

Resubmitting applications in ApplyOnline

September 2018



About this guide

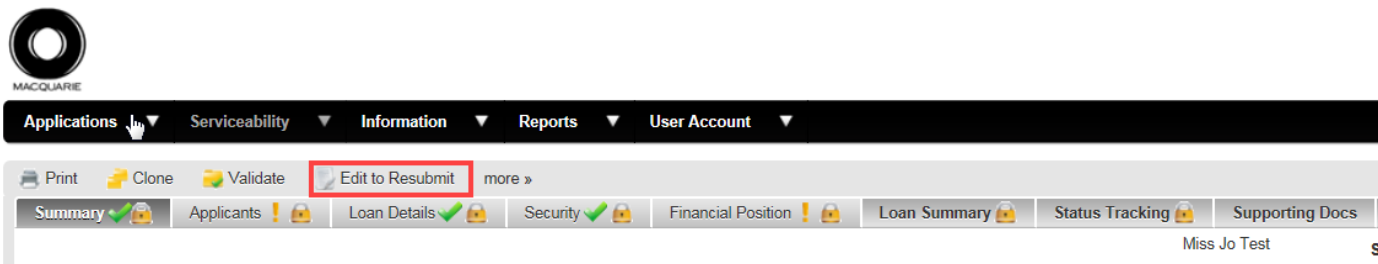
This guide will help you to resubmit an application in ApplyOnline. There are two different actions depending on the status of the loan.

If the loan has:

- not been formally approved, you'll need to edit to resubmit.
- been formally approved, you'll need to clone, resubmit and resend supporting documents.

Editing and resubmitting

1. Locate the application you'd like to resubmit. Select **Edit to Resubmit**.

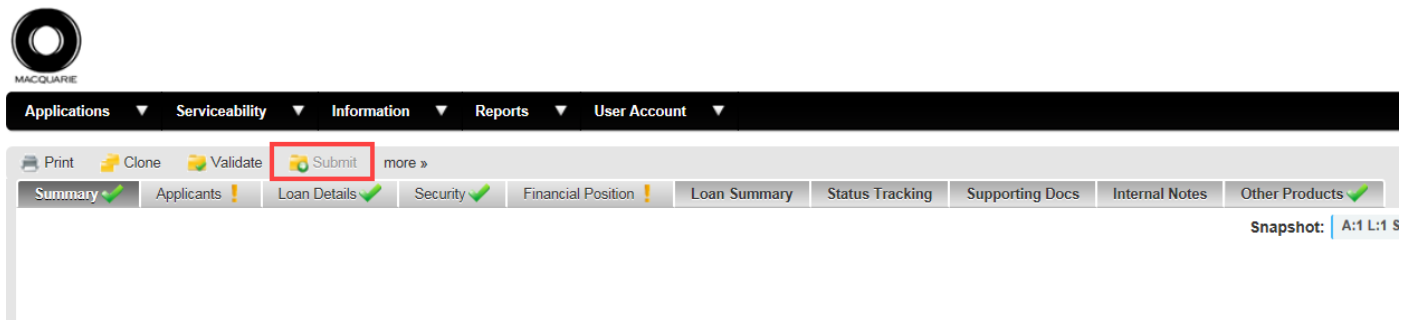


2. You'll receive the below pop-up box. Enter comments in the **Comment** field regarding the updates then select **Save**. You can now edit the application.

The screenshot shows a pop-up window titled 'ApplyOnline - Internet Explorer'. The URL is 'https://macquariebroker.applyonline.com.au/Activity/ActivityEdit.asp?code=Edit%20to%20Resubmit&WFID=1&documer'. The window contains the following fields and controls:

- A message: "In the Comment Section, only enter a brief comment on activity being performed and click Save button."
- Activity Code: Edit to Resubmit
- Activity Date: 15 May 2018 09:01 (with a placeholder "eg 'dd mon yyyy hh.mi'" and an "Unlock" link)
- Reference: (empty text box)
- Comment: A text area containing "Updating the clients name"
- Buttons: "Save" and "Cancel"

