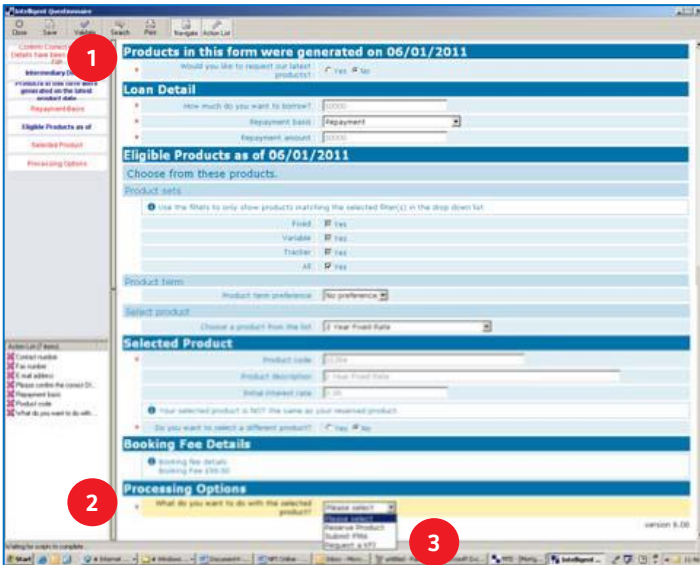
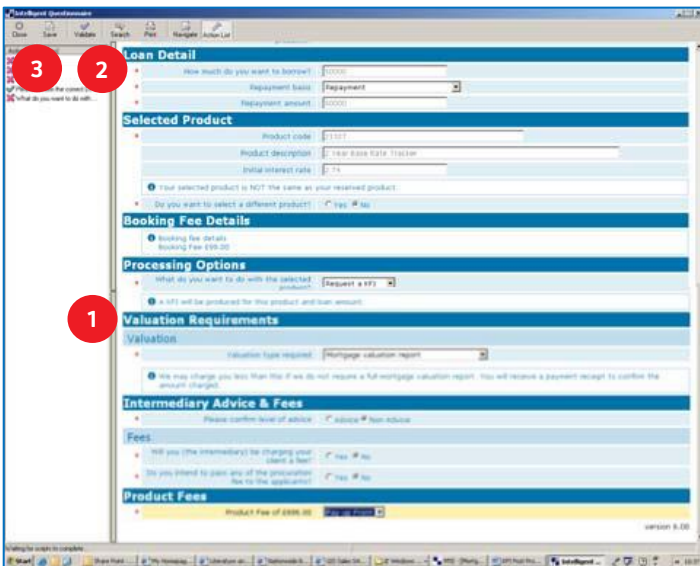


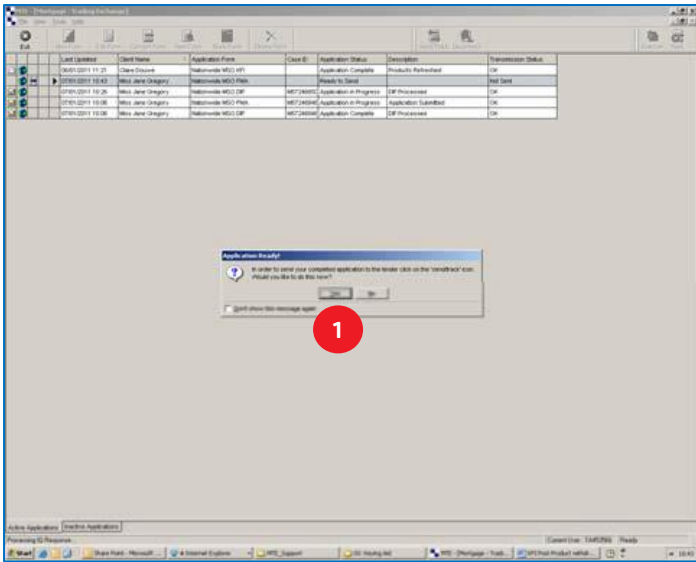
# How to create a KFI from within the FMA



- 1 Once you have a DIP decision and you're progressing with the Full Mortgage Application (FMA), should you need a new KFI, you can create one from within the FMA form.
- 2 In the 'Processing Options' section, there is a drop-down menu which gives three options:
  - Reserve Product
  - Submit FMA
  - Request a KFI
- 3 To obtain a new KFI, select 'Request a KFI'.



