

Refer to the following materials, if required:

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



The applicant who mistakenly terminated themselves will need to contact the Registry in order to be reinstated.

The applicant will not appear in the Dashboard, but they are still searchable within the Registry.

STEP 1

Search for the applicant who requires a reinstatement.

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

STEP 2

Click the **“EDIT” (2A)** button.

Click the **“Account Status” (2B)** dropdown to change the status from **“TERMINATED”** to **“ONGOING.”**

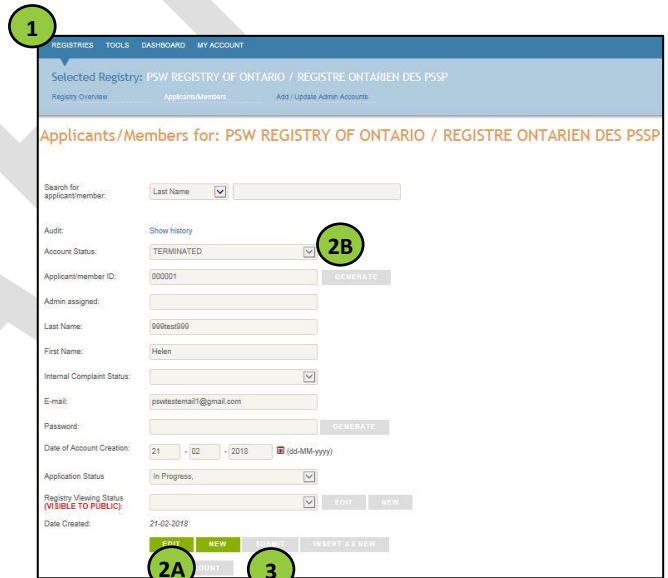
STEP 3

Once the **“Application Status”** has been changed, click the **“SUBMIT” (3)** button.

STEP 4

Go to the applicant’s Applicant/Member Profile page.

Access the **Application Form (4A)**, and click the **“EDIT” (4B)** button, to allow the applicant access to their PSW Application Form



The screenshot shows the 'Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP' page. A search bar is at the top. Below it, the 'Account Status' dropdown is set to 'TERMINATED' and is circled in green with '2B'. At the bottom of the form, the 'SUBMIT' button is circled in green with '3'. The 'EDIT' button is circled in green with '2A'.



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



The screenshot shows the 'PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP' Application Form page. The 'EDIT' button is circled in green with '4B'. The 'SUBMIT' button is now green and circled in green with '4A'.