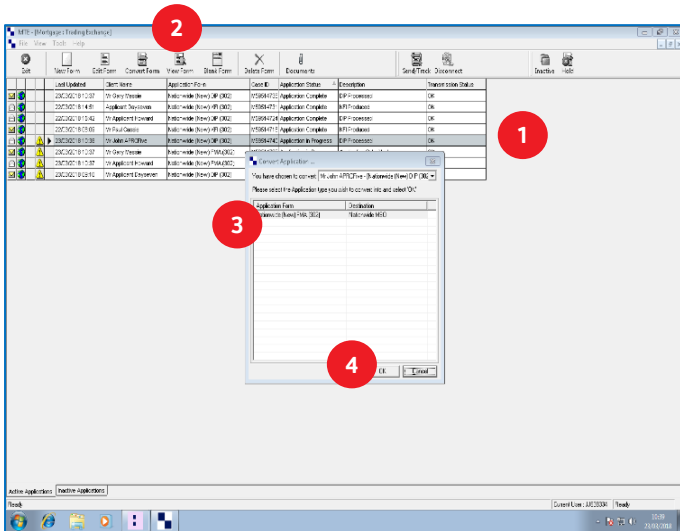


Creating a Full Mortgage Application in MTE



1 Once you've completed a DIP form, you can create a Full Mortgage Application (FMA).

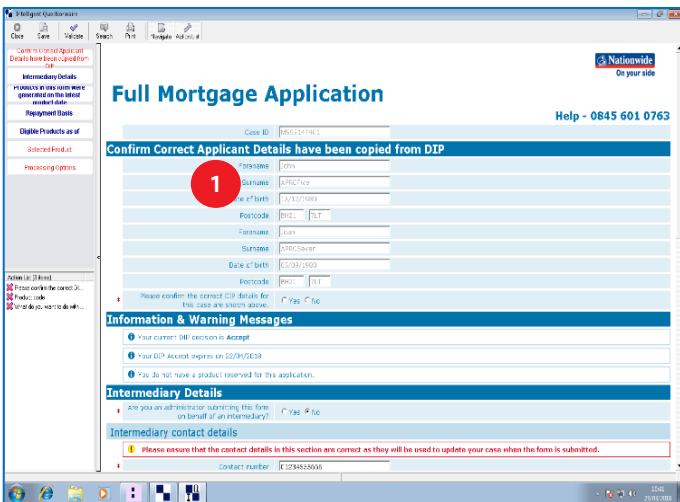
Highlight the DIP form on the case grid.

2 Click 'Convert Form'.

A window opens displaying the form option.

3 Select the 'FMA' forms, then 'Nationwide (New) FMA'.

4 Click 'OK'.

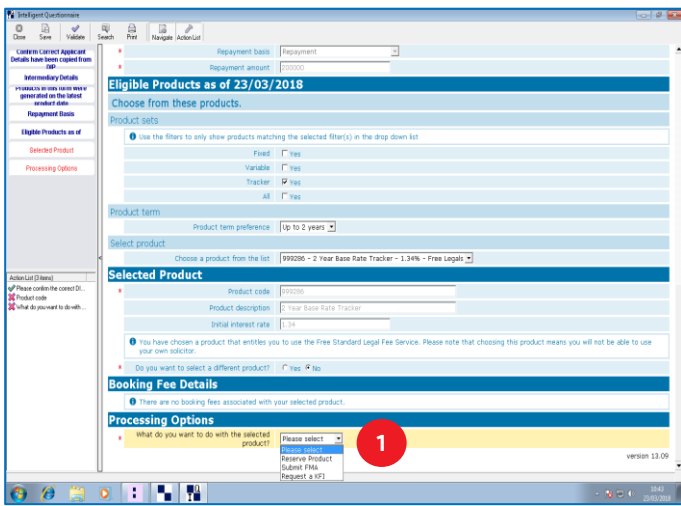


1 The FMA form will open pre-populated with some of the details carried across from the DIP form.

Before proceeding, you should check that the pre-populated case details at the top of the form are correct.

If correct, answer the questions ensuring you have completed all of the mandatory fields.

Note: All mandatory fields are marked with a red asterisk *.



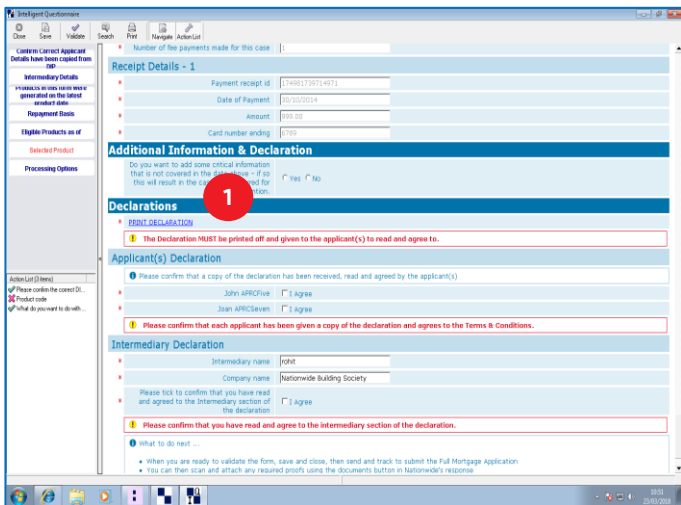
1 When you get to the 'Processing Options' section you have a choice of three actions:

- Reserve Product
- Submit FMA
- Request a KFI

To complete the application in full, select 'Submit FMA'.

