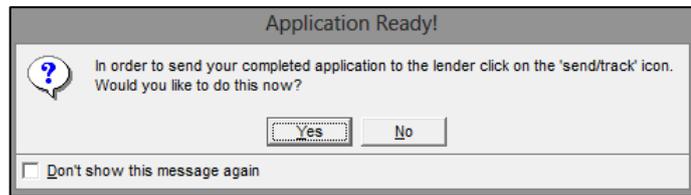
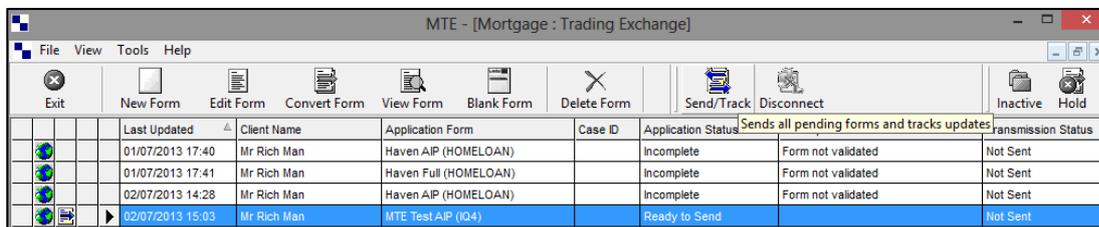


## How To Send and Track Applications in MTE

When your application form has been validated, a box will appear that will ask if you wish to send your completed form to the lender. By selecting **Yes** you will be automatically taken to the send/track screen.



Alternatively you can click the **Send/Track** icon at the top of the screen.



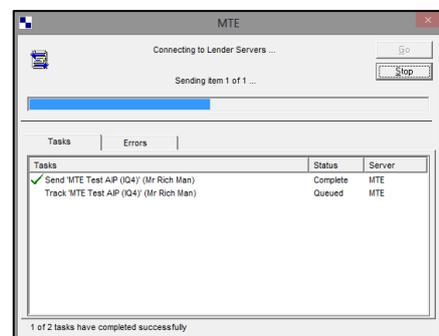
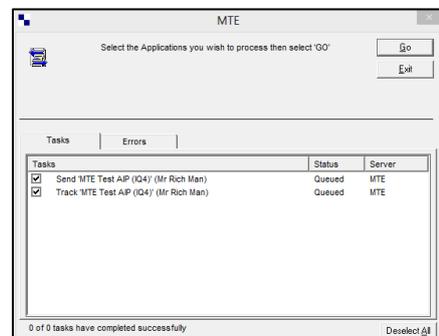
Last Updated	Client Name	Application Form	Case ID	Application Status	Transmission Status
01/07/2013 17:40	Mr Rich Man	Haven AIP (HOMELoAN)		Incomplete	Form not validated
01/07/2013 17:41	Mr Rich Man	Haven Full (HOMELoAN)		Incomplete	Form not validated
02/07/2013 14:28	Mr Rich Man	Haven AIP (HOMELoAN)		Incomplete	Form not validated
02/07/2013 15:03	Mr Rich Man	MTE Test AIP (IQ4)		Ready to Send	Not Sent

Before you can submit your application to the lender, you must enter your **PIN Number** (this was chosen by yourself when you initially registered to use MTE).

Once you have entered your pin number, MTE will display a list of all applications that are ready to be sent or tracked. If you do not want to send all the applications then **Deselect All** and only select the application forms you wish to send.

When you press **Go**, the software will start to submit the application form to the relevant lender. Once sent MTE will also wait for a response from the lender and this response will then be displayed in the client grid below.

Once the application form has been sent successfully you may receive a message from the lender represented as a **yellow envelope** adjacent to application form. Open the envelope by double clicking on it. Inside will be messages from the lender, together with any instructions detailing what to do next.




	02/07/2013 15:17	Mr Rich Man
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