



ACOL* ACCESS PRIVILEGES

Access privileges define sets of ACOL Service functions that you can allocate to persons authorized to use your Client Account. Each person may be assigned one or more access privileges. Use the detailed table on the next page to determine which options are required for a person and then authorize that person for allocation of a user ID by completing the person's name and access privileges on the Client Application.

AVAILABLE ACCESS PRIVILEGES

- ◆ Basic Access for All PPR Users
- ◆ Account Administration
- ◆ PRIME Account Administration
- ◆ Search
- ◆ Register
- ◆ Administer Secured Party Numbers
- ◆ Submit Batch Mode Files

SPECIAL ROLES (RESTRICTED TO ONE USER PER CLIENT ACCOUNT)

- ◆ PPR Administrative User

Basic Access for All PPR Users -- All PPR users have access to Retrieve Reports and to the following ACOL Client Services functions: Change Password and User Information.

Account Administration includes managing the Client Account and managing the users of the Account. This includes access to the following ACOL Client Services functions that are not available to Basic users: Change Another User's Password; Account Status; Account Statement. Account Administration also includes the ability to grant or revoke access for the Client Account's users through the User Information function.

Prime Account Administration includes all of the privileges granted with Account Administration plus the following additional privileges: ability to manage other Account Administration users; ability to update as well as view the Account address and contact information.

Search access enables the user to perform a PPRS Search in any PPR Databases available through ACOL. PPRS Searches include searches by Registration Number, Serial Numbered Collateral, Individual Debtor Name and Enterprise Debtor Name.

Register includes Search access and additionally enables the user to perform registrations for any PPR Database that has been requested for the Client Account. PPR registrations that may be performed include New Registration, Amendment, Renewal, Discharge and Re-registration. Register access does not permit the user to perform a Global Change registration; that privilege is restricted to the PPR Administrative User role.

Administer Secured Party Numbers enables the user to create and update Secured Party Numbers for use in PPRS registrations. Administering Secured Party Numbers involves significant responsibility. Responsibilities include keeping the Secured Party Number information accurate, and receiving Notice to Secured Party reports when registrations are amended, discharged or re-registered.

Submit Batch Mode Files enables the user to submit files that contain one or more registration or search requests.

Special Roles:

PPR Administrative User – The PPR Administrative User is a role restricted to one designated person within the Client Account. This user will have overall responsibility for the registrations completed by users of that Client Account. The PPR Administrative User has all of the access privileges granted with Search, Register and Administer Secured Party Numbers. Additionally, the PPR Administrative User has access to Global Change and Updating PPR Client Information functions. **Only one authorized person per ACOL Client account may have this access privilege.**

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Personal Property Registry and Client Services Access:

Client Services Administration and Report Access	Basic	Contact
Retrieve Reports	●	●
Change Password	●	●
User Information	●	●
Change Another User's Password		●
Account Status		●
Account Statement		●
Electronic Cheque (Authorized via the ACOL Financial Agreement)	●	●

PPR Database Capabilities	PPR Search	PPR Registrant	PPR Batch	Secured Party Administrator	PPR Administrative User
Search	●	●			●
Register		●			●
PPRS Administration					
View Secured Party Number Information		●		●	●
View Client Information		●			●
Create and Update Secured Party Information				●	●
Create and Update Client Information					●
Submit a Batch File			●		
Global Change Registration					●

● = Function available