

ApplyOnline® Lodgement User Guide

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Introduction

The ApplyOnline® platform, originally launched in 2004, has seen several enhancements throughout the years and has continued to lead the market and provide users with quality tools for electronic lodgement of loan applications.

ApplyOnline enhances the user experience and further streamlines the loan application process by providing the most up-to-date capabilities.

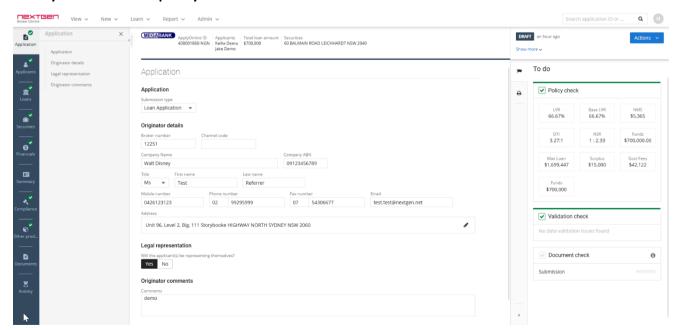
What are the benefits?

ApplyOnline delivers a superior loan origination experience for users which increases the quality of loan submissions, reduces reworks, and improves outcomes.

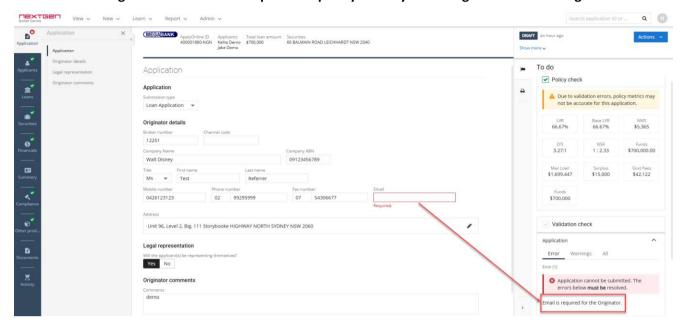
- Contemporary user interface (UI)
- Efficient on-screen visibility of all relevant information
- · Quick onboarding and adoption of validation tools
- Seamless system performance
- Excellent data quality with 'Type-ahead' functions to populate information
- 'Auto-save' functionality removing risk of lost data
- Exceptional efficiencies with real-time verification and validation
- Compliance control with warnings and guidance popups
- Real-time assessment and verification ensure product and policy requirements are met

What are the features?

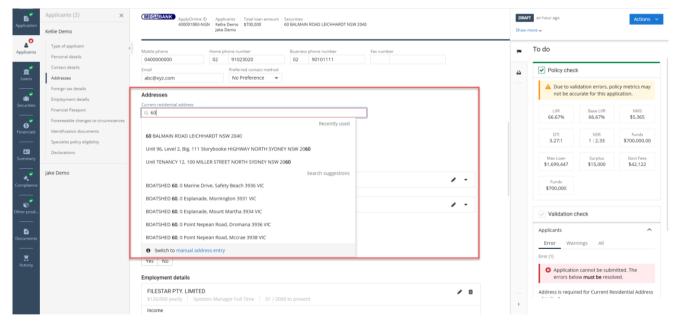
Layout with contemporary look and feel:



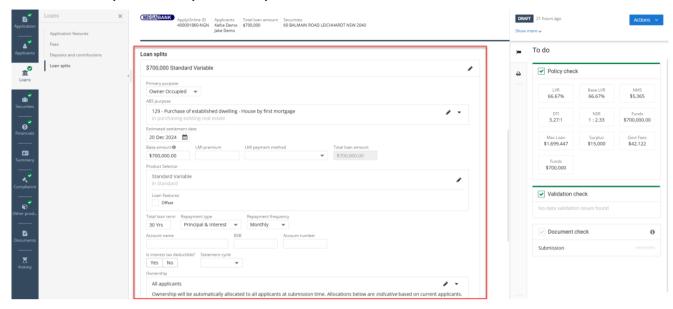
Intuitive navigation with the 'To do' panel to quickly identify and navigate to outstanding items:



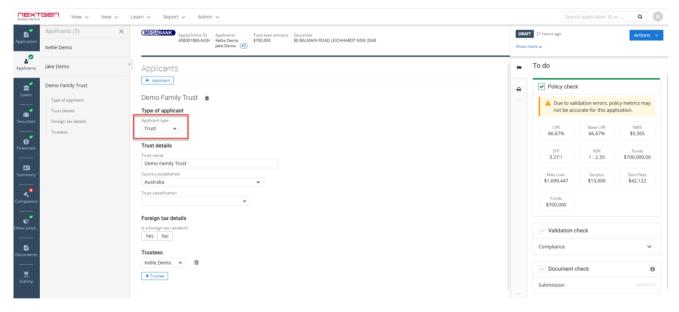
'Type ahead' function immediately populates fields:



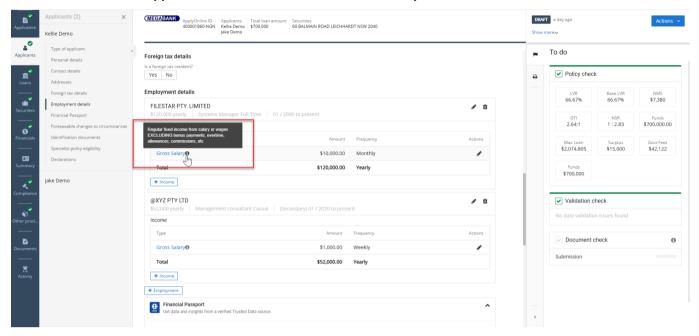
Streamlined process to capture loan splits:



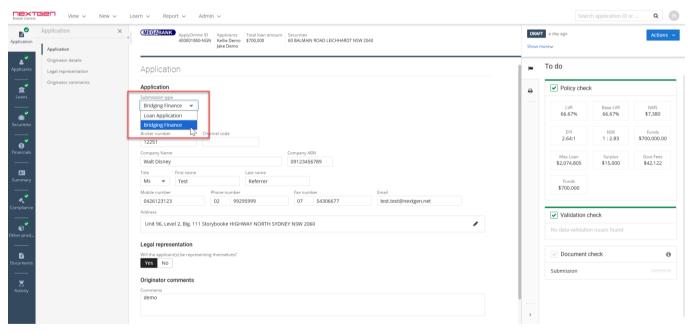
Add trust as applicant for simplified trust capture:



Guidance text to support the user enter information accurately:

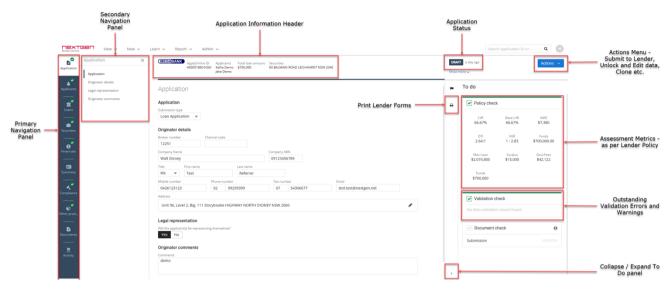


Uniform approach to capture bridging loans across the applicable lender's applications:



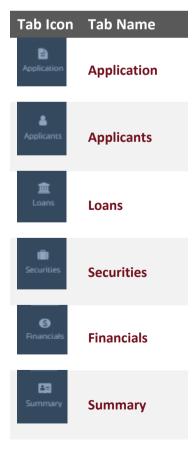
General navigation

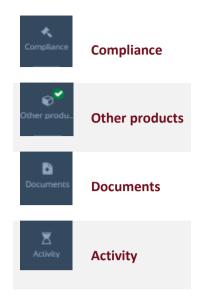
The ApplyOnline layout design provides the option to expand and collapse panels for easy navigation. Important application information displayed and updated in real time.



