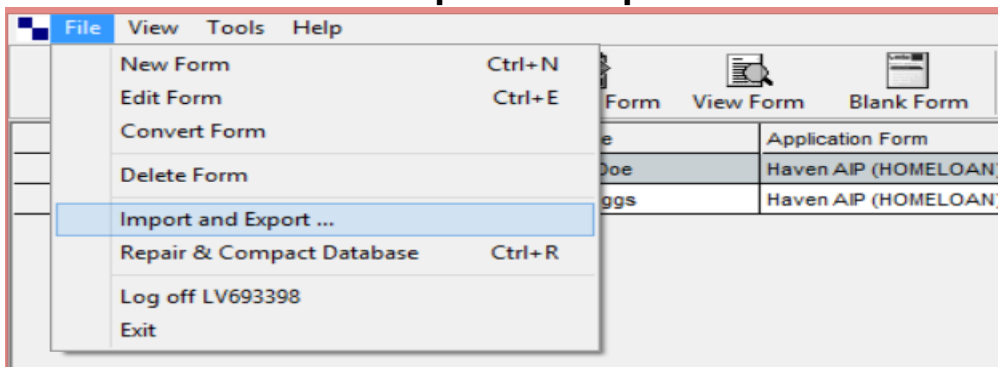


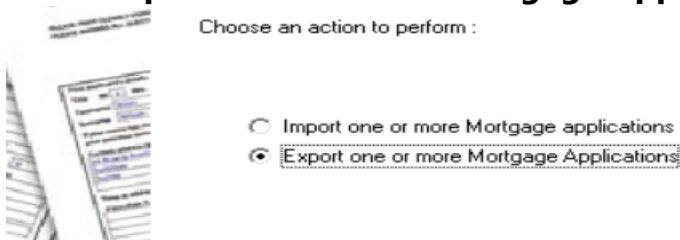
## How to backup application forms in MTE

MTE allows you to backup application forms. The backed-up files can then be used to restore your MTE data in the event of corruption or data loss.

1. Click **File** and then **Import and Export**.



2. Select **Export One or more Mortgage Applications**



3. Click **Select All** to choose all applications and then click **next**.
4. Choose **Export for Backup** and then click next.

**Export > Applications > Mode**  
Files can be exported in one of three different modes,  
please select your method of export :



5. **Select** the location you wish to back-up the files to click **Export**.

It is highly recommended that files are backed-up to another computer. If your computer is on a network, please confer with your I.T department for best practices.

For further assistance please contact **Mortgage Brain** on **01-254-4938**.