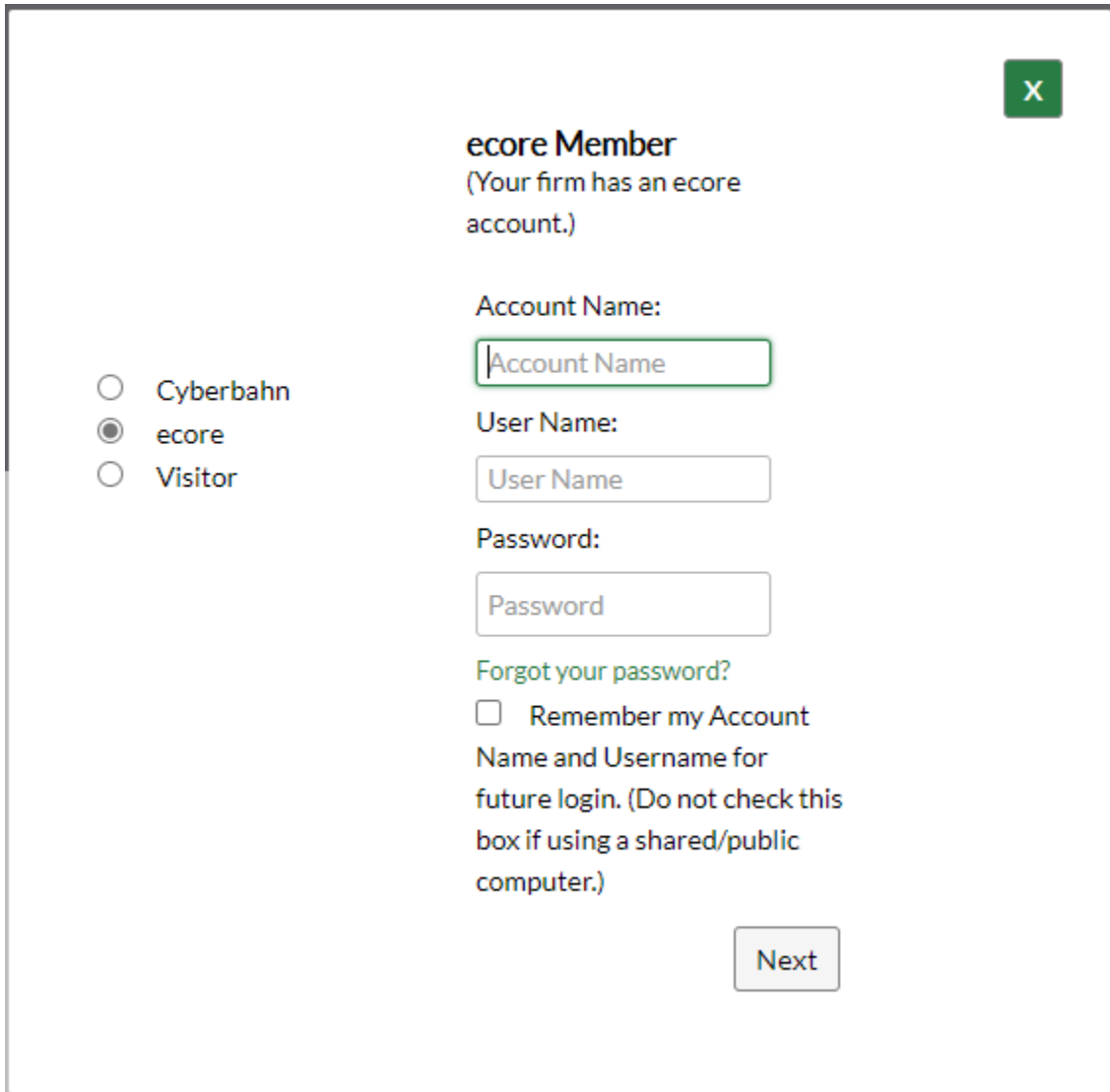




How to file PPSA registrations

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 green 'X' close button in the top right corner. On the left side, there are three radio button options: 'Cyberbahn', 'ecore' (which is selected), and 'Visitor'. The main content area contains the following fields and text:

