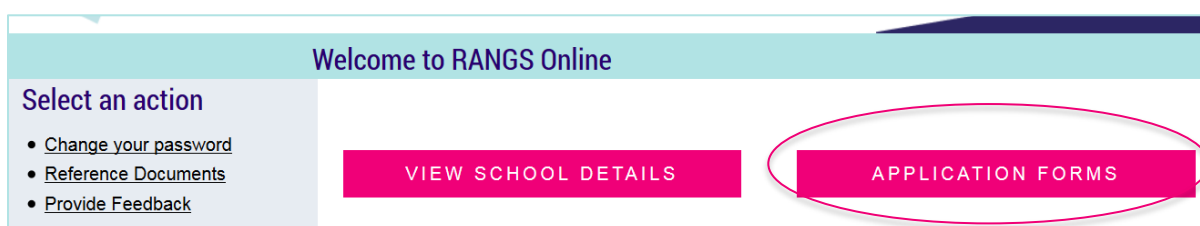


# Guide to application forms in RANGS Online

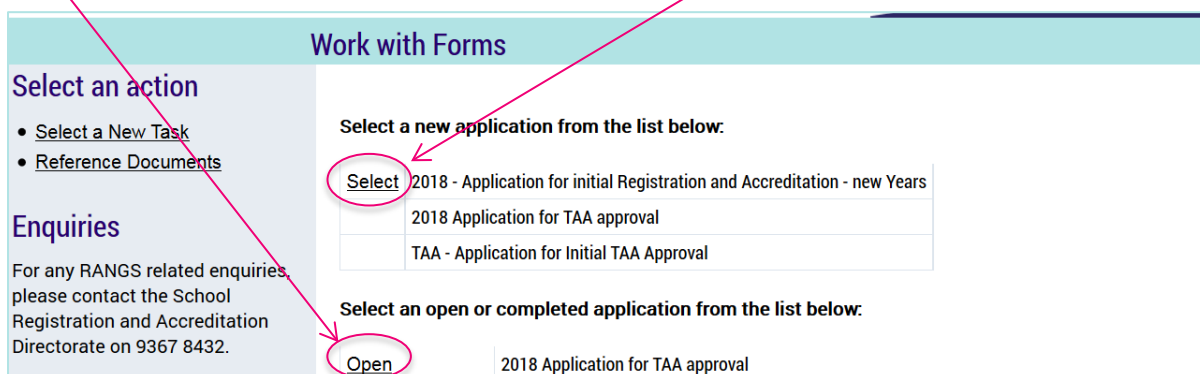
This guide outlines the processes for selecting correct application forms, how to navigate and submit the application.

## Selecting an application

1. Log onto RANGS Online and select 'Application Forms'.



2. A historical register of application forms will show. Either 'Select' a new application or 'Open' an existing application to complete.

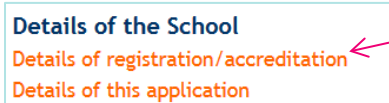


3. Tip: if an additional or incorrect application has been opened, select 'Open' to view the empty application. In the left hand navigation, select 'Delete Application'.



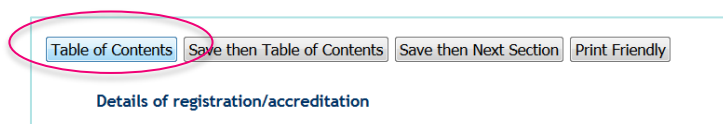
## Completing the application

4. On the application home page, select an orange link to complete a section. Continue through each section until all are completed.

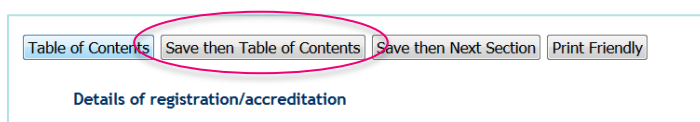


5. Navigation buttons at the top of the page include:

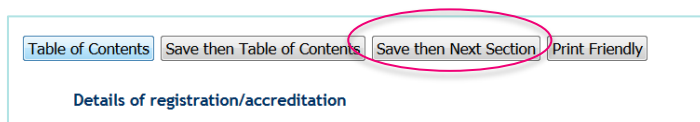
- a. 'Table of Contents': return to the home page of the application



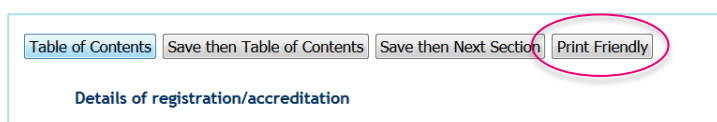
- b. 'Save then Table of Contents': save work completed in the section and return to home page of the application



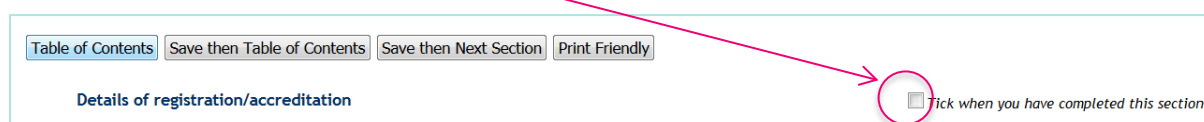
- c. 'Save then Next Section': save the current page and continue completing the form



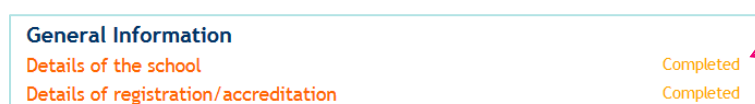
- d. 'Print Friendly': print the page (note: on the home page of the application, the entire form can be printed).



6. When a section has been completed, with all required documents attached, click the button at the top right of the page.



7. When on the home page of the application, completed sections will display.

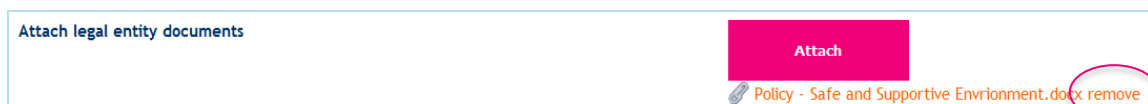


8. Some sections of the application form will require document(s) to be attached as evidence. Click the pink 'Attach' button and navigate to the correct document for that section. More than one document may be uploaded in a section or a zipped folder with multiple documents.

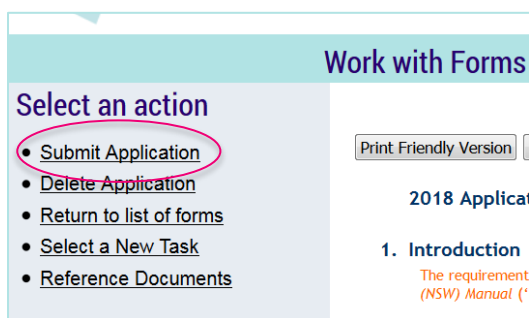


## Submitting the application

9. Prior to submitting the application, please ensure all sections have been filled in accurately and documentation attached where required. If a document has been attached in error, click the 'remove' button. An application cannot be amended once it is submitted.



10. When the application has been completed, and all required documents attached, click the 'Submit Application' button in the left hand navigation.



11. A notification of successful submission will display:

