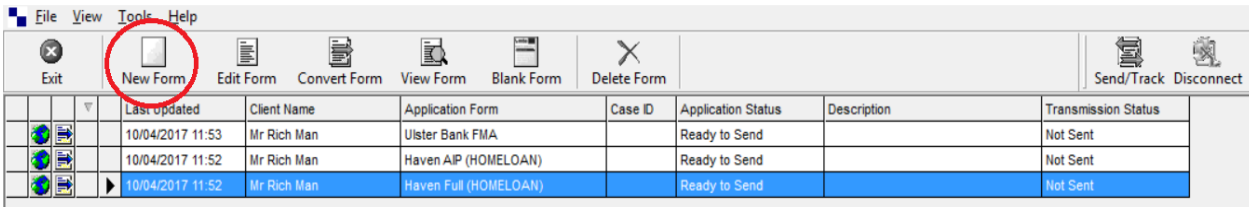


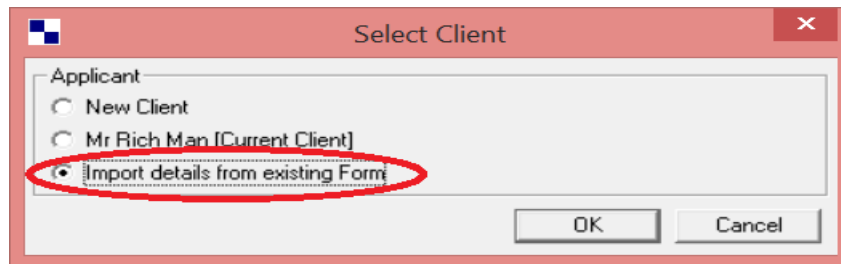
How To Re-Use Client Data In New Application Forms

MTE allows you to re-use existing client details from other Lender forms when creating new forms.

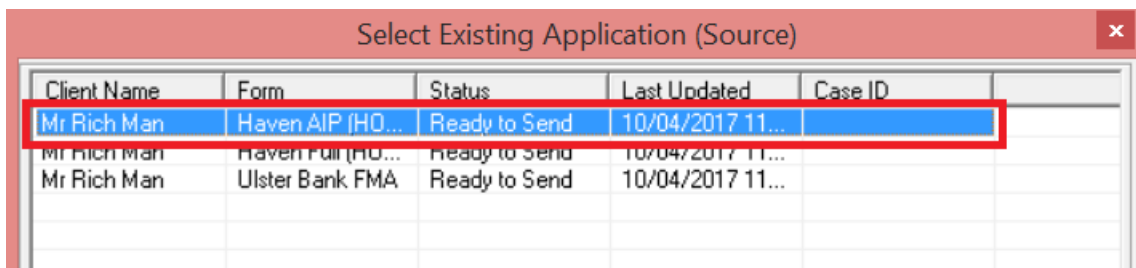
1. Click **New Form**.



2. **Select** the application form you wish to create and click Ok
3. Choose **Import details from existing Form** from the pop-up and click ok.



4. **Select the client** you wish to use from the list and click **ok**.



5. **Validate and complete the form**.

For further assistance please contact **Mortgage Brain** on **01-254-4938**.