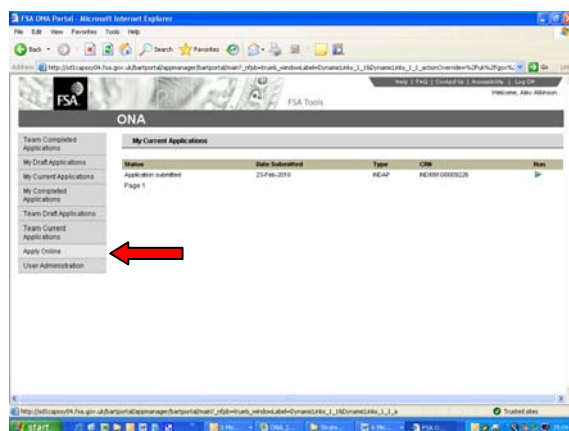# Quick Reference Guide - How to complete an ONA application
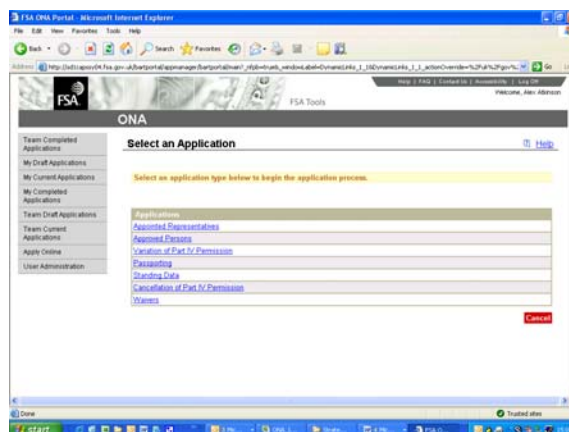
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STEP ONE – CLICK APPLY ONLINE

This option is available in the menu on the left hand side of the screen.
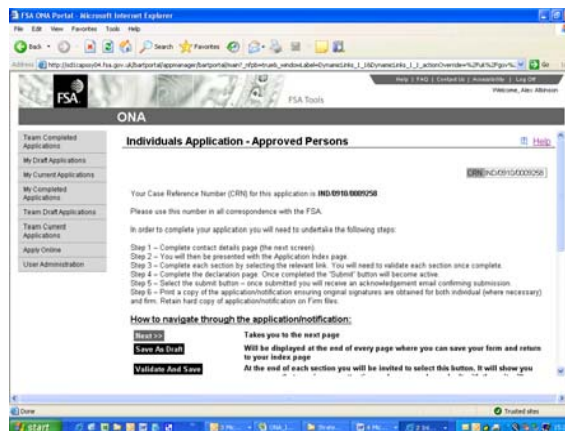

STEP TWO – SELECT APPLICATION TYPE

From the 'Select an Application' screen select the relevant application you wish to complete, e.g. Approved Persons.

STEP THREE – NOTE CRN

Each application begins with the instructions page. Importantly, it is here that the Case Reference Number (CRN) is generated. Please retain this number as it is used to identify the case in future.

STEP FOUR – COMPLETE CONTACT DETAILS

Complete the contacts details page. These details will be used by the system and/or Case Officer when sending the acknowledgement and case closure email.

STEP FIVE – COMPLETE EACH SECTION

You will then be presented with the Summary/Status page.

You will need to complete each section by selecting the relevant link from the Summary/Status page. Depending on the answers to questions within the sections, more sections may be enabled.

Note: Whenever you return to the Summary/Status page you should click on "Save As Draft" to ensure that all data is saved.

STEP SIX – SUBMIT THE APPLICATION

Note that only users with submission rights are able to submit the application.

Before you can submit the application all sections will need to be validated, including the Declaration page. When you are ready to submit, click the Submit button

Once the application has been submitted an acknowledgement email will be sent to the contact provided in the candidate details page and you will be returned to the 'My Current Applications' page. Note: you may need to click on the 'My Current Applications' link to refresh the list of applications.

STEP SEVEN – PRINT THE APPLICATION

Run the application from 'My Current Applications' and use Open Document to view and print a pdf of the application. You should then ensure original signatures are obtained for both individual (where necessary) and firm.

Note that you will not be able to print the application until it has been submitted.