To view your own applications go to 'My Applications' on the Menu bar. The 'My Applications' report will drop down for you to select. Click on this to view a historical list of all applications you have submitted.
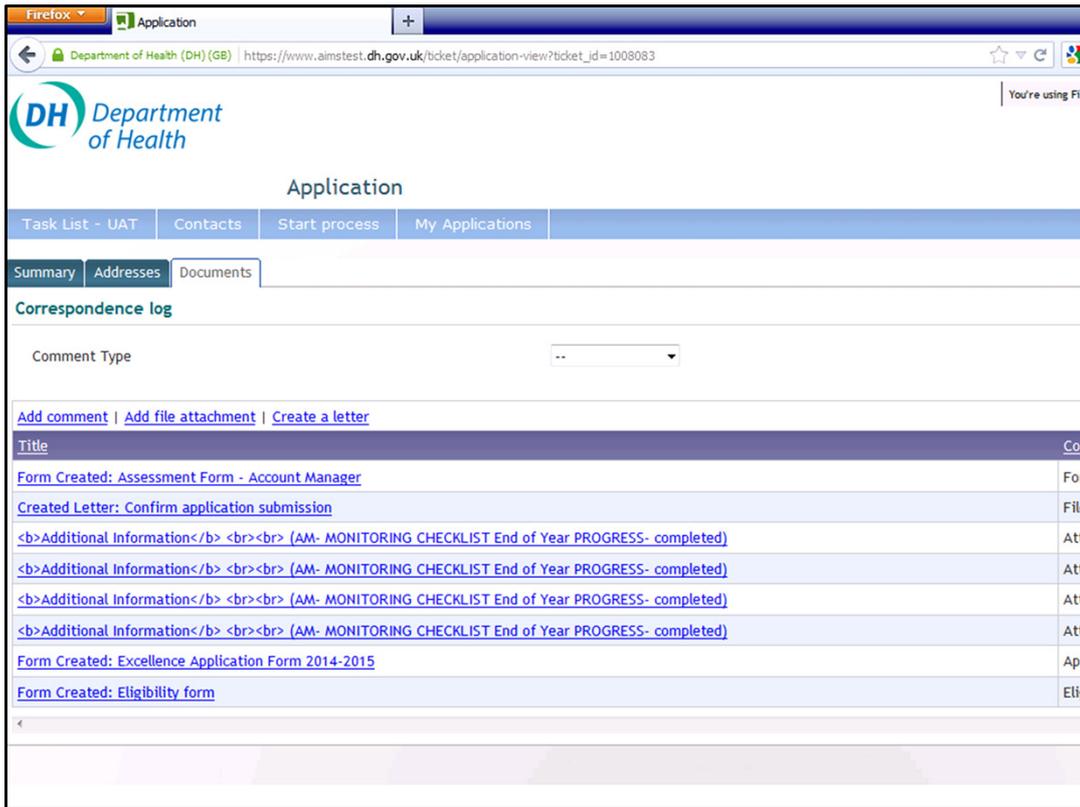
A list of all your applications and their ID numbers appear. Click on the application ID that you want to view (e.g. 1008083)
