

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.

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Exit) t		New Form	Edit f	Form Convert Form	View Form	Blank Form	De	elete Form		Send/Track	Disconnect	Inactive	Hold
			Last Updated		Client Name	Application F	orm		Case ID	Applic	ation Status Ser	nds all pending forms and tracks upda	tes ransmiss	ion Status
			01/07/2013 17:4	0	Mr Rich Man	Haven AIP (H	OMELOAN)			Incom	plete	Form not validated	Not Sent	
3			01/07/2013 17:4	1	Mr Rich Man	Haven Full (H	OMELOAN)			Incom	plete	Form not validated	Not Sent	
			02/07/2013 14:2	8	Mr Rich Man	Haven AIP (H	OMELOAN)			Incom	plete	Form not validated	Not Sent	
	<u> </u>	►	02/07/2013 15:0	3	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.

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	Select the Applications you wish to process then select	<u>G</u> o <u>E</u> xit	
Tasks	Errors		
Tasks		Status	Server
Send 'MTE	Test AIP (IQ4)' (Mr Rich Man)	Queued	MTE
Track 'MT	E Test AIP (IQ4)' (Mr Rich Man)	Queued	MTE
0 of 0 tasks have	completed successfully		Deselect All

•	MTE		
· ا	connecting to Lender Servers		Go
	Sending item 1 of 1		(Stop)
Tasks Errors	1		1
Tasks		Status	Server
Send 'MTE Test AIP (IQ4)' (Mr	Rich Man)	Complete	MTE
	roch Man)	Queuea	MIE.
1 01 2 tasks have completed succ	essituiy	_	
M 🌒 🚺 🕨	02/07/2013 15:17	Mr	Rich Man