GUIDES (ALL YOU NEED TO KNOW)

HOW TO SET UP CLIENT ACCOUNT

1. From the Home page of the application click on the **Create New Account** button to display the client type selection page.
2. Select Client type "**Institution**" or "**Individual**".
3. Then click on the **Continue** button to display the Secured Creditor Profile page.
4. Provide details for your Profile depending on your Client type. For Institution, complete the **Administrator** Profile.
5. After completion of your profile details, attach the following documents: For institutions - A Letter of Introduction and Certificate of Incorporation. For Individuals – ID document
6. Click the **I agree with the terms and conditions** box close to the Terms and Conditions link and then submit the account setup request to the Registry.
7. The "Account Successfully Submitted" message appears to confirm the success of the submission.
8. Wait for an approval email message from the Registry when the account setup request is approved and the account is created.

HOW TO CREATE CLIENT USERS

1. Log into the application with your **Login id** and **Password** as Client Administrator.
2. Click on the **Administration** menu tab.
3. Select **My Users** from the drop-down list to load the Users page.
4. Click the **Create New User** button and complete the form with the User's Basic Information.
5. Select the option Notify User with password to send password notice to user.
6. Click the **Save** button to create a new user and complete.

HOW TO ASSIGN ROLES TO A USER

1. Login to the application as the Client Administrator
2. Click on the **Administration** menu tab and Select **My Users** from the drop-down list.
3. This takes you to the Users page.
4. Move to the List of Users Section and Click on the **Edit** button of the preferred User.
5. When the Edit User page is displayed, click on the **Modify Roles** button to load the Roles page.
6. Click in the box of a role to assign to user depending his/her responsibilities and then click the **Save Roles** button to complete.

HOW TO CREATE GROUPS

1. Login to the application as the Client Administrator
2. Click on **Administration** and Select **Groups** from the drop down.
3. The List of registered groups page is displayed.
4. Click on the **Create New Group** button to load the Registering a new group page.
5. Enter group registration details and click on **Save** button to create group and complete.

HOW TO RESET YOUR PASSWORD

1. From the Login page, click the link **Forgot Password? Click Here**.
2. The Password Reset page loads requesting for your email address.
3. Enter your email address in the email box and the same text on the security image box.
4. Click on the **Submit** button to send request for password reset.
5. After successfully submitting password reset request, go to the inbox of the email address you provided above and display the system generated email received from the Registry.
6. Click on the **Reset Password** link to take you to the Reset Password page.
7. Enter a new password in the **New Password** box and enter the same password in the **Confirm New Password** box to reset your password.

HOW TO CHANGE YOUR PASSWORD

A. Option 1 - For Existing Users
   1. Sign in to the application with your **Username** and **Password**.
   2. Click on the **My Profile (User)** tab located on the Navigational bar.
   3. This displays the User page.
   4. Click on the **Change Password** button.
   5. This displays the Change Password page.
   6. Enter your old password in the **Old Password** box.
   7. Move to the **New Password** box and enter your new password.
   8. Confirm your new password in the **Confirm New Password** box.
   9. At Security Check section, enter the text in the security image into the box.
   10. Next Click on the **Submit** button.
   11. Confirmation message dialog is displayed.

B. Option 2 - For New Users
   1. On the Change Password page, enter a new password in the **New Password** box.
   2. Enter the same password in the **Confirm New Password** box.
   3. At Security Check section, enter the text in the security image into the box.
   4. Click on the **Submit** button.
   5. Confirmation message dialog is displayed.

HOW TO REGISTER A SECURITY INTEREST NOTICE

1. Select the '**Initial Notice'** from the Notice Type drop down list and click **Continue** button. For a Lien, select the Notice type '**Lien Notice'**
2. The Initial Notice page is displayed.
3. Provide information for the Notice details. For a Lien Notice provide the details of the court order.
4. Next, move to the Registration Information section to continue.
5. From the Register Information section, click on the **Secured Creditor** tab or the **Lien Holder** tab.

