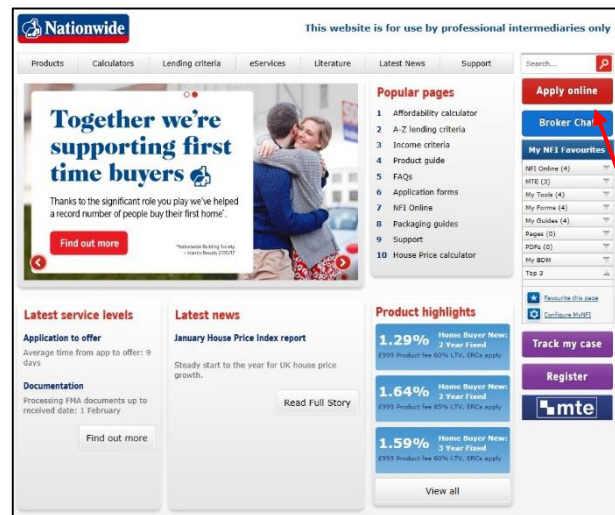


Admin Guide for Scan & Attach and Faxing



NFI Online and Nationwide MTE offer the facility to attach a scanned document straight onto the case; eliminating paper and saving the time and effort involved with faxing or posting.

However, if you do not have a scanner, or the document is too big to scan & attach, we also offer an enhanced faxing solution which places the document straight onto the case in seconds.

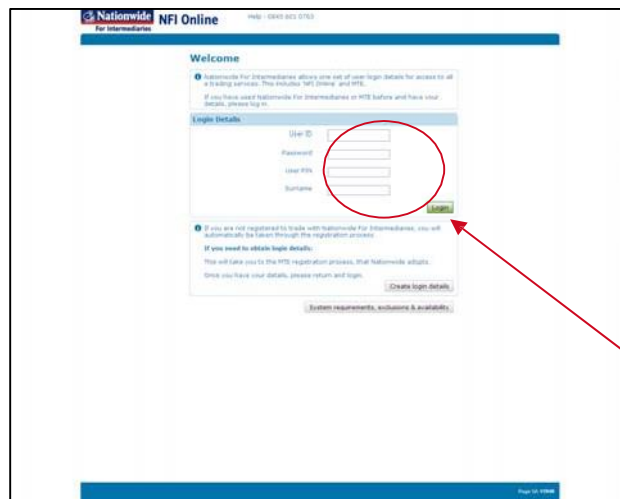


As an administrator without access to the MTE cases, to 'Scan & Attach' or create a 'Fax Cover Sheet', you can do this via our website platform NFI Online.

To access NFI Online go to:

www.nationwide-intermediary.co.uk

Click 'Apply Online'

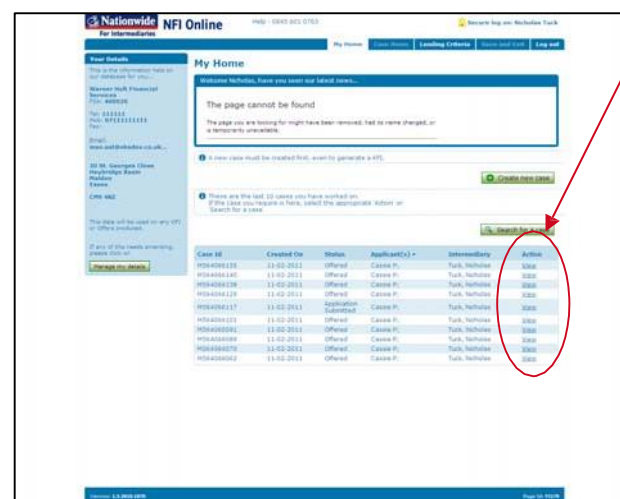
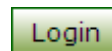


You will need to log in to NFI Online, using your own 'Administrator' login details.

Enter:

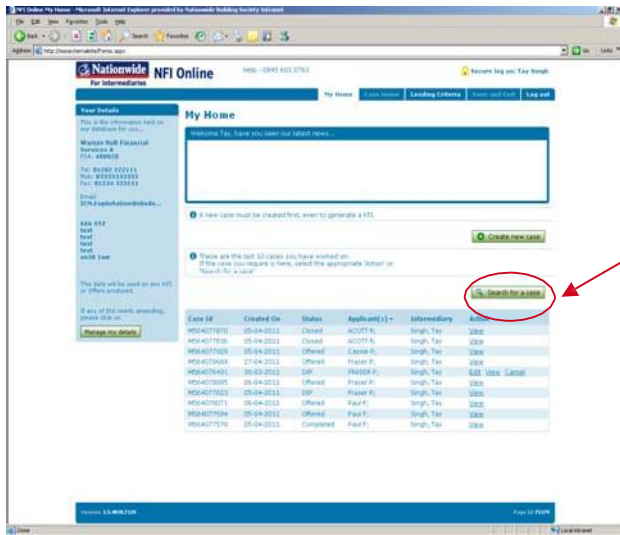
- 'User Name'
- 'Password'
- 'User PIN'
- 'Surname'

