

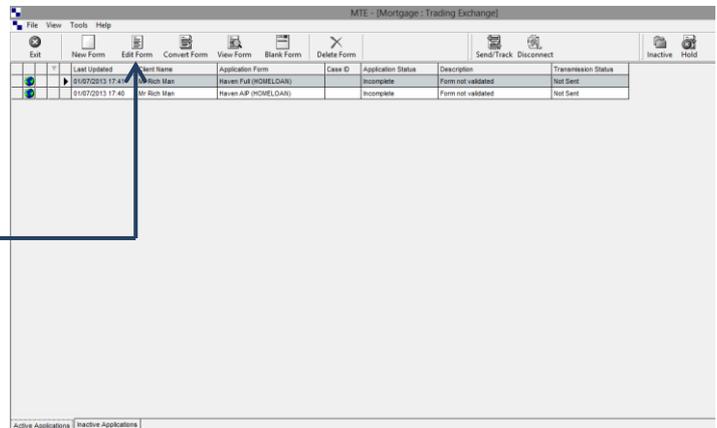
## How To Amend and Print Application Forms in MTE

Did you know... you can edit your client's application form as many times as is required before submitting it to the selected lenders?

You will also see a list of application forms in the grid below the icons.

To amend your client's application form, simply select the client's application entry from the list and then click **Edit Form**.

The form will automatically open and allow you to add or amend information until the form is complete.



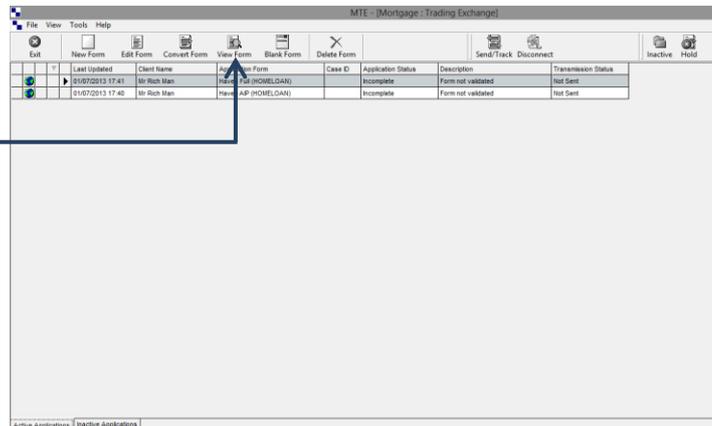
***You cannot amend a form once it has been submitted to the lender – Unless the lender has asked for further information.***

## Printing a completed application form

Did you know... you can print out a completed application form to send to your client for their own records at the time you complete the application or at any time in the future?

From the MTE client grid, simply select the client's application entry from the list and then click **View Form**.

This icon will allow you to display a PDF of the application form, pre-populated with your client's information. At this stage a print icon will appear.



The form can be saved and emailed to your client by exporting the form into Microsoft. Remember that viewing a form in this way won't allow you to edit it. Amending a partially completed form can only be done by selecting the correct client and using the edit form icon.