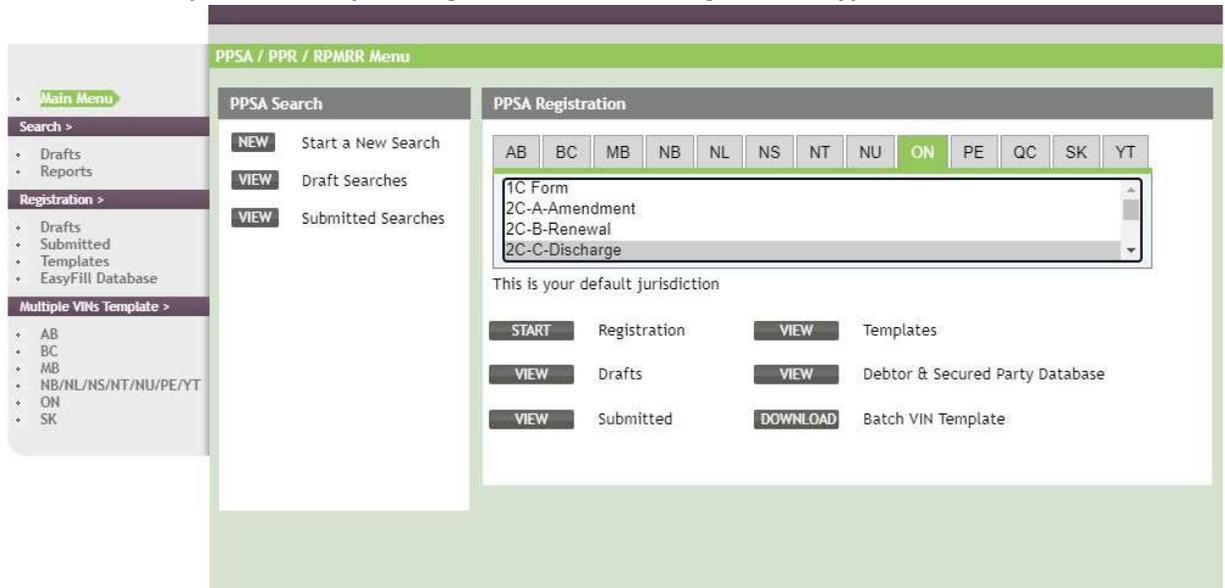
- Once you have logged in, look on the top left hand side for the banking/PPSA tab and click on the PPSA dropdown:



- After selecting PPSA, you are at the landing page, all registrations are found on the right handside of the screen



- You can select a jurisdiction by clicking on a tile then the registration type





6. Then start

PPSA / PPR / RPMRR Menu

PPSA Search

- NEW Start a New Search
- VIEW Draft Searches
- VIEW Submitted Searches

PPSA Registration

AB BC MB NB NL NS NT NU ON PE QC SK YT

1C Form
2C-A-Amendment
2C-B-Renewal
2C-C-Discharge

This is your default jurisdiction

START Registration VIEW Templates
VIEW Drafts VIEW Debtor & Secured Party Database
VIEW Submitted DOWNLOAD Batch VIN Template

7. You are brought to the entry page for all of the registration details, you can start by completing your reference and docket field

Ontario PPR Discharge Registration

Reference: Docket:

Identification of Registration

Reference File Number

Enter Reference File Number here: *

Confirmation Debtor Information

Last Name: First Name: Initial:
Business Name:

Registering Agent

Name:
Authorization Name:
Address:
City:
Province:
Postal Code:

SAVE AND VALIDATE PRINT DRAFT SAVE AS TEMPLATE CANCEL



8. Afterwards you can complete the rest of the form with the reference file number, confirmation debtor and complete the registering agent field

Ontario PPR Discharge Registration

Reference Docket

Identification of Registration

Reference File Number

Enter Reference File Number here:

Confirmation Debtor Information

Last Name: First Name: Initial:

Business Name:

Registering Agent

Name:

Authorization Name:

Address:

City:

Province:

Postal Code:

9. To proceed, you can click save and validate which will bring you to a confirmation page

Ontario PPR Discharge Registration Confirmation Page

Verify the necessary details

Product	No. of Years	Source Fee	Oncorp Fee	HST	Total
ON PPR Registration - Form 2C - 2c-c		0.00	0.00	0.00	Total: 0.00

Confirmation of Identification Information

Reference: **KDIPCHAND** Docket: **123456**

Debtor Name: **D&D CORPORATION** Secured Party Name: Reference File Number: **123456789**



10. From above you can proceed to print a draft



ONTARIO PPSA Discharge Registration
2C - C - Discharge DRAFT

PPSA Ref File No.: 123456789

CONFIRMATION DEBTOR NAME (BUSINESS)
D&D CORPORATION

REGISTERING AGENT

NAME	ADDRESS
ECORE	4610-199 BAY STREET TORONTO ON M5L 1E9

APPROVAL SIGNATURE

DATE

11. OR you can choose to cancel

The screenshot shows the 'Ontario PPR Discharge Registration Confirmation Page'. On the left is a navigation menu with sections: Main Menu, Search, Registration, and Multiple VINs Template. The main content area includes a table for 'Verify the necessary details', a 'Confirmation of Identification Information' section with fields for Reference, Debtor Name, Secured Party Name, Docket, and Reference File Number, and a row of buttons: PRINT DRAFT, CANCEL, SUBMIT, SUBMIT AND GO TO DRAFTS INDEX, and POST SEARCH.

Product	No. of Years	Source Fee	Oncorp Fee	HST	Total
ON PPR Registration - Form 2C - 2c-c		0.00	0.00	0.00	Total: 0.00

Confirmation of Identification Information

Reference	Docket
KDIPCHAND	123456
Debtor Name	Reference File Number
D&D CORPORATION	123456789

PRINT DRAFT CANCEL SUBMIT SUBMIT AND GO TO DRAFTS INDEX POST SEARCH



12. Or submit and you will be taken to the submitted index,

Submitted PPSA/PPR Registrations Index

SHOW SEARCH FILTERS

Report Centre Actions
Select Reports from Jurisdiction(s)
None

SEND TO REPORT CENTRE
MERGE REPORTS
0 / 50 reports selected

REFRESH

ID Submitted On	Reference Docket	Debtor Secured Party	Type Status	Latest Regn No. New Regn No. Expiry Date	Actions	Print Docs
137790714 2015-07-29 09:04:52	39634 39634	1. Debtor 1 1. Secured party 1	ON New 1C Completed	Ref No.: New Regn No.: Expiry Date 2020-07-29	View Form Post Search Copy Copy to Other Jur. Renew Discharge Amend	Print Conf <input type="checkbox"/>

13. From here you can choose to view the form, copy the registration, or complete a post search or print a confirmation. For other provinces, you will be able to access the verification statement from the print docs field