



# ESC PPSA Registration Guide for Lenders

Date: October 4, 2024





## Contents

Introduction .....	1
Step 1: Access the Customer Lookup Page .....	1
Step 2: Create a New Customer Profile.....	2
Step 3: Initiate a Lien Request .....	4
Step 4: Confirm and Complete the Lien Request.....	7
Step 5: Verify Registration Completion .....	8
Conclusion.....	10



## Introduction

This guide provides step by step instructions for PPSA registrations for individual debtors in Ontario through ESC. Contact ESC's sales team at [sales@eservicecorp.ca](mailto:sales@eservicecorp.ca) to set up your account with us.

## Step 1: Access the Customer Lookup Page

Once your ESC account is set up, access the Customer Lookup Page in the ESC portal.

### 1. Navigate to Customer Lookup:

- On the Home page, locate and click the "Customer Lookup" option.

### 2. Add New Customer:

- Click the "Add Customer" button under the New Customer section.

Support: 1-877-558-0726

Logged in as [redacted]  
Last Login: 2024-07-18 Log Off

Home Registry History Reports Admin Help

Vin check Go

## Customer Lookup

### + New Customer

Enter Details to create a Customer Profile which can be used as a launch pad for all your registrations

Add Customer

### File Search

Enter all or part of a file number, business name, VIN, registration number or last name.

Search for Last Name that matches Search

#### Quick Request

- Debtor Search
- Analyzed Debtor Search
- VIN Search
- Analyzed VIN Search
- Reg Number Search
- Quick Discharge

ESC Corporate Services Ltd. © 2024  
Privacy Terms & Conditions



## Step 2: Create a New Customer Profile

### 1. Enter Customer Details:

- **File Number:** This should be the customer contract number or finance company's internal reference number. This will populate automatically in the next stage of the PPSA registration process.
- **Type:** Select "Individual".
- **First Name:** Enter the customer's first name (e.g., John).
- **Middle Name:** Enter the first initial of the customer's middle name (if applicable).
- **Last Name:** Enter the customer's last name (e.g., Smith).

**NOTE:** It is very important that a title search (or registered owner search) is done on the subject property prior to registration to ensure the name on the PPSA registration is an exact match with the customer's legal name and registered name on title. If the customer's legal name (which should be verified by two pieces of government ID) differs from the registered name on title, both the customer's registered name on title and the customer's legal name should be included on the registration in the additional debtor's name section by clicking the "Add a Debtor" button and inputting the information.

- **DOB:** Enter the customer's date of birth (e.g., yyyy/mm/dd).
- **Contact Email:** Enter the customer contact email (not required).
- **Language Preference:** Select your preferred language (e.g., English).
- **Country:** Select the country (e.g., Canada).
- **Address:** Enter the address (e.g., 123 Main St.).
- **City:** Enter the city (e.g., Toronto).
- **Province:** Select the province (e.g., ON).
- **Postal Code:** Enter the postal code (e.g., A1B2C3).

### 2. Save & Continue:

- Click the "Save & Continue" button to proceed to the customer profile page.



Support: 1-877-558-0726

Logged in as: [redacted]  
Last Login: 2024-08-15

[Log Off](#)

[Home](#) [Registry](#) [History](#) [Reports](#) [Admin](#) [Help](#)

Vin check [Go](#)

Last Viewed: [John A Doe](#)

## New Customer

File Number:	<input type="text" value="A12345"/>	Language Preference:	<input type="text" value="English"/>
Type:	<input checked="" type="radio"/> Individual <input type="radio"/> Business	Country:	<input checked="" type="radio"/> Canada <input type="radio"/> US
First Name:	<input type="text" value="John"/>	Address:	<input type="text" value="123 Main St."/>
Middle Name:	<input type="text" value="A"/>	City:	<input type="text" value="Toronto"/>
Last Name:	<input type="text" value="Doe"/>	Province:	<input type="text" value="ON"/>
DOB:	<input type="text" value="1965/1/1"/>	Postal Code:	<input type="text" value="M1A 2B3"/>
Contact Email	<input type="text"/>		

[Save & Continue...](#)

*Continue to the customer profile page*

ESC Corporate Services Ltd. © 2024  
[Privacy](#) [Terms & Conditions](#)



## Step 3: Initiate a Lien Request

1. **Select Lien:** From the customer profile page, select "Lien" from the New Request options.