Primary navigation panel

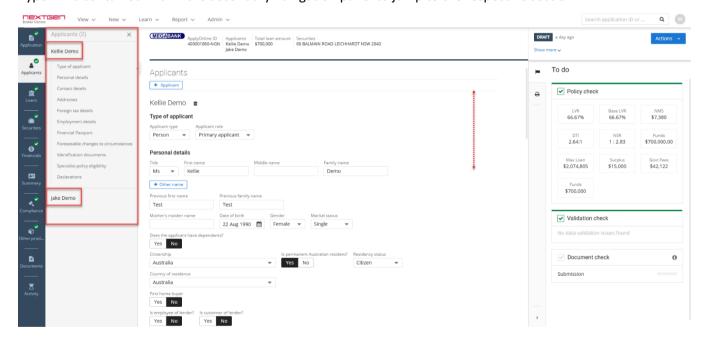
Navigate sections of the application by clicking on the icon via the primary navigation panel located to the left of the screen.





Secondary navigation panel

Once in a tab, a user can navigate the main body of the page by either scrolling up or down or using the hyperlinks contained within the secondary navigation panel to jump to the respective section.



For 'Applicants' and 'Securities' tabs with multiple records, click on hyperlink in secondary navigation panel to navigate to each individual record. The secondary navigation panel can be collapsed by clicking 'X' and placed back by clicking on the tab.

Application information header

Displays key information about the application including:

- o Lender
- o ApplyOnline ID
- o Lender ID (populated once application has been submitted and received by the lender)
- Applicants
- o Total Loan Amount
- Securities

Application information header is present on each tab:

Draft Application:

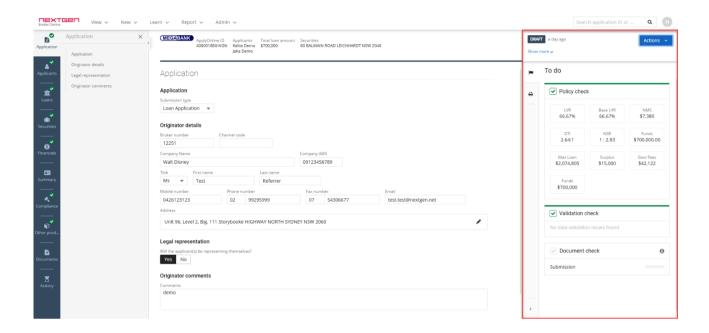


Note: Lender ID field gets populated once the application has been submitted and received by the lender.

Right Hand Side Panel

Workflow panel

Use the **Workflow** panel, located to the right of the screen, to view important application information and perform activities relative to the application.

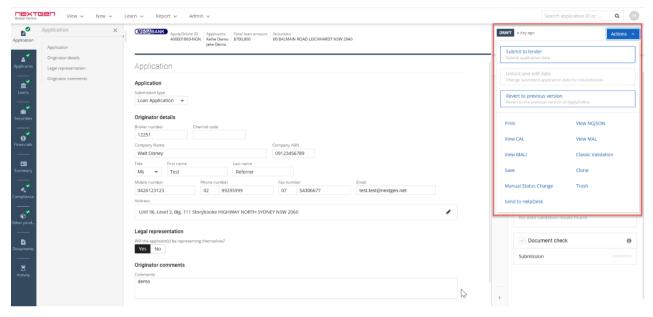


Note: The Workflow panel can be collapsed/expanded by clicking the 'chevron' (arrow) located at the bottom of the panel.

Actions

Click on 'Actions' button to access the following functions:

- Submit to lender
- Unlock and edit data (not available for all lenders and applications depending on application status)
- Print
- Many other functions

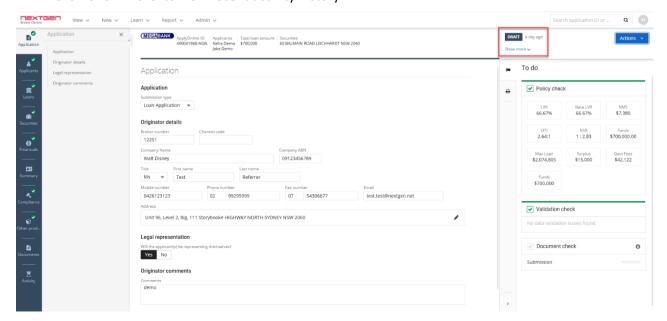


Note: Activities available will vary depending on the lender and the broker group.

Application status

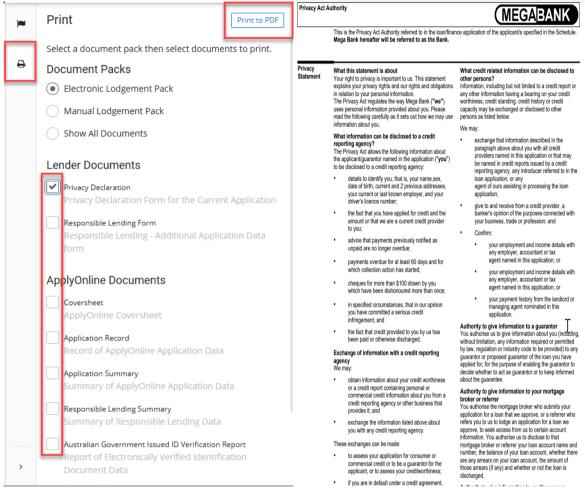
Current application status and relative time displayed at the milestone.

• Click 'Show more' to view recent activity history.

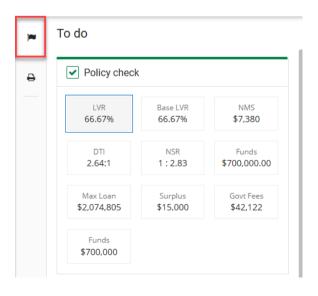


Print

• Click the printer icon to select the required documents to be completed by the broker / applicants prior to submission. Click 'Print to PDF' button to print or download selected documents.



• Click on the flag icon to return to 'To Do' panel.



Policy Check

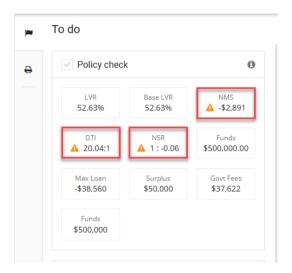
This section displays the lender's policy metrics and updates in real-time based on details captured in the application.

Hover mouse over the 'i' icon to see more information about how the lender may assess the application based on metrics calculated.

Metrics categories outside the lender's policy will be evidenced by an orange exclamation mark.

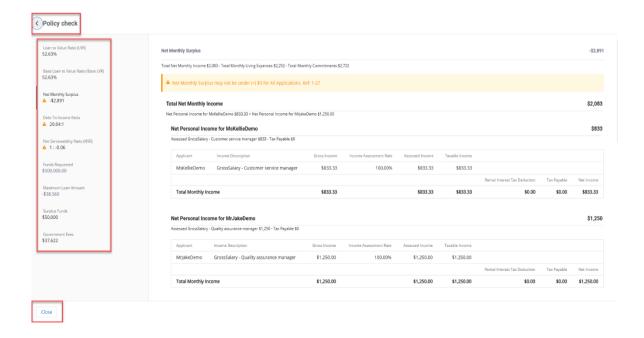
For some lenders, when an application is not within policy, a red cross will be seen (instead of an orange exclamation) and the application won't be able to be submitted until the metrics are within policy.

Click on a metrics category to open a more detailed view of how metrics were calculated.



• Click on hyperlinks on the left-hand side to navigate expanded view of each metrics category relevant to the lender.

Click on 'arrow' (<) next to policy check or the 'Close' button to return to 'To Do' panel.

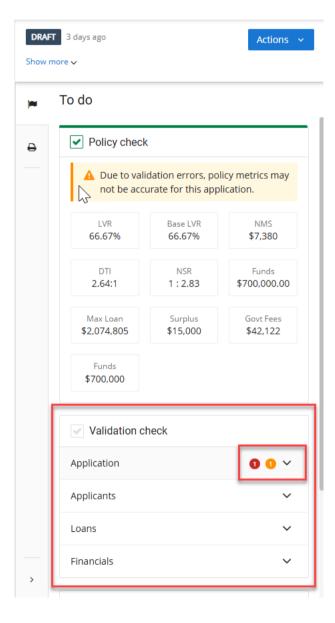


Validation check

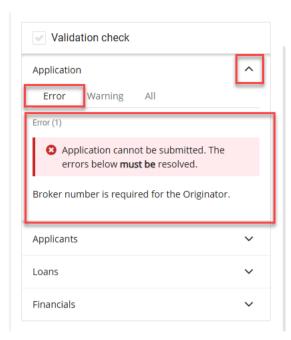
Each lender has a set of validation rules around what fields are required to be completed or formatted a certain way before a user can submit the application to the lender. The validation check section displays any outstanding validation errors or warnings for each tab.

