

Refer to the following materials, if required:

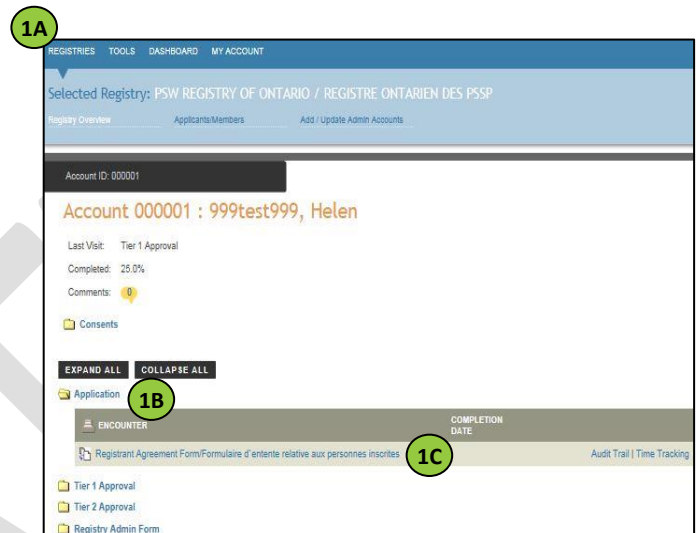
- How do I search for an applicant/registrant profile?
- How do I navigate the Applicant/Member forms page?

## STEP 1

Search for your applicant and go to their **Applicant/Member forms (1A)** page.

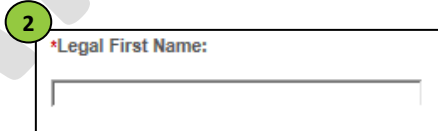
Click on “**Application**” (1B) folder. The Application section will expand.

Click on “**Registrant Agreement Form**” (1C). Note: this is referred to as “**Application Form**” in the rest of this document.



## STEP 2

Complete all mandatory fields within the **Application Form (2)**. These are marked with an asterisk (\*).



## STEP 3

If you started filling the **Application Form**, but are unable to complete it, you can click the “**SAVE**” (3A) button and return to complete the **Application Form** at a later time.

Click the “**SUBMIT**” (3B) button once you have completed the **Application Form**.



## STEP 4

A pop-up will appear.

Click the “**YES**” (4) button to confirm that you want to submit the **Application Form**.