- 1 New sections will become available for you to complete relating to Valuation Requirements, Intermediary Advice & Fees and Product Fees. Complete all the required fields.
- 2 Click 'Validate'.
- 3 Click 'Save' and then 'Close'.



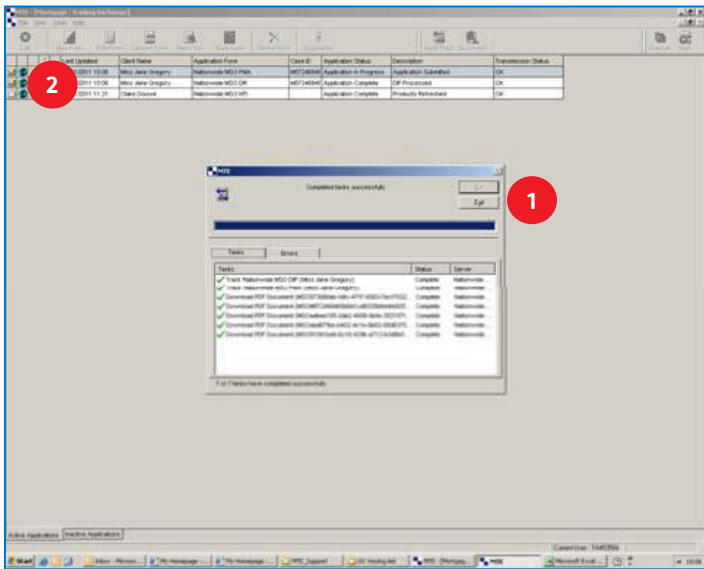
1 The KFI request is now ready to be sent.

Click 'Send/Track'.

Insert your 4-digit PIN.

Click 'OK'.

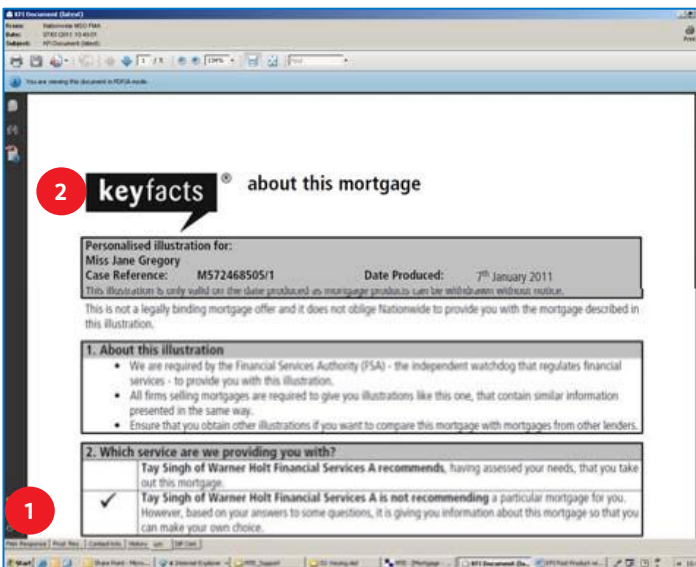
Click 'Yes' to Send and Track the request.



1 After a successful 'Send/Track', the system will confirm and you can close the window to return to the MTE home.

Click 'Exit'.

2 Click the small envelope next to the case to open the 'Response Page'.



1 The 'Response Page' displays tabs along the bottom of the page.

Click on the 'KFI' tab.

2 The KFI will open in PDF format for you to save or print.

**Note:** The KFI will remain here for you to refer back to, so you can access it any time.