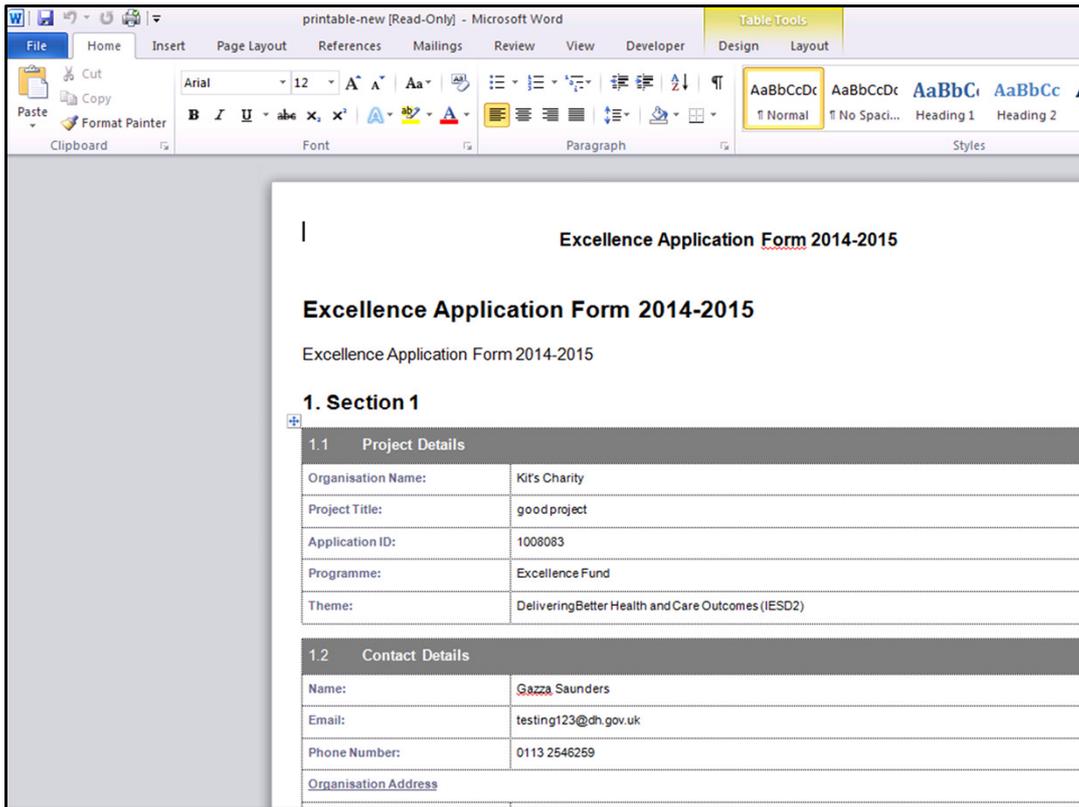
This will take you into the 'Documents Tab' which lists everything that you submitted i.e. application form and supporting documents. Click on the application form.
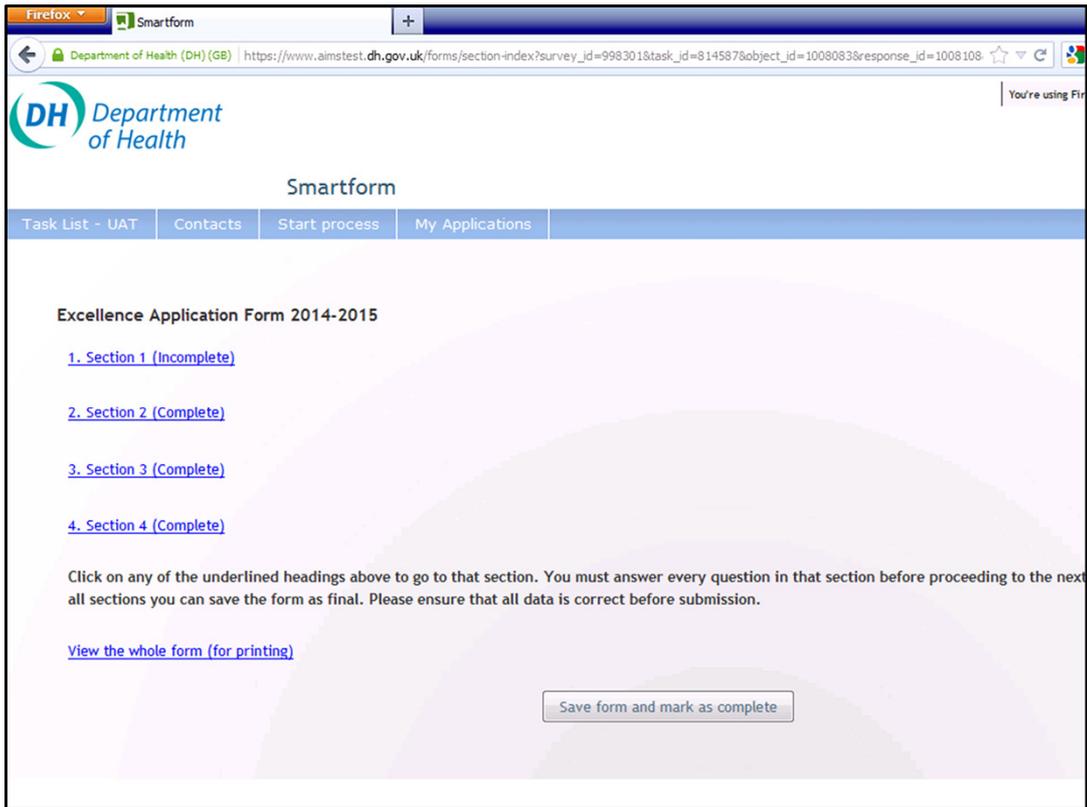
Click on the option 'View the Whole Form (for printing)'. This will open the form in MS Word.
