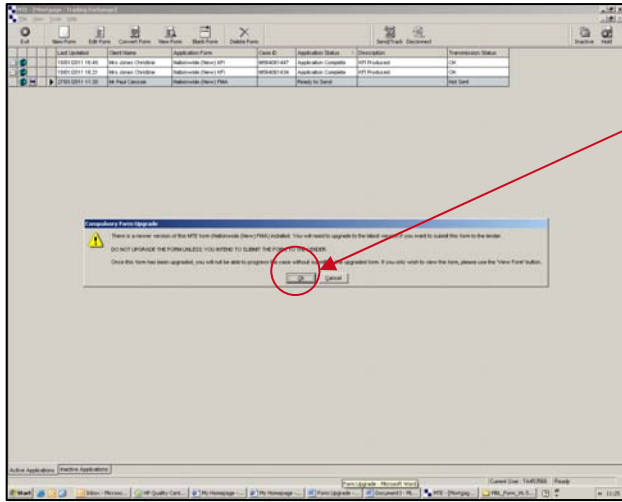


# Form Upgrade Process



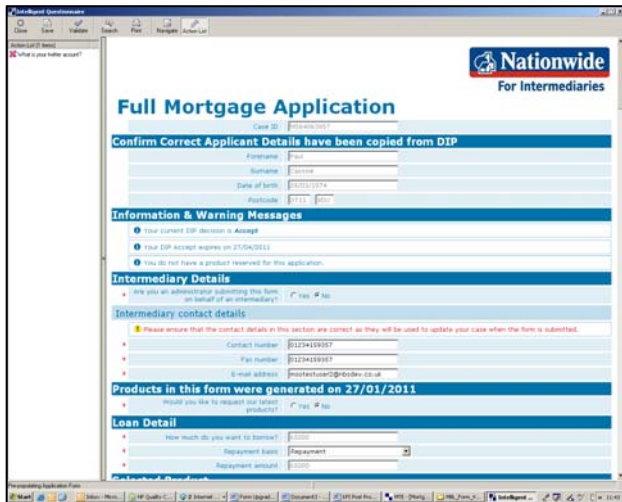
When Nationwide changes forms, these are automatically downloaded to you when you run your system daily update.



If you try to progress a form that has already been started but not yet submitted, and it is not the latest form version, MTE will display a warning message

You will need to upgrade the form version to continue the application.

Click



The new form version will be pre-populated with any information entered in the old form version.

You can now enter any remaining information.

If any questions have been amended or new questions added, you will have to complete these as well.