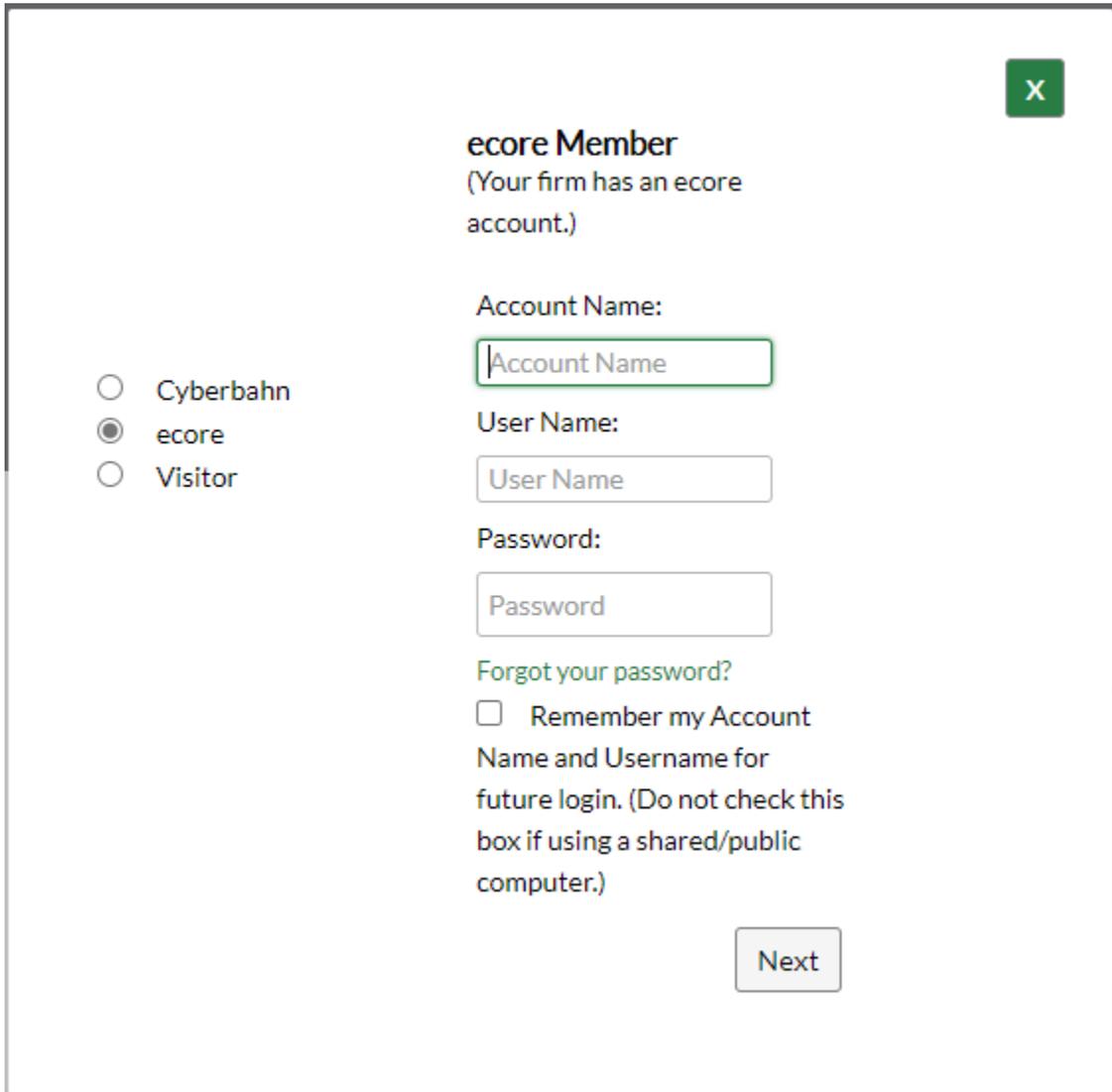




## How to file PPSA registrations

1. Login through the members portal at [www.oncorp.com](http://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 the 'ecore Member' login page. The page has a white background and a green 'X' close button in the top right corner. The title 'ecore Member' is followed by the text '(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 'Forgot your password?'. There is also 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, there is a 'Next' button.

Cyberbahn

ecore

Visitor

Account Name:

User Name:

Password:

[Forgot your password?](#)

Remember my Account Name and Username for future login. (Do not check this box if using a shared/public computer.)