Then click



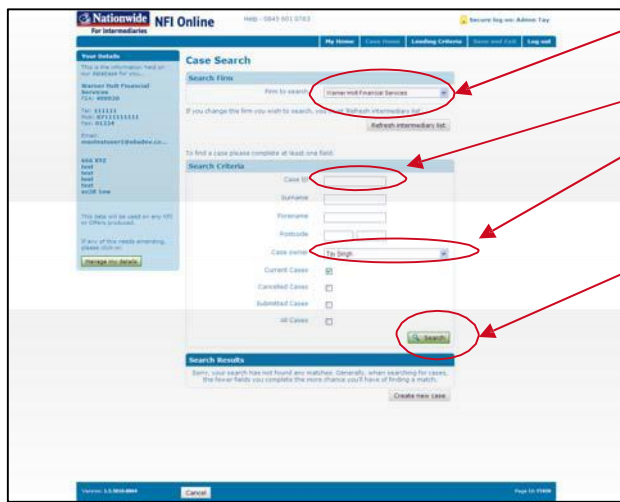
Select the case that you wish to 'Attach documents' to

Click 'View'



If the case is not available from the list on the 'My Home' page;

Click



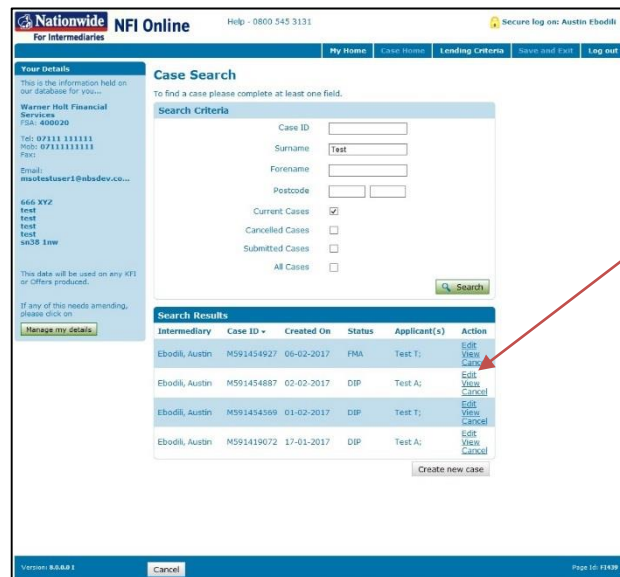
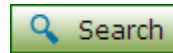
Select your firm and

Refresh intermediaries list

Enter the case ID.

Select the 'Case Owner' (Intermediary) who created the case on NFI Online

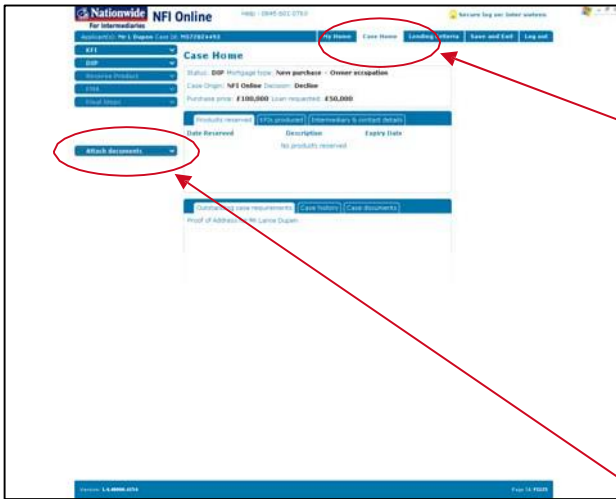
Click



Once you find the correct case,

Click on 'Edit' against the case.

