

The Personal Property Securities Register (PPSR) is a form of electronic notice board where secured parties can record specific details about security interests in personal property. Registration in the PPSR will be one way to secure priority over personal property that is subject to a security interest.

Check us out online at www.ppsr.govt.nz

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1 Getting started

- How to access the PPSR website
- Connection requirements
- How to find your way around the PPSR website
- Learn about Secured Party Groups [SPGs]
- The steps to create a Secured Party Group



What you need to know

We have designed this training guide to teach you how to use the PPSR website, to create and maintain Secured Party Groups, register and maintain financing statements and search the PPSR. It is not a complete guide to the Personal Property Securities Act 1999. If you are new to the PPSR, we recommend reading our pamphlets:

- An Introduction to the PPSR [PPS-01]
- Register in the PPSR [PPS-03]
- Search the PPSR [PPS-04]
- Information for Consumers [PPS-02]
- Renew your Financing Statements [PPS-06]

Before you can access the PPSR there are a few things you will need to know and have access to:

- A User ID and password for using the PPSR [Refer to our Registered User Administration Training Guide for full details of how to Get a User ID]
- A credit card or a direct debit facility already established with us
- An active email address
- A computer installed with PDF reader software [e.g. [Adobe Acrobat Reader 4.0](#) or above].

If you have not used the PPSR before we also recommend reading our Registered User Administration Guide. That guide contains information on:

- Opening a customer account to register as a user [Get User ID]
- The administrator's functions
- Adding users to a customer account
- Maintaining your customer account and user details
- Payment options – direct debit and credit card.

Once you have registered as a customer with the PPSR, you can use the same User ID to access all of our participating websites. You should keep your User ID and password in a safe place for future reference.

Connection requirements

Before using our online services, please check the **Optimal Site Settings** [under **Site Information** on our website] – especially if this is the first time you have used our website.

There are links on the website to download the software you require. Select the **Site Information** menu option, and then **Site Software**. If you do not have access to the internet, you may wish to consider the following options:

- Use the internet access that is available in many public libraries and independent Internet terminal providers.
- Consult a legal or financial advisor or a search & registration service provider.

How do you find your way around the PPSR website?

Navigate the PPSR website using the menu on the left hand side of the screen. First, select the type of service that you require, and then choose the specific service from the menu screen.

The following services are available on the PPSR website:

- **User Administration**
Maintain Customer Details | Branch Details | User Details | Prohibited Password Administration | Invoices.
 Some options on the User Administration menu are available only to users with Administrator privileges.
- **PPSR Registration**
 - **Financing Statements**
Create | Pending | View | Maintain
 - **Secured Parties**
Create SPG | Maintain SPG | Transfer Financing Statements | Change SPG Password | View Financing Statement Details | Set Secured Party Group Email Options
 - **Financing Statement Change Demands**
Lodge | Withdraw | View | Accept
 - **Miscellaneous**
Change Currently Assigned Secured Party Group | Maintain User Web Preferences | Change Financing Statement PIN | Change Debtor PIN | Registered Financing Statement Report | Financing Statement List
- **PPSR Search**
Debtor Person | Debtor Organisation | Financing Statement Registration Number | Motor Vehicle Serial Number | Aircraft Serial Number | View Session Log
- **Services and Fees**
View the current Services and Fees for the PPSR and other Business Units.
- **Site Information**
Optimal Site Settings | Related Sites | Site Software | Privacy Statement
- **Information Library**
About PPSR | FAQs | Fees | Training Materials | Accessing PPSR | Pamphlets | Government to Business | Plus links to the New Zealand Legislation website, the Business Update Newsletter site and to our online Ask us a Question service.
- **Contact Us**


As well as this training guide, there are a number of resources available on our website to help you learn how to use the PPSR:

- A tutorial is available by selecting the **TUTORIAL** button in the bottom right hand corner of the website
- **HELP** is available online in the bottom right hand corner of the website.
- A range of resources and information is available under the **Information Library** menu option.
- Ask us a Question online using the **Contact Us** menu option.

What you need to know about Secured Party Groups [SPGs]

You must register a Secured Party Group [SPG] in order to register a financing statement.