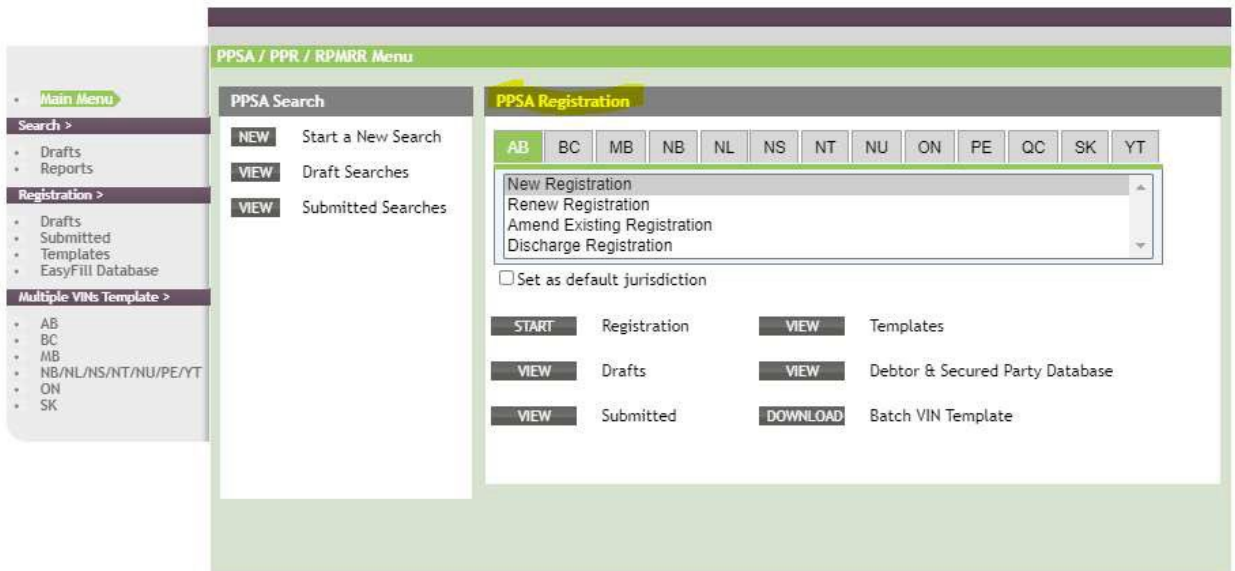
- Title: **ecore Member**
- Subtitle: (Your firm has an ecore account.)
- Account Name: A text input field with a green border containing the placeholder text 'Account Name'.
- User Name: A text input field containing the placeholder text 'User Name'.
- Password: A text input field containing the placeholder text 'Password'.
- Link: 'Forgot your password?' in green text.
- Checkbox: An unchecked checkbox labeled 'Remember my Account Name and Username for future login. (Do not check this box if using a shared/public computer.)'
- Button: A 'Next' button at the bottom right.



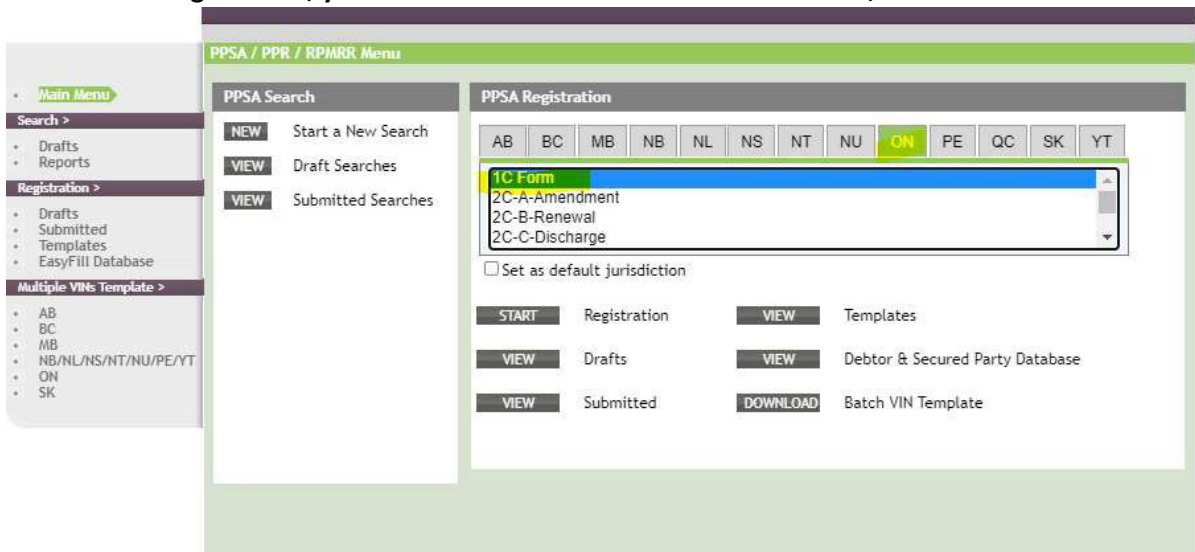
- Once you have logged in, look on the top left hand side for the banking/PPSA tab and click on the PPSA dropdown:



- 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 i.e. AB is selected as the default jurisdiction and a new registration is the default registration type in this example. So lets say we want to file an ON new registration, you would click ON then new as noted below,





6. Then click start

The screenshot displays the PPSA / PPR / RPMRR Menu interface. On the left is a navigation menu with sections: Main Menu, Search >, Registration >, and Multiple VINs Template >. The main content area is titled "PPSA / PPR / RPMRR Menu" and is divided into two panels: "PPSA Search" and "PPSA Registration".

The "PPSA Search" panel contains three options: "NEW Start a New Search", "VIEW Draft Searches", and "VIEW Submitted Searches".

The "PPSA Registration" panel features a row of jurisdiction buttons: AB, BC, MB, NB, NL, NS, NT, NU, ON (highlighted in green), PE, QC, SK, and YT. Below this is a dropdown menu with the following options: "1C Form", "2C-A-Amendment", "2C-B-Renewal", and "2C-C-Discharge". A checkbox labeled "Set as default jurisdiction" is present below the dropdown.

At the bottom of the "PPSA Registration" panel, there are several action buttons: "START Registration" (highlighted in yellow), "VIEW Templates", "VIEW Drafts", "VIEW Debtor & Secured Party Database", "VIEW Submitted", and "DOWNLOAD Batch VIN Template".



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

Ontario PPR New Registration

Reference Docket

Registration Type **P - PPSA** Caution Filing Registration Period **5**

Debtor Information

ADD DEBTOR

Business Debtors
Click ADD DEBTOR to specify Business Debtor to add to this registration.

Individual Debtors
Click ADD DEBTOR to specify Individual Debtor to add to this registration.

Secured Party/Lien Claimant

ADD SECURED PARTY

Secured Parties
Click ADD SECURED PARTY to specify Secured Party to add to this registration.

Collateral

Section 1: Collateral Classification *
 Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included

Section 3: Principal Amount Secured

Section 4: Date of Maturity No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles
Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.

ADD GENERAL COLLATERAL

General Collateral
Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registering Agent

8. The default registration type is PPSA, to select RSLA click on the dropdown menu

Ontario PPR New Registration

Reference Docket

Registration Type **P - PPSA** Caution Filing Registration Period **5**

Debtor Information



9. To select the number of years click on the registration period drop down,

Ontario PPR New Registration

Reference Docket

Registration Type **P - PPSA** Caution Filing Registration Period **▼**

Debtor Information

ADD DEBTOR

Business Debtors
 Click ADD DEBTOR to specify Business Debtor to add to this registration.

Individual Debtors
 Click ADD DEBTOR to specify Individual Debtor to add to this registration.

Secured Party/Lien Claimant

ADD SECURED PARTY

Secured Parties
 Click ADD SECURED PARTY to specify Secured Party to add to this registration.

Collateral

Section 1: Collateral Classification *
 Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included **Section 3:** Principal Amount Secured **Section 4:** Date of Maturity No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles
 Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.

ADD GENERAL COLLATERAL

General Collateral
 Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registration Period Dropdown:
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19



10. To add debtors, click the add debtor button:

Ontario PPR New Registration

Reference Docket

Registration Type **P - PPSA** Caution Filing Registration Period **5**

Debtor Information

ADD DEBTOR

Business Debtors
 Click ADD DEBTOR to specify Business Debtor to add to this registration.

Individual Debtors
 Click ADD DEBTOR to specify Individual Debtor to add to this registration.

Secured Party/Lien Claimant

ADD SECURED PARTY

Secured Parties
 Click ADD SECURED PARTY to specify Secured Party to add to this registration.

Collateral

Section 1: Collateral Classification *
 Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included

Section 3: Principal Amount Secured

Section 4: Date of Maturity No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles
 Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.