Next



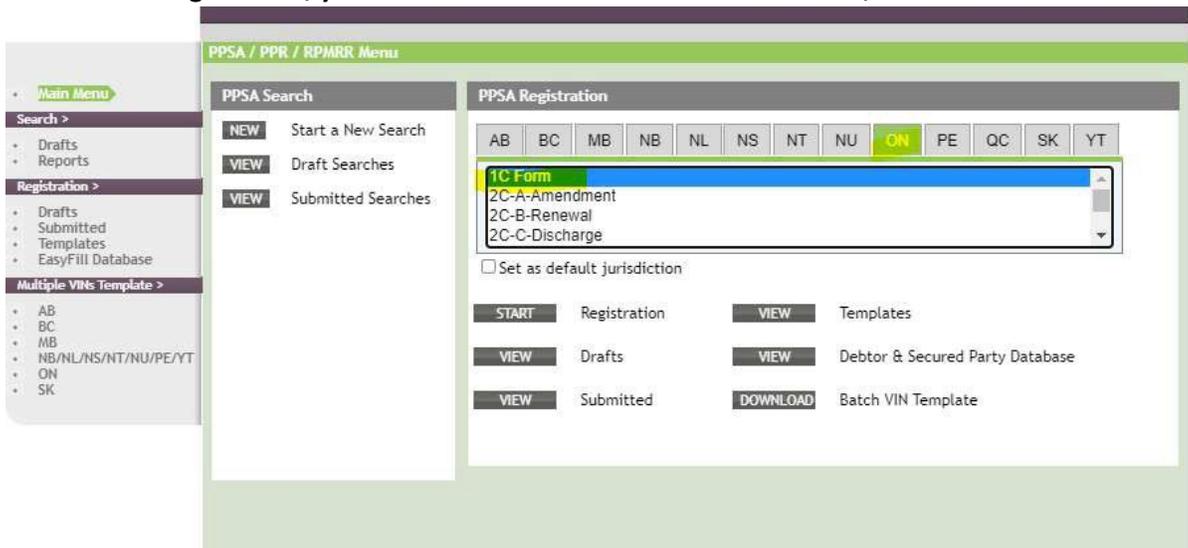
- Once you have logged in, look on the top left hand side for the banking/PPSA tab and click on the PPSA dropdown:



- 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 divided into two panels: PPSA Search and PPSA Registration. The PPSA Registration panel features a jurisdiction selector with tabs for AB, BC, MB, NB, NL, NS, NT, NU, ON (highlighted), PE, QC, SK, and YT. Below the tabs is a dropdown menu with options: 1C Form, 2C-A-Amendment, 2C-B-Renewal, and 2C-C-Discharge. A checkbox labeled 'Set as default jurisdiction' is present. At the bottom of the registration panel, there are buttons for START Registration, VIEW Drafts, VIEW Submitted, VIEW Templates, VIEW Debtor & Secured Party Database, 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

**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

**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.



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	<a href="#">Edit</a> <a href="#">Delete</a>

**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	<a href="#">Edit</a> <a href="#">Delete</a>

**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	<a href="#">Edit</a> <a href="#">Delete</a>

**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 >**

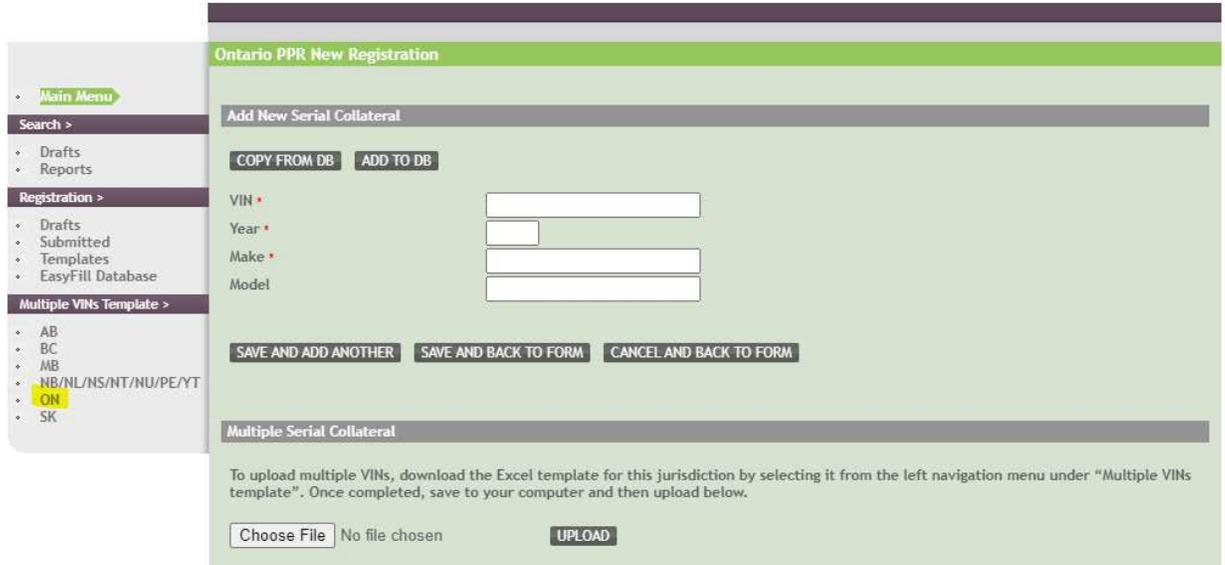
- Drafts
- Submitted
- Templates
- EasyFill Database

