



**Information
Services
Corporation**

SPPR Registration Amendment



Document: SPPR/Training &
Curriculum Development

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Transaction forms can change from time to time. Although we do everything we can to ensure transactions are processed in a timely way, use of outdated forms may result in delays or incomplete transactions. Using the most up-to-date form will help ensure your transactions are processed without delay.

Visit the Information Services Corporation (ISC) website to access the most recent versions of the forms. ISC does not accept responsibility for any losses resulting from the use of outdated forms.

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Revision History

Version #	Revision Date	Summary of Changes	Pages Changed
1.1	November 2015	Updated screenshots & added information about changes to the Transaction Description & Draft Summary tabs.	All
1.2	December 2016	Update with ability to enter email in Registrant and Secured/Creditor fields	All



Formatting Note

In this manual, underlining is used to emphasize important points.

Bold type is used to identify key terms the first time they appear in the manual. It is also used for:

- The names of documents. The titles of standardized documents, such as forms, are capitalized as well as bolded.
- Computer applications.
- Specific screens, screen sections, buttons, menus, menu options and fields in those applications.

Italics are used for the titles of acts and regulations.

Green text is used for cross-references. If you are using a PDF version of this document, you can click on this text to go directly to the page number or section indicated.



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Registering a Registration Amendment

This manual explains how to amend an active registration in the Saskatchewan Personal Property Registry (SPPR). An amendment occurs when information is added to or deleted from the original registration.

The SPPR amendment screens are similar to the setup ones, except that existing data will display in the fields.

Accessing a Registration Amendment

Once you are signed in:

1. Click the **SPPR Application** link on the left-hand side of the signed in homepage. The SPPR application will open and a welcome screen will display. You will notice that your client number appears automatically at the top of the screen followed by your name in brackets.
2. On the welcome screen, click the **Registration** dropdown menu.
3. Select **Amendment** from the **Registration** dropdown menu. The **Amendment** screen will display and you can begin the amendment process.





Amendment Setup (Step 1 of 5)

1. Enter the registration number in the **Registration #** field.
2. If the registration has a RIN, enter it in the **Registration Identification # (RIN)** field. If the registration has a RIN number and you do not enter it, the system will not allow you to amend this registration. You will receive a message that says “**Invalid Registration # and/or Registration Identification Number (RIN) combination.**”

For more information on RINs, click the following link:

[https://www.isc.ca/SignedInHome/Help/SPPR/CustomerLearning/TouringSPPR/Pages/Registration-Identification-Number-\(RIN\).aspx](https://www.isc.ca/SignedInHome/Help/SPPR/CustomerLearning/TouringSPPR/Pages/Registration-Identification-Number-(RIN).aspx).

3. Enter the client reference number in the **Client Reference** field. This will be the reference number you use in your organization, such as a file number, account number, loan number, etc. This number will appear on your statement, reports and your output list. It will allow you to recognize a document easily.
4. Click **Proceed**.

A screenshot of the 'SPPR | Saskatchewan Personal Property Registry' website. The page is titled 'Amendment' and shows a form for 'Registration Amendment, Step 1 of 5'. The form has three input fields: 'Registration #' with the value '00071573', 'Registration Identification #(RIN):' with the value '188', and 'Client Reference:' with the value 'LYONAMEND'. A 'Proceed' button is at the bottom right. The page also shows a 'Signed-In Client #' and a copyright notice 'Copyright 2008 ISC'.

If you receive an error message about security, it means you do not have access to a certain registration type.



Step 2 of 5

The **Registrant** Information screen will display. You will also notice the **Registration #** will display at the top of the screen.

Note: You can place your setup in draft at any point during this stage of the process. An item in draft is saved for 60 days. During this time, it is not active or visible to anyone conducting a search in the Saskatchewan Personal Property Registry (SPPR). When you're ready to continue working on a registration that you have placed in draft, select the **My Workspace** menu and choose **Draft List**. On the **Draft List** screen, click the **Edit** button beside the registration you want to work on.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5 ?