- Error Application cannot be submitted. The error must be resolved.
- Warning Application may be submitted. The warning should be resolved.

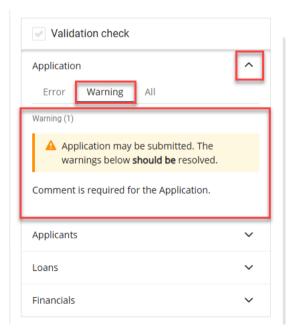
Hover mouse over each application section to see the number of validation errors or warnings that need to be addressed in each tab. Red indicates number or errors, orange indicates the number of warnings.



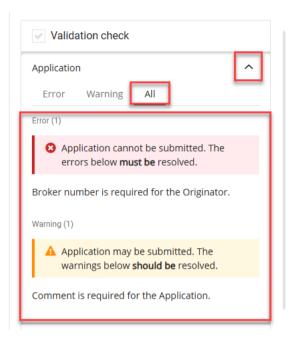
• Click on the arrow in each section to expand/collapse a more detailed view of validation check for that specific tab. The errors are displayed as a default view when expanded.



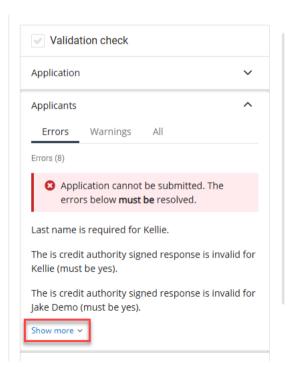
• Click the 'Warning' tab to view expanded view of application warnings present.



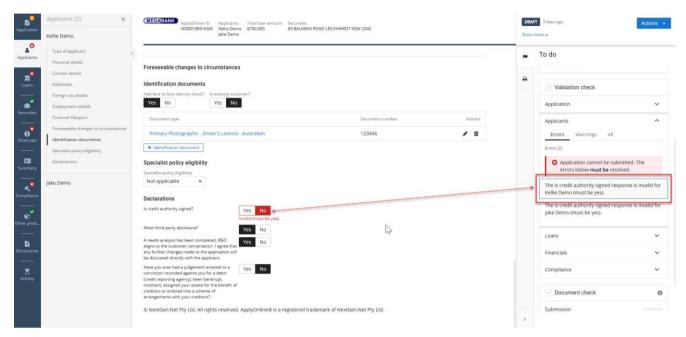
• Click 'All' to display both errors and warnings present.



• The validation check displays the first three errors or warnings, click **'Show more'** to expand/collapse the full list.



• The error or warning within the 'Validation check' panel works as a hyperlink and upon clicking, it will take you to the section of the application that must/should be resolved.



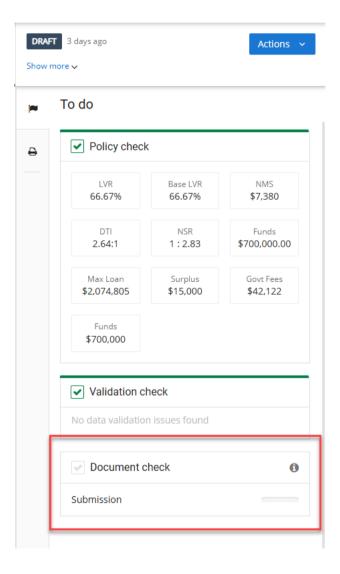
Note: The 'Validation check' panel updates in real-time as each item is resolved.

Document check

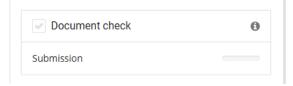
The document check displays the supporting documents checklist/s available depending on lender and application details. Available checklists include:

- **Submission** documents to be uploaded and self-verified prior to submission based on lenders requirements.
- Approval Documents required to be uploaded prior to 'Unconditional Approval' is granted.

Note: Some lenders may only have an **Approval** checklist, or the **Approval** checklist may only become available after submission.

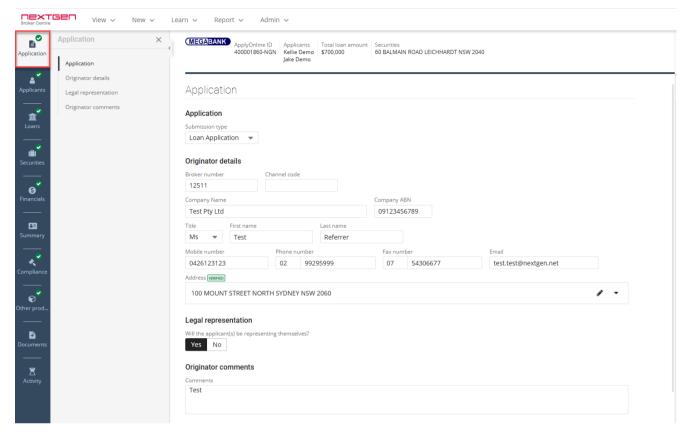


The checklist progress bar will update as supporting document conditions are satisfied within the 'Documents' tab of the application.



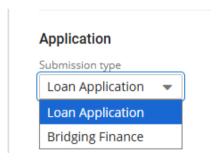
Application

Information captured in the 'Application' tab will vary across lenders.

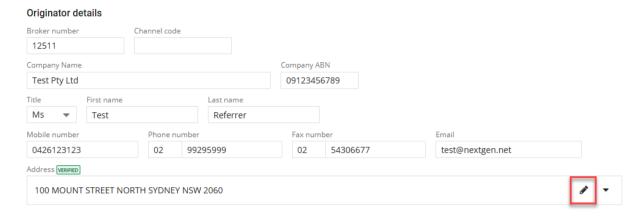


Application information may include:

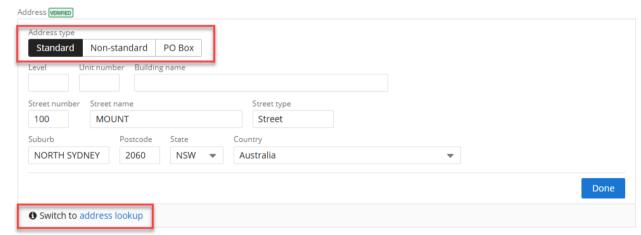
• Application Submission type (refer Bridging Loan for more details on that submission type)



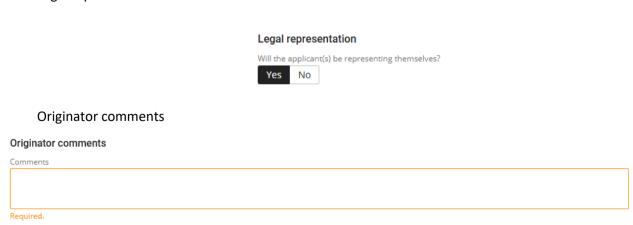
- Originator details
 - o Click the 'pencil' icon to edit the address.



Select address type: Standard / Non-standard / PO Box and enter address or click 'Switch to address lookup' to verify address in GNAF database.

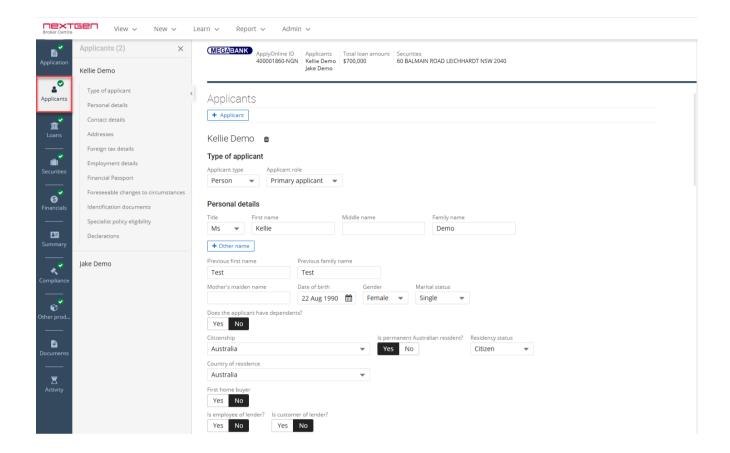


- Click 'Done' button when address entry is complete.
- Link multi-part applications
- Legal representation



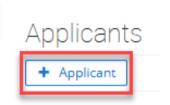
Applicants

Information captured in the 'Applicants' tab will vary across lenders.