Scanning



Scan each 'Case Requirement' (proof) separately and save it to your computer as a PDF or TIF file. It must be under 3mb in size to enable successful attachment

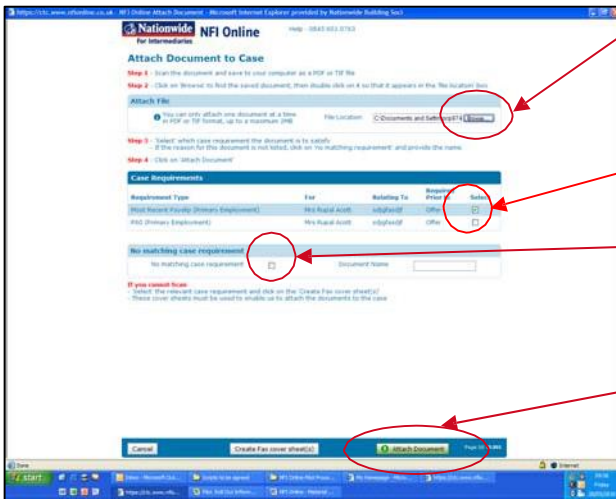
If the document is over 3mb, please follow the 'Faxing' process in NFI Online


Login to NFI Online

From the 'My Home' screen, find the appropriate case and click on 'Edit'.

You will then see the 'Case Home' page, this is the control centre for the case.

Click  Attach documents



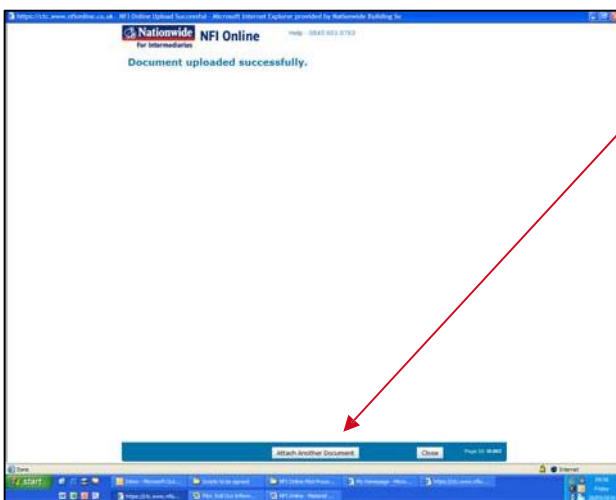
Click  to find the file you wish to attach and double click on it to select. You will now see the file name in the file location box.

Select the appropriate 'Case requirement' by clicking on the applicable tick box.

If the document you want to attach is not listed as a 'Case Requirement', click in the box against 'No matching case requirement', then enter the details in 'Document Name'.

Click  Attach Document

Please Note: It is important to scan each document separately, to enable it to be attached to the correct 'Case Requirement'. This will speed up the review of each document and avoid unnecessary chase ups.



Once the document is successfully attached, you will see the 'Document uploaded successfully' confirmation screen.

If you need to attach another document, click

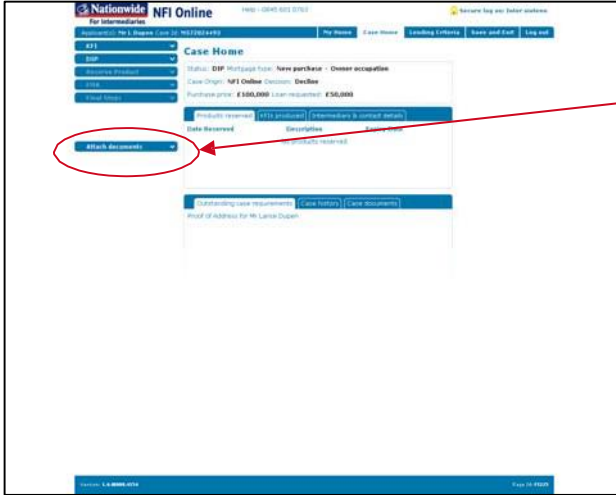


or




Faxing

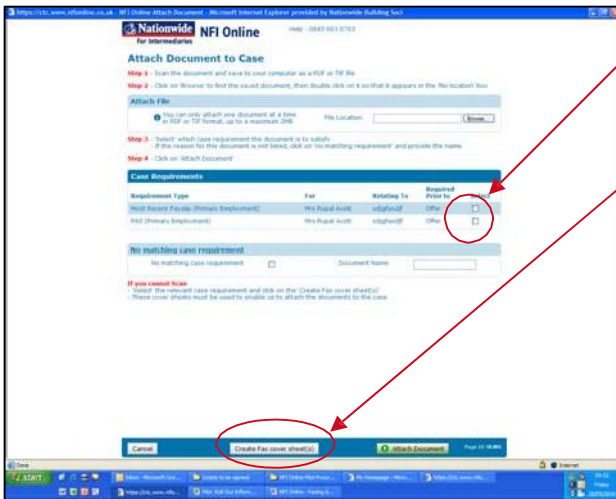
If you do not have a scanner you can still fax proofs to us.




Go to the 'Case Home' page

Click  Attach documents

This will open the 'Attach Document to Case' screen as if you were using the 'Scan & Attach' method.