Amendment (Personal Property Security Agreement)

Registration #: 300071886

Registrant **1 Party**

Action	Party #	Entity Type	Name	Address	Email
Edit Delete		Business	Lemieux Consulting Corporation	124 Test Street Regina Saskatchewan S4S4S4 Canada	

☐ Party Id:

Note:
Section 10 and 11 in *The Personal Property Regulations* indicates how the name of an individual or body corporate is to be specified.

☒ Manual Information:

Entity Type: ☒ Business ☐ Person

Business Name:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip Code:

Country:

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party. Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address:

Confirm Email Address:

[Add to List](#)

[Register](#) [Return to Draft](#)

From this screen you can change, add, and/or delete any of the information contained in any of the tabs located along the left-hand side of the screen. Refer to the **General Registrations** manual for details on each tab.



Note that two new tabs have been added to the list. The new tabs are **Transaction Description** and **Draft Summary**. The **Transaction Description** was formerly in step 1 of 5.

The financial charge for an amendment is usually per block/tab, with the exception of the **Registrant**, **Transaction Description** and **Draft Summary** tabs, for which there are no fees. The fee for an amendment in the **Life Time** tab depends on the type of agreement that is being amended. Refer to the [SPPR fee schedule](#) for current fees.

The following are steps for an example where a description is added to the **Transaction Description** tab, the expiry date is changed in the **Life Time** tab, and information is printed from the **Draft Summary** tab:

1. Select the **Transaction Description** tab.
2. Enter a description.

The screenshot shows the SPPR | Saskatchewan Personal Property Registry web application. The header includes the Information Services Corporation logo and navigation links: Home, Search, Registration, My Workspace, Help. The user is signed in as Client #: 120377965 (Lemieux, Kimberly Dawn). The page title is 'Amendment (Personal Property Security Agreement)'. The form displays the Registration #: 300071573. The 'Transaction Description' tab is selected, showing a text area for the description. The 'Life Time' tab is also visible, showing the 'Amendment to expiry date' field. The 'Draft Summary' tab is at the bottom. A 'Save' button is located next to the 'Transaction Description' field. At the bottom right, there are 'Register' and 'Return to Draft' buttons. The footer indicates 'Copyright 2006 ISC'.

This field is useful because you can use it to describe exactly why the registration is being amended – a postponement or a partial discharge, for example. However, any important information should be entered in the appropriate tab.

The **Transaction Description** field is not searchable. Items such as serial numbers, which are used as search criteria, should not be



entered in the description. Note that the field can only hold one description at a time. Each time an amendment is made the previous description will be overwritten.

3. Click **Save**.

Note: The **Save** or **Add to List** button must be selected any time you make a change in any of the tabs. If you proceed with the amendment and do not save your changes, the system will not capture what was entered.

4. Click the **Life Time** tab. The **Life Time** screen will display.

A screenshot of the SPPR (Saskatchewan Personal Property Registry) web application. The page title is 'SPPR | Saskatchewan Personal Property Registry'. The user is logged in as 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)'. The page shows the 'Amendment (Personal Property Security Agreement)' screen. The 'Registration #' is 300071573. The 'Existing Expiry Date' is 15-Oct-2018. The 'Transaction Description' is 'Life Time'. The 'Expiry Date' is set to '15-Oct-2018'. There is a 'Calculate' button next to the date field. A 'Save' button is at the bottom right. The page also includes a 'Register' and 'Return to Draft' button at the bottom. The footer says 'Copyright 2006 ISC'.

5. Change the expiry date using the calendar. In this example, one year will be added to the current expiry date. You can also use the **Expiry Date Calculator** and enter information in any or all of the **Years**, **Months** and **Days** fields, then select the **Calculate** button. The new date will display in the **Expiry Date** field.



The screenshot shows the SPPR | Saskatchewan Personal Property Registry website. The user is logged in as 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)'. The page title is 'Amendment (Personal Property Security Agreement)'. The form displays 'Registration #: 300071573' and 'Existing Expiry Date: 15-Oct-2018'. The 'Transaction Description' field is active, showing 'Expiry Date: 15-Oct-2019' and 'ss-MMM-yyyy'. There is an 'Expiry Date Calculator' on the right with fields for Years, Months, and Days, and a 'Calculate' button. A 'Save' button is located at the bottom right of the form area. The footer indicates 'Copyright 2006 ISC'.


