

Refer to the following materials, if required:

- How do I check if I have applications to approve?
- How do I navigate the Applicant/Members Forms page?



Prior to completing the Tier 2 Approval Form, you must review the Tier 1 Approval Form for supporting documentation and relevant comments.

## STEP 1

Search for the applicant whose PSW Application Form requires Tier 2 decision.

Go to their **Applicant/Member** forms page (1A), and access their “Tier 2 Approval” (1B) folder.

## STEP 2

Within the folder, click on **Tier 2 Approval Form (2A)**, to complete all mandatory fields. These are marked with an asterisk (\*).

Check the box (2B) that indicates that you have read all relevant information to the application.

If the applicant is denied/rejected, please provide the reason using the dropdown menu (2C).

## STEP 3

If you started filling out the **Tier 2 Approval Form**, but are unable complete it, you can click the “**SAVE**” (3A) button and return at a later time.

Click the “**SUBMIT**” (3B) button once you have finished completing the **Tier 2 Approval Form**.

## STEP 4

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

Click the “**YES**” (4) button to confirm the submission of the **Tier 2 Approval 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: Tier 1 Approval

Completed: 50.0%

Comments: 0

Consents

EXPAND ALL COLLAPSE ALL

Application

Tier 1 Approval

Tier 2 Approval

ENCOUNTER COMPLETION DATE

Tier 2 Approval 1B

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 2 Approval

RETURN TO FOLDER/ENCOUNTERS SAVE SUBMIT PRINT

PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Form: Tier 2 Approval

Last modified: 28-02-2018 10:10:29.0 Audit Trail

Account: 000001 : 999test999, Helen files

Tier 2 Approval Form

\*Acknowledgement

I acknowledge that I have reviewed all information relevant to this application.

\*Tier 2 Approval Status

select

Tier 2 Denial Reason

select 2C

Are you sure you want to submit this form?

YES NO

4



### STEP 5

Go to the applicant's/registant's **Applicants/Members Profile (5A)** page.

Click the **"EDIT" (5B)** button.

### STEP 6

Once the **"Application Status" (6A)** has been changed, click the **"SUBMIT" (6B)** button.

**5A**

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

Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Search for applicant/member: Last Name

Audit: Show history

Account Status: ONGOING

Applicant/member ID: 000001

Admin assigned: Test Administrator

Last Name: 000test000

First Name: Helen

Internal Complaint Status:

E-mail: pawtest@mail@gmail.com

Password:

Date of Account Creation: 21 - 02 - 2018

Application Status: Move to Admit  **6A**

Registry Viewing Status (VISIBLE TO PUBLIC):

Date Created: 21-02-2018

**5B** **6B**



The **"SUBMIT"** button in the **Applicant/Member Profile** page will become green after you have clicked the **"EDIT"** button.