- Secured Party Groups are a central identity within the PPSR. Essentially, a secured party creates a Secured Party Group [SPG] to represent itself on the PPSR the first time it accesses the PPSR. After this initial SPG registration, all financing statements are registered against that Secured Party Group.
- Each Secured Party Group is identified by way of a Secured Party Group ID and password. The Secured Party Group ID and password are critical pieces of information that you must keep confidential. Secured Party Groups can change their password online at any time.
- Secured Party Groups may consist of one or more secured parties [people or organisations].
- A change to secured party group details will generate a financing change statement for every financing statement already registered by the secured party group. To change the membership of a secured party group you must first create a new secured party group then use the global transfer feature to transfer all financing statements from the old, to the new secured party group. [Secured Parties – Transfer Financing Statement]
- Each secured party within a secured party group must have an email address.
- A secured party organisation must nominate a person to act on their behalf. This may be the name of a person within the organisation or their job title. The person acting on behalf of a secured party organisation must also have an email address.

 Email is the primary contact point for the PPSR. A variety of communications may be sent to secured parties via email. What emails you actually receive depends on which options have been selected under Web User Preferences and what onscreen choices are made by the person entering details onto the PPSR. It is critical to have a stable, long-term email address when registering your secured party group. One that doesn't change even if your staff do.

What communications will you get from the PPSR?

The PPSR generates a range of emails during each registration process. You can choose which emails to receive by selecting them in your User Web Preferences. [Visit PPSR at www.ppsr.govt.nz, logon then select **Miscellaneous – Maintain User Web Preferences**]

The PPSR will NOT generate emails to:

- Advise that a pending financing statement or pending financing change statement has been deleted at 60 days.
- Advise you when financing statements have expired or are about to expire

Tips on PINS

It is your responsibility to look after and keep track of your:

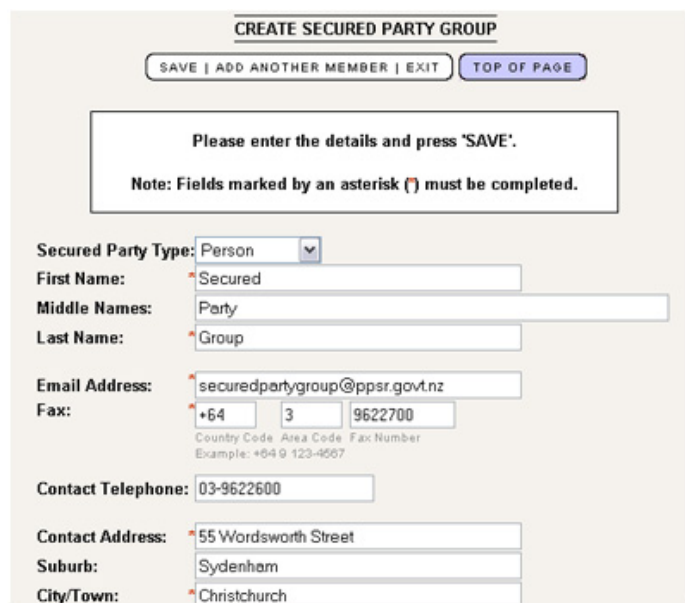
- User ID and password
- SPG ID and password
- Financing Statements Numbers and PINs [including Debtor PINs].

Below is an example of a quick template that you could use to record and store the pins and IDs generated by the PPSR during the registration process. It is easy to set up a spreadsheet similar the example given below then store it for quick future reference.

Debtor Name	Debtor Reference	FS Creation Date	FS Expiry Date	Financing Statement Registration Number	Debtor PIN	Financing Statement PIN
EXAMPLE ONLY						

The steps to create a secured party group

1. Access the PPSR website at www.ppsr.govt.nz.
2. Log on using your User ID and password.
3. From the PPSR Registration menu choose **Secured Parties – Create Secured Party Group**.
4. Select whether the first [or only] member of your Secured Party Group is a **Person** or an **Organisation**.
5. Complete the details required in the 'Create Secured Party Group' screen then click 'Save'. [Fields marked with an * must be completed].
6. From the Secured Party Group List choose to either:



- 'Add Another Member' to your Secured Party Group [repeat steps 4-5 until your Secured Party Group accurately represents all of the secured parties].
- 'Remove Selected' member from your Secured Party Group [first put a tick in the box beside the Secured Party Member you wish to remove].
- Check or edit the details of a Secured Party Member by clicking on their name in the list.
- 'Exit' – to cancel registration of this Secured Party Group. The details you have entered will not be saved.
- 'Register Group' – when you have successfully added all the members of the Secured Party Group [there may be several members or only be one.]
 - Take note of your case-sensitive Secured Party Group ID and password.
 - Click 'OK' to confirm the registration or choose 'Change Password' to select a Secured Party Group password that is easier to remember.

You are now set up to register financing statements.

 Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive.