



ACOL * ACCESS PRIVILEGES

Access privileges define sets of ACOL Service functions that you can allocate to persons authorized to use your Client Account. Once you have reviewed what access is available, complete the Client Application to authorize access for each User.

Client Account Administration Access Privileges are associated with maintaining the Client Account and User Information. PPR Database(s) Access Privileges are associated with performing functions in the PPR Database(s).

Client Account Administration Access Privileges

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

PPR Database(s) Access Privileges

PPR Database(s) Capabilities	PPR Searcher	PPR Registrant	PPR Secured Party Number Administrator	PPR Administrative User (1 user per Client Account)	PPR Batch Submitter
Search	●	●		●	
Register		●		●	
PPR Administration					
List and view Secured Party Number Information		●	●	●	
Create and Update Secured Party Number Information			●	●	
List and View PPR Client Information		●		●	
Create and Update PPR Client Information				●	
Global Change Registration				●	
Submit a Batch File					●

● = Function available

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CLIENT ACCOUNT ADMINISTRATION ACCESS PRIVILEGES

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

Contact – includes all of the privileges granted with Basic access. And includes managing the Client Account and managing the Basic 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. Also includes the ability to grant or revoke access for the Client Account's Basic users through the User Information function.

Prime - includes all of the privileges granted with Contact access. And includes the following additional privileges: ability to manage Contact and Basic users; ability to update as well as view the Account address and contact information.

PPR DATABASE(S) ACCESS PRIVILEGES

PPR Searcher - 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.

PPR Registrant - 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.

PPR Secured Party Number Administrator - 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.

PPR Batch Submitter - enables the user to submit files that contain one or more registration or search requests.

SPECIAL ROLES (RESTRICTED TO ONE USER PER CLIENT ACCOUNT)

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 and controls the registrant information listed on each registration (i.e. the PPR Client information). 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.**