

Refer to the following materials, if required:

- How do I navigate the Dashboard Report?

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The steps below outline two ways to search for an applicant/registrant. Another way to search for an applicant/registrant is through the Dashboard Report.

A Registrant is referred to as a “Member” in the Administrator Portal.

STEP 1

Click on “**PSW REGISTRY – PHASE 1**” (1B) within the “**REGISTRIES**” tab (1A).



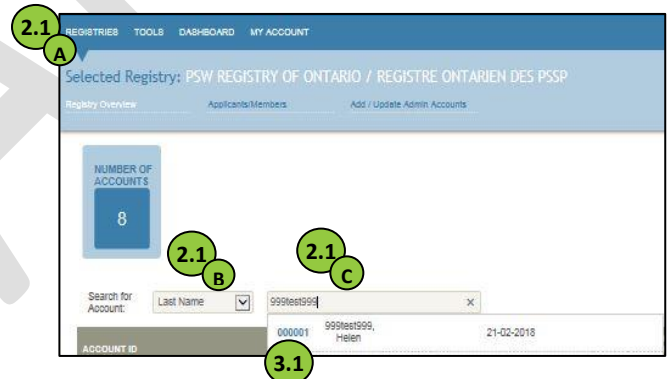
STEP 2 – Option 1

You will be redirected to the **Home Page** (2.1A).

Click the “**Search for Account**” (2.1B) dropdown button and select one of the four options:

- Last Name
- Admin Assigned
- Date of Account Creation
- Account ID

Type the search query in the empty field (2.1C).



STEP 3 – Option 1

Click on the **Account ID** (3.1) of the applicant/registrant you are searching for.

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This method of searching will redirect you to the **Applicants/Members Forms** page.

STEP 2 – Option 2

Click on the “**Applicants/Members**” (2.2) tab.

STEP 3 – Option 2

You will be redirected to the **Applicants/Members Profile** landing page (3.2A).

Click on the “**Search for Account**” (3.2B) dropdown button and select one of the four options.

Type the search query in the **empty field** (3.2C).

Click on the **Account ID** (3.2D) of the applicant/registrant you are searching for.



This method of searching will redirect you to the **Applicants/Members Profile** page.