

## Moving an Application from Not Applied to Applied Status

1	After logging in from the sign on screen click the <b>My Career Tools</b> link.
2	Click the <b>Job Title</b> that is showing a <b>Not Applied</b> status. This will return you to the application that you need to complete.
3	Review each page of the application and make necessary updates where applicable.
4	Click the <b>Next</b> button on each page to continue through the application.
5	Click the <b>I Agree to These Terms</b> option at the bottom of the page. Click the <b>Submit</b> button.
6	When the application has been successfully submitted, the application <b>status</b> will read <b>Applied</b> on <b>My Application</b> page. <b>REMEMBER THIS PROCESS CAN ONLY BE COMPLETED AS LONG AS THE POSITION IS STILL ACTIVE ON THE JOB BANK.</b>
7	Congratulations, you have successfully moved your application from a <b>Not Applied</b> to an <b>Applied</b> status.