

Refer to the following materials, if required:

- How do I search for an applicant/registrant?

## STEP 1

Click on “PSW REGISTRY OF ONTARIO” (1B) within the “REGISTRIES” tab (1A).



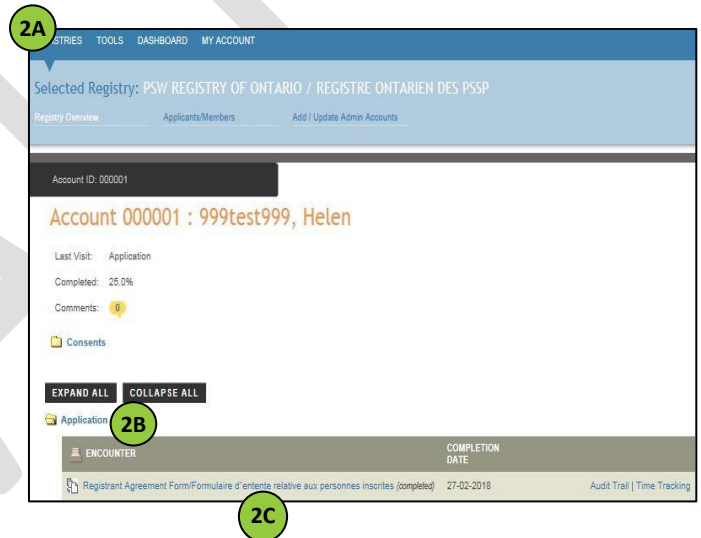
## STEP 2

Search for the applicant whose form requires a review.

Go to their **Applicant/Member** forms (2A) page.

Click on “**Application**” (2B) folder. The Application section will expand.

Click on “**Registrant Agreement Form**” (2C).



Once the applicant has submitted their **Registrant Agreement Form**, it will be marked “completed.” Note: You may see “Completed: 0.0%”. That will be displayed as 25% once the **Registrant Agreement Form** has been completed.