Support: 1-877-558-0726

Logged in as [redacted]  
Last Login: 2024-08-15

Home Registry History Reports Admin Help

Vin check

View larger map **John A Doe** (1965-01-01)  
Reference #: A12345  
123 Main St.  
Toronto ON  
M1A 2B3

**New Request**

- PPSA Liens
  - Lien**
  - Non - ESC Lien
  - Non - ESC Discharge
- PPSA Searches
  - Debtor Search
  - Analyzed Debtor Search
  - VIN Search
  - Analyzed VIN Search
  - Reg Number Search

Transactions Documents Notes Related

No recent transactions available

Transactions:  Current  Scheduled

ESC Corporate Services Ltd. © 2024  
Privacy Terms & Conditions

Support: 1-877-558-0726

Logged in as [redacted]  
Last Login: 2024-08-15

Home Registry History Reports Admin Help

Vin check

Last Viewed: **John A Doe**

**Lien Request**

Select Province Enter Details Confirm Details Pending Registration Registration Complete

Service Registry: Ontario

File Number:

ESC Corporate Services Ltd. © 2024  
Privacy Terms & Conditions



## 2. Enter Lien Details:

- **Service Registry:** Ontario (automatically populated).
- **File Number:** Automatically populated based on file number input by secured party during new customer set up.
- **Collateral Classification:** Select the appropriate collateral classification boxes applicable to the collateral. The options are: consumer goods, inventory, equipment, accounts, and other.
- **Lien Amount:** If all collateral is classified as consumer goods, enter the principal balance secured (e.g., \$8,500.00).
- **Lien Term:** Select the lien term from the dropdown menu. Your choice is from one year to 25 years or a perpetual period of time. A three year registration is the minimum term recommended. A PPSA registration may be extended at any time before the expiration of the initial PPSA registration.
- **Maturity Date:** If all collateral is classified as consumer goods, enter the maturity date of the lending arrangement or select "No fixed Maturity Date" if one is not applicable.
- **General Collateral:** Enter verbiage describing the collateral. We recommend that you consult with a lawyer to determine the correct input in this field. As a general note, the collateral description should include the make, model and serial number of the collateral, if applicable. The secured party may also wish to consider including any contact information not already included in the secured party information fields, such as the secured party's email address.)

## 3. Secured Party Information:

- Enter the secured party's details. This should automatically populate from your account.

## 4. Debtor Information (Main applicant automatic, input for additional debtors):

- Ensure the "Person" option is selected.
- Confirm the debtor information populated from the customer profile.

## 5. Asset Information:

- We recommend that you consult with a lawyer to determine the correct input in this field for the collateral being secured.



Support: 1-877-558-0726

Logged in as [redacted]  
Last Login: 2024-08-15

Log Off

Home Registry History Reports Admin Help

Vin check

### Lien Request

Viewing: John A Doe



Service Registry: **Ontario**

File Number: A12345

Lien Amount: \$  .

Lien Term (in years):

Caution Filing:

Maturity Date:  OR  No fixed Maturity Date

General Collateral: 

ABC Co. is the secured party for the ACME Corp. Hot Tub - Model ABC123456, Serial # 98765-4321 affixed to the subject property 123 Main St., Toronto, ON, M1A 2B3.

### Secure Party Information

Name	Address	
ABC CO.	456 CENTRE ST., TORONTO, ON, M2B 3C4	<a href="#">Delete</a>

Secured Party:

If your secured party isn't in the list above, click here to add it now...

### Debtor Information

Name	Address	Date of Birth	Search		
John A Doe (Copy)	123 Main St., Toronto, ON, M1A2B3 (Copy)	01 Jan 1965		<a href="#">Edit</a>	<a href="#">Delete</a>

Type:  Person  Business

First Name:  Address:

Middle Name:  City:

Last Name:  Country:

DOB:  Prov:

Postal Code:

Perform a PPSA Debtor Search immediately upon lien registration.

### Asset Information

Serial Num (VIN):  Model:

Year:  Asset Type:

Make:

Perform a PPSA VIN Search immediately upon lien registration.

Permanently delete this request | Save your updates and continue editing | Continue to the confirmation page



## Step 4: Confirm and Complete the Lien Request

### 1. Save & Continue:

- After entering all necessary information, click “Save & Continue” to proceed to the confirmation page.

### 2. Review and Submit:

- Review all details on the confirmation page and make any necessary adjustments.
- Ensure all information is accurate and complete before submitting.
- Once confirmed, click “Submit to Registry” to submit the lien request.

Support: 1-877-558-0726

Logged In as [redacted]  
Last Login: 2024-08-15 [Log Off](#)

Home Registry History Reports Admin Help  [Go](#)

Lien Confirmation Viewing: John A. Doe

● Select Province ● Enter Details ● **Confirm Details** ○ Pending Registration ○ Registration Complete

File Number: A12345  
Registration Type: Lien  
Service Province: ON  
Term (years): 3  
Amount of Lien: \$8,500.00  
Maturity Date: No fixed Maturity Date  
Requester: [redacted]  
Caution Filing:

**Secured Parties:**

ABC CO.  
456 CENTRE ST.  
TORONTO, ON, M2B3C4, CA

**Debtors:**

John A Doe  
( 1965-01-01 )  
123 Main St.  
Toronto, ON, M1A2B3, CA

**Assets:**

**Collateral Classifications:**  
 Consumer Goods  Inventory  Equipment  Accounts  Other  MV Included

**General Collateral:**  
ABC CO. IS THE SECURED PARTY FOR THE ACME CORP. HOT TUB - MODEL ABC123456, SERIAL # 98765-4321 AFFIXED TO THE SUBJECT PROPERTY 123 MAIN ST., TORONTO, ON, M1A 2B3.

[Cancel Request](#) [Back to Edit...](#) [Submit to Registry...](#)

Permanently delete this request Go back and continue editing this request Send complete transaction to the registry

ESC Corporate Services Ltd. © 2024  
[Privacy](#) [Terms & Conditions](#)





## 2. File History:

- Check the file history for the status of your lien registration. It should indicate "Complete".

The screenshot displays the ESC Lien Report interface. At the top, there is a navigation bar with links for Home, Registry, History, Reports, Admin, and Help. A search bar for VIN check is also present. The user is logged in as John A. Doe, with a last login of 2024-08-16. The main content area shows the 'Lien Report' for file number A12345, with a progress bar indicating that the 'Registration Complete' step is finished. Below this, there are buttons for 'Amendment', 'Renew', and 'Discharge'. The 'File History' table shows one entry: a Lien in the province of ON, requested on 2024-08-20, with a status of 'Complete'. A 'Comments' section is also visible with a 'Save' button. The 'Secured Parties' section lists ABC CO. as the secured party. The 'Debtors' section lists John A. Doe as the debtor. The 'Assets' section is currently empty. The footer contains the ESC Corporate Services Ltd. © 2024 logo and links for Privacy and Terms & Conditions.

Support: 1-877-558-0726

Logged in as: [Redacted]  
Last Login: 2024-08-16

Log Off

Home Registry History Reports Admin Help

Vin check Go

Viewing: John A Doe

### Lien Report

Printer Friendly

Select Province Enter Details Confirm Details Pending Registration **Registration Complete**

Actions

Amendment Renew Discharge

File Number: A12345  
Registration Type: Lien  
ON File #: 20240820 1209 1902 1023  
Registration #: 508375755  
Registration Date: 2024-08-20  
Service Province: ON (Duplicate in another province)  
Term (years): 3  
Amount of Lien: \$8,500.00  
Lien Expiry Date: 2027-08-20  
Maturity Date: No fixed Maturity Date  
Requester: [Redacted]  
Caution Filing:

#### File History

Service	Province	Requested	Status	PDF
Lien	ON	2024-08-20	Complete	

Comments

Save

#### Secured Parties:

ABC CO.  
456 CENTRE ST.  
TORONTO, ON, M2B3C4, CA

#### Debtors:

John A Doe  
(1965-01-01)  
Debtor Search  
123 Main St.  
Toronto, ON, M1A2B3, CA

#### Assets:

**Collateral Classifications:**  
 Consumer Goods  Inventory  Equipment  Accounts  Other  MV Included

**General Collateral:**  
ABC CO. IS THE SECURED PARTY FOR THE ACME CORP. HOT TUB - MODEL ABC123456. SERIAL # 98765-4321 AFFIXED TO THE SUBJECT PROPERTY 123 MAIN ST., TORONTO, ON, M1A 2B3.

ESC Corporate Services Ltd. © 2024  
Privacy Terms & Conditions



## Conclusion

For any issues or if you require support, please reach out to our team:



416-595-7177



[adminavs@eservicecorp.ca](mailto:adminavs@eservicecorp.ca)