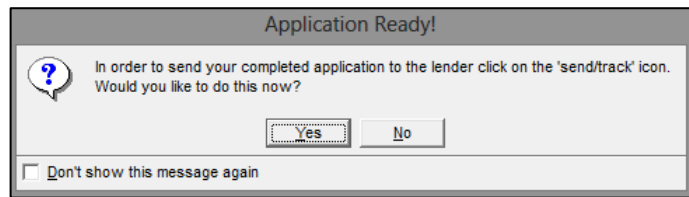
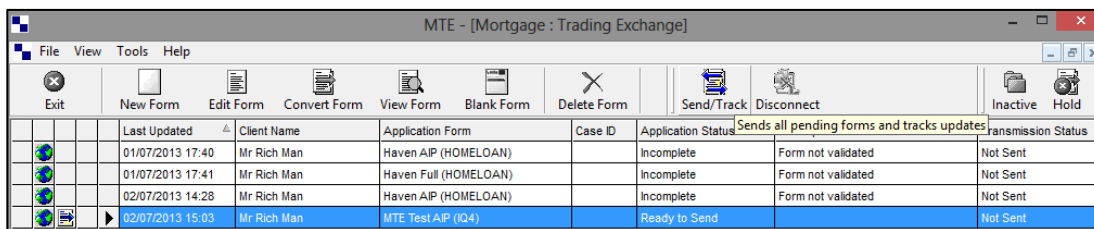


How To Send and Track Applications in MTE

When your application form has been validated, a box will appear that will ask if you wish to send your completed form to the lender. By selecting **Yes** you will be automatically taken to the send/track screen.



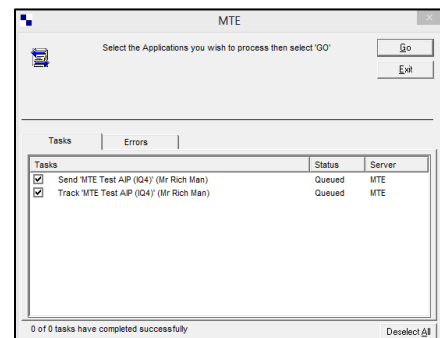
Alternatively you can click the **Send/Track** icon at the top of the screen.



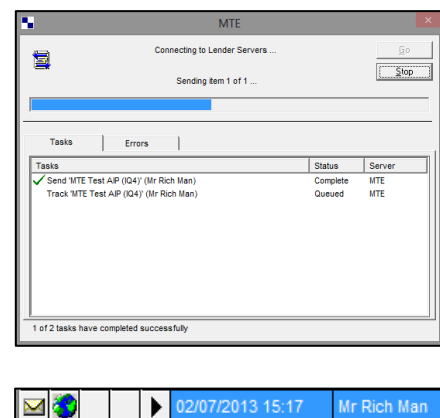
Last Updated	Client Name	Application Form	Case ID	Application Status	Transmission Status
01/07/2013 17:40	Mr Rich Man	Haven AIP (HOMELoAN)		Incomplete	Form not validated Not Sent
01/07/2013 17:41	Mr Rich Man	Haven Full (HOMELoAN)		Incomplete	Form not validated Not Sent
02/07/2013 14:28	Mr Rich Man	Haven AIP (HOMELoAN)		Incomplete	Form not validated Not Sent
02/07/2013 15:03	Mr Rich Man	MTE Test AIP (IQ4)		Ready to Send	Not Sent

Before you can submit your application to the lender, you must enter your **PIN Number** (this was chosen by yourself when you initially registered to use MTE).

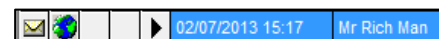
Once you have entered your pin number, MTE will display a list of all applications that are ready to be sent or tracked. If you do not want to send all the applications then **Deselect All** and only select the application forms you wish to send.



When you press **Go**, the software will start to submit the application form to the relevant lender. Once sent MTE will also wait for a response from the lender and this response will then be displayed in the client grid below.



Once the application form has been sent successfully you may receive a message from the lender represented as a **yellow envelope** adjacent to application form. Open the envelope by double clicking on it. Inside will be messages from the lender, together with any instructions detailing what to do next.



Last Updated	Client Name	Application Form	Case ID	Application Status	Transmission Status
02/07/2013 15:17	Mr Rich Man	MTE Test AIP (IQ4)		Ready to Send	Not Sent