ADD GENERAL COLLATERAL

General Collateral
 Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registering Agent



11. Select debtor type: business or individual and enter the details below,

Ontario PPR New Registration

Add New Debtor

COPY FROM DB **ADD TO DB**

Business Individual

Business Name: 1234567 ONTARIO INC **GET LAST BUSINESS DEBTOR**

Ontario Corp. No.: 001234567

Street Address: 199 BAY STREET SUITE 4610 **GET LAST ADDRESS**

The first address line will appear on the first registration page. Each additional line will result in an additional registration page.

City: TORONTO

Province: Ontario

Country: Canada

Postal Code: M5L 1E9

Check If No Address:

SAVE AND ADD ANOTHER **SAVE AND BACK TO FORM** **CANCEL AND BACK TO FORM**

12. To continue to add debtors, click **SAVE AND ADD ANOTHER**

13. If you are finished, click **SAVE AND BACK TO FORM**

14. If you accidentally selected the wrong button, you can click **CANCEL AND BACK TO FORM**



15. To add secured party, click add secured party button:

Ontario PPR New Registration

Reference Docket

Registration Type **P - PPSA** Caution Filing Registration Period **5**

Debtor Information

ADD DEBTOR

Business Debtors

	Business Name No.	Address	City	Prov	Postal Code	
1	1234567 ONTARIO INC 001234567	199 BAY STREET SUITE 4610	TORONTO	ON	M5L 1E9	Edit Delete

Individual Debtors

Click ADD DEBTOR to specify Individual Debtor to add to this registration.

Secured Party/Lien Claimant

ADD SECURED PARTY

Secured Parties

Click ADD SECURED PARTY to specify Secured Party to add to this registration.

Collateral

Section 1: Collateral Classification *

Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included **Section 3:** Principal Amount Secured **Section 4:** Date of Maturity No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles

Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.

ADD GENERAL COLLATERAL

General Collateral



16. Enter the details below,

Ontario PPR New Registration

Add New Secured Party

COPY FROM DB **ADD TO DB**

Secured Party Name **GET LAST SECURED PARTY**

Street Address **GET LAST ADDRESS**

The first address line will appear on the first registration page. Each additional line will result in an additional registration page.

City

Province

Country

Postal Code

Check If No Address

SAVE AND ADD ANOTHER **SAVE AND BACK TO FORM** **CANCEL AND BACK TO FORM**

17. To continue to add secured parties, click SAVE AND ADD ANOTHER

18. If you are finished, click SAVE AND BACK TO FORM

19. If you accidentally selected the wrong button, you can click CANCEL AND BACK TO FORM



20. For your collateral classification you can select the appropriate boxes and enter the relevant details,

Ontario PPR New Registration

Reference Docket

Registration Type Caution Filing Registration Period

Debtor Information

ADD DEBTOR

Business Debtors

	Business Name No.	Address	City	Prov	Postal Code	
1	1234567 ONTARIO INC 001234567	199 BAY STREET SUITE 4610	TORONTO	ON	M5L 1E9	Edit Delete

Individual Debtors

Click ADD DEBTOR to specify Individual Debtor to add to this registration.

Secured Party/Lien Claimant

ADD SECURED PARTY

Secured Parties

	Secured Party Name	Address	City	Prov	Postal Code	
1	BMO	100 KING STREET W	TORONTO	ON	M5L 1E9	Edit Delete

Collateral

Section 1: Collateral Classification *

Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included

Section 3: Principal Amount Secured

Section 4: Date of Maturity

No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles

Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.



21. If you have motor vehicles collateral, you can click on the add motor vehicle button

Collateral

Section 1: Collateral Classification *

Consumer Goods Inventory Equipment Accounts Other

Section 2: Motor Vehicle Included

Section 3: Principal Amount Secured

Section 4: Date of Maturity No Fixed Date

ADD MOTOR VEHICLE

Collateral - Motor Vehicles

Click ADD MOTOR VEHICLE to specify Motor Vehicle to add to this registration.

ADD GENERAL COLLATERAL

General Collateral

Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registering Agent

Name:

Authorization Name:

Address:

City:

Province: ON ▼

Postal Code:

SAVE AND VALIDATE PRINT DRAFT SAVE AS TEMPLATE CANCEL

22. You may enter the required MV data as required,

Ontario PPR New Registration

Add New Serial Collateral

COPY FROM DB ADD TO DB

VIN *

Year *

Make *

Model

SAVE AND ADD ANOTHER SAVE AND BACK TO FORM CANCEL AND BACK TO FORM

Multiple Serial Collateral

To upload multiple VINs, download the Excel template for this jurisdiction by selecting it from the left navigation menu under "Multiple VINs template". Once completed, save to your computer and then upload below.