6. Select **Save**.
7. Once all the amendments have been made in the applicable tabs, click the **Draft Summary** tab to view a summary of the changes you have made to the original registration. If you notice an area that needs to be updated, added or deleted you can go back to the applicable tab and edit the information.

Note: It is not mandatory that you access the **Draft Summary** tab. It simply is a feature for those who choose to use it.

The draft summary will only contain the items that have been amended.

If you need to send the draft summary document to another party before you select the **Register** button, see the **Sending the Draft Registration to Another Party for Approval** section of this manual.

8. Select the **Print/Save to PDF** button located at the top of the screen to either print the draft summary or save it to your computer.

Registration #: 300071573			
Registrant	Print/Save To PDF		
Transaction Description	 Saskatchewan Personal Property Registry Draft Summary: Amendment Draft Date: 18-Nov-2015 09:41:12 This information is being provided for informational purpose only. NOTE: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.		
Life Time			
Notation			
Secured Party			
Debtor Party			
Serial Property			
General Property			
RIN Options			
Draft Summary	Registration Type: Personal Property Security Agreement Registration #: 300071573 Expiry Date: 15-Oct-2019 Lifetime: Lifetime amended <table border="1"> <tr> <td> Registrant Party ID: N/A Entity Type: Business Name: Lemieux Consulting Corporation </td> <td> Address: 124 Test Street Regina, Saskatchewan S4S4S4 Canada </td> </tr> </table>	Registrant Party ID: N/A Entity Type: Business Name: Lemieux Consulting Corporation	Address: 124 Test Street Regina, Saskatchewan S4S4S4 Canada
Registrant Party ID: N/A Entity Type: Business Name: Lemieux Consulting Corporation	Address: 124 Test Street Regina, Saskatchewan S4S4S4 Canada		
Draft Summary: Amendment Draft Date: 18-Nov-2015 09:41:12			
<div>Register Return to Draft</div> <div>Copyright 2006 ISC</div>			

Any transaction that is in draft is not registered and therefore not searchable.

The best view of the amendment details is from the **Print/Save to PDF** selection as the information has been formatted for easy reading. If you complete a print from the **Draft Summary** tab the information is not formatted.

9. Once all of the necessary changes and approvals have been made to the registration, click the **Register** button.
10. Click the **Return to Draft** button if you do not want to register the amendment at this time.



Step 3 of 5

The **Payment Method** screen displays your client reference information. The screen also displays your account number and the option to charge the fees to another account provided you have the password for that account.

1. If you did not enter a client reference number in Step 1 of 5, enter one now.
2. The payment radio button will default to **Account #** and is the account number used to sign into the SPPR application. If you wish to charge this transaction to a different account, select the **Other Account #** radio button and enter the information for the account that the transaction is to be charged to.
3. Once you have confirmed the information, click **Proceed**.
4. If you click **Cancel**, you will be taken back to the previous screen.

A screenshot of the 'Payment Method' screen in the SPPR (Saskatchewan Personal Property Registry) application. The header shows the Information Services Corporation logo and the title 'SPPR | Saskatchewan Personal Property Registry'. Below the header, there is a navigation bar with links: Home, Search, Registration, My Workspace, and Help. The main content area displays 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)' and 'Registration Amendment, Step 3 of 5'. The 'Payment Method' section includes a 'Client Reference' field with the value 'LYONAMEND'. Below this, there are two radio buttons: 'Account #' (selected) and 'Other Account #'. The 'Account #' field shows the value '100597923'. The 'Other Account #' field is empty, and there is a 'Password' field next to it. At the bottom right, there are 'Proceed' and 'Cancel' buttons. The footer indicates 'Copyright 2006 ISC'.



Step 4 of 5

The next screen will display the registration activity and the fee confirmation of the transaction just completed.

The **Fee Confirmation** section of the screen will also show the fee amount, the client reference number (if any), the account number, the name of the account holder and the account balance. It will include a link you can click to make a credit card payment.

Once you select **Proceed** on this screen, your account will be charged for the fees incurred during the registration. In this example, an amendment has been made to a personal property security agreement, and the cost for the transaction is \$10.39.

The screenshot shows the 'SPPR | Saskatchewan Personal Property Registry' interface. At the top, there's a navigation bar with links: Home, Search, Registration, My Workspace, and Help. Below this, a status bar indicates 'Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)' and 'Registration Amendment, Step 4 of 5'. The main content area is divided into two sections: 'Registration Activity' and 'Fee Confirmation'. The 'Registration Activity' section states 'You are about to perform a amendment.' and provides details: 'Type: Personal Property Security Agreement' and 'Expiry Date: 15-Oct-2019'. The 'Fee Confirmation' section lists: 'Fee: \$10.39', 'Client Reference: LYONAMEND', 'Account #: 100597923', 'Account Name: Lemieux Consulting Corporation', and 'Account Balance: -\$2,481.32'. A link 'Click here to make a Credit Card Payment' is provided. At the bottom right, there are 'Proceed' and 'Cancel' buttons. The footer indicates 'Copyright 2006 ISC'.

1. Verify the information contained in this screen.
2. Click **Proceed**.
3. If you click **Cancel**, you will be taken back to the previous screen.



Step 5 of 5

The final screen is a confirmation of your transaction. There is important information on this screen. The screen contains the registration number and the **RIN** (if there is one). The registration number stays the same, but each time an amendment or discharge is made to the original registration, the transaction number increases. The details of the registration are contained in the verification statement, which appears in the **Output List**.

A screenshot of the SPPR (Saskatchewan Personal Property Registry) website showing the 'Registration Confirmation' screen. The page has a blue header with the ISC logo and navigation links. Below the header is a navigation bar with 'Home', 'Search', 'Registration', 'My Workspace', and 'Help'. The main content area shows the client's name, the current step of the registration process, and the registration details. A message at the bottom explains how to view the verification statement.

Forms | ISC Home | Legal | Help | My Account

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 5 of 5

Registration Confirmation

Registration #: 300071573
Transaction #: 4
Registration Identification # (RIN): ia188

Your registration has been successful and has generated output 400172886. The verification can be viewed at any time during your session by going to the 'My Workspace' menu option and selecting 'Output List' from the drop down menu. Please retain for your records.

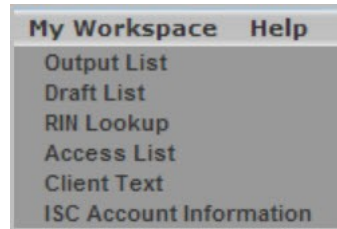
Copyright 2006 ISC

You will receive a message on this screen to the effect that your transaction has been successful and the verification can be viewed anytime by accessing the **Output List** from the **My Workspace** dropdown menu.

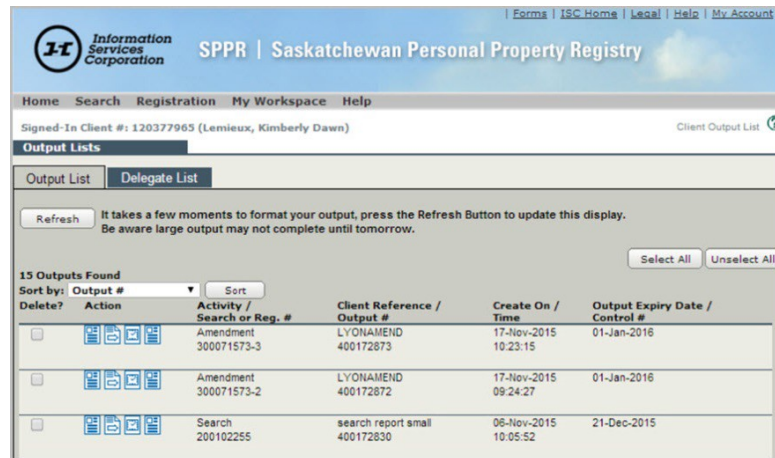
Each time a search is completed or a transaction is successfully registered, you will receive a PDF document in your **output list**.

