

## How To Input your Broker Code into MTE

In order to submit a Haven application form from MTE you need to have configured the software to display your Haven broker code. To do this you need to:

1. Log into MTE
2. Select **Tools** from the top bar followed by **Options**
3. Select the **Lender Refs** tab
4. Towards the bottom of the screen you will see a **dropdown menu**. Click on the arrow and select Haven
5. To the right of the **Form Name** you need to replace **[Enter Your Ref.]** with the broker number Haven have provided you with
6. Click **Update!**
7. Click **Save**

**\*Please note that these steps will need to be completed for both the Haven Full and the Haven AIP**

