

Refer to the following materials, if required:

- How do I search an applicant/member profile?

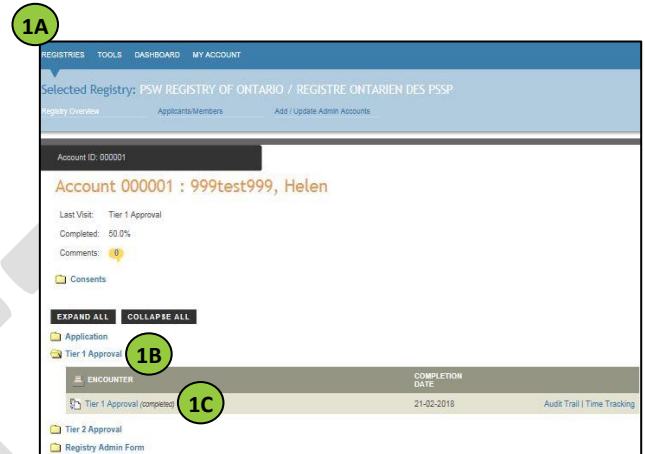
STEP 1

Search for the applicant who has files that need to be uploaded.

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

Click on **“Tier 1 Approval” (1B)** folder. The Tier 1 Approval section will expand.

Click on **“Tier 1 Approval form” (1C)**.



STEP 2

Within the **Tier 1 Approval form (2A)** page, click **“files” (2B)**.



STEP 3

A pop-up web browser window will appear.

Click the **“Browse...” (3A)** button and select the file you want to upload.

Type a description of the file in the **“Comment” (3B)** field and click the **“SAVE” (3C)** button.

Close the pop-up web browser once you have completed uploading all of your files.



The **“Comment” (3B)** field is mandatory for every uploaded file.

Once you click the **“SAVE” (3C)** button, the **“There are no files available”** text will be replaced with a list of uploaded files and their descriptions. No further action is required once you see the uploaded file on the list.

Guidelines for uploading files

Overview

Uploading files is primarily a Tier 1 Administrator responsibility, as reflected in the above example. However, other administrators can also upload files in the Application and Registry Admin Form folders, if required.

What to upload for each folder:

Folder Name	Types of materials to upload
Application	Documents related to any changes to the applicant's PSW Application Form.
Tier 1	Supporting documents received from applicant and documents related to the Request for Information (RFI) process.
Tier 2	No documents should be uploaded in this folder.
Registry Admin Form	Documents related to the complaints and appeals processes. Once the applicant becomes a member, any supporting documents for change in member information will also be uploaded in this folder.



When using the file upload functionality, you are responsible for being compliant with the PSW Registry Office policies and procedures. The information contained in the Registry is confidential.

All copies of personal health information must be stored and destroyed securely in compliance with PHIPA and organizational policies.

For more information, please review your organization's privacy policies or contact your Privacy resource.