Accessing & Verification in the Output List










1. Select **Output List** from the **My Workspace** dropdown menu.



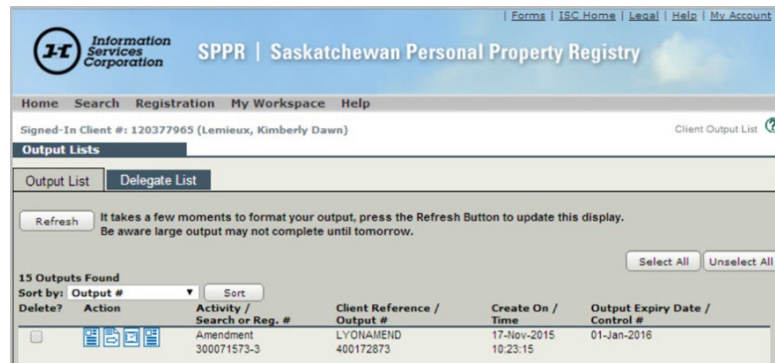
Your output list will display.






15 Outputs Found

Delete?	Action	Activity / Search or Reg. #	Client Reference / Output #	Create On / Time	Output Expiry Date / Control #
<input type="checkbox"/>	  	Amendment 300071573-3	LYONAMEND 400172873	17-Nov-2015 10:23:15	01-Jan-2016
<input type="checkbox"/>	  	Amendment 300071573-2	LYONAMEND 400172872	17-Nov-2015 09:24:27	01-Jan-2016
<input type="checkbox"/>	  	Search 200102255	search report small 400172830	06-Nov-2015 10:05:52	21-Dec-2015


4. Click the first document icon in the **Action** column for the registration you wish to view/save/print.



15 Outputs Found

Delete?	Action	Activity / Search or Reg. #	Client Reference / Output #	Create On / Time	Output Expiry Date / Control #
<input type="checkbox"/>	  	Amendment 300071573-3	LYONAMEND 400172873	17-Nov-2015 10:23:15	01-Jan-2016

The **Amendment Verification** will display.



**Saskatchewan
Personal Property Registry
Amendment Verification**

Registration Type: Personal Property Security Agreement
Amendment Date: 17-Nov-2015 10:23:15
Client Reference: LYONAMEND

Registration #: 300071573
Transaction #: 3
Expiry Date: 15-Oct-2018
RTN: 118188
Control #:

Transaction Description: Amendment to expiry date - changed to October 15 2018

Life Time: Life Time amended

Registrant

Party ID: 150160848 - 1
Entity Type: Business
Name: Lemieux Consulting Corporation

Address: 124 Test Street
Regina, Saskatchewan
S4S4S4
Canada

Secured Party recorded on file:
150000345 - 1 Westby, Lois Betty

Debtor Party recorded on file:
150000156 - 1 OLSON, KEITH VICTOR

From this screen, you can save or print the output.


Sending the Draft Registration to Another Party for Approval

Sometimes the individual who completes the work needs approval from someone else before the registration can be submitted. To send a draft registration for approval:

1. Click the **Draft Summary** tab to view a summary of the changes you have made, in all tabs, to the original registration.

The **Draft Summary** will only contain the items that are to be amended.

2. Select the **Print/Save to PDF** button located at the top of the screen. This will take you to a screen where you can save and/or print the document. It is recommended that you print from this page.



Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071573

Registrant Print/Save To PDF



Draft Summary: Amendment
Draft Date: 18-Nov-2015 10:42:32



SPPR | Saskatchewan Personal Property Registry

[Forms](#) |
 [ISC Home](#) |
 [Legal](#) |
 [Help](#) |
 [My Account](#)

Home Search Registration **My Workspace** Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Draft List

Draft List

Note: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.

To review/correct the expiry date, click "edit" and proceed to the Life Time tab entering in the expiry date field or utilizing the expiry date calculator, then click the save button.

