

Refer to the following materials, if required:

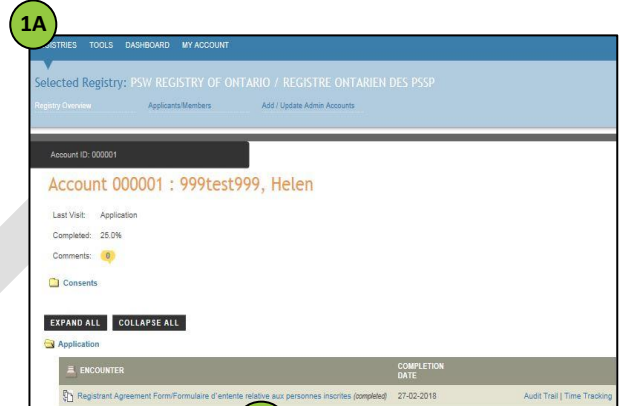
- How do I search for an applicant/registrant?
- How do I navigate the applicant/registrant Forms page?
- How do I upload files?

STEP 1

Search for the applicant who sent a Request for Information Form to update a submitted **PSW Application Form (Registrant Agreement Form)**.

Go to their **Applicant/Member Forms (1A)** page, and access their **Registrant Agreement Form (1B)**.

Note: **Registrant Agreement Form** is referred to as **“Application Form”** in this document.



STEP 2

Within the **Application Form (2A)**, click the **“EDIT” (2B)** button and input the required changes.

Upload supporting documents, such as the submitted Request for Information Form by clicking on **“files” (2C)**.



STEP 3

If you started editing the **Application Form** but are unable complete it, you can click the **“SAVE” (3A)** button and return to complete the changes at a later time.

If you have finished editing the **Application Form**, click the **“SUBMIT” (3B)** button.



STEP 4

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

If you want to return to the **Application Form**, click on the **“NO” (4A)** button.

To confirm the submission, provide a reason (mandatory) for making the change in the empty field **(4B)**, and click the **“YES” (4C)** button.