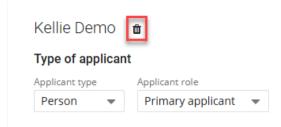
Applicant information may include:

Add applicants



O Click the '+ Applicants' button to add applicants.

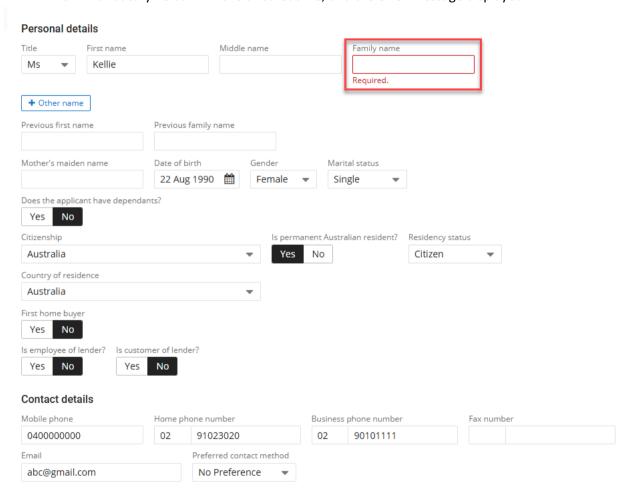
• Type of applicant



- O Click the 'bin' icon to delete the applicant from application, if applicable.
- Select applicant type (refer Trusts for information on how trusts are captured).
- o Select applicant role from dropdown menu.

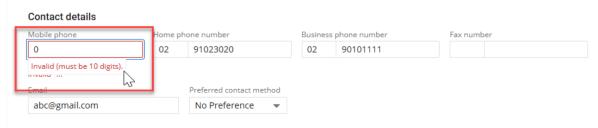
Personal details

Mandatory fields will have a red outline, and the error message displayed.



Contact details

o Real-time validation of data formatting.

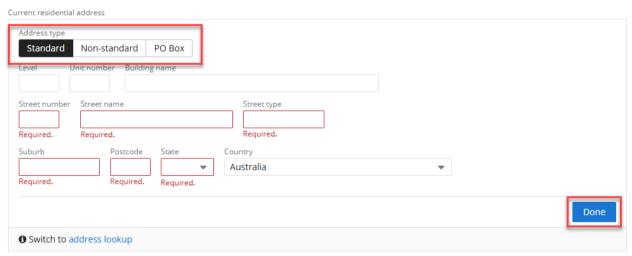


Addresses

Addresses Current residential address Recently used 100 MOUNT STREET NORTH SYDNEY NSW 2060 60 BALMAIN ROAD LEICHHARDT NSW 2040 Unit TENANCY 12, 100 MILLER STREET NORTH SYDNEY NSW 2060 BOATSHED 60, 0 Marine Drive, Safety Beach 3936 VIC BOATSHED 60, 0 Esplanade, Mornington 3931 VIC BOATSHED 60, 0 Point Nepean Road, Dromana 3936 VIC BOATSHED 60, 0 Point Nepean Road, Mccrae 3938 VIC Switch to manual address entry

- Start typing address in search field to select verified address from GNAF database results displayed in dropdown.
- Click 'Switch to manual address entry' if address not found or non-standard.

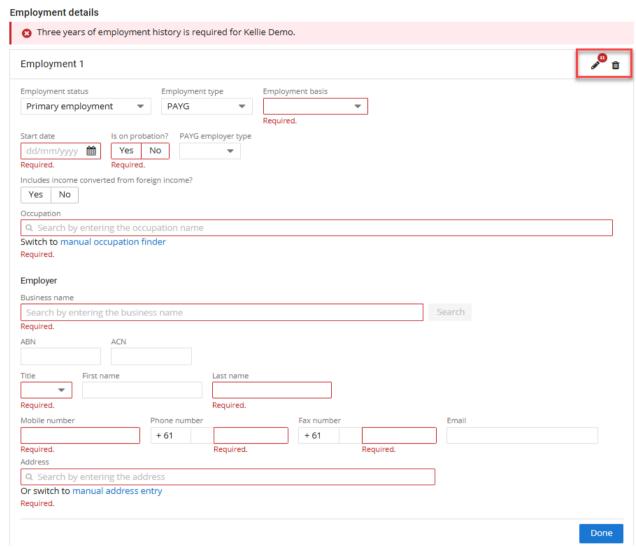
Addresses



- o Select address type: Standard / Non-standard / PO Box and enter address.
- Click 'Done' button.

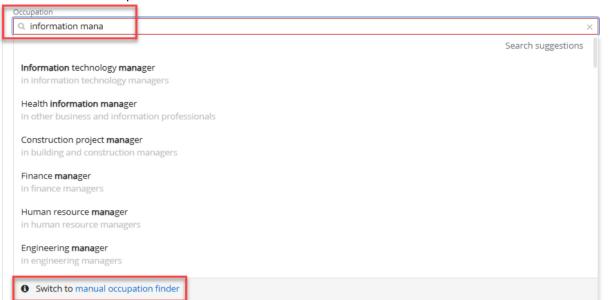
• Employment details

o Number of mandatory fields still to be completed will display, click the 'pencil' icon to edit.

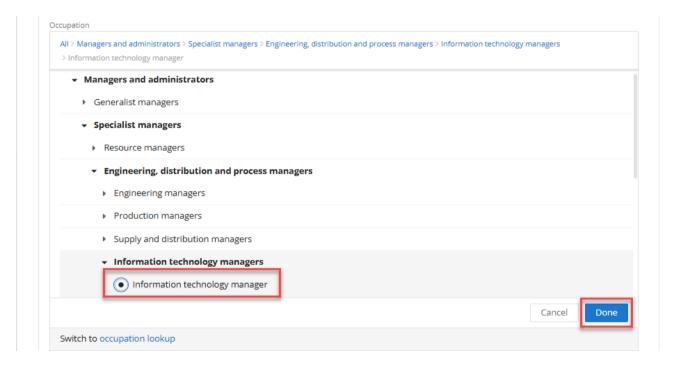


Click the 'bin' icon to delete the record, if applicable.

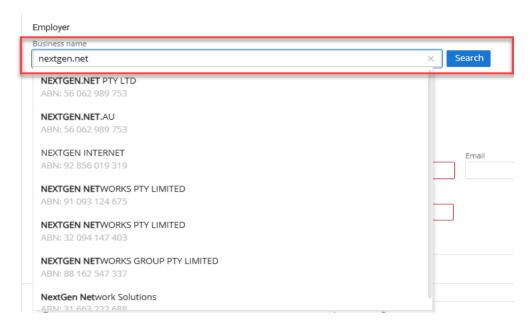
- o Start typing occupation to select the role from dropdown.
 - Multi-keyword search functionality allows users to input multiple keywords for precise and relevant results.



If occupation is not found, click 'Switch to manual occupation' to expand occupation categories until the most appropriate role is located. Click the radio button to select, click the 'Done' button.

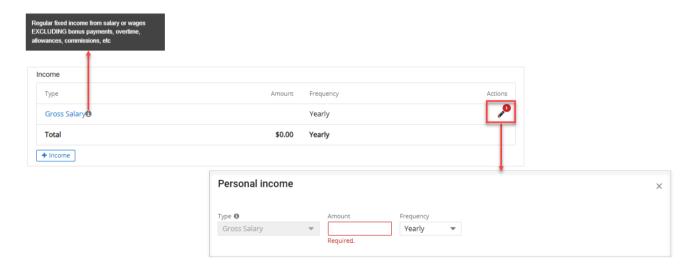


Enter the employer name in the 'Business name' field, click the 'Search' button.
 Select employer from dropdown.



Click 'X' to clear, if required.

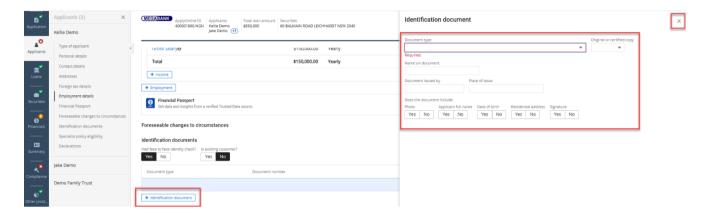
Income



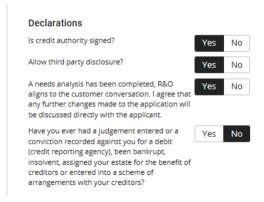
- Hover over the 'i' icon to display guidance text.
- o Click the 'pencil' icon, a slide-out will display, capture income details.
- Click the 'X' or anywhere on the main screen to collapse the slide-out.
- Click the '+ Income' button to add additional income types related to same employer i.e., bonus, commission.

• Identification documents

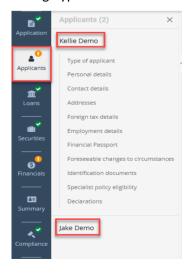
- Click '+ Identification documents' to enter details.
- o A slide-out will display, capture identification document details.
- Click the 'X' or anywhere on the main screen to collapse the slide-out.
- O Click the 'pencil' icon to edit the details, if required.
- o Click the '+ Identification Document' button to add another document.
- O Click the 'bin' icon to delete the record, if applicable.



Declarations



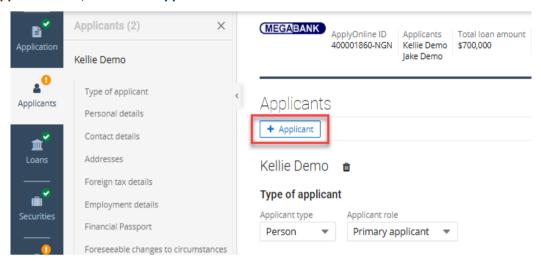
• Complete for each applicant by clicking hyperlink in the secondary navigation panel.



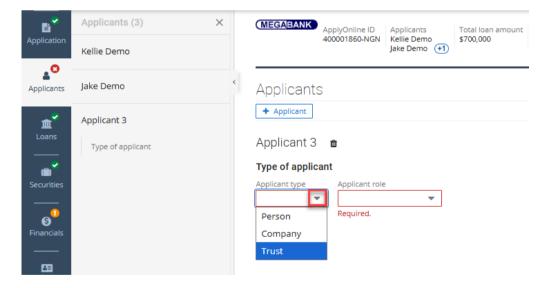
Trusts

Trusts are captured as an applicant for a more uniform approach across lenders who allow this application structure. Trust details required to be entered will vary across different lenders.

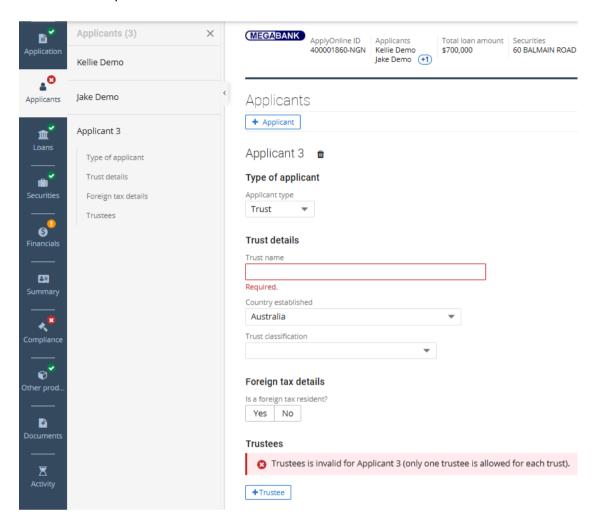
In the 'Applicants' tab, click the '+ Applicant' button.



• In 'Type of applicant', select 'Trust' from dropdown options.



Enter mandatory trust details.



• Click '+ Trustee' to select trustee from list of applicants on the application.



Note: Only applicants already added to the application will display in the dropdown.

• Click the 'bin' icon to delete the record, if applicable.



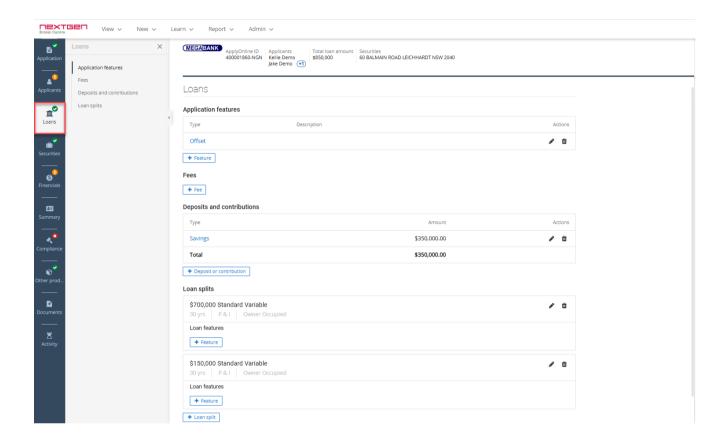
Note: A Trust cannot be selected as a primary applicant:

- For Individual trusts, an applicant must be selected as primary applicant, and the people linked to the trust are to be selected as trustees and/or beneficiaries.
- For company trusts, a company needs to be added as an applicant and can be selected as primary applicant.

Loans

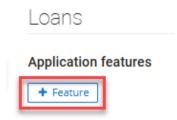
Information captured in the 'Loans' tab will vary across lenders.

The user can see all loan splits in the one view for easy navigation.



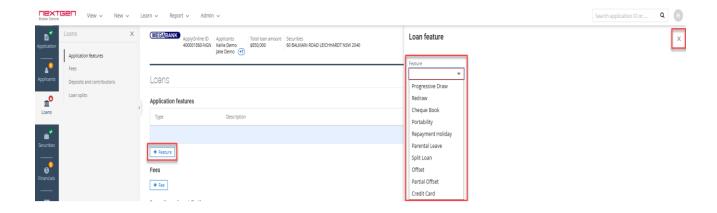
Loans information may include:

- Application features
 - Click '+ Feature' to add feature/s.



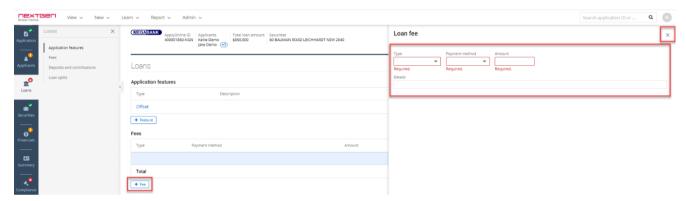
- A slide-out panel will display, select the feature from dropdown options and add comments (optional).
- o Click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- Click the 'pencil' icon to edit the details, if required.
- Click the '+ Feature' button to add another feature.
- O Click the 'bin' icon to delete the record, if applicable.

Note: Available features will vary across the different lenders.



Fees

Click '+ Fee' to add fee/s.

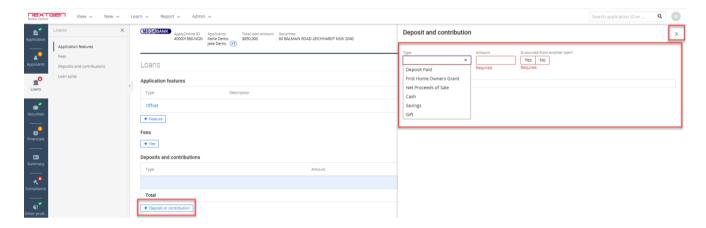


- A slide-out panel will display, select the fee from dropdown options and complete mandatory fields.
- Click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- O Click the 'pencil' icon to edit the details, if required.
- O Click the '+ Fee' button to add another fee.
- O Click the 'bin' icon to delete the record, if applicable.

Note: Available fees will vary across the different lenders.

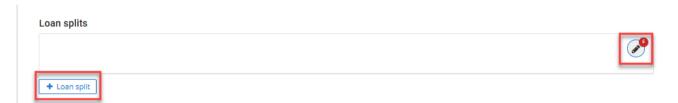
Deposits and contributions

- Click '+ Deposit or contribution' to add deposit or contribution.
- A slide-out panel will display, select the type from dropdown options and complete mandatory fields.
- o Click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- O Click the 'pencil' icon to edit the details, if required.
- Click the '+ Deposit or contribution' button to add another deposit or contribution.
- O Click the 'bin' icon to delete the record, if applicable.

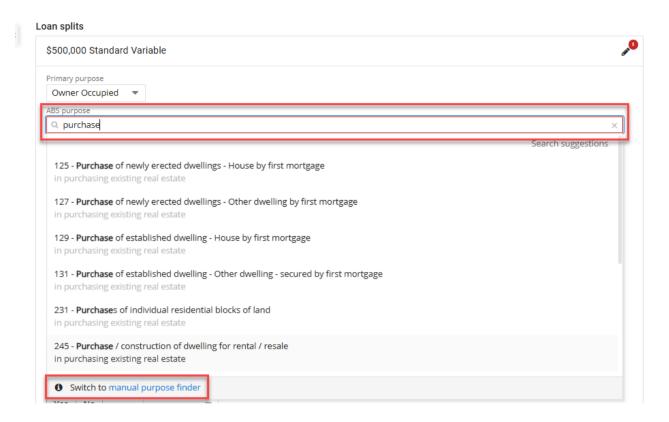


Loan Splits

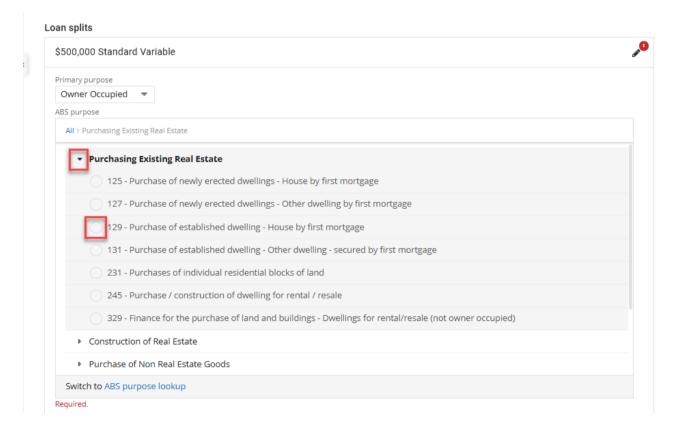
Click the 'pencil' icon to complete required Loan split details.



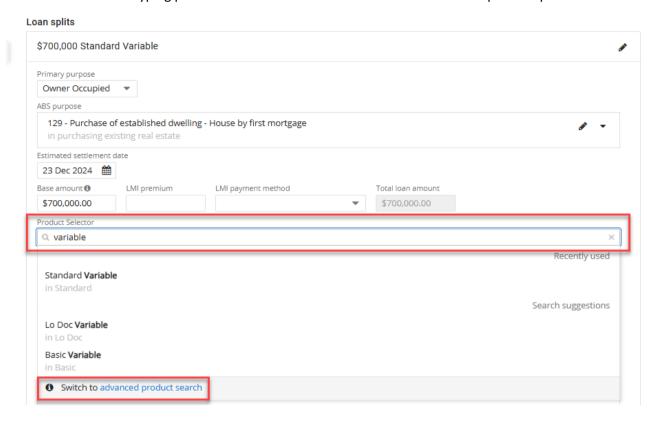
- The number in the red bubble represents the number of mandatory fields within the loan split.
- Click the 'pencil' icon to edit or collapse the loan record.
- Click the '+ Loan split' button to add another loan split.
- Start typing purchase in 'ABS purpose' and select from dropdown options.



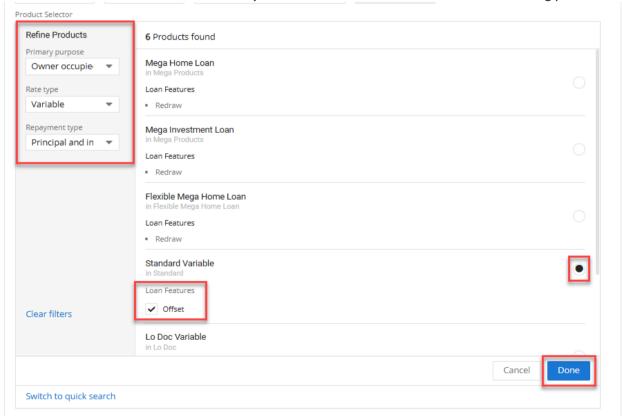
 Or click 'Switch to manual purpose finder' to expand categories until appropriate purpose is located, use radio button to select and click the 'Done' button.



Start typing product details in 'Product' field and select from dropdown options.



Or click 'Switch to advanced product search' to enter filters to locate matching products.



- o Enter filters, products found will update in real-time to display products that match criteria.
- Use the radio button to select a product.
- o 'Loan Features' available for the selected product can also be selected by ticking the box.
- o Click the 'Done' button.

Pricing

Some lenders provide Originators with the ability to obtain a pricing discount via the 'Pricing' Tool. Originators can key the 'Pricing Approval Code' and the 'Approved Pricing Discount' into ApplyOnline prior to application submission. The discount captured applies to serviceability metrics thus providing Originators with a view of the servicing position.

Benefits:

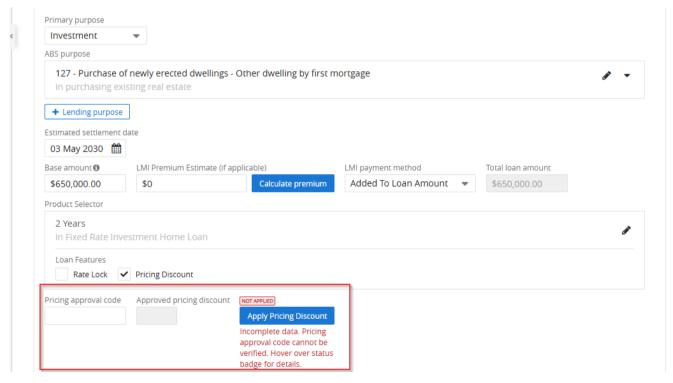
- Capture the Pricing approval code within a loan split to instantly verify 'Approved Pricing Discount'.
- Upfront verification checks to retrieve pricing request information prior to submission to confirm the validity of the pricing request.
- Support the Originator in providing an expected outcome around Pricing Request conditions agreed with the lender and the Applicants.
- Higher rate of accuracy and reduction in reworks due to discrepancies between the agreed Pricing Request scenario and the application details.
- Empower the Originators with an effective end to end Pricing Request process.
- Increase efficiencies with smart, intuitive integration.
- Improve straight-through processing and faster Time To Yes.

Apply Pricing Discount:

'Approved Pricing Discount' can be obtained by capturing the 'Pricing Approval Code' in the Pricing section of the ApplyOnline application for participating lenders.

The Pricing section is located within a Loan Split in the 'Loans' tab of the ApplyOnline application.

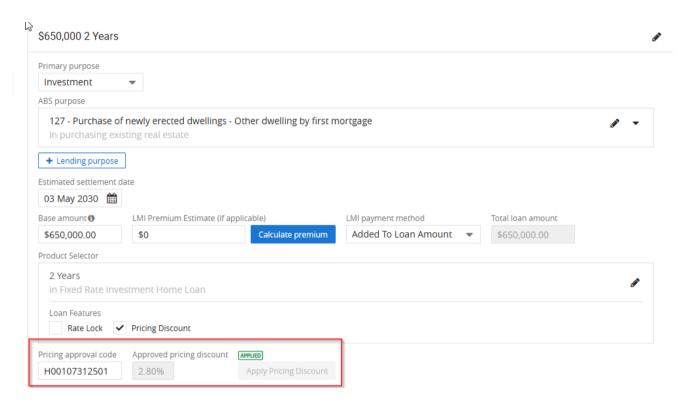
'Loans' tab:



Note: Pricing discount to be applied per loan split only.

To request a Pricing Discount, enter the 'Pricing approval code' and click on 'Apply Pricing Discount':

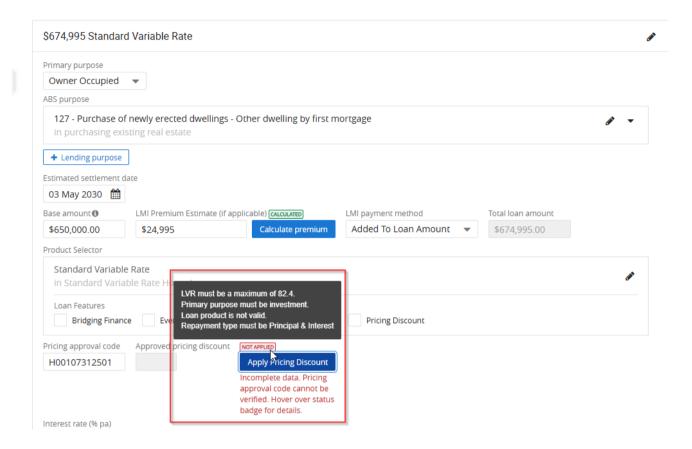
When a valid 'Pricing Approval Code' is entered, it will populate the associated 'Approved Pricing
Discount' automatically and 'Pricing' will get a Green 'APPLIED' badge indicating that the pricing
discount has been 'Approved':



Note: In progress pricing requests will not be accepted. Originators must obtain pricing request approval (i.e. request has been completed) before capturing relevant details in ApplyOnline.

Once Pricing Request details have been returned and validated in ApplyOnline, the pricing discount cannot be changed. If any information has changed, the Originator must start a new request.

• If the loan split details do not align with the pricing approval details, an error message will appear, and a red 'NOT APPLIED' badge will be shown. Users can hover over the 'NOT APPLIED' icon to view an informational message explaining the reasons why the 'Pricing Approval Code' could not be applied.



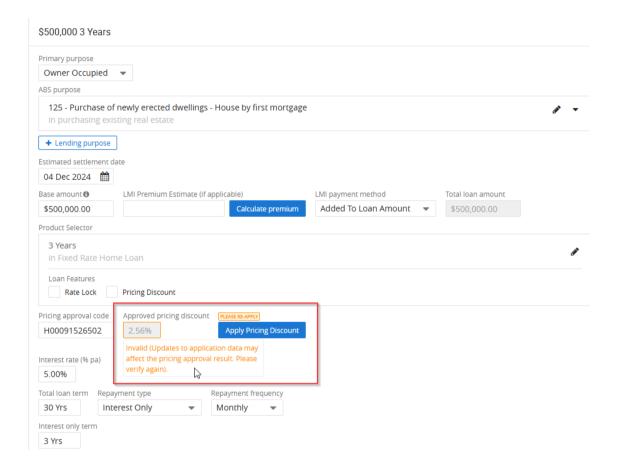
- If a significant change is detected in the loan split that affects the 'Approved Pricing Discount', the system will guide the user to Re-Apply the pricing discount with the following:
 - Triggering Scenarios:

The 'PLEASE RE-APPLY' badge and warning will appear if any of the following changes are detected:

- The Pricing Approval Code has been updated.
- The Pricing Approval Code format is invalid.
- The Approved Pricing Discount has expired.
- The Primary Purpose of the loan has been modified.
- The Repayment Type has changed.
- The Loan-to-Value Ratio (LVR) is no longer within the allowable threshold (e.g., it exceeds the maximum LVR limit).
- The Base Amount has changed and falls outside the allowable range (e.g., it is lower than the minimum loan amount).

- Warning Message and Action Prompt:
 - A warning message will appear, instructing the user to click the 'Apply Pricing Discount' button to reapply for the discount.
- Visual Indicators:
 - A 'PLEASE RE-APPLY' badge will be displayed.
 - The Approved Pricing Discount field will show a warning validation with the following message:

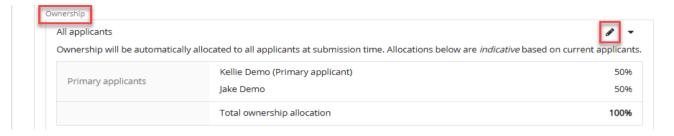
"Invalid (Updates to the application data may affect the pricing approval code. Please verify again)."



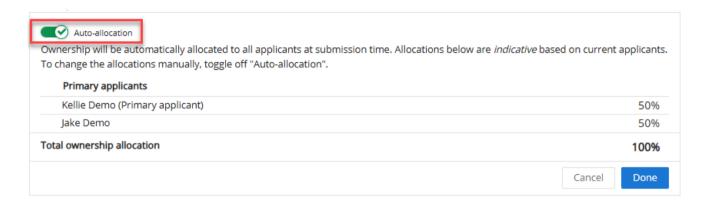
By following the system's prompts and reapplying the discount when needed, users can ensure that the 'Approved Pricing Discount' remains valid and accurate.

Ownership

 Ownership will be automatically allocated to all applicants at submission time. Click the 'pencil' icon to edit, if required.



 Click on 'Auto-allocation' toggle to turn it off to manually allocate ownership to all relevant parties.

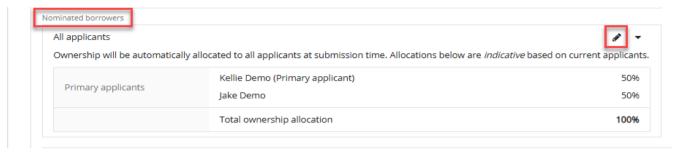


- o Check the box next to the applicant to reflect ownership details.
- o Enter ownership percentage.
- o Click the 'Done' button.

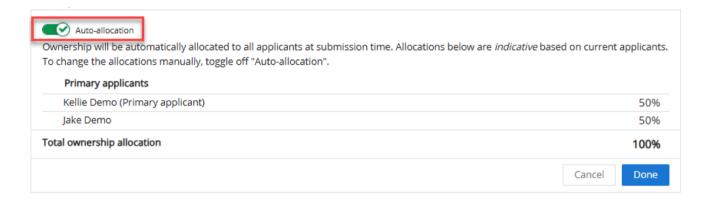


Nominated borrowers

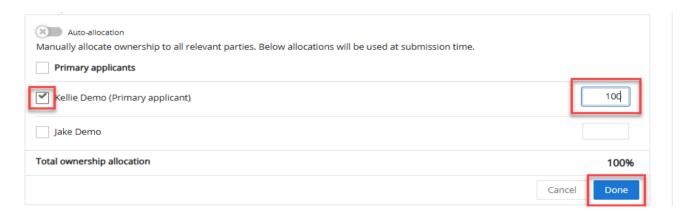
Nominated borrowers will be automatically allocated to all applicants at submission time.
 Click the 'pencil' icon to edit, if required.



 Click on 'Auto-allocation' toggle to turn it off to manually allocate ownership to all relevant parties.



- o Check the box next to the applicant to reflect ownership details.
- Enter ownership percentage.
- Click the 'Done' button.

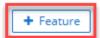




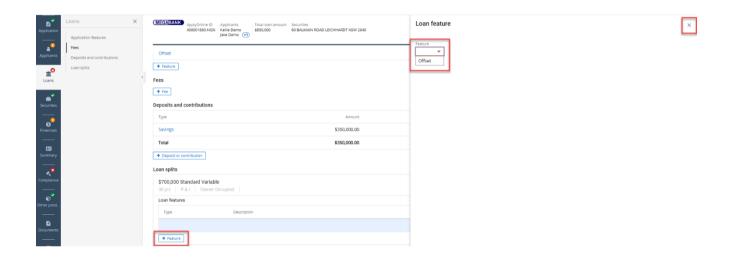
Loan Features

Click '+ Feature' button to add feature relevant to loan.

Loan features



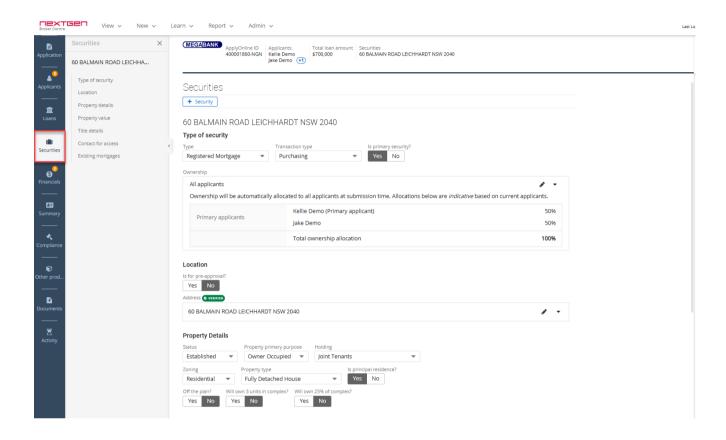
- o A slide-out panel will display, select the feature from dropdown options.
- o Click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- Click the 'pencil' icon to edit the details, if required.
- O Click the '+ Feature' button to add another feature.
- Click the **'bin'** icon to delete the record, if applicable.



Note: Available features will vary across the different lenders.

Securities

Information captured in the 'Securities' tab will vary across lenders.

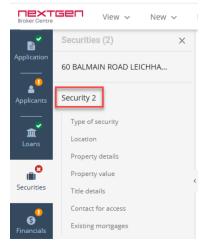


Securities information may include:

- Add Security
 - Click the '+ Security' button to add security.



 Security record will display in the secondary navigation panel. Click on security hyperlink to enter security details.



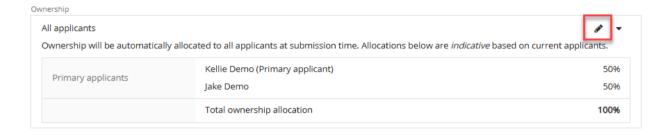
Type of security



O Click on the 'bin' icon to delete the record, if applicable.

Ownership

 Ownership will be automatically allocated to all applicants at submission time. Click 'pencil' icon to edit, if required.

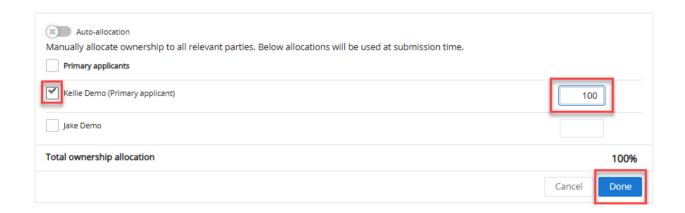


 Click on 'Auto-allocation' toggle to turn it off to manually allocate ownership to all relevant parties.

Auto-allocation

Ownership will be automatically allocated to all applicants at submission time. Allocations below are *indicative* based on current applicants. To change the allocations manually, toggle off "Auto-allocation".

- Enter the ownership percentage, the check box next to the applicant's name will be checked automatically to reflect the ownership details.
- o Click the 'Done' button.



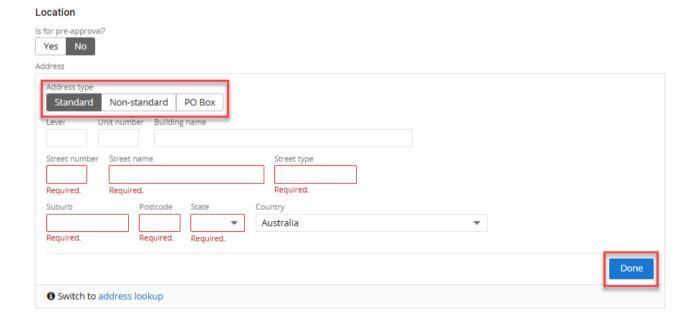


Location

- o If the same address as previously selected in application, click on address field to select from 'Recently used' address records in dropdown.
- Start typing address in search field to select verified address from GNAF database results displayed in dropdown.
- Click 'Switch to manual address entry' if address not found or non-standard.



- o Select address type: Standard / Non-standard / PO Box and enter address.
- Click the 'Done' button.



Property details





Property value

Property value Estimated value Basis of estimate \$1,050,000.00 Applicant Estimate ▼ Contract price Contract date Has licensed real estate agent contract? Transfer of land amount \$1,050,000.00 22 Nov 2024 Yes No

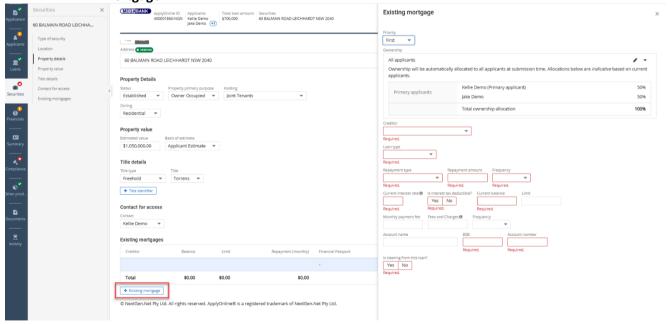
• Title details

Title details			
Title type		Title	
Freehold	•	Torrens	•
+ Title identifier			

Contact for access



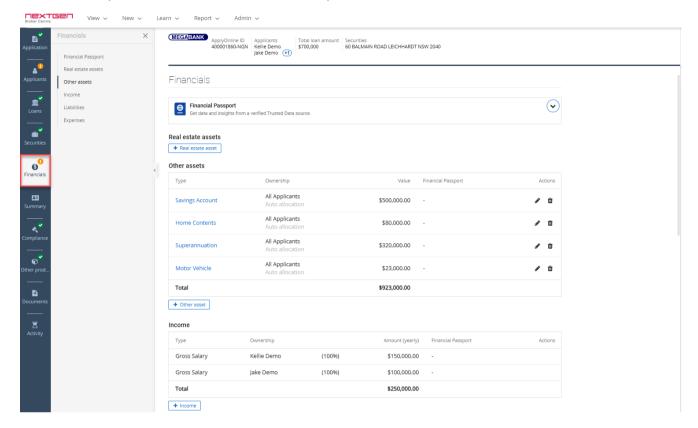
- Existing mortgage
 - Click '+ Existing mortgage' to add loans when the transaction type is 'Owns- Existing Mortgage'.



- o A slide-out panel will display, enter mandatory loan details.
- o Click on the 'X' or anywhere on the main screen to collapse the slide-out panel.
- Use the 'pencil' icon to edit the details.
- Click the '+ Existing mortgage' button to add another record.
- Use the 'bin' icon to delete the record, if applicable.

Financials





Financials information may include:

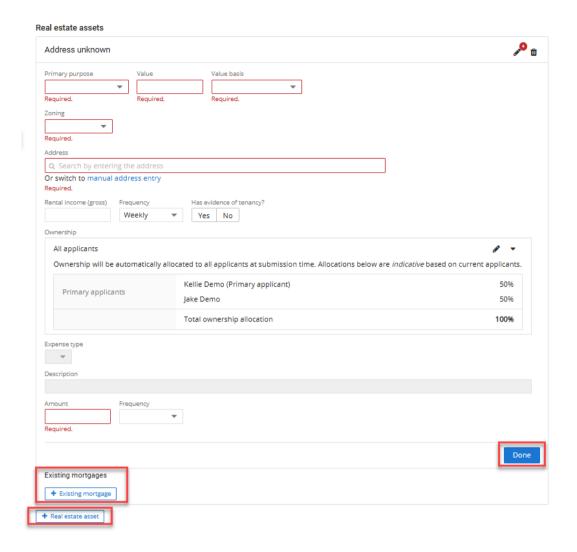
- Real estate assets
 - Click the '+ Real estate asset' button to add real estate assets.



- o Enter mandatory real estate asset details and click 'Done'.
- Click the '+ Existing mortgage' button to enter existing loan details for the property, if applicable.
- Click '+ Real estate asset' button to add another real estate asset.

Note: this section may already be populated with real estate details captured in the 'Securities' tab. Navigate to the 'Securities' tab to edit, if applicable.



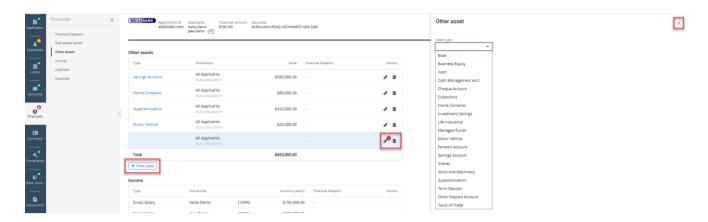


Other assets

