



**Using the Mortgage Trading
Exchange (mte) to submit to
Alliance & Leicester**

Introduction

Welcome to the Mortgage Trading Exchange, the new mortgage trading platform that delivers e-trading to the mortgage marketplace *FREE* of charge to Mortgage Brain, Mortgage 2000 and Network Data users. Over 50 lenders who account for in excess of 80% of mortgage business transacted in the UK have committed to accepting electronically submitted mortgage applications using the Mortgage Trading Exchange technology.

The Mortgage Trading Exchange provides the electronic connection between mortgage introducers and lenders, allowing the safe and fast transmission of mortgage applications and AIPs/DIPs, speeding up the traditional dispatch and application process. From within the Mortgage Trading Exchange, you can send mortgage applications and AIPs/DIPs direct to Alliance & Leicester electronically and receive confirmation of receipt, acceptance or referral within 60 seconds.

To further improve and speed up the application process all lender application forms held within the Mortgage Trading Exchange will be pre-populated with all relevant client information stored in your mortgage sourcing system, negating the need to re-key data again and again. (See the *mte userguide* for more information on this).

The Mortgage Trading Exchange is supported by most of the major lenders who are responsible for the vast majority of mortgage business transacted in the UK. It enables you, the introducer, to share in the e-trading advancements of business processing at NO CHARGE, ensuring that benefits can be realised for both you and your clients.

Registering

Before you start, load the CD on to your computer using the installation instructions on the CD wrapper. You must update your software using the instructions given in the ***Getting up and running with the Mortgage Trading Exchange*** guide.

To start using the Mortgage Trading Exchange, you must register yourself at www.mtedirect.co.uk or access it via the mte login screen (click on Register).



Access the mte Login screen by either double-clicking the icon on your desktop or by selecting the mte option from within your mortgage sourcing system. Existing users of the mte can simply enter the information requested and click on the *Login* button in order to access & amend their details.

If you are a new user, click on Register and you will be taken to the registration website. Follow the on screen instructions to complete the registration process – it only takes a couple of minutes.

Submitting an application to Alliance & Leicester using the Mortgage Trading Exchange

You can only submit to Alliance & Leicester if you have loaded an Alliance & Leicester CD on to the computer you are using.

Enter your mortgage sourcing system and key in your client's details where relevant, e.g. in your client database. When you have entered as much client information as possible, enter the Mortgage Trading Exchange.

Enter your login details as requested on the mte Login screen and click on the *Login* button to proceed. When you login for the first time you may be told that there is no token on your computer. If so, click on *Yes* and follow the instructions to download a token from the URD. The token is required in order to use the Mortgage Trading Exchange. You must click on the *Get Token* button every time you change your password or PIN number on the URD.

The first screen that you will see in the Mortgage Trading Exchange is the Application Tracking screen. Please note that to track applications submitted to Alliance & Leicester you must visit our website at www.al.intermediary.co.uk.

Click on the *New* icon in the left-hand corner of the screen. A new window will appear - *Available Application Forms*.

Application Form	Destination
Alliance & Leicester DIP	External Application
BoS Fast Track Agreement	External Application
Halifax Mortgage Promise (On-Line)	External Application
MTE Test AIP	MTE
Nationwide AIP	Nationwide
Northern Rock AIP	Northern Rock
UCB AIP	UCB

Use the box at the top of the window to select the current applicant or a new applicant. Choose whether you want to submit an Agreement in Principle or a Full Application Form by clicking the appropriate tab. Click on the Alliance & Leicester option then select *OK*.

If you select an Application in Principle the Alliance & Leicester Login screen will appear and you will need to enter your Alliance & Leicester User ID and PIN. Click *OK*, enter your Alliance & Leicester password and select the channel you wish to submit business through (this defines how your procurement fee will be paid).

After clicking *OK* you will be asked a series of questions to ensure that we can accept the application via the Internet. These questions should be read in conjunction with "A Guide to Applications" on our website www.al.intermediary.co.uk.