Note: The other options allow you to:

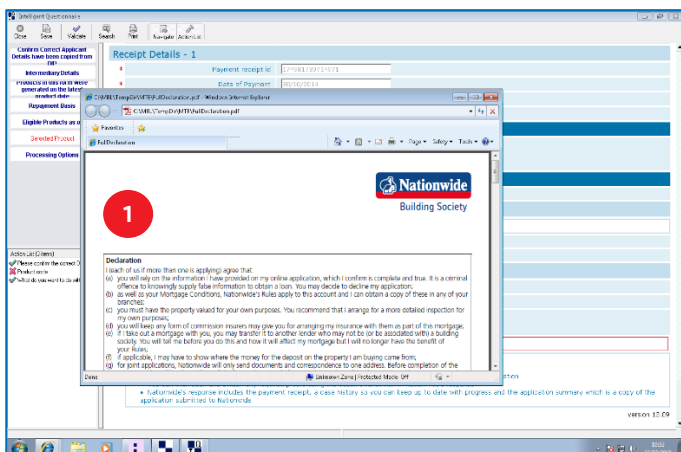
- **Reserve Product** – to do a standalone product reservation, handy if rates are about to go up
- **Request a KFI** – to create a new KFI



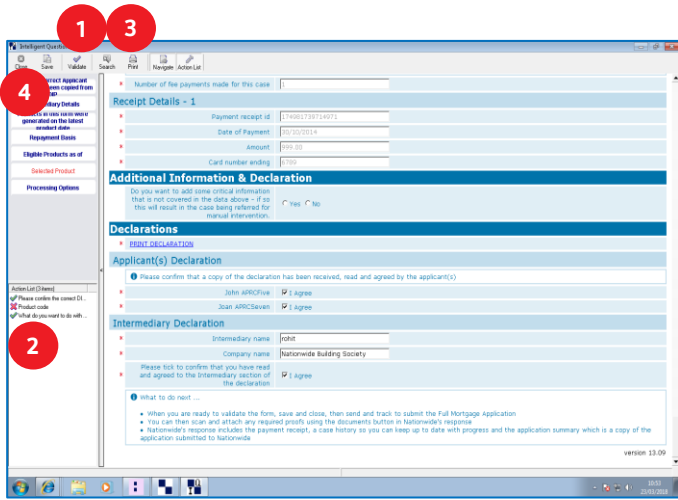
1 Once you've completed all of the questions you will come to the 'Declaration'.

You must print off the declaration and ask the applicants to read and agree to this, prior to submitting the full application.

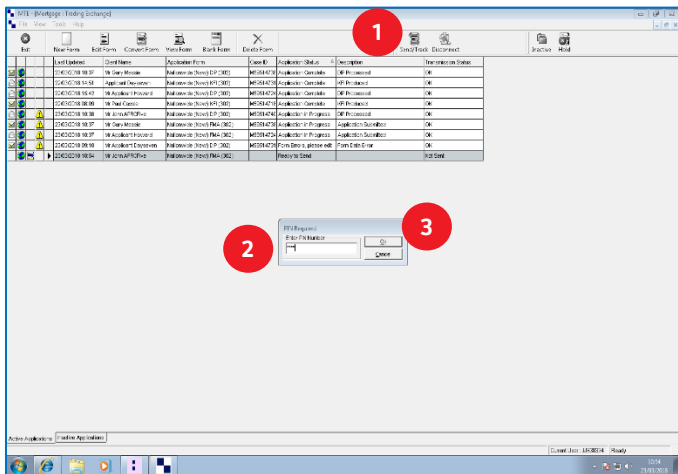
Note: The form will not validate until the application has been printed.



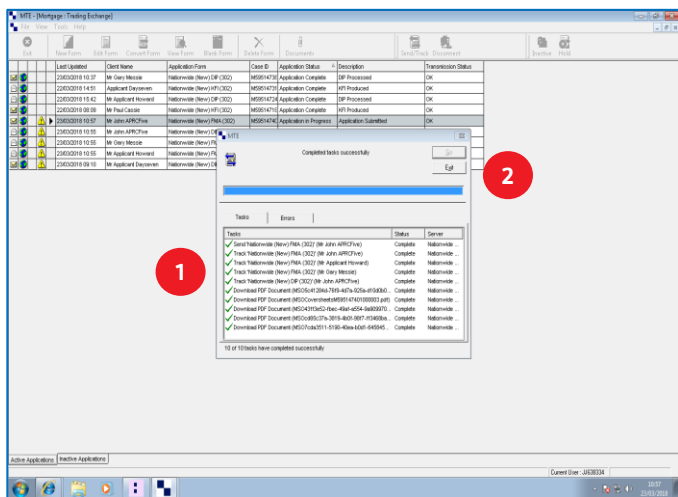
1 A window will open up to display the declaration in PDF format to allow you print it off and save it locally.



- 1 Once you've completed the form, click 'Validate'.
- 2 **Note:** If there are unanswered questions the form will not validate. Click on the action list item to take you to the unanswered question(s).
- 3 Once fully completed, click 'Validate' again.
- 4 Then click 'Save' and 'Close'.



- 1 The form is now ready to submit. Click 'Send/Track'.
- 2 Enter your 4-digit PIN.
- 3 Click 'OK'.



- 1 Once both the send and track actions have been successful, MTE will display a green tick next to each action to confirm success.
- 2 Click 'Exit'.