Draft List
Delegated Draft List

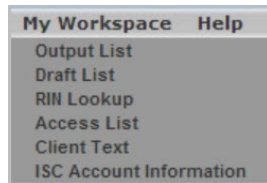
5 Drafts Found							
Delete?	Action	Client Reference	Reg #	Activity	Registration Type	Last Modified	Draft Expiry
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	17-Nov-2015 10:08:37	16-Jan-2016
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	16-Nov-2015 09:48:33	15-Jan-2016
<input type="checkbox"/>	Edit	Holmes 1234		Setup	Security Agreement	16-Nov-2015 09:46:24	15-Jan-2016
<input type="checkbox"/>	Edit	TestSetup		Setup	Security Agreement	16-Nov-2015 09:00:51	15-Jan-2016
<input type="checkbox"/>	Edit	File abc123		Setup	Security Agreement	14-Oct-2015 10:15:11	13-Dec-2015

5 Drafts Found
Delete

Copyright © 2006



Once the approval is received and you want to proceed to register the amendment, you will access the **Draft List** screen through the dropdown in **My Workspace**.



The **Draft List** screen will display.

- Click **Edit** in the **Action** column of the draft registration you now want to update and/or register.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)

Draft List

Note: Any drafts that are saved overnight must have the expiry date reset as the expiry date will indicate the day it was created.

To review/correct the expiry date, select "edit" and proceed to the Life Time tab entering in the expiry date field or utilizing the expiry date calculator, then click the save button.

Delete	Action	Client Reference	Reg #	Activity	Registration Type	Last Modified	Draft Expiry	Control #
<input type="checkbox"/>	Edit		300071573	Amendment	Security Agreement	17-Nov-2015 10:08:37	16-Jan-2016	
<input type="checkbox"/>	Edit		300071570	Amendment	Security Agreement	16-Nov-2015 09:48:33	15-Jan-2016	
<input type="checkbox"/>	Edit	Holmes 1234		Setup	Security Agreement	16-Nov-2015 09:46:24	15-Jan-2016	
<input type="checkbox"/>	Edit	TestSetup		Setup	Security Agreement	16-Nov-2015 09:00:51	15-Jan-2016	
<input type="checkbox"/>	Edit	File abc123		Setup	Security Agreement	14-Oct-2015 10:15:11	13-Dec-2015	

5 Drafts Found

Copyright 2008 ISC

The **Registrant** screen of the draft registration will display.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)

Amendment (Personal Property Security Agreement)

Registration #: 300071573

Registrant

Action	Party #	Entity Type	Name	Address
Edit Delete	Business		Lemieux Consulting Corporation	124 Test Street Regina Saskatchewan S4S4S4 Canada

Life Time

Notation

Secured Party

Debtor Party

Serial Property

General Property

RIN Options

Draft Summary

Note: Section 10 and 11 in The Personal Property Regulations indicates how the name of an individual or body corporate is to be specified.

* Manual Information:

Entity Type: * Business Person

Business Name: [Text Field]

Address Line 1: [Text Field]

Address Line 2: [Text Field]

City: [Text Field]

Province/State: Saskatchewan

Postal/Zip Code: [Text Field]

Country: Canada

Add to List

Register Return to Draft



If a draft transaction is saved in the **Draft List** over night or longer, you should revisit the **Life Time** tab to update the lifetime (expiry date) for the registration. If you do not, you could lose out on some of the lifetime of the registration. For example, if a transaction is placed in draft on October 13, 2015, has a lifetime or expiry date of one year (October 13, 2016), and is submitted for registration on October 16, 2015, the expiry date will still be October 13, 2016. If you want the lifetime or expiry date to be one year from the registration date, you will have to change the expiry date in the **Lifetime** tab to reflect that before selecting the **Register** button.

7. Once you have entered all the information necessary for the amendment, click the **Register** button.
8. Complete the steps set out in **Step 3 of 5**, **Step 4 of 5** and **Step 5 of 5** sections of this manual in order to complete the registration.

Editing Party Information

The most common type of update or edit is to the parties (secured/debtor). The secured and debtor party screens function the same way.

In the following example, we will edit a secured party.

