



All mailed-in PSW Application Forms will require a PSW applicant profile to be created. Note: A PSW application must be completed in its entirety before an account can be created. If not, a Tier 1 Administrator will need to follow up outside of the Registry accordingly.

STEP 1

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



STEP 2

Click the “Applicants/Members” (2) tab.

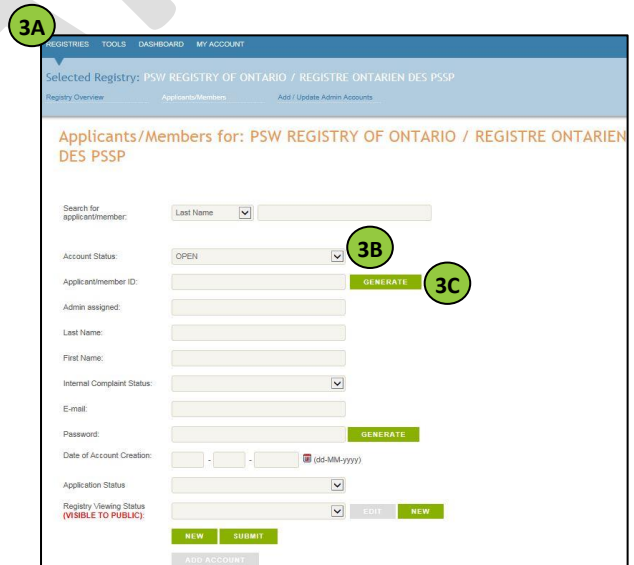


STEP 3

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

Ensure the “Account Status” is set to “OPEN” (3B).

Click the “GENERATE” (3C) button beside “Applicant/member ID” to generate a Registrant ID for the applicant.

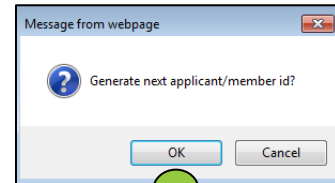



Ensure that the applicant’s Registrant ID is included in their notification email.

STEP 4

A pop-up will appear.

Click the **“OK” (4)** button if you want to continue to create a PSW profile.



STEP 5

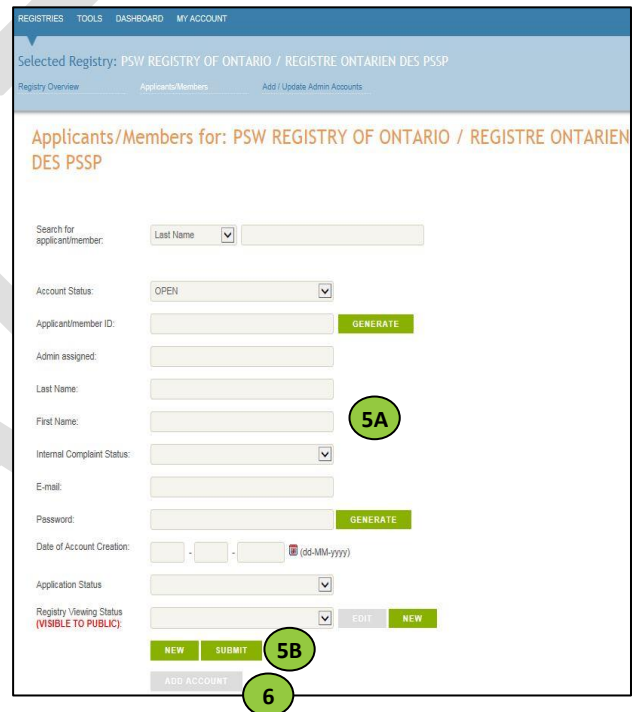
Complete the following fields **(5A)**:

- Admin assigned
- Last name
- First name
- Email
- Date of Account Creation

Click the **“SUBMIT” (5B)** button.

STEP 6

Click the **“ADD ACCOUNT” (6)** button to add the Applicant to the Registry to complete the creation of a PSW application profile.




A password does not need to be generated for a mailed-in application. For more information on when a password should be generated, please refer to “How do I navigate the Applicant/Member profile page?”



The **“ADD ACCOUNT” (6)** button will turn black once an Applicant/Registrant ID has been generated. Although the applicant is in the Registry, they are not currently viewable.