

# How to Send and Track an application

1. Once an application is complete and valid, the status will be shown as **Ready To Send**.

| Client Name      | Lender    | Status        | Description             | Sent    |
|------------------|-----------|---------------|-------------------------|---------|
| Miss Laura Doyle | Haven AIP | Ready to Send | Form complete and valid | Actions |

2. Click **Send/Track All** from the menu bar.

|                 |            |                |                |         |
|-----------------|------------|----------------|----------------|---------|
| New Application | Blank Form | Send/Track All | Archived Cases | Options |
|-----------------|------------|----------------|----------------|---------|

3. **Check** the application you wish to send, enter your **PIN Number** and click **Send**.

| PIN Number       |        | Send                                | Cancel |
|------------------|--------|-------------------------------------|--------|
| Client           | Status |                                     |        |
| Miss Laura Doyle | Queued | <input checked="" type="checkbox"/> |        |
| Miss Laura Doyle | Queued | <input checked="" type="checkbox"/> |        |

For assistance, please call MortgageBrain support on **01-254-4938**