No file chosen **UPLOAD**

Main Menu

Search >

- Drafts
- Reports

Registration >

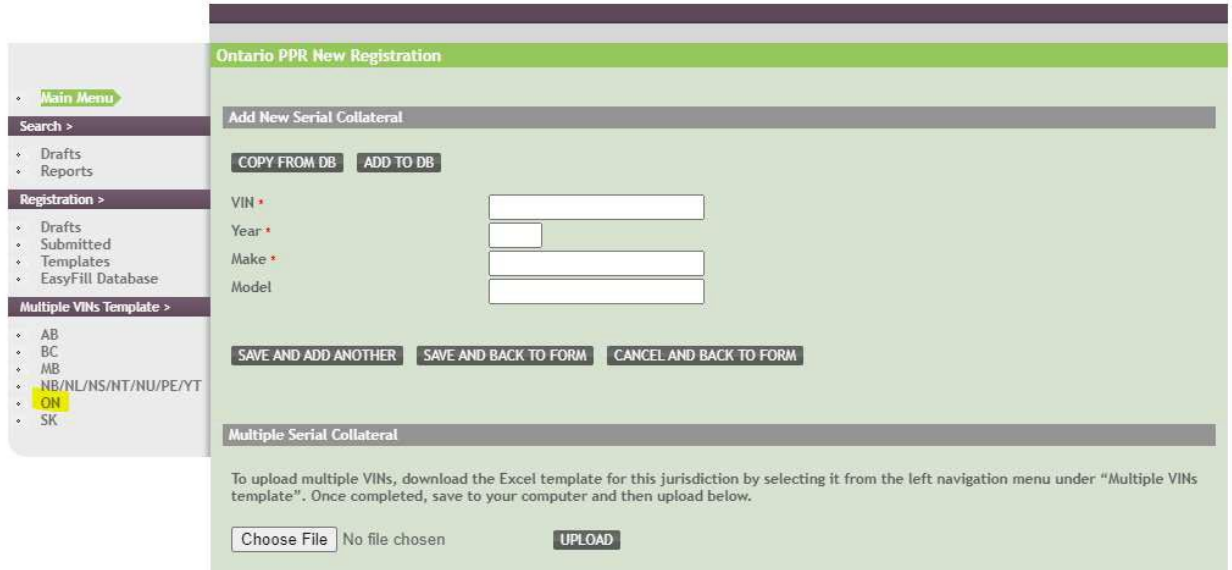
- Drafts
- Submitted
- Templates
- EasyFill Database

Multiple VINs Template >

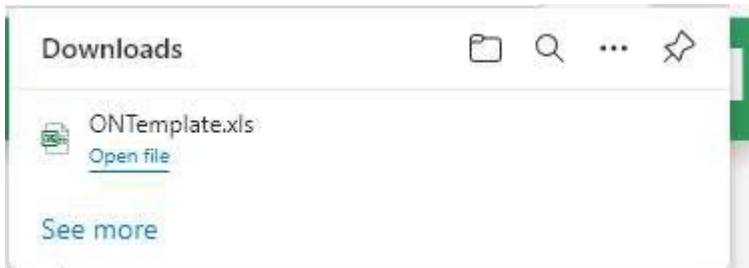
- AB
- BC
- MB
- NB/NL/NS/NT/NU/PE/YT
- ON
- SK



