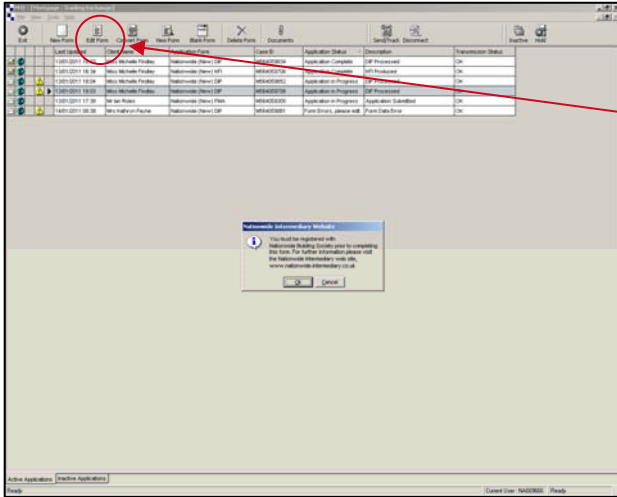


DIP Re-processing



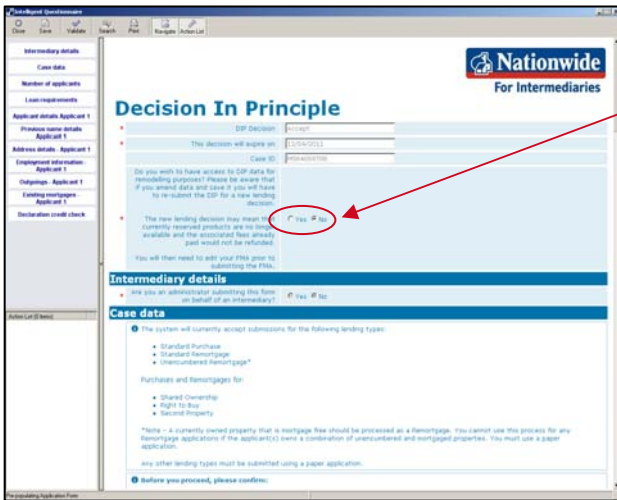
Once you have obtained a DIP decision, if you have an 'Accept' or on certain 'Decline' decisions, MTE will allow you to 'Change Data' with the ability to re-process and generate a new DIP decision. This is only allowed prior to submission of the Full Mortgage Application (FMA).



Select the DIP form you wish to re-process

Click 'Edit Form' on the top menu bar.

Then click 'OK'



You are asked to confirm that you wish to unlock the form to edit the information.

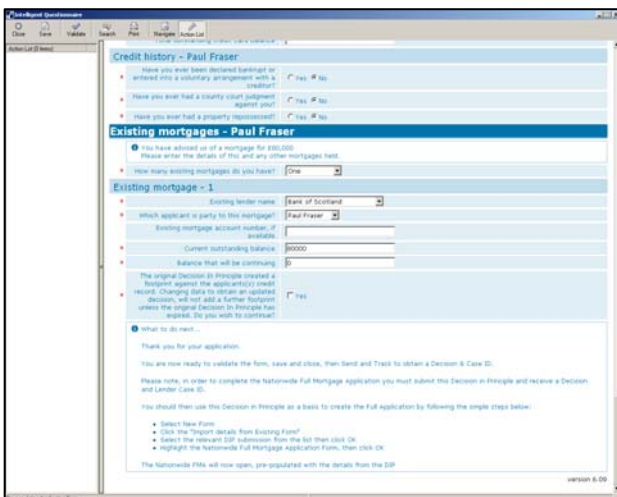
Select 'Yes'

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

Please Note: To ensure you do not create a new footprint on the applicant's credit record, you are prevented from changing:

- the submission channel
- applicant's name(s)
- applicants address details
- applicant's date of birth

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



Once you have completed all the changes required

Click 'Validate'

Click 'Save' and then 'Close'

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