How To Convert AIPs into Full Mortgage Application Forms on MTE

Converting AIPs to Full Applications

Once you have submitted an AIP to the lender, it is very easy to convert this into a FMA. This ensures you retain the existing client information which will prevent duplication of work.

Select the client's application entry from the list and then click **Convert Form**.

Select the Application type you wish to convert into and click **OK**.

The lenders FMA form will open with the AIP's information prepopulated.

Once this form is completed please **Validate**, **Save** and **Close Form**.

Now you are ready to **Send and Track** the FMA.