

Refer to the following materials, if required:

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



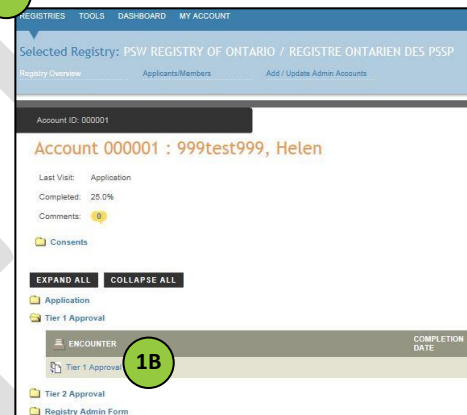
Ensure that all required supporting documents have been received and reviewed.

## STEP 1

Search for the applicant who requires a Tier 1 approval.

Go to their **Applicant/Member forms (1A)** page and access their **“Tier 1 Approval” (1B)** form.

1A



REGISTRIES TOOLS DASHBOARD MY ACCOUNT

Selected Registry: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Registry Overview Applicants/Members Add / Update Admin Accounts

Account ID: 000001

Account 000001 : 999test999, Helen

Last Visit: Application  
Completed: 25.0%  
Comments: 0  
Consents

EXPAND ALL COLLAPSE ALL

- Application
- Tier 1 Approval
- Tier 2 Approval
- Registry Admin Form

ENCOUNTER	COMPLETION DATE
Tier 1 Approval	

1B

## STEP 2

Complete all mandatory fields within the **Tier 1 Approval Form (2A)**. These are marked with an asterisk (\*).

If you started editing the **Tier 1 Approval Form**, but are unable to complete it, you can click the **“SAVE” (2B)** button and return at a later time.

Click the **“SUBMIT” (2C)** button when you have finished editing the **Tier 1 Approval Form**.

2A



REGISTRIES TOOLS DASHBOARD MY ACCOUNT

Selected Registry: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Registry Overview Applicants/Members Add / Update Admin Accounts

Account ID: 000001 / Tier-1 Approval

RETURN TO FOLDER/ENCOUNTERS

SAVE SUBMIT PRINT

PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Form: Tier-1 Approval  
Last modified: 21-02-2018 20:16:29.0 Audit Trail

Account: 000001 : 999test999, Helen files

Tier 1 Approval Form

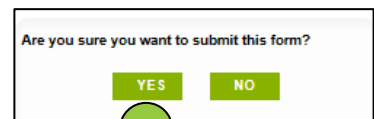
2B

2C

## STEP 3

A pop-up will appear after you submit the form.

Click the **“YES” (3)** button to confirm the submission of the **Tier 1 Approval Form**.



Are you sure you want to submit this form?

YES NO

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