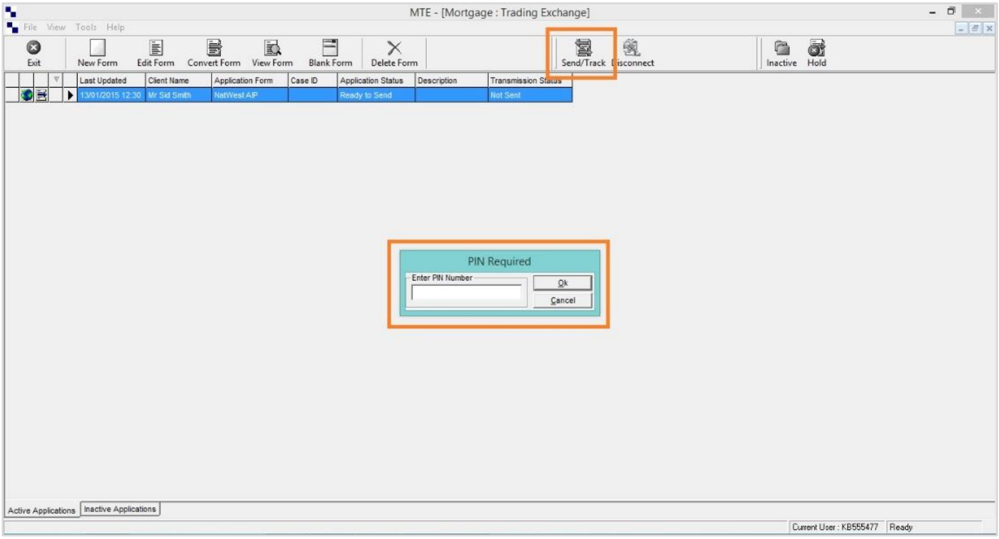
Sending an application form to the lender

Once you are ready to send a form, and the application status says Ready to Send, then highlight the form you wish to send within the grid and click on the Send/Track button. You will then be required to enter your unique Pin number, which was part of the information you were requested to input during the MTE registration process.



MTE will then pick up all applications that are ready to be sent, whether to the same lender, or different lenders, and display them in a window. If you wish to send all of the applications together, to the relevant lenders, then once the following window is displayed, simply click Go. You can, however, select just the forms you wish to send at this stage by deselecting the tick in the box adjacent to the form entry.

You will also notice that MTE will also 'track' the response from the lender. Once the application has reached the lender, MTE will automatically pole for a response from the lender, returning the acceptance or decline back to the main grid, therefore ensuring that you have a record of submission and response all in one place.

Looking at the form grid, you will also notice that adjacent to some of your client's forms there will be a yellow envelope. Open the envelope by double clicking on it. Inside will be messages from the lender, together with any instructions detailing what to do next.