6. Click **Add New Institution/Individual Secured Creditor** button or **Add New Institution/Individual Lien Holder** button based on your option.
7. Fill the form that pops up with the country of origin or nationality and provide information for all other fields. Then click the **Submit** button.
8. Enter the Basic information and the Physical Address details of the secured creditor or lien holder.
9. To add a Grantor/Debtor information, click on its tab and then click **Add New Institution/Individual** button based on your option and select (Grantor, Debtor or Both options).
10. Provide information for all mandatory fields.
11. To add a collateral information, click on the **Collateral** tab and enter all mandatory collateral details.
12. Click on the **Add File** button to attach a file document in Word or PDF formats to the notice and then click on the **Upload** button to upload the file attachment.
13. To request for stamp duty exempt, click inside the **Stamp Duty Exempt** box and provide your comments in the **Comment** box. **NB:** Lien notice do not attract stamp duty payments
14. Click inside the **Declaration** box and then Click **Register Notice** button to register.

HOW TO AUTHORIZE A SECURITY INTEREST NOTICE

1. Login to the application with your **Login id** and **Password** as a Client Authorizer.
2. Click on **My Tasks** Menu and select "**My Pending Tasks**" from the drop down.
3. Click on the **Handle** button of the security interest notice.
4. This displays the Handle Task page to review notice registration details.
5. Scroll down to the Authorization section. Select "**Authorize**" to approve, "**Deny**" to terminate or "**Resend to Submitter**" to return to the Submitter for or correction and resubmission.
6. Click the **Submit** button when done.

HOW TO REGISTER AMENDMENT NOTICE

1. Login to the application with your **Login id** and **Password**.
2. Click on the **Security Interest Notices** menu tab.
3. Select the '**View Registered Notices**' option from the drop-down list.
4. From **My Registered Notices** page, click on the **Post Registration Activities** icon of the Security Interest notice that needs to be amended.
7. Select **Amendment Notice** on the Post Registration Activity Type page and click the **Continue** button.
8. From the **Add New Amendment** drop down list, select the amendment type.
9. Edit the Security Interest notice on the Amend Notice page to record your change.
10. Click the **Register Notice Amendment** button when done to complete.

HOW TO REGISTER AN OBJECTION NOTICE

1. Login to the application with your **Login id** and **Password**.

2. Click on the **Security Interest Notices** menu tab.
3. Select the '**Register Objection Notice**' option from the drop-down list.
4. When Objection Notice page loads, select the objection type, enter registration number and reason.
5. Click on **Register Objection Notice** button to register.

HOW TO REGISTER AN AMENDMENT NOTICE

1. Sign in to the application and click on the **Security Interest Notices** menu.
2. Select the **View Registered Notices** option from the drop-down list.
3. From the Actions column of the list of active notices displayed, click on the **Post Registration Activities** icon of the Security Interest notice that needs to be amended.
4. Select **Amendment Notice** on the Post Registration Activity Type page and click the **Continue** button.
5. From the **Add New Amendment** drop down list, select the amendment type.
6. Provide details for the amendment and then click the **Register Amendment** button to submit the amendment for registration.
7. Confirmation message is generated.

HOW TO REGISTER AN ENFORCEMENT NOTICE

1. Login to the application with your **Username** and **Password**.
2. Click on the **Security Interest Notices** menu tab.
3. Select the **View Registered Notices** option from the drop-down list.
4. From the Actions column of the list of active notices displayed, click on the **Post Registration Activities** icon of the Security Interest notice that needs to be enforced.
5. Select **Enforcement Notice** on the Post Registration Activity Type page and click the **Continue** button.
6. Enter enforcement notice details; Enforceable Amount and Enforcement Date.
7. Click the **Register Enforcement Notice** button.

