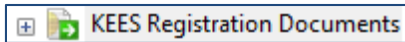


## Locating Applications

### And Other Supporting Documents in ImageNow

#### Paper Applications

1. Open ImageNow and click on the **KEES Registration Documents** drawer.



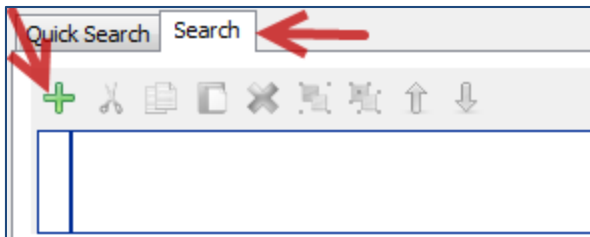
2. Change the **Quick Search** drop-down to *Last Name* and enter the Primary Applicant's Last Name.



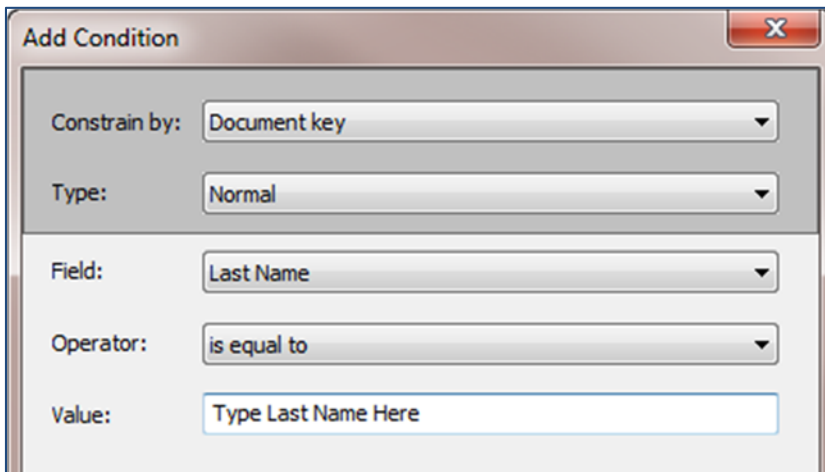
3. Click the **Go** button.



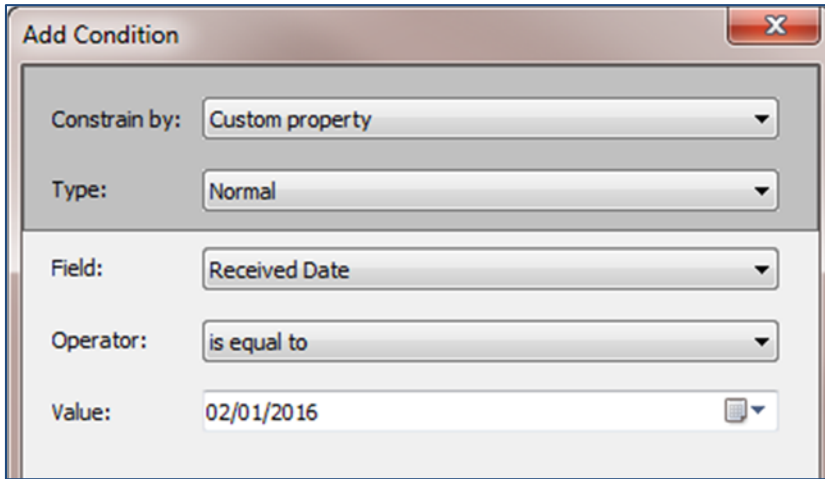
4. Look for your application by **Received Date**. If too many results are returned and you would like to narrow your search, proceed to Step 5.
5. Click on the **Search** tab and then the green plus sign.



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



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

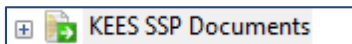


8. Click the **Go** button.

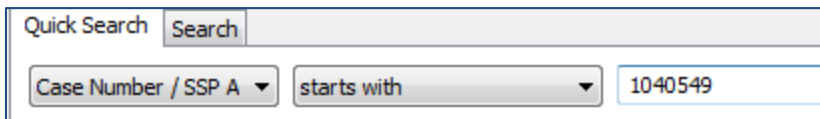


## SSP Applications

1. Open ImageNow and click on the **KEES SSP Documents** drawer.



2. Enter the 7-digit eApp ID number in the **Quick Search** field.



3. Click the **Go** button.