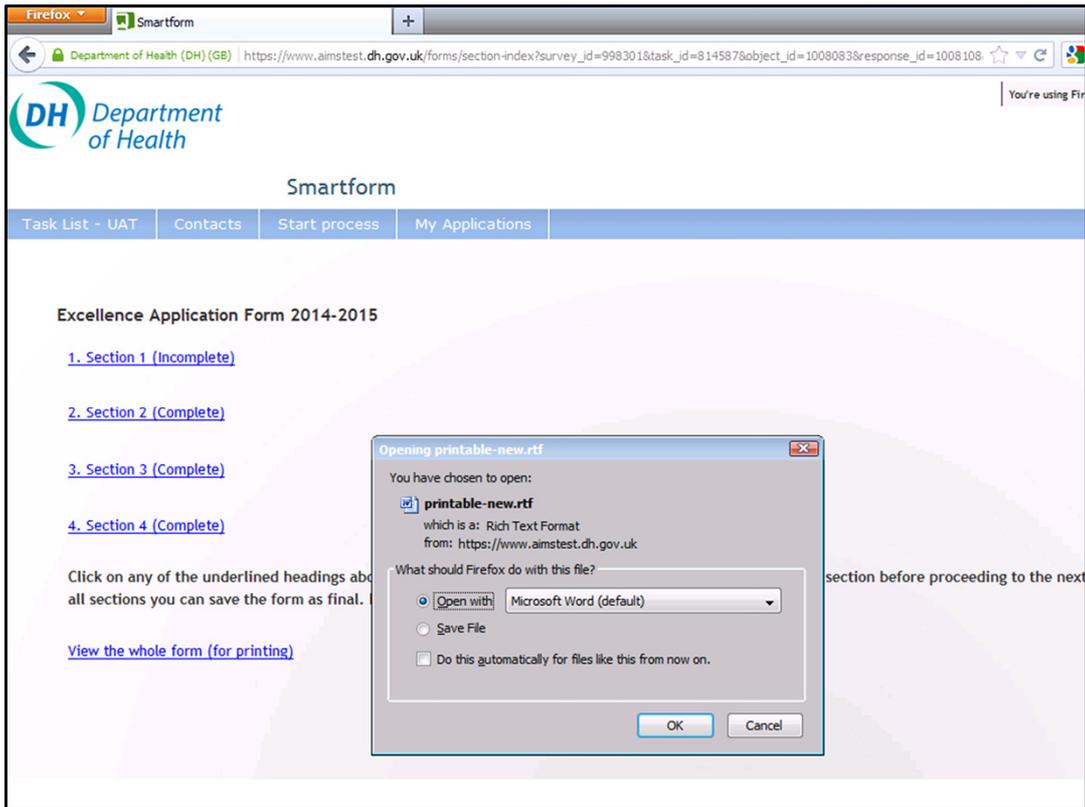
Note: although the file will open in MS Word it will be a rtf file (rich text format). Click OK.

From here you will need to select 'Save As' and change the 'file type' to MS Word