

Refer to the following materials, if required:

- How do I navigate the Applicant/Member Profile page?

STEP 1

Click on “Tools” (1).



STEP 2

You will be redirected to the **My Tools (2A)** page.

Click on “Master List” (2B).



STEP 3

You will be redirected to the **Master List** page.

Click on “GENERATE LIST” (3B).



STEP 4-optional

To download the Master List as a .csv Microsoft Excel file for offline viewing, click on “Export List” (4).

