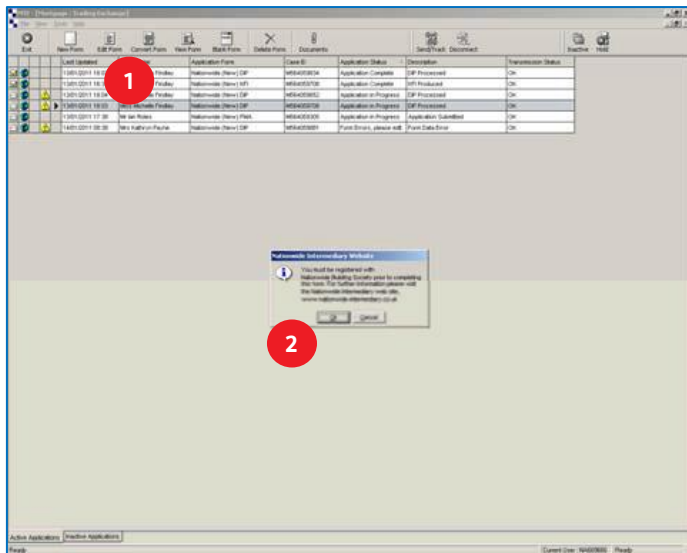


DIP Re-processing Guide



Building Society

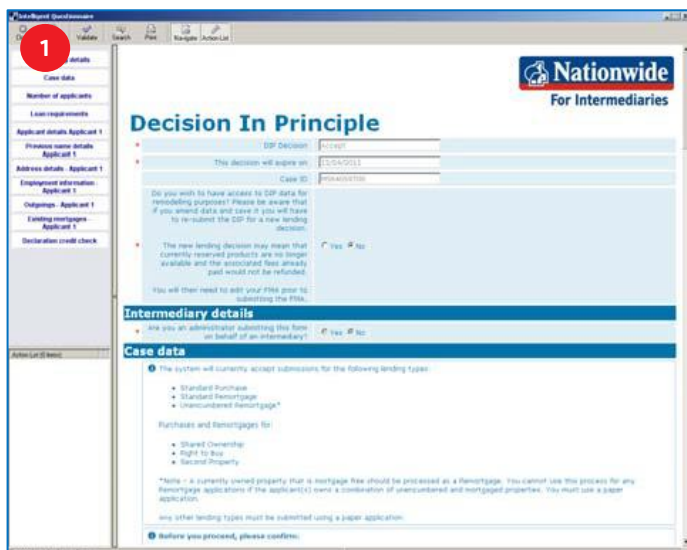


1 Once you have obtained a DIP decision, if you have an 'Accept', or on some 'Decline' decisions, MTE will allow you to 'Change Data' with the ability to re-process and generate a new DIP decision. This is only allowed prior to submission of the Full Mortgage Application FMA).

Select the DIP form you wish to re-process.

Click 'Edit Form' on the top menu bar.

2 Then click 'Ok'.



1 You'll be asked to confirm that you wish to unlock the form to edit the information.

Select 'Yes'.

The data will then be unlocked and available for you to amend.

Note: To ensure you don't create a new footprint on the applicant's credit record, you won't be able to change:

- The submission channel
- Applicant's name(s)
- Applicant's address details
- Applicant's date of birth

If any of these need amending, you'll need to start a new case.

2 **1**

Decision Dashboard

Credit history - Paul Fraser

Have you ever been declared bankrupt or entered into a voluntary arrangement with a creditor? Yes No

Have you ever had a county court judgment against you? Yes No

Have you ever had a property repossessed? Yes No

Existing mortgages - Paul Fraser

How many existing mortgages do you have?

Existing mortgage - 1

Existing lender name:

Which applicant is party to the mortgage?

Existing mortgage account number, if available:

Current outstanding balance:

Balance that will be continuing:

The original Decision in Principle created a lodgment against the applicant's credit record. Changing data to obtain an updated decision will not add a further lodgment unless the original Decision in Principle has expired. Do you wish to continue? Yes No

What to do next...

Thank you for your application.

You are now ready to validate the form, save and close, then Send and Track to obtain a Decision & Case ID.

Please note, in order to complete the Nationwide Full Mortgage application you must submit the Decision in Principle and receive a Decision and Lender Case ID.

You should then use the Decision in Principle as a basis to create the Full application by following the simple steps below:

- Select New Form
- Click the "Report details from Existing Form"
- Select the relevant DIP submission Form the list then click OK
- Highlight the Nationwide Full Mortgage Application Form, then click OK

The Nationwide FMs will now open, pre-populated with the details from the DIP

version 6.00

- 1 Once you've completed all the changes required, click 'Validate'.
- 2 Then click 'Save' and then 'Close'.

The form is then ready to 'Send & Track' as normal to generate the new DIP decision.