**Multiple VINs Template >**

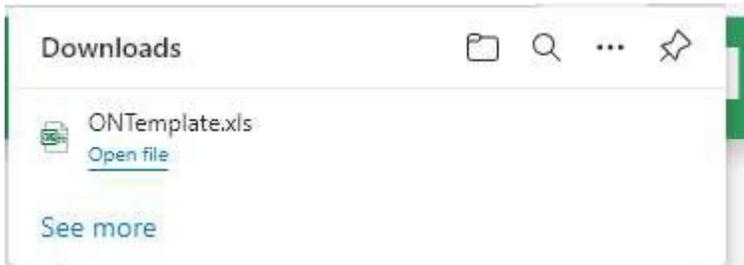
- AB
- BC
- MB
- NB/NL/NS/NT/NU/PE/YT
- ON
- SK



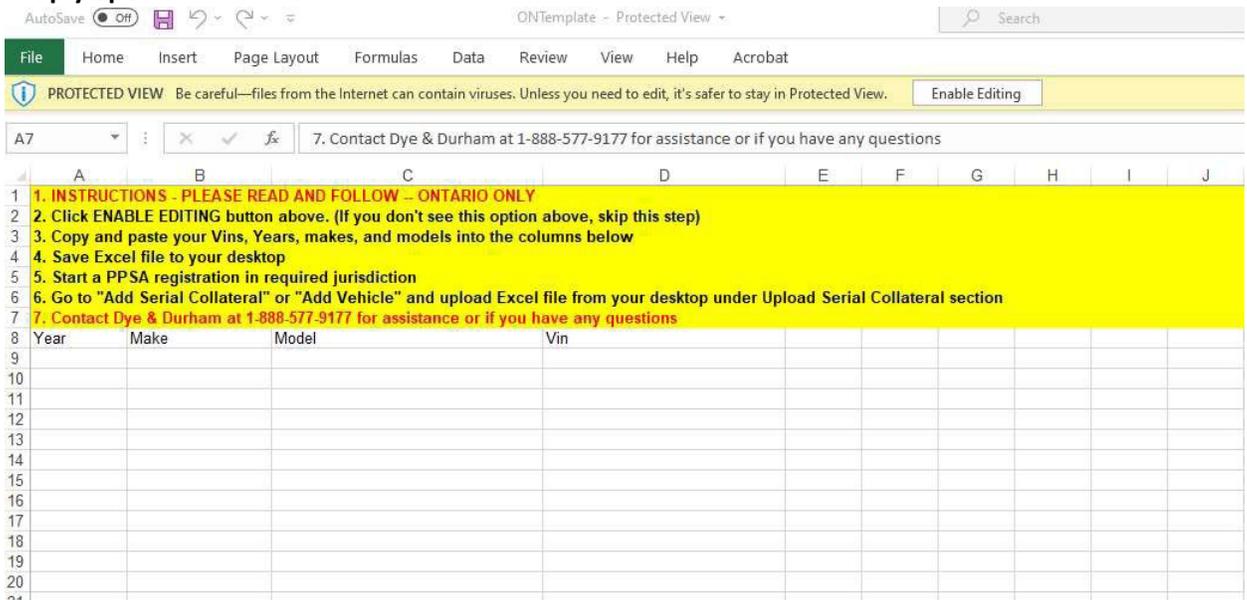
23. If you have multiple entries to make, consider using the multi-vin template option on the lefthand side index:



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:

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.

Choose File No file chosen UPLOAD

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

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.

Choose File ONTARIO VINS.xls UPLOAD

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: ON

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: ON

Postal Code:

**SAVE AND VALIDATE** **PRINT DRAFT** **SAVE AS TEMPLATE** **CANCEL**



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		Docket
Debtor Name	Secured Party Name	Reference File Number
1234567 ONTARIO INC	BMO	Not Applicable



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.