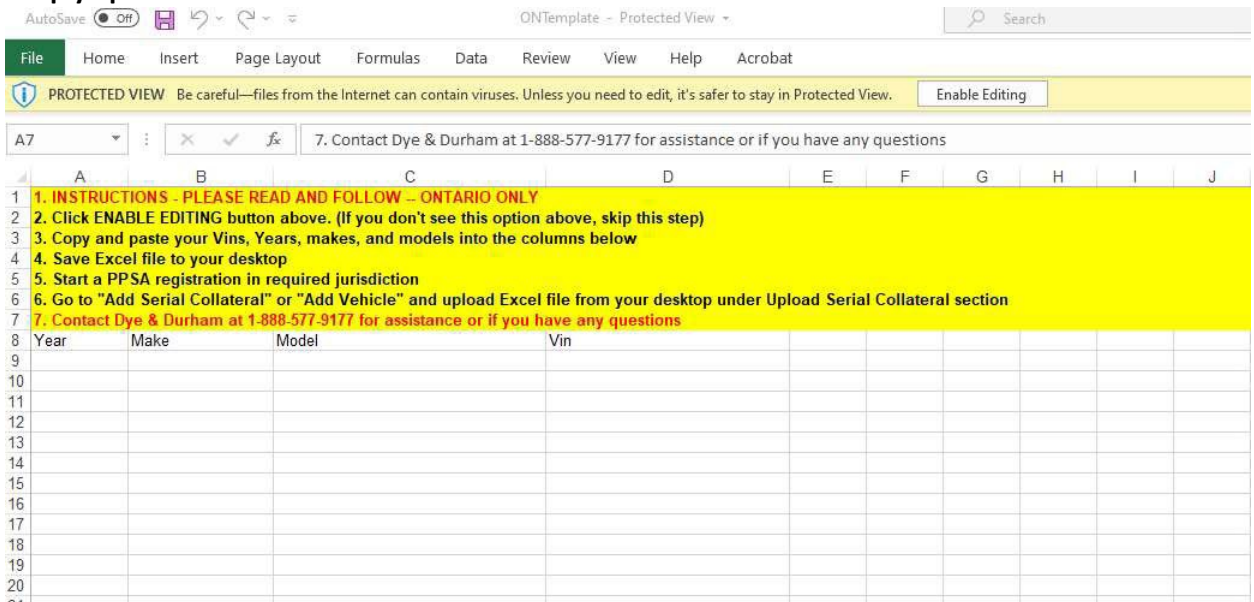
23. If you have multiple entries to make, consider using the multi-vin template option on the lefthand side index:



24. To use to this feature, simply click on the province (this example is for ON) and you will see adownload commence,



25. Simply open to file and enable edits





26. Once that is completed, save a copy and return to the ecore website and click choose file to locate your multi-vin document:

The screenshot shows the 'Ontario PPR New Registration' interface. Under the 'Add New Serial Collateral' section, there are two buttons: 'COPY FROM DB' and 'ADD TO DB'. Below these are four input fields for 'VIN *', 'Year *', 'Make *', and 'Model'. At the bottom of this section are three buttons: 'SAVE AND ADD ANOTHER', 'SAVE AND BACK TO FORM', and 'CANCEL AND BACK TO FORM'. The 'Multiple Serial Collateral' section contains instructions: 'To upload multiple VINs, download the Excel template for this jurisdiction by selecting it from the left navigation menu under "Multiple VINs template". Once completed, save to your computer and then upload below.' At the bottom, there is a 'Choose File' button (highlighted in yellow), the text 'No file chosen', and an 'UPLOAD' button.

27. Once the excel spreadsheet is loaded, you will see the file name appears between the twobuttons

This screenshot is identical to the previous one, but the 'Choose File' button now displays the filename 'ONTARIO VINS.xls' (highlighted in yellow) between the 'Choose File' and 'No file chosen' text. The 'UPLOAD' button remains visible.

Click upload



28. After uploading you are taken back to the registration page and you will see all the information is pre-populated

ADD MOTOR VEHICLE

Collateral - Motor Vehicles

	VIN	Year	Make	Model	
1	1FTFW1EV4AFD26398	2010	FORD	F150	Edit Delete
2	1FTPX14536NB32509	2006	FORD	F150 4X4	Edit Delete
3	1FTNR1ZG1FKA96025	2015	FORD	TRANSIT CARGO T250	Edit Delete
4	1GCEC14V21Z147426	2012	FORD	TRANSIT CONNECT XLT	Edit Delete
5	1FTNE2EL4ADA50416	2010	FORD	E250 ECONOLINE	Edit Delete
6	1FTNE2EL9DDB13790	2013	FORD	E250 ECONOLINE	Edit Delete
7	1FAHP32N98W166945	2008	FORD	FOCUS S	Edit Delete
8	1GCEC14V21Z147426	2016	FORD	TRANSIT CONNECT XL	Edit Delete
9	1GCEC14V21Z147426	2015	FORD	TRANSIT CONNECT XL	Edit Delete
10	1GCEC14V21Z147426	2013	FORD	TRANSIT CONNECT XLT	Edit Delete

ADD GENERAL COLLATERAL

General Collateral

Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registering Agent

Name:

Authorization Name:

Address:

City:

Province:

29. To enter general collateral, click enter general collateral

ADD GENERAL COLLATERAL

General Collateral

Click ADD GENERAL COLLATERAL to specify General Collateral to add to this registration.