1. Select the **Amendment** from the **Registration** dropdown. Enter in the registration number and/or RIN if applicable, then select **Proceed**. The **Registrant** screen will display.
2. Select the **Secured Party** tab from the left-hand side of the screen. The screen will display with the name of the secured party.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071886

Registrant	1 Party						
Transaction Description	Action	Item #	Party #	Entity Type	Name	Address	Email
	edit delete	1		Business	Dunkin Donuts	260 - 10 Research Drive Regina Saskatchewan S4S 7J7 Canada	mypersonal@crossroads.ca

Life Time: ☐ Same as registrant

Notation: ☐ Party Id:

Debtor Party: ☐

Serial Property: ☐

General Property: ☐

RIN Options: ☐

Draft Summary: ☐

Note:
Section 10 and 11 in The Personal Property Regulations indicates how the name of an individual or body corporate is to be specified.

Manual Information:

Entity Type: ☒ Business ☐ Person

Business Name:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip Code:

Country:

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party. Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address:

Confirm Email Address:


[Add to List](#)

[Register](#) [Return to Draft](#)

From this screen, you can edit or delete the secured party, or add a new one. In the following example, we will change the address of the secured party.

To change an address:

- Click the **Edit** button in the **Action** column at the top of the screen. Once **Edit** is selected, the party information will display in the **Manual Information** section of the screen.
- As of December 2016, you now have the ability to add in email addresses to Registrant and Secured/Creditor parties. If an email is entered and registered, when the discharge occurs a notice will go to that secured party by email.



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Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn)
Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071866

Registrant

Transaction Description

Life Time

Notation

Secured Party

Debtor Party

Serial Property

General Property

RIN Options

Draft Summary

1 Party

Action	Item #	Party #	Entity Type	Name	Address	Email
edit delete	1		Business	Dunkin Donuts	260 - 10 Research Drive Regina Saskatchewan S4S7J7 Canada	mypersonal@crossroads.ca

☐ Same as registrant

☐ Party id:

Note:
Section 10 and 11 in The Personal Property Regulations indicates how the name of an individual or body corporate is to be specified.

☒ Manual information:

Entity Type:
☒ Business ☐ Person

Business Name:

Dunkin Donuts

Address Line 1:

260 - 10 Research Drive

Address Line 2:

City:

Regina

Provincial/State:

Saskatchewan

Postal/Zip Code:

S4S7J7

Country:

Canada

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party.
Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address:

mypersonal@crossroads.ca

Confirm Email Address:

mypersonal@crossroads.ca

Save

Cancel

Add to List

Register

Return to Draft

5. Update any of the existing fields in this section to reflect the necessary changes.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071886

Registrant 1 Party

Action	Item #	Party #	Entity Type	Name	Address	Email
edit delete	1		Business	Dunkin Donuts	260 - 10 Research Drive Regina Saskatchewan S4S 7J7 Canada	mypersonal@crossroads.ca

Life Time ☐ Same as registrant

Notation

Secured Party ☐ Party Id: -

Debtor Party

Serial Property

General Property

RIN Options

Draft Summary

Note:
Section 10 and 11 in The Personal Property Regulations indicates how the name of an individual or body corporate is to be specified.

Manual Information:

Entity Type: ☒ Business ☐ Person

Business Name:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip Code:

Country:

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party.
Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address:

Confirm Email Address:

[Save](#) [Cancel](#) [Add to List](#)

[Register](#) [Return to Draft](#)

- Click **Save** or **Add to List**. The existing information will be updated and saved.

Information Services Corporation SPPR | Saskatchewan Personal Property Registry

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071886

Registrant 1 Party

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edit delete	1		Business	Dunkin Donuts	260 - 10 Research Drive Regina Saskatchewan S4S 7J7 Canada	mypersonal@crossroads.ca

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Secured Party ☐ Party Id: -

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Serial Property

General Property

RIN Options

Draft Summary

Note:
Section 10 and 11 in The Personal Property Regulations indicates how the name of an individual or body corporate is to be specified.

