

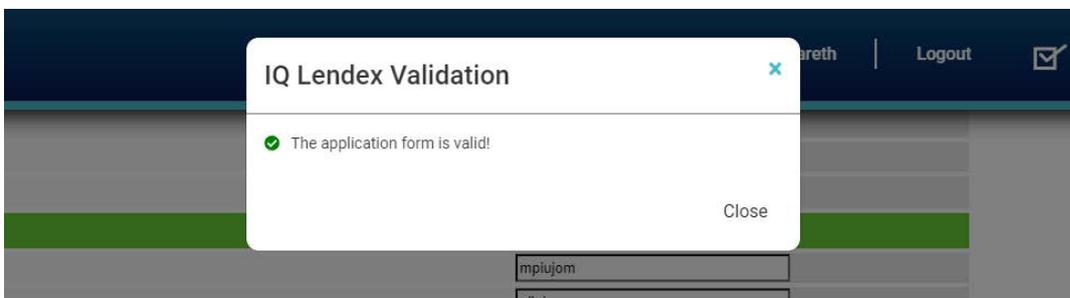
# How to edit an Application form

1. On the Lendex home page, click the **Actions** Actions ▾ button next to the application you wish to edit. Click **Edit**.

Client Name	Lender	Status	Description	Send
Miss Laura Doyle	Haven AIP	Ready to Send	Form complete and valid	<ul style="list-style-type: none"> <li>Case Details</li> <li>New</li> <li><b>Edit</b></li> <li>Convert</li> <li>View</li> <li>Archive</li> <li>Hold</li> <li>Delete</li> </ul>
Mrs Sarah Quinn	Haven AIP	Incomplete	Form incomplete	
Mr Martin Cross	Haven AIP	Incomplete	Form incomplete	
Miss Lorraine Ryan	Haven AIP	Incomplete	Form incomplete	
Mr Gareth Burke	Haven AIP	Incomplete	Form incomplete	

2. The application form will now open and any amendments can be made.

3. Click **Validate**.



5. **Save** and **Close** the form.

6. The application can now be sent back to the lender.

For assistance, please contact MortgageBrain Support on **01-254-4938**