Registering Agent

Name:

Authorization Name:

Address:

City:

Province:

Postal Code:



30. From here you can paste your general collateral or type it in:

Ontario PPR New Registration

Add New General Collateral

General Collateral *

all present and current personal property of the debtor

31. If you are finished, click **SAVE AND BACK TO FORM**

32. If you accidentally selected the wrong button, you can click **CANCEL AND BACK TO FORM**

33. Now you can change the registering agent details if needed, the default is pulled from your account:

Registering Agent

Name:

Authorization Name:

Address:

City:

Province:

Postal Code:



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

Ontario PPR New Registration Confirmation Page

WARNINGS

Please Note: Registrations with multiple pages require extra processing time.

Verify the necessary details

Product	No. of Years	Source Fee	Oncorp Fee	HST	
ON PPR Registration - Form 1C - 1c	5	40.00	0.00	0.00	Total: 40.00

Confirmation of Identification Information

Reference Debtor Name 1234567 ONTARIO INC	Secured Party Name BMO	Docket Reference File Number Not Applicable
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35. From there you can print a draft to be signed off (opens up in a new tab or pop up window)



REGISTRATION TYPE: Personal Property Security Act
TERM OF REGISTRATION (YEARS): 5

CAUTION FILING: N
MOTOR VEHICLE SCHEDULE: Y

DEBTORS

Business Debtors		
	BUSINESS NAME ONTARIO CORPORATION NUMBER	ADDRESS
1	1234567 ONTARIO INC 001234567	199 BAY STREET SUITE 4610 TORONTO ON M5L 1E9

SECURED PARTIES

Secured Parties		
	NAME	ADDRESS
1	BMO	100 KING STREET W TORONTO ON M5L 1E9

COLLATERAL

Motor Vehicles				
	VIN	YEAR	MAKE	MODEL
1	1FTFW1EV4AFD26398	2010	FORD	F150
2	1FTPX14536NB32509	2006	FORD	F150 4X4
3	1FTNR1ZG1FKA96025	2015	FORD	TRANSIT CARGO T250
4	1GCEC14V21Z147426	2012	FORD	TRANSIT CONNECT XLT
5	1FTNE2EL4ADA50416	2010	FORD	E250 ECONOLINE
6	1FTNE2EL9DDB13790	2013	FORD	E250 ECONOLINE
7	1FAHP32N98W166945	2008	FORD	FOCUS S
8	1GCEC14V21Z147426	2016	FORD	TRANSIT CONNECT XL
9	1GCEC14V21Z147426	2015	FORD	TRANSIT CONNECT XL
10	1GCEC14V21Z147426	2013	FORD	TRANSIT CONNECT XLT

Collateral Classification Selected	MATURITY DATE	AMOUNT SECURED
Consumer Goods <input type="checkbox"/> Inventory <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Accounts <input type="checkbox"/> Other <input type="checkbox"/> Motor Veh Incl <input checked="" type="checkbox"/>	No Fixed Date	

General Collateral
ALL PRESENT AND CURRENT PERSONAL PROPERTY OF THE DEBTOR

REGISTERING AGENT

NAME	ADDRESS
DYE & DURHAM	199 BAY STREET SUITE 4610 TORONTO ON M5L 1E9

Reference:
Docket:

Prepared by: Kerrie Dipchand
Transaction ID: 266512480

Saved and Printed on:
May 07, 2021 17:21

KERRIE
APPROVAL SIGNATURE

DATE



36. Or you can chose to cancel

Ontario PPR New Registration Confirmation Page

WARNINGS

Please Note: Registrations with multiple pages require extra processing time.

Verify the necessary details

Product	No. of Years	Source Fee	Oncorp Fee	HST	Total
ON PPR Registration - Form 1C - 1c	5	40.00	0.00	0.00	Total: 40.00

Confirmation of Identification Information

Reference Debtor Name 1234567 ONTARIO INC	Secured Party Name BMO	Docket Reference File Number Not Applicable
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[PRINT DRAFT](#) [CANCEL](#) [SUBMIT](#) [SUBMIT AND GO TO DRAFTS INDEX](#) [POST SEARCH](#)

37. 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"/>

38. From here you can choose to view the form, copy the registration, file a renewal, amendment, discharge or complete a post search or print a confirmation.