



Refer to the following materials, if required:

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

## STEP 1

Search for the applicant whose PSW Application Form requires an Application Status change.

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

## STEP 2

Click the **“EDIT” (2A)** button.

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

## STEP 3

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

The screenshot shows the 'Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP' page. At the top, there are navigation tabs: REGISTRIES, TOOLS, DASHBOARD, MY ACCOUNT. Below this, it says 'Selected Registry: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP'. There are three sub-tabs: Registry Overview, Applicants/Members (selected), and Add / Update Admin Accounts. The main heading is 'Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP'. Below this is a search bar with a dropdown for 'Last Name' and an input field. There are several form fields: 'Audit: Show history', 'Account Status: ONGOING', 'Applicant/Member ID: 000001', 'Admin assigned:', 'Last Name: 00000000', 'First Name: Helen', 'Internal Complaint Status:', 'E-mail: pswtestemail1@gmail.com', 'Password:', 'Date of Account Creation: 21 - 02 - 2018', 'Application Status: In Progress', 'Registry Viewing Status (VISIBLE TO PUBLIC):', and 'Date Created: 21-02-2018'. At the bottom, there are buttons: '2A EDIT', 'NEW', 'SUBMIT', 'INSERT AS NEW', and '3 ADD ACCOUNT'. A large 'DRAFT' watermark is visible across the page.



Comply with the PSW Registry Office policies regarding Application Statuses.



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



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