Manual Information:

Entity Type: ☒ Business ☐ Person

Business Name:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal/Zip Code:

Country:

Note:
If you enter an email address, this is the method ISC will use to send discharge notices to secured/creditor party.
Email address must start with a letter [a-z]. Example: jane.doe@sasktel.net

Email Address:

Confirm Email Address:

[Add to List](#)

[Register](#) [Return to Draft](#)

7. Complete all remaining steps to register the amendment.

Once the information is updated, the report will show **Update** next to the party information in the **Draft Summary**. Once the amendment is registered, it will show in the registration verification statement as well.

Deleting a Party

In the following example, we will delete a secured party. To do so:

1. Select the **Amendment** from the **Registration** dropdown. Enter the registration number and/or RIN, if applicable, and then select **Proceed**. The **Registrant** screen will display.
2. Select the **Secured Party** tab from the left-hand side of the screen. The screen will display the name of the secured party.
3. Click the **Delete** button in the **Action** column at the top of the screen for the party you want to delete.

Item #	Party #	Entity Type	Name	Address
1	150000458-1	Person	HOWE, SARAH	PO BOX 448 MOSSBANK Saskatchewan S0H3G0 Canada
2	150162572-1	Person	Wesby, Lois Betty	3239 Edinburgh Drive Saskatoon Saskatchewan S4V0R6 Canada

A popup message will display asking “**Are you sure you want to Delete this Party?**”

The page at <https://appstest.isc.ca> says:

Are you sure you want to Delete this Party?

OK Cancel

4. Click the **OK** button if you want to delete the party.
5. Complete all remaining steps to register the amendment.

Adding Information

Additional parties can be added as well as property. The example shown is where an additional serial property will be added.

1. Select the **Amendment** from the **Registration** dropdown.
Enter the registration number and/or RIN, if applicable, then select **Proceed**. The **Registrant** screen will display.
2. Select the **Serial Property** tab from the left-hand side of the screen. The screen will display the list of the serial property that is already secured.

Delete?	Action	Item #	Serial Type	Serial #	Override	Year	Make / Description	Model	Colour
<input type="checkbox"/>	Edit	1	Trailer	998873387H654321	<input type="checkbox"/>	2005	Prowler	Cougar	White

3. Select the applicable option from the **Serial Type** dropdown menu.

Serial Type: Motor Vehicle ▼

- Mobile Home
- Trailer
- Aircraft DOT
- Aircraft Serial
- Boats
- Outboard Motor
- Motor Vehicle

4. Enter the serial number of the serial property in the **Serial #** field. The **Year**, **Model** and **Colour** fields are optional.
5. Enter the make or description in the **Make/Desc.** field.

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071570

Registrant Delete

Transaction Description Select All Unselect All

1 Serial Property Item

Delete?	Action	Item #	Serial Type	Serial #	Override	Year	Make / Description	Model	Colour
<input type="checkbox"/>	Edit	1	Trailer	998873387H654321	<input type="checkbox"/>	2005	Prowler	Cougas	White

Secured Party Select All Unselect All

Debtor Party Delete

Serial Property Serial Type: Motor Vehicle

Serial #: 4p5hh1019v1015081 Override

General Property Year: 1997

RIN Options Make / Desc: Ecotrailer

Draft Summary Model: 1234

Colour: Black

Add to List

- Select the **Add to List** button. The serial property will be added to the grid.

Home Search Registration My Workspace Help

Signed-In Client #: 120377965 (Lemieux, Kimberly Dawn) Registration Amendment, Step 2 of 5

Amendment (Personal Property Security Agreement)

Registration #: 300071570

Registrant Delete

Transaction Description Select All Unselect All

2 Serial Property Items

Delete?	Action	Item #	Serial Type	Serial #	Override	Year	Make / Description	Model	Colour
<input type="checkbox"/>	Edit	1	Trailer	998873387H654321	<input type="checkbox"/>	2005	Prowler	Cougas	White
<input type="checkbox"/>	Edit	2	Motor Vehicle	4P5HH1019V1015081	<input type="checkbox"/>	1997	Ecotrailer	1234	Black

Secured Party Select All Unselect All

Debtor Party Delete

Serial Property Serial Type: Motor Vehicle

Serial #: Override

General Property Year:

RIN Options Make / Desc:

Draft Summary Model:

Colour:

Add to List

- Complete all remaining steps to register the amendment.