HOW TO REGISTER A DISCHARGE NOTICE

1. Login to the application with your **Username** and **Password**.
2. Click on the **Security Interest Notices** menu tab.
3. Select the **'View Registered Notices'** option from the drop-down list.
4. From the Actions column of the list of active notices displayed, click on the **Post Registration Activities** icon of the Security Interest notice that needs to be discharged.
5. Select **Discharge Notice** on the Post Registration Activity Type page and click the **Continue** button.
6. Select type of discharge, **full** or **partial**.
7. Provide information for all required fields and then click the **Submit Discharge of Notice** button to complete.

HOW TO REGISTER A COLLATERAL DISPOSAL NOTICE

1. Login to the application with your **Username** and **Password**.
2. Click on the **Security Interest Notices** menu tab.

3. Select the '**View Registered Notices'** option from the drop-down list.
4. From the Actions column of the list of active notices displayed, click on the **Post Registration Activities** icon of the Security Interest notice that requires a collateral disposal.
5. Select **Collateral Disposal Notice** on the Post Registration Activity Type page and click the **Continue** button.
6. Enter Disposal of Collateral Notice details.
7. Click the **Submit Collateral Disposal Notice** button.
8. Confirmation message is generated.

HOW TO GENERATE A PAYMENT REGISTRATION NUMBER (PRN)

1. Login to the application with your **Username** and **Password** as Finance Officer.
   NB: A Public User needs NO account in the Security Interest in Movable Property Registry System to generate a PRN just click on the Search the Registry menu and continue.
2. Click on the **Payment** menu tab.
3. Select the '**Generate PRN'** option from the drop down to load the Payment and Bank details.
4. Then click **Generate PRN** to generate the Payment Registration Number.
5. Click on the **Print PRN Details** button to print payment registration slip.

HOW TO CONFIRM PAYMENT

1. Login to the application with your **Username** and **Password** as Finance Officer.
   NB: A Public User needs NO account in the Security Interest in Movable Property Registry System to generate a PRN just click on the Search the Registry menu and continue.
2. Click on the **Payment** menu tab.
3. Select the '**Confirm Payment'** option from the drop-down list.
4. Enter the PRN in the box.
5. Click the **Submit** button.
6. The payment information details are displayed.

HOW TO SEARCH THE REGISTRY – REGISTERED USER

1. Login to the application with **Username** and **Password**.
2. Click on the **Search** menu and Select the type of Search to perform from the dropdown list.
3. Select the Search criteria. You may conduct a search by:
   a) **Grantor** (Individual or Institution) Name or Identification Number or Registration Number.
   b) **Debtor** (Individual or Institution) Name or Identification Number or Registration Number.
   c) **Collateral** Serial Number
   d) **Security Interest Notice** Registration Number

4. Click on **Submit Search** button to display a summary of search results.
5. To generate a Search Report, move to the Generate Search Result section and select appropriate **Report Type** radio button.
6. Check the **Send Generated Search Report to My Inbox** to send the report to email provided.
7. Click the **Generate Search Report** button to generate the report and save to disk.

HOW TO SEARCH THE REGISTRY – PUBLIC USER

1. From the Home page, click on the **Search the Registry** menu and Select the type of Search to perform from the dropdown list.
2. Select the Search criteria. You may conduct a search by:
   a) **Grantor** (Individual or Institution) Name or Identification Number or Registration Number.
   b) **Debtor** (Individual or Institution) Name or Identification Number or Registration Number.
   c) **Collateral** Serial Number
   d) **Security Interest Notice** Registration Number
3. Enter security check details.
4. Click on the **Submit Search** button.
5. Enter PRN details and click on **Get Search Results** button to display a summary of search request.
6. To generate a Search Report, move to the Generate Search Result section and select appropriate **Report Type** radio button.
7. Check the **Send Generated Search Report to My Inbox** to send the report to email provided.
8. Click the **Generate Search Report** button to generate the report and save to disk.