On the 'Attach Document to Case' screen, select each 'Case Requirement' by clicking on the applicable tick boxes.

Click  Create Fax cover sheet(s)

Document Submission Coversheet
When submitting any document
it MUST be attached to the correct coversheet
e.g. coversheet, proof, coversheet, proof...

FAX TO: 01604 852808

Case ID:

Applicant(s) - Name:

Date:

Document being submitted: For office use

To avoid delays in obtaining an offer, you may wish to note...
Scanned documents will be dealt with as a first priority
Faxed documents take second priority
Using the postal system delays documents getting to us

As a last resort - if you have to submit by post please send
to:
Nationwide Building Society
Mortgage Administration
N170040
Swindon
SN1 1NW
(NE DO NOT SEND ORIGINALS)

MSO114 (Dec 2009)

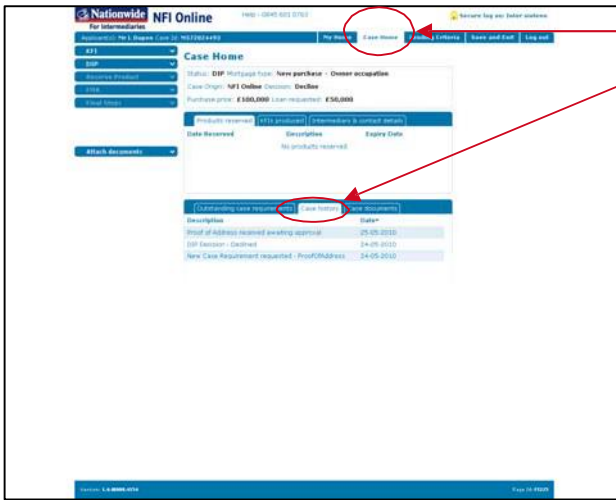
A separate 'Fax Document Submission Coversheet' will be produced for each document you have selected, showing the details of the relevant document(s).

Print out the cover sheets and place each one in front of the corresponding document(s) and fax them to the number shown on the cover sheet.

It is essential that the cover sheets are sent in front of their corresponding documents because on receipt of these documents, we will scan and attach them onto the case shown on the fax coversheet.

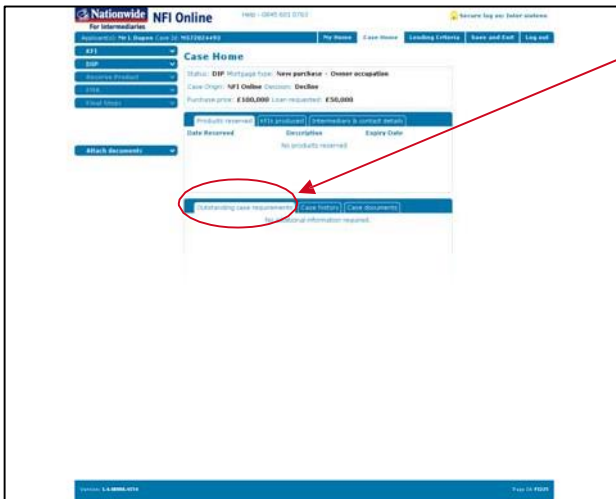
Once we have attached them to the case, you will be able to see them (usually within a few hours), by checking the 'Case Documents' tab on the 'Case Home'.

Tracking Attached Documents

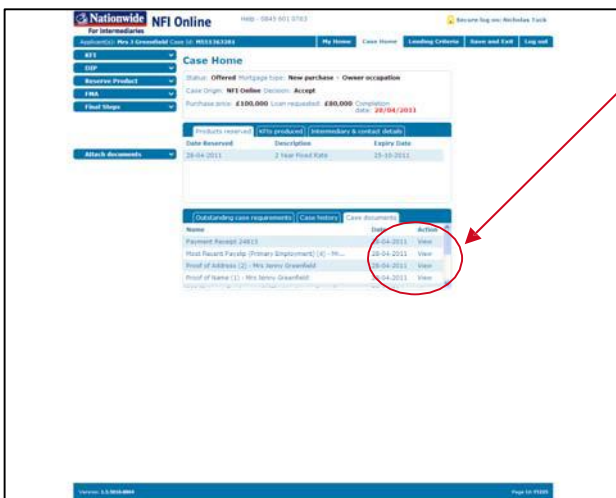


Click on 'Case Home' to refresh the page.

Click on 'Case History', you will see; '<Document Name> received and awaiting review'.



Click on 'Outstanding case requirements' to see that the case requirements you have provided documents for have been removed from the list.



Click on 'Case Documents' to see the attached document image.