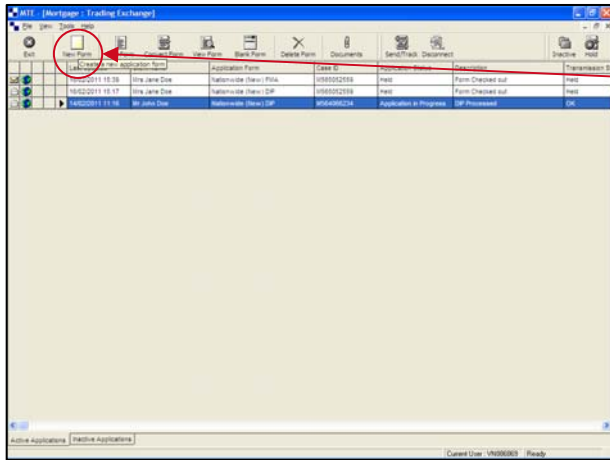
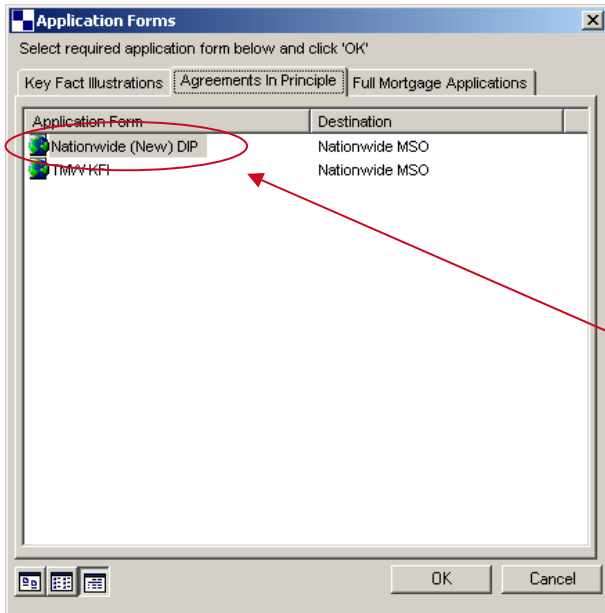


Decision in Principle (DIP)



Once you have opened MTE, you can start a new application

Click 'New Form'.

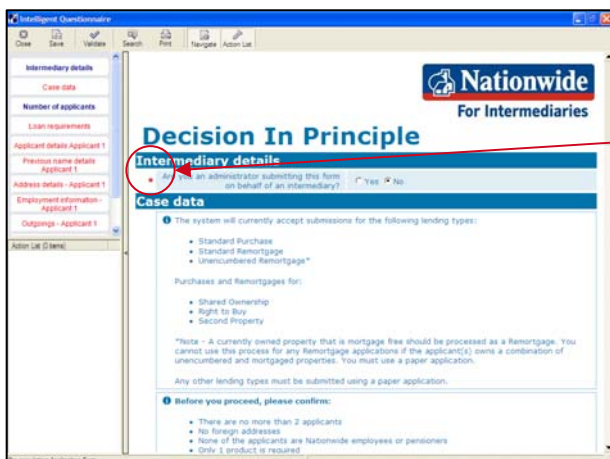


This will open a window, which will display a number of tabs including -

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

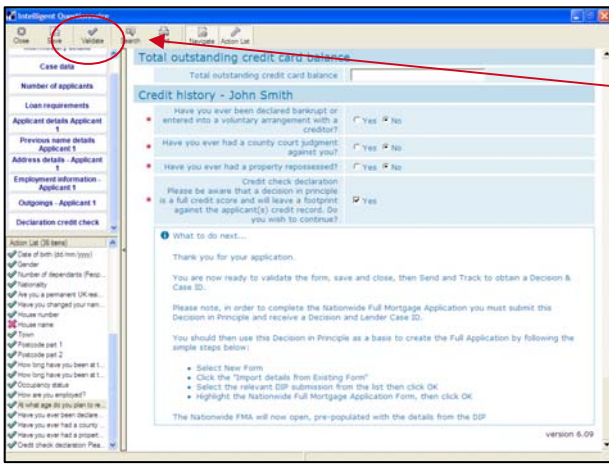
Click on 'Agreements in Principle'

