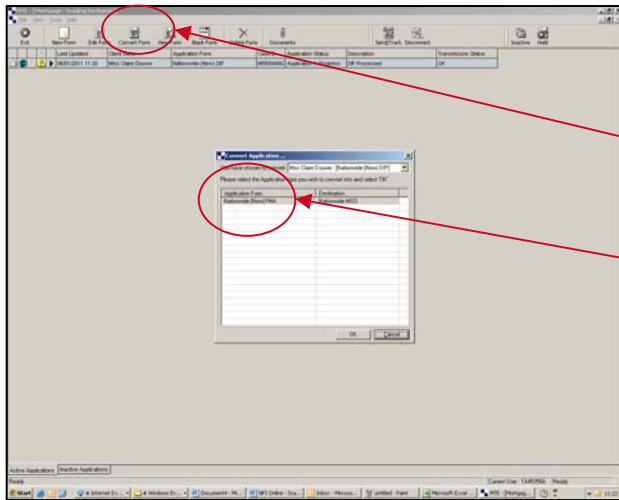


Full Mortgage Application (FMA)



Once you have completed a DIP form, you can create a Full Mortgage Application (FMA)



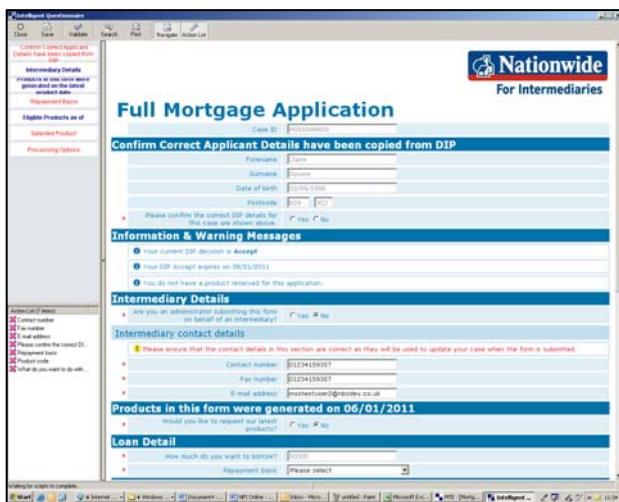
Highlight the DIP form on the case grid.

Click 'Convert Form'

A window opens displaying the form option.

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

Click 'OK'

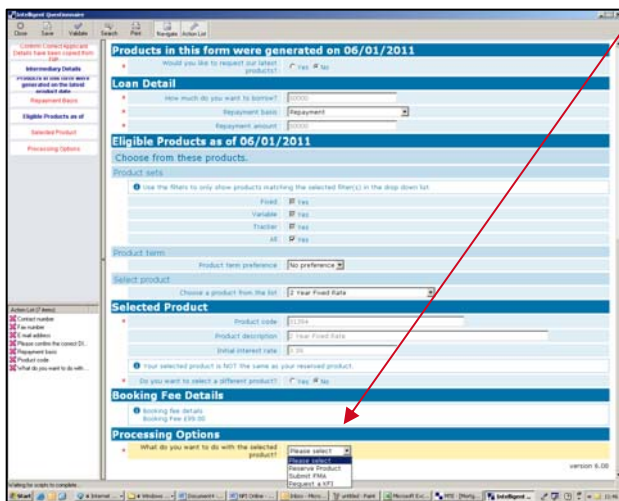


The FMA form will open pre-populated with some of the details carried across from the DIP form

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.

Please Note: All mandatory fields are marked with a red asterisk



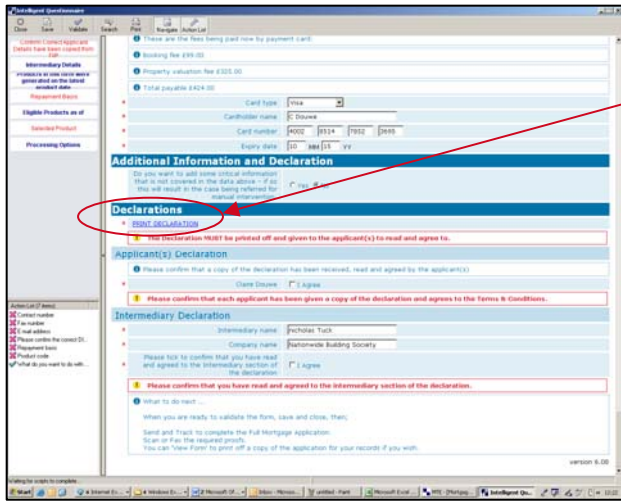
When you get to the 'Processing Options' section you have a choice of three actions –

- 'Reserve Product'
- 'Submit FMA'
- 'Request a KFI'

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

Please Note: The other options allow you to:

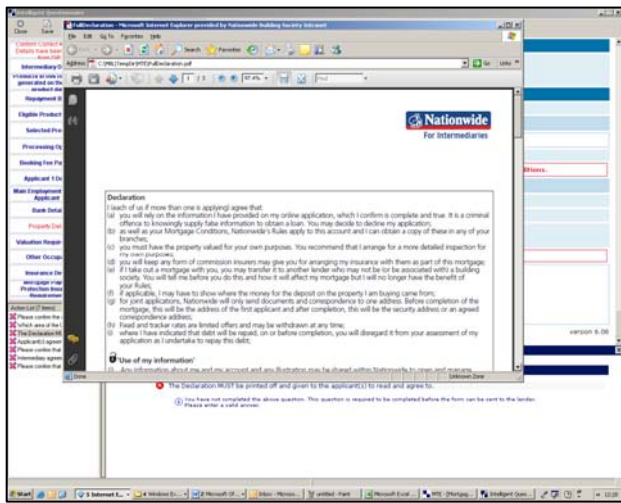
- 'Reserve Product' to do a standalone product reservation, handy if rates are about to go up.
- 'Request a KFI' to create a new KFI.



