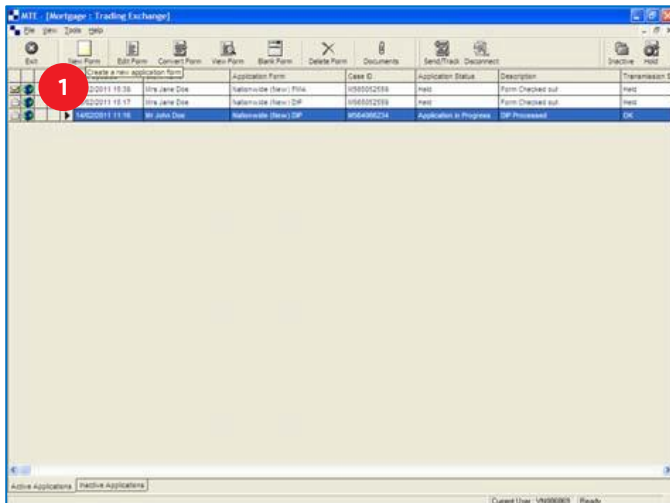


Creating DIPs in MTE

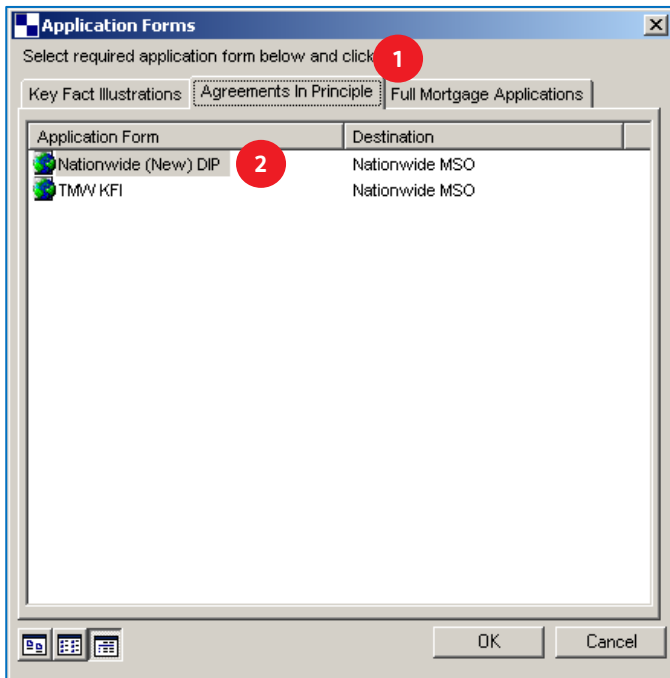


Building Society



- 1 Once you've opened MTE, you can start a new application.

Click 'New Form'.



- 1 This will open a new window, which will display several tabs including:

- Key Facts Illustrations (KFIs)
- Agreements in Principle (DIPs)
- Full Mortgage Applications (FMAs)

Click on 'Agreements in Principle'.

- 2 Then, double click on 'Nationwide (New) DIP' form.

1 When the form opens, work through the questions ensuring you've completed all of the mandatory fields.

Note: Mandatory fields are marked with a red asterisk.

1 Once you've completed the DIP form, click 'Validate'.

2 If you've missed any mandatory fields these will be highlighted with an 'X'.

3 Once all mandatory fields have been complete, click 'Validate' again.

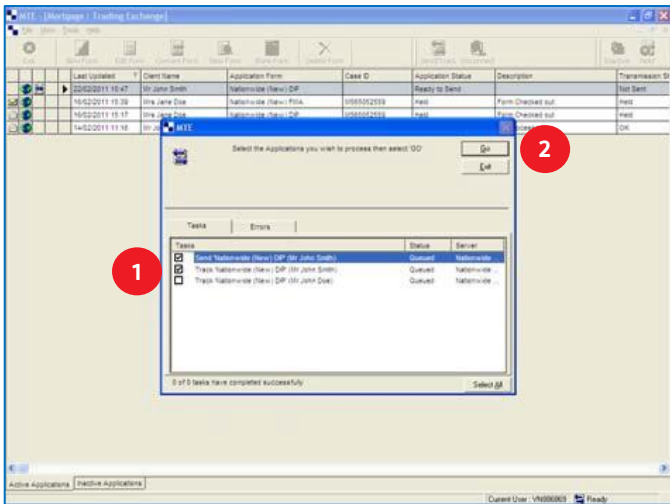
Click 'Save' and then 'Close'.

Created	Client Name	Application Form	Case ID	Application Status	Description	Transmission ID
11/10/17	Mr John Smith	Nationwide (New) DIP	056002219	Ready to Send	Not Sent	
11/10/17	Mrs Jane Doe	Nationwide (New) FPA	056002219	Not	Form Checked out	Not
14/02/2011 11:17	Mr Jane Doe	Nationwide (New) DIP	056002219	Not	Form Checked out	Not
14/02/2011 11:16	Mr John Doe	Nationwide (New) DIP	056408234	Application in Progress	DIP Processed	OK

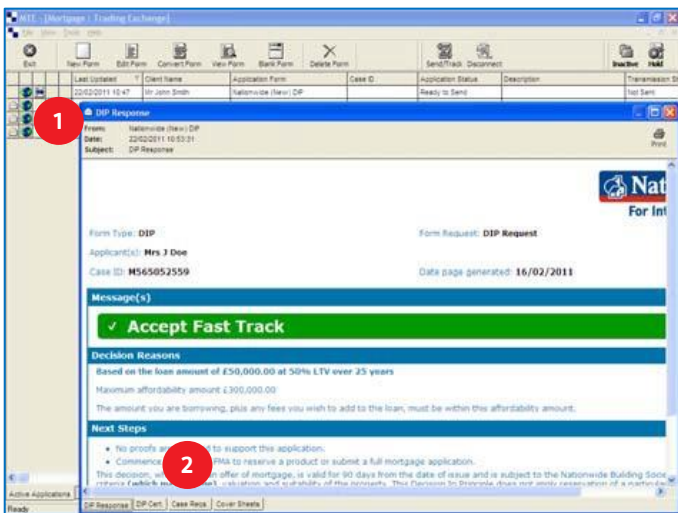
1 You then need to send the form to the lender and track it to obtain a response and decision.

Click 'Send/Track'.

2 Enter your 4-digit PIN and click 'Ok'.



- 1 Ensure that the application you wish to 'Send/Track' is ticked, and click 'Go'.
- 2



- 1 After a successful 'Send/Track', you'll be able to view the DIP decision.

Click the envelope to the left of the case and the 'Case Response Page' will open up in a new window.

- 2 Look at the tabs along the bottom, which allow you to:

- View the 'DIP decision'
- View and print the 'DIP certificate'
- Print off a 'Fax Coversheet' for any 'Outstanding Case Requirements', if you're unable to 'Scan & Attach' them straight to the case.