Then double click on 'Nationwide (New) DIP' form



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

Please Note: Mandatory fields are marked with a red asterix

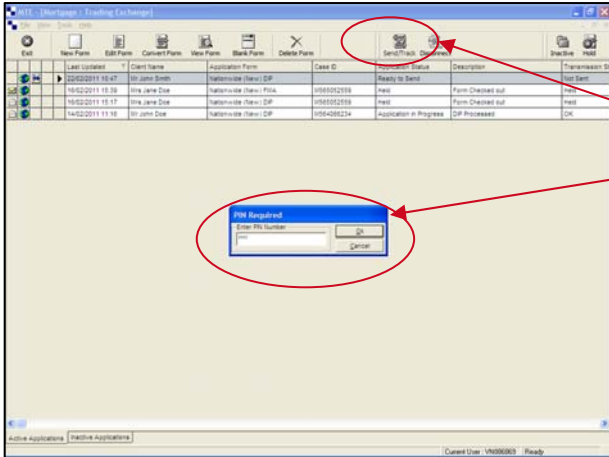


Once you have completed the DIP form

Click 'Validate'

If you have missed answering any mandatory questions these will be highlighted with an 'X', once all completed validate again

Click 'Save' and then 'Close'

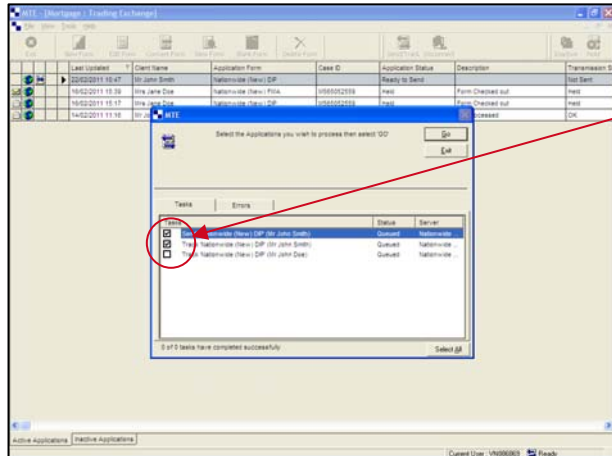


You then need to send the form to the lender and track it to obtain a response and decision.

Click 'Send/Track'

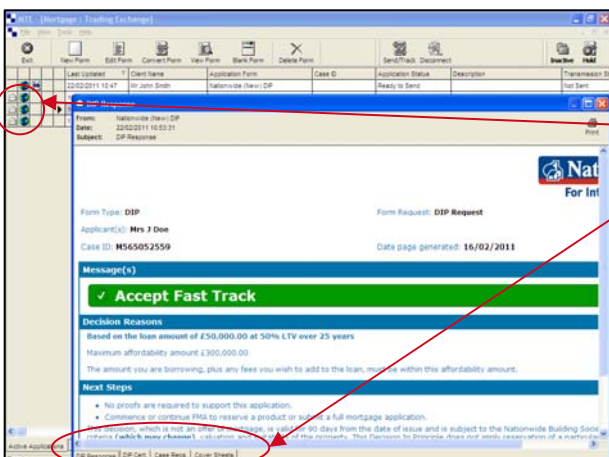
Enter your 4 digit PIN number

Click 'OK'



Ensure that the application you wish to 'Send/Track' is ticked

Then click 'OK'



After a successful 'Send/Track', you will 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.

Look at the tabs along the bottom, these 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 are unable to 'Scan & Attach' them straight to the case.