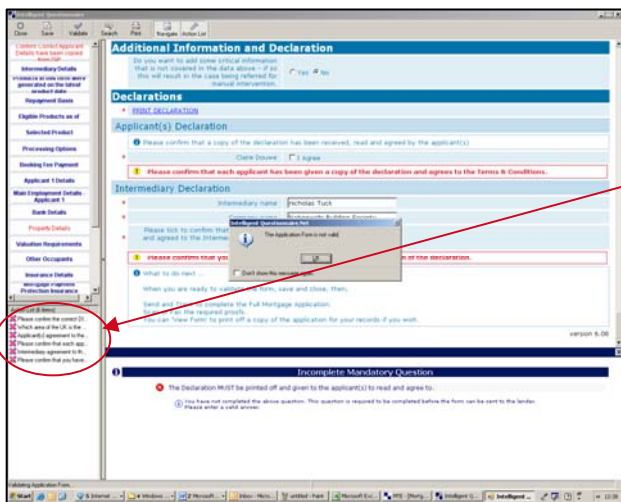
Once you have completed all of the questions you will come to the 'Declaration'

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

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



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



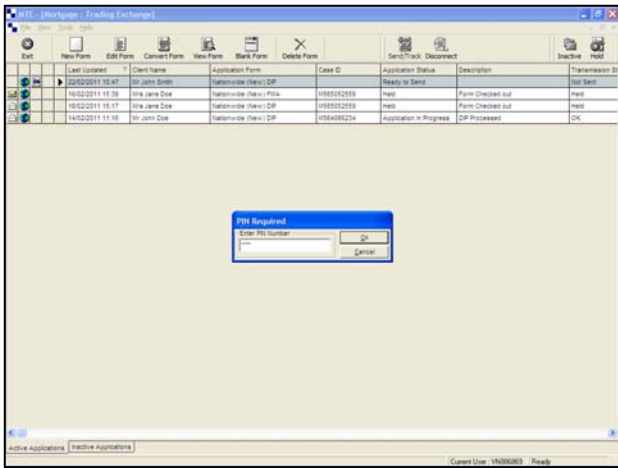
Once you have completed the form:

Click 'Validate'

Please Note: If there are unanswered questions the form will not validate. Click on the action list item to take you to the unanswered question

Once fully completed, validate again

Then click 'Save' and 'Close'

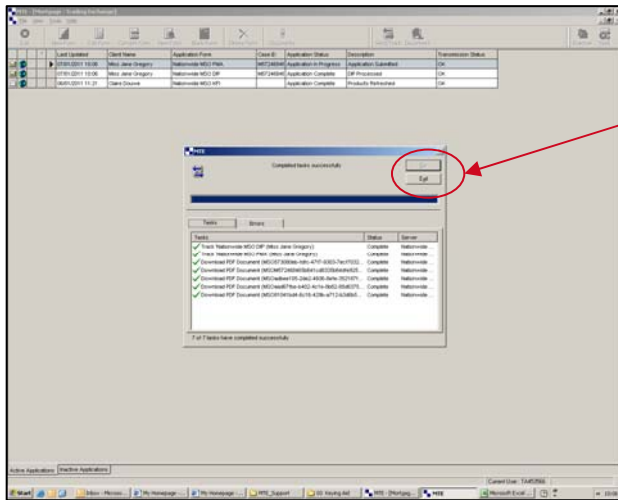


The form is now ready to submit

Click 'Send/Track'.

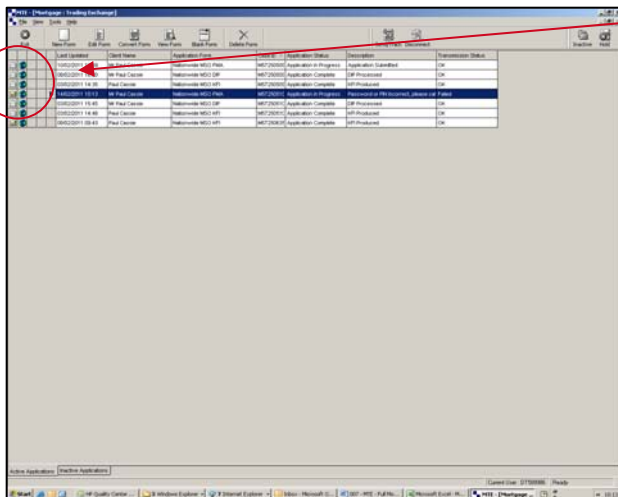
Insert your 4 digit PIN number

Click 'OK'



Once both the send and track actions are successful, MTE will display a green tick next to each action to confirm success.

Click 'Exit'



Click on the small envelope to the left of the case to open the 'Page Response'.

This is where you can see the progress of the case
You will be able to see information across a number of tabs including -

- Case History
- A DIP decision certificate
- Outstanding Case Requirements
- Receipt, for the fee payment
- Fax headers (if you need them)

Please Note: If you haven't already attached your case requirements, you can now attach these from the 'Page Response'.