



CBIS/T Application Instructions

- 1) Click "Retrieve your info" and enter your username and password
 - a) This should populate your Registration Number and Group ID (if applicable) in the top right hand corner
 - b) This should populate your Application Information
- 2) Fill out Current Employment Information
- 3) Click "Next" to go to second page
- 4) Fill out Educational Background
- 5) Click "Click to attach resume/CV"
 - a) Click "Browse..." and select your resume/CV file
 - i) Please note that we only accept Word or PDF format
 - b) Click "Add" and your file name should appear in the white box
 - c) Click "Close"
- 6) Fill out Administrative Details
- 7) Fill out Payment Method
 - a) Check the 1st box if paid by check and enter check #
 - b) Check the 2nd box if paid by credit card and enter Order ID
(alphanumeric code provided upon payment confirmation)
 - c) Check the 3rd box if paid by group payment and enter Order ID
(alphanumeric code provided upon payment confirmation)
- 8) Check the box "Self" if filling out one's own form or "Representative" if filling out form on behalf of someone else where it states Signature of:
- 9) Click on "Sign" and enter your username and password
- 10) Click "Submit"