

Refer to the following materials, if required:

- How do I navigate the Dashboard Report?
- How do I navigate the Applicant/Member profile page?

STEP 1

Click on the “**DASHBOARD**” (1) tab.

STEP 2

Generate a **Dashboard Report (2A)**.

Type “edit” in the search field at the bottom of the “**ADMIN ASSIGNED**” (2B) column to generate a list of unassigned applicants.

Choose an applicant and click “**edit**” (2C) to assign yourself.

STEP 3

You will be redirected to the **Applicant/Member profile (3A)** page.

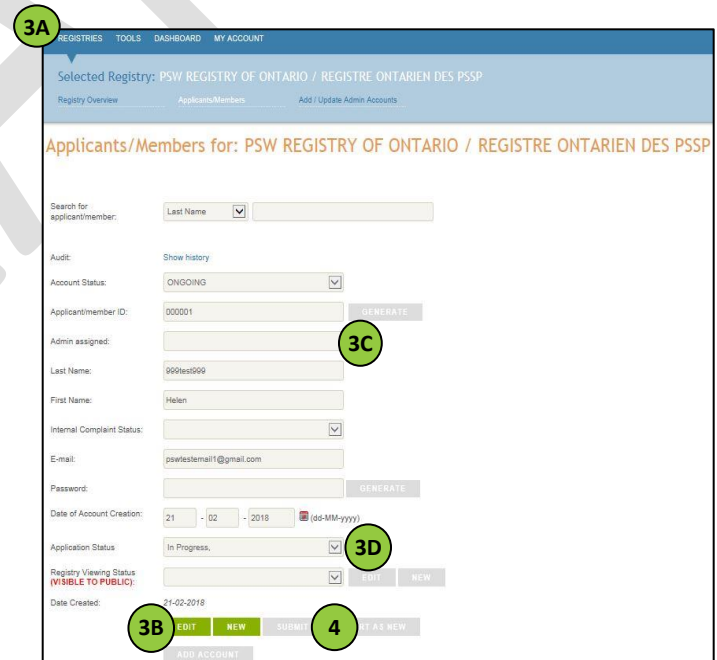
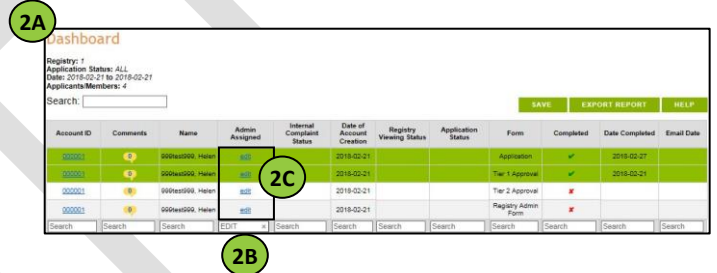
Click the “**EDIT**” (3B) button.

In the empty “**Admin assigned**” (3C) field, enter your name in the following format “(admin: [your name]).”

Click the “**Application Status**” (3D) dropdown and change to “**In Progress.**”

STEP 4

Once you have completed Step 3, click the “**SUBMIT**” (4) button.



i The “**SUBMIT**” button in the **Applicant/Member** profile page will become green after you have clicked the “**EDIT**” button.