

# Pre-approvals in ApplyOnline

April 2019



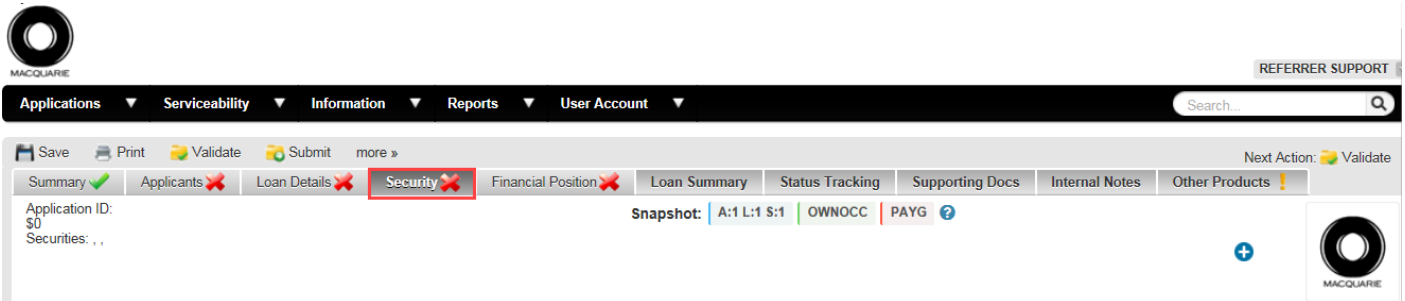
## About this guide

In this guide, you'll learn how to submit a data assessed pre-approval.

A data assessed pre-approval is generated by the information you've entered in ApplyOnline. Your information will be assessed electronically, including a credit check, however it's important to note that a credit analyst does not review the data or any supporting documents.

## Submitting a data assessed pre-approval in ApplyOnline

1. Select the **Security** tab.



2. Select the **Pre-Approval** checkbox. Leave the **Address** field blank.

**Location**

Pre-Approval:

Address:

**Title**

Title Type:  Title:

Title Identification Type	Value
<input type="button" value="Add New Identifier"/>	

If the submission meets our pre-approval criteria, you'll receive a Back Channel Message (BCM) advising you of the pre-approval.

The BCM will advise you of the following:

Congratulations, this pre-approval application has been conditionally approved. You will receive a confirmation email from us containing an application record shortly. Please make sure you review the details with your client and confirm all information is correct. Simply use the Edit to resubmit option to update any incorrect details. Once a property has been found, use the edit to resubmit option to resubmit the application

A conditional approval letter will also be emailed to you so you can send it to your client. For a fully assessed pre-approval, please speak to your BDM to arrange

If the submission does not meet our pre-approval criteria, you'll receive a Back Channel Message (BCM) advising you of the following:

Unfortunately this application does not meet our eligibility criteria for pre-approvals. Please get in touch with your BDM to discuss this further.

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