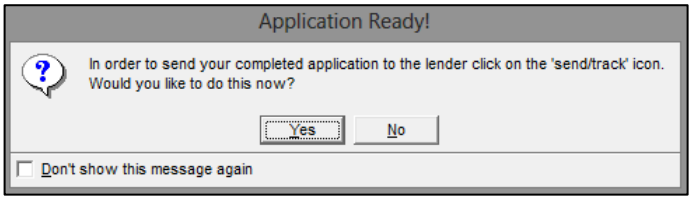
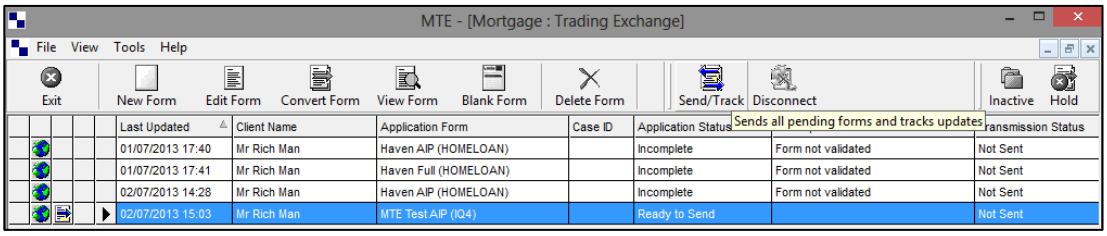
How To Send and Track Applications in MTE

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.

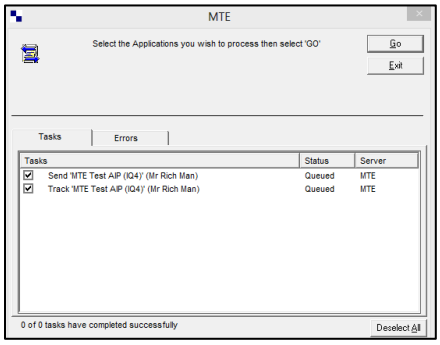


Alternatively you can click the **Send/Track** icon at the top of the screen.

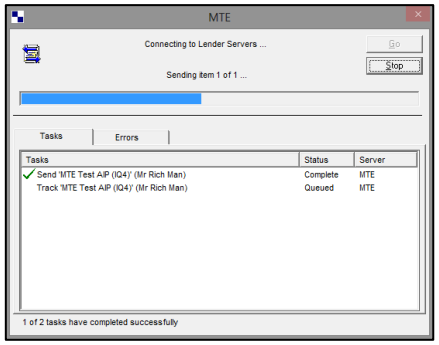


Before you can submit your application to the lender, you must enter your **PIN Number** (this was chosen by yourself when you initially registered to use MTE).

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.