

Refer to the following materials, if required:

- How do I search for an applicant/registrant?
- How do I navigate the applicant/registrant Forms Page?



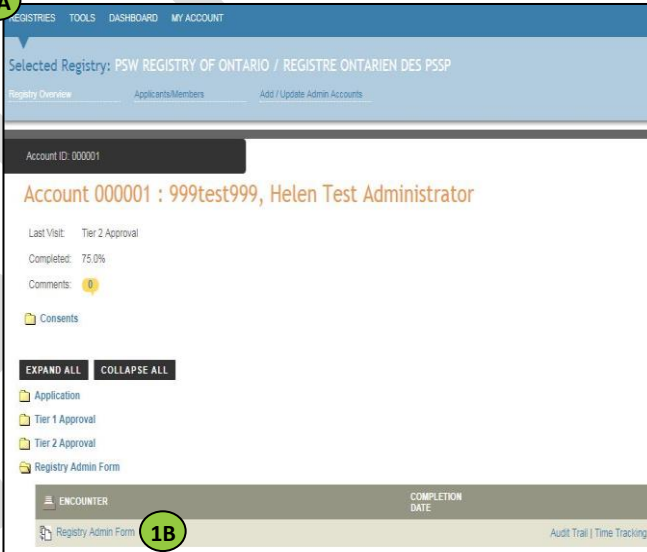
This document outlines all of the steps required to update a registrant's profile information.

For changes to an **applicant's** PSW application, refer to "How do I process changes to a PSW Application Form?"

STEP 1

Search for the registrant whose profile requires changes.

Access their "Registry Admin Form" (1B) within their Applicant/Member forms (1A) page.



STEP 2

Click the "EDIT" (2B) button within the Registry Admin Form (2A) page.

Complete all necessary changes. Upload supporting documents. (2C).

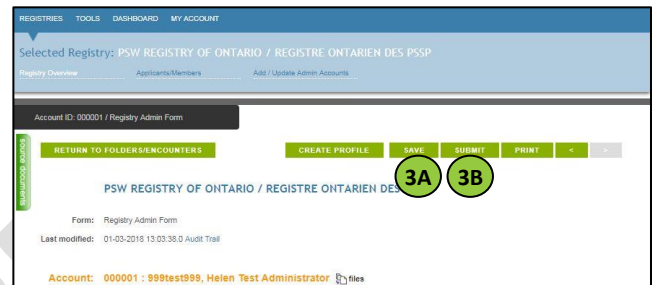



For more information, please refer to "How to upload files?"

STEP 3

If you are unable to complete the necessary updates/changes, you can click the **“SAVE” (3A)** button to return at a later time.

Click the **“SUBMIT” (3B)** button if you have completed the **Registry Admin Form**.



STEP 4

A pop-up will appear.

Click on the **“NO” (4A)** button if you want to return to the **Registry Admin Form**.

If you want to submit this form, provide a reason (mandatory) for making the change in the empty field **(4B)**, and click on the **“YES” (4C)** button.