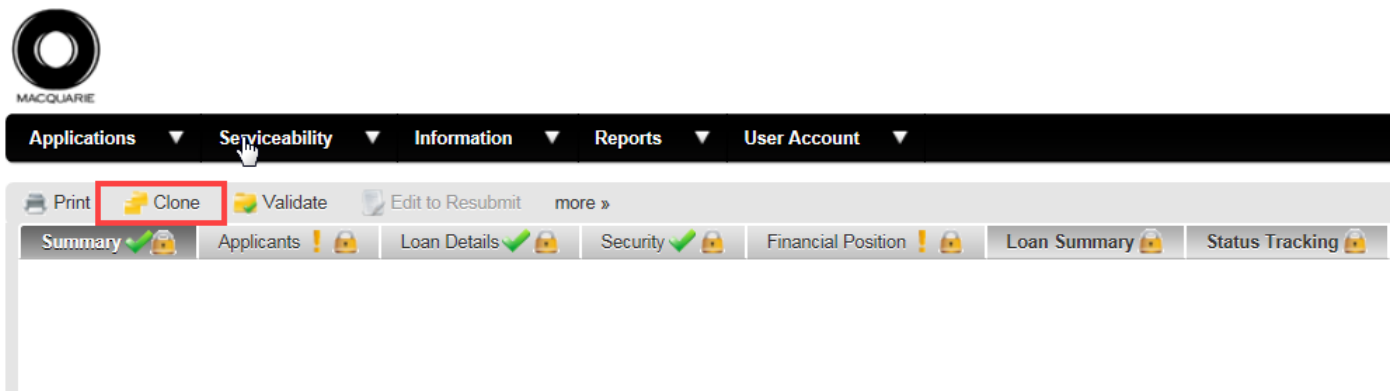
3. Once you've edited the application, select **Submit** to submit the application.



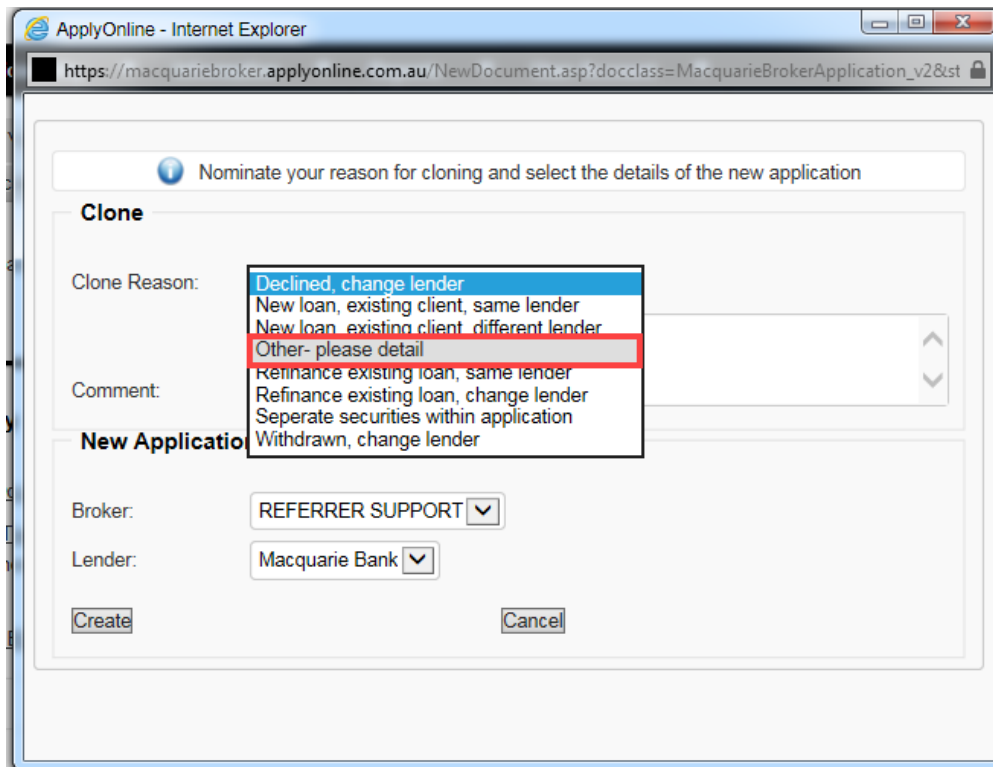
Cloning and resubmitting

If there are any changes to the loan after the formal approval, you'll need to clone and resubmit the application.

1. Locate the application and select **Clone**.



2. Select **Other-please detail** in **Clone Reason**.



3. In the **Comment** field, write the reason for the clone and resubmission and select **Create**.

ApplyOnline - Internet Explorer
https://macquariebroker.applyonline.com.au/NewDocument.asp?docclass=MacquarieBrokerApplication_v2&tst

Nominate your reason for cloning and select the details of the new application

Clone

Clone Reason: Other- please detail

Comment: Client would like another offset account

New Application

Broker: REFERRER SUPPORT

Lender: Macquarie Bank

Create Cancel

4. Make the necessary changes and select **Submit**.

Please note you will need to resend the supporting documents as new application number will be generated.

MACQUARIE REFERRER SUPPORT

Applications Serviceability Information Reports User Account Search

Save Print Validate **Submit** more » Next Action: Submit

Summary Applicants Loan Details Security Financial Position Loan Summary Status Tracking Supporting Docs Internal Notes Other Products

Snapshot: A:1 L:1 S:1 OWNOC PAYG

Application Summary

Application ID

Loan [Owner Occupied \\$500,000](#)

Applicants [Miss Jo Test](#) Type: Applicant
Home Phone Mobile: 0412121212
Email: jolest@hotmail.com

Security

Lender

Lender
Macquarie

Lender ID's

Application Number:

Submission ID:

Disclaimer

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