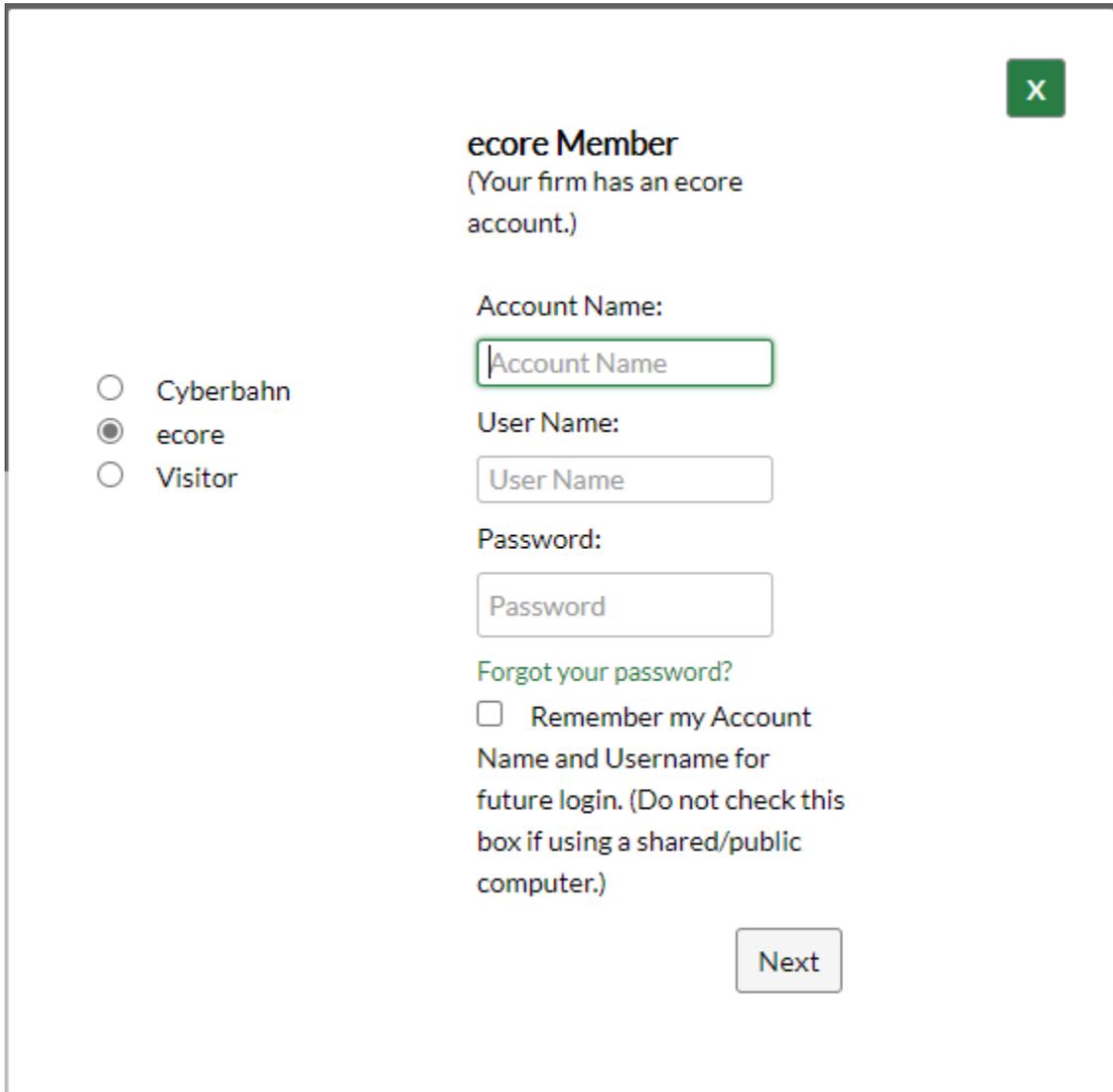




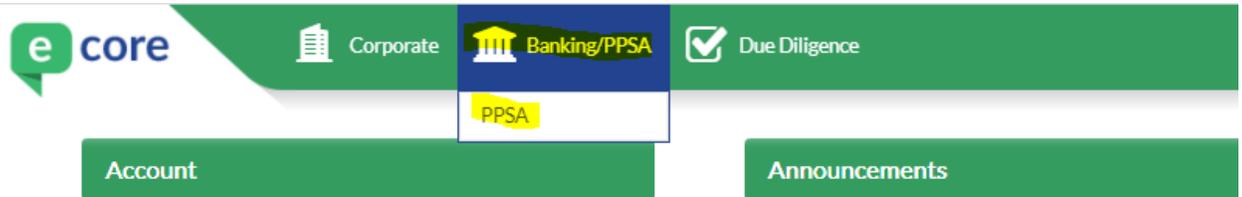
How to file PPSA registrations

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:

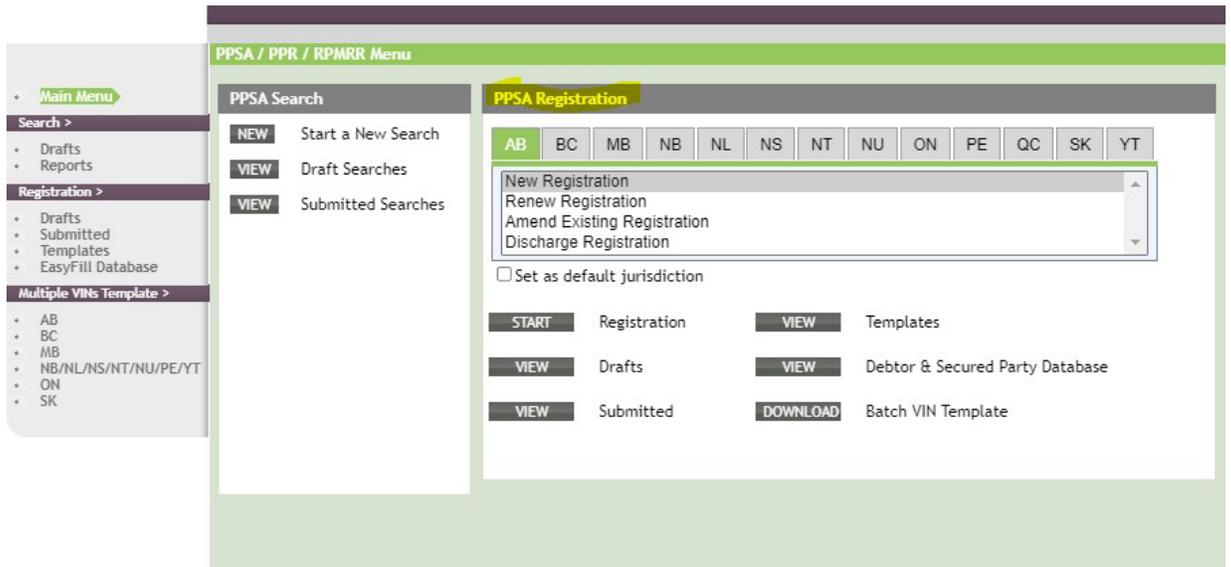
A screenshot of a web login page for 'ecore Member'. The page has a white background and a green 'X' close button in the top right corner. On the left side, there are three radio button options: 'Cyberbahn', 'ecore' (which is selected), and 'Visitor'. The main content area contains the following fields and text: 'Account Name:' followed by a text input box containing 'Account Name'; 'User Name:' followed by a text input box containing 'User Name'; and 'Password:' followed by a text input box containing 'Password'. Below these fields, there is a link 'Forgot your password?' and 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.



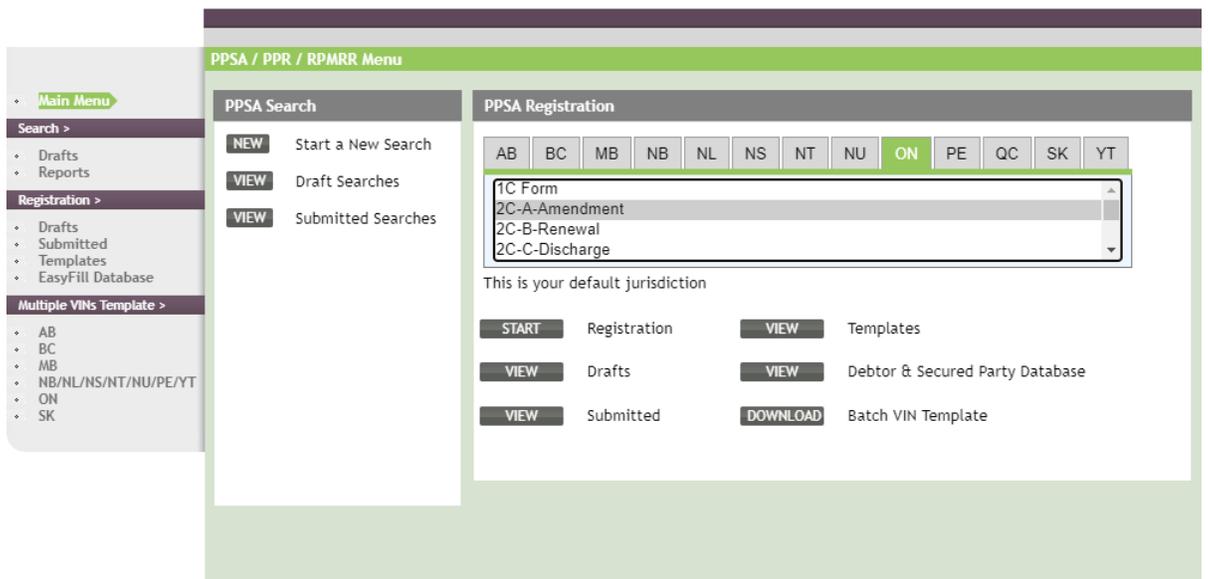
- Once you have logged in, look on the top left hand side for the banking/PPSA tab and click on the PPSA dropdown:



- 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. This example is for an ON amendment, you would click ON then amend 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 Search panel has buttons for 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, PE, QC, SK, YT) with 'ON' highlighted. Below this is a dropdown menu with options: 1C Form, 2C-A-Amendment, 2C-B-Renewal, and 2C-C-Discharge. A note states 'This is your default jurisdiction'. At the bottom, there are buttons for START (Registration), VIEW (Templates), VIEW (Drafts), VIEW (Debtor & Secured Party Database), VIEW (Submitted), and DOWNLOAD (Batch VIN Template). The 'START' button is highlighted in yellow.



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

Ontario PPR Amend Registration

Reference Docket

General Information

Amendment Registration Type
A - Amendment

- A - Amendment
- D - Assignment by Secured Party
- E - Transfer by Debtor
- F - Partial Discharge
- G - Assignment Part Collateral
- H - Transfer Part Collateral
- J - Other Changes

Caution Filing

Page No. To Amend Correct Reg. Period

Reference File Number

Enter Reference File Number here: *

Confirmation Debtor Information

Last Name: First Name: Initial:

Business Name:

Reason for Amendment

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.



8. It is important to note that you only select the registration type if you are switching from oneact i.e. PPSA to another such as RSLA:

The screenshot shows the 'Ontario PPR Amend Registration' form. At the top, there are input fields for 'Reference' and 'Docket'. Below this is the 'General Information' section, which includes a dropdown for 'Amendment Registration Type' currently set to 'A - Amendment'. Further down, there is a 'Registration Type' dropdown menu that is open, showing two options: 'P - PPSA' and 'R - RSLA'. Other fields include 'No Specific Page to Amend', 'Caution Filing' (checkbox), 'Page No. To Amend', and 'Correct Reg. Period'.

IF YOU ARE NOT SWITCHING ACTS THERE IS NO NEED TO SELECT THIS OPTION

9. For amendments in ON, you are only completing the section that needs to be changed, as such you will complete the options below as needed (adding a new debtor or secured party, adding the general collateral):

The screenshot shows the 'Ontario PPR Amend Registration' form with several sections expanded. The 'Reference File Number' section has an input field for 'Enter Reference File Number here:'. The 'Confirmation Debtor Information' section includes fields for 'Last Name:', 'First Name:', 'Initial:', and 'Business Name:'. The 'Reason for Amendment' section has a large text area. The 'Debtor Information' section has an 'ADD DEBTOR' button and two sub-sections: 'Business Debtors' and 'Individual Debtors', each with an input field and a prompt to 'Click ADD DEBTOR to specify...'. The 'Secured Party/Lien Claimant' section has an 'ADD SECURED PARTY' button and a 'Secured Parties' sub-section with an input field and a prompt. The 'Collateral' section has 'Section 1: Collateral Classification' with checkboxes for 'Consumer Goods', 'Inventory', 'Equipment', 'Accounts', and 'Other'. It also has 'Section 2: Motor Vehicle Included' (checkbox), 'Section 3: Principal Amount Secured' (input field), and 'Section 4: Date of Maturity' (input field) with a 'No Fixed Date' checkbox. At the bottom, there is an 'ADD MOTOR VEHICLE' button and a 'Collateral - Motor Vehicles' sub-section with an input field and a prompt.



10. Now you can change the registering agent details if needed, the default is pulled from youraccount:

Registering Agent

Name:

Authorization Name:

Address:

City:

Province:

Postal Code:

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

Ontario PPR Amendment Registration Confirmation Page

Verify the necessary details

Product	No. of Years	Source Fee	Oncorp Fee	HST	Total
ON PPR Registration - Form 2C - 2c-a	0	12.00	0.00	0.00	Total: 12.00

Confirmation of Identification Information

Reference Debtor Name DYE & DURHAM	Secured Party Name	Docket Reference File Number 708480009
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12. From there you can print a draft to be signed off (opens up in a new tab or pop up window):



ONTARIO PPSA Amendment Registration
2C - A - Amendment DRAFT

PPSA Ref File No.: 708480009

REGISTRATION TYPE: N/A

TERM OF REGISTRATION (YEARS): N/A

CAUTION FILING: N

MOTOR VEHICLE SCHEDULE: N

AMEND PAGE: No Specific Page to Amend

CONFIRMATION DEBTOR NAME (BUSINESS)

DYE & DURHAM

REASON FOR AMENDMENT

CORRECTING DEBTOR ADDRESS

DEBTORS

Business Debtors		
	BUSINESS NAME ONTARIO CORPORATION NUMBER	ADDRESS
1	DDD	4610 199 BAY TORONTO ON M5L 1E9

REGISTERING AGENT

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

APPROVAL SIGNATURE

DATE



13. Or you can choose to cancel:

Ontario PPR Amendment Registration Confirmation Page

Verify the necessary details

Product	No. of Years	Source Fee	Oncorp Fee	HST	Total
ON PPR Registration - Form 2C - 2c-a	0	12.00	0.00	0.00	Total: 12.00

Confirmation of Identification Information

Reference Debtor Name DYE & DURHAM	Secured Party Name	Docket Reference File Number 708480009
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[PRINT DRAFT](#) [CANCEL](#) [SUBMIT](#) [SUBMIT AND GO TO DRAFTS INDEX](#) [POST SEARCH](#)

14. 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.: 2015-07-29 Expiry Date 2020-07-29	View Form Post Search Copy Copy to Other Jur. Renew Discharge Amend	Print Conf <input type="checkbox"/>

15. 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.