



INSTRUCTIONS FOR CREATING A NEW PPR CLIENT

Before you enter any registrations you **MUST** perform the “**Create New PPR Client**” function on the system for the account and Provinces/Territories that you have been granted access to. This information is vital in order to properly record you or your organization as the registrant and for you to use the “Same as Registrant” option to enter Secured Party information. This function is only done once per account per Province/Territory, the very first time the PPR Administrator signs on to the system. If the information needs to be changed then the “Update PPR Client Information” function will need to be performed.

How to “Create New PPR Client”

1. Logon to ACOL using the user ID you have been assigned.
2. Select **English** or **French** preferences.
3. Select **OK**.
4. An Information message may appear on the screen, if this is the case, read the message and select **OK**.
5. Select “**Personal Property Registry**” from the screen titled “Main Menu”.
6. Select “**PPRS Administration**” on the screen titled “Personal Property Registry”.
7. Select “**Create New PPR Client**” from the screen titled “PPRS Administration”.
8. Select the “**Create <province/territory> PPR Client**” menu option on the screen titled “Create New PPR Client” for the Province/Territory you have been granted access. (Please note that only those Provinces/Territories that you have specified in your Client Agreement will appear as options on this screen.)
9. The screen titled “Create New PPR Client” will be displayed. On this screen do the following:
 - Select **Individual or Enterprise**
 - Key in your phone and fax numbers
 - If Individual was selected:
 - Key in your Last Name, First Name, Middle Name or Initial
 - If Enterprise was selected:
 - Key in Enterprise Name, Contact Position
 - Key in Contact Last Name, Contact First Name, Contact Middle Name or Initial
 - Select **Urban or Rural Address**
 - Key in your address details
 - Select **OK**
10. The message “**Information has been updated**” will be displayed.
11. Select **OK**.
12. You will be returned to the PPRS Administration Screen.
13. Select “**Back**”.
14. You can now go ahead and enter a registration in the Province/Territory for which you have just created a New PPR Client.

Please note that you *must* create a New PPR Client record for *each* Province/Territory in which you wish to do registrations and have requested access privileges.