

Locating Applications

And Other Supporting Documents in ImageNow

Paper Applications

- Open ImageNow and click on the KEES Registration Documents drawer.
 KEES Registration Documents
- 2. Change the **Quick Search** drop-down to *Last Name* and enter the Primary Applicant's Last Name.

Quick Search	Search			
Last Name	•	starts with	-	Type Last Name Here

3. Click the **Go** button.



- 4. Look for your application by **Received Date**. If too many results are returned and you would like to narrow your search, proceed to Step 5.
- 5. Click on the **Search** tab and then the green plus sign.



6. Enter the Conditions as follows and then click the **OK** button

Add Condition		X
Constrain by:	Document key	•
Type:	Normal	•
Field:	Last Name	•
Operator:	is equal to	•
Value:	Type Last Name Here	



7. Click on the green plus sign again to add another Condition and then click the **OK** button one more time

Add Condition		×
Constrain by:	Custom property	•
Type:	Normal	•
Field:	Received Date	•
Operator:	is equal to	•
Value:	02/01/2016	

8. Click the **Go** button.

→ Go

SSP Applications

- 1. Open ImageNow and click on the **KEES SSP Documents** drawer.
- 2. Enter the 7-digit eApp ID number in the **Quick Search** field.

Quick Search	Search		
Case Number	/SSPA 🔻	starts with 🔻	1040549

3. Click the Go button.

→ Go
