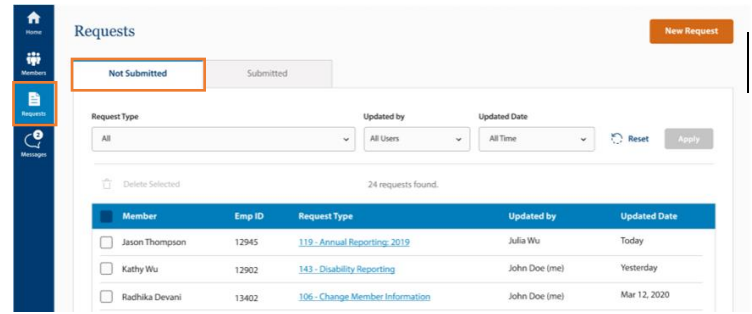


Request Search

Search and filter through requests **Not Submitted**



Navigate to Requests: Select *Not Submitted*



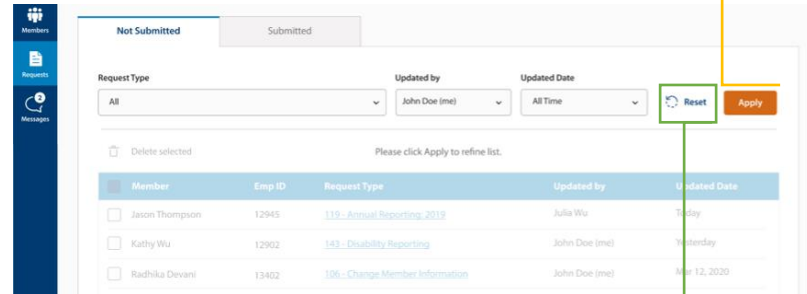
Filter: Filter your request search by three options:

Request Type – filter by e-Form

Updated By – filter by e-access username

Updated Date – filter by specific timeframe when the form was last worked on

Once you have chosen your filter(s), hit apply and a revised list of requests will appear.

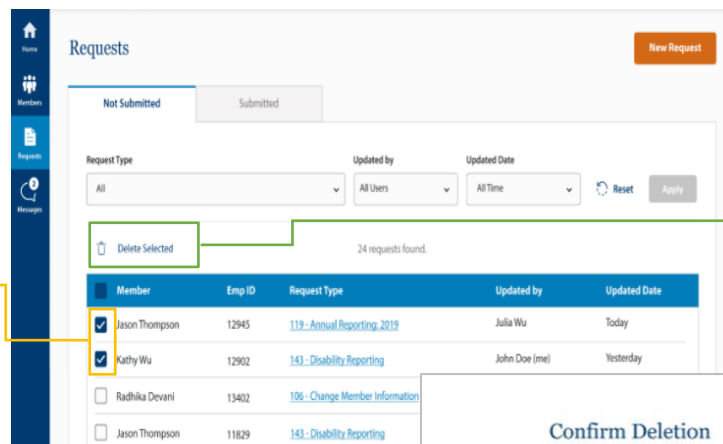


To clear your filters, hit the Reset button.

Delete requests: You may discover requests that no longer need to be submitted. Select requests to be deleted, click *Delete Selected*, and then confirm you wish to delete the selected requests.

You will receive confirmation the requests selected were deleted.

Select requests for deletion by clicking the box to the left of the member's name.



Click *Delete Selected* to remove requests from the system.

Confirm Deletion

Are you sure you want to delete 2 selected requests? This cannot be undone.

Cancel

Delete

Request Search

Search and filter through requests *Submitted*



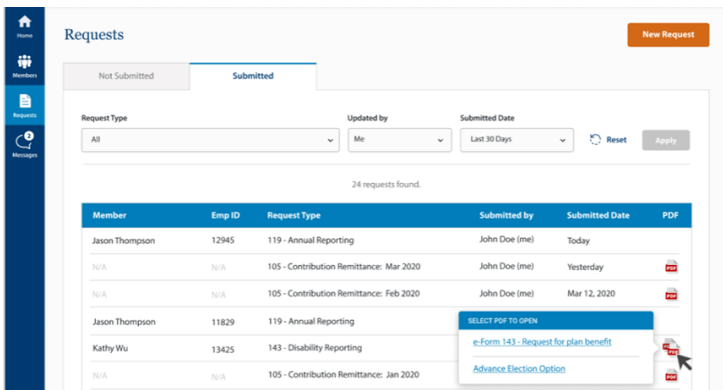
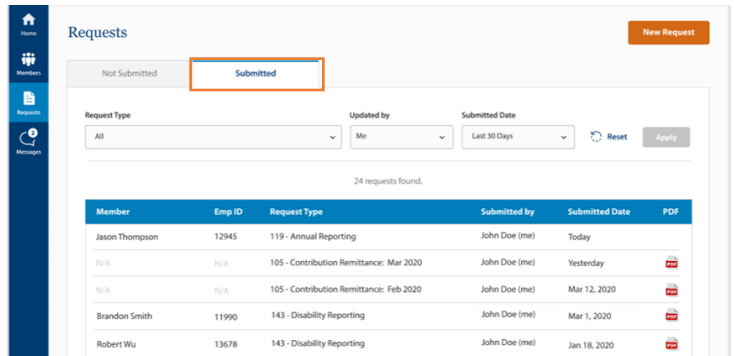
Navigate to Requests: Select *Submitted*

Filter: Filter your request search by three options:

Request Type – filter by e-Form

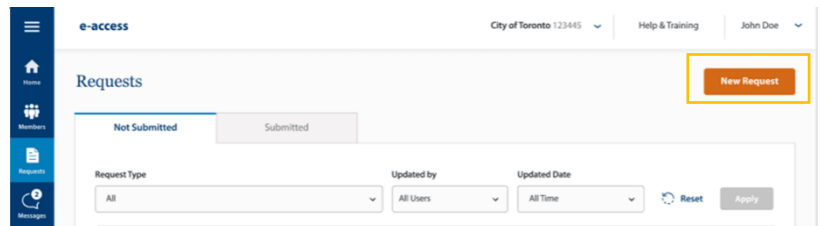
Updated By – filter by e-access username

Updated Date – filter by specific timeframe when the form was last worked on



View Copy of the e-Form and/or Election Form: Hover your mouse over the PDF icon to select and open the PDF file.

Start a New Request: If the form has not yet been initiated or submitted, you can start an e-Form by clicking *New Request*



We're here to help. Get in touch.

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