If the application can be submitted online you will be taken to our form, pre-populated with all relevant data taken from your mortgage sourcing system.

KEY: Mandatory Disabled Entry Incomplete Section (cd) Complete Section (cd)

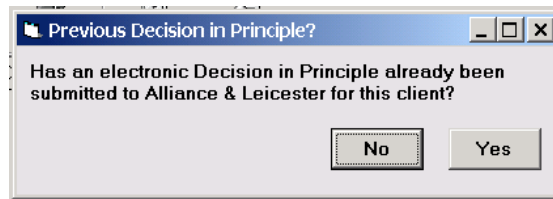
Second Applicant

Title: Mr
Surname: Application
First Forename: Test
Second Forename:
Date of Birth: 11/02/1955
Marital Status: Married
Nationality:
Relationship to Applicant 2: Husband

Please enter the total number of dependents for all applicants: 1

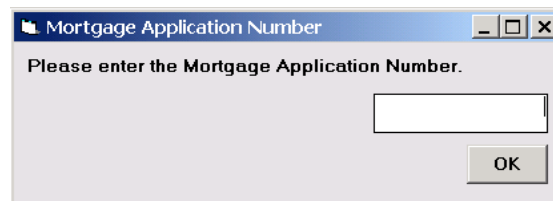
Do you have a spouse or partner residing with you at your current address, who is not party to this application?

If you have selected the Full Mortgage Application you will be asked the following question:



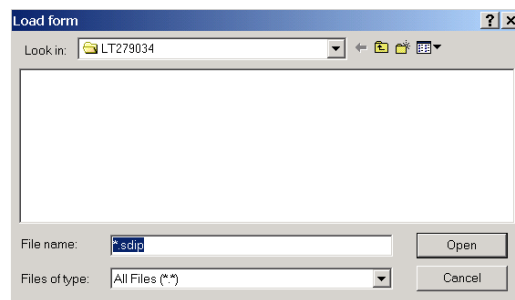
A dialog box titled "Previous Decision in Principle?". The text inside asks: "Has an electronic Decision in Principle already been submitted to Alliance & Leicester for this client?". There are two buttons: "No" and "Yes".

If an AIP has already been done you need to enter the reference number.



A dialog box titled "Mortgage Application Number". The text inside says: "Please enter the Mortgage Application Number.". There is a text input field and an "OK" button.

Enter your Alliance & Leicester login details. If the AIP reference is not recognised you will be asked to manually select one - Remember: You can only convert if the original AIP was done on the same computer. The AIP will then appear for selection. Highlight the application you wish to convert and click on *Open*.



A "Load form" dialog box. The "Look in:" field shows "LT279034". The "File name:" field contains "*.*dip". The "Files of type:" dropdown is set to "All Files (*.*)". There are "Open" and "Cancel" buttons.

The Alliance & Leicester Full Mortgage Application will load, fully populated with all the information supplied in your mortgage sourcing system AND the AIP, hence removing the need to re-key information provided elsewhere.

If you wish to save an application to return to it later, go to *File* and select *Save*. You will receive confirmation when the form has completed saving. To retrieve the application, double-click on the Alliance & Leicester icon on your desktop and select "Open Saved Decision in Principle or Full Mortgage Application". Click on the application and it will load.

Alliance & Leicester will provide you with a lending decision on screen within **60 seconds** of submitting the application. If your decision is a refer, then a message will be sent to you within 24 hours to advise of the underwriters decision or request further information. To pick up this message you need to log in to our website at www.al.intermediary.co.uk and click on the "Messages" icon.

Agreement in Principles are valid for 28 days and if the application is not converted in that time then the case will be cancelled.

You can track your applications, either online or paper-based, by logging into our Intermediary Website www.al.intermediary.co.uk. Here you can also find details of our lending policy, up to date product portfolio and product specification, printable forms and other information such as valuation fees.

Getting Help

For help the Mortgage Trading Exchange please contact the helpdesk on 0870 887 0057.

For help completing Alliance & Leicester forms please use the Call Me Back button on our Website.