



Refer to the following materials, if required:

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



This status is linked to the employer view of the Registry. Please ensure that all proper steps and procedures have been taken prior to selecting a status.

## STEP 1

Search for the applicant whose Registry Viewing Status requires a change.

Go to their **Applicant/Member** profile (1) page.

## STEP 2

Click the **“EDIT” (2A)** button.

Click the **“Registry Viewing Status” (2B)** dropdown to change the status, as required.

## STEP 3

Click the **“SUBMIT” (3)** button once the **“Registry Viewing Status”** has been changed.

The screenshot shows the 'Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP' page. It includes a search bar for the applicant's last name, a dropdown for account status (currently 'ONGOING'), and a 'Registry Viewing Status' dropdown menu. The 'Registry Viewing Status' is currently set to 'Move to Admin'. At the bottom, there are buttons for 'EDIT', 'NEW', 'SUBMIT', and 'INSERT AS NEW'. The 'EDIT' button is highlighted with a green circle labeled '2A', and the 'SUBMIT' button is highlighted with a green circle labeled '3'. A green circle labeled '1' is around the search bar, and a green circle labeled '2B' is around the 'Registry Viewing Status' dropdown.



Before updating the Registry Viewing Status, please ensure that all relevant supporting documents have been uploaded accordingly. For more information, please refer to “How to upload files?” Also, comply with the PSW Registry office policies regarding Registry Viewing Statuses.



The **“SUBMIT”** button in the **Applicant/Member** profile page will become green after you have clicked the **“EDIT”** button.



Changes to the **Registry Viewing Status** on this page will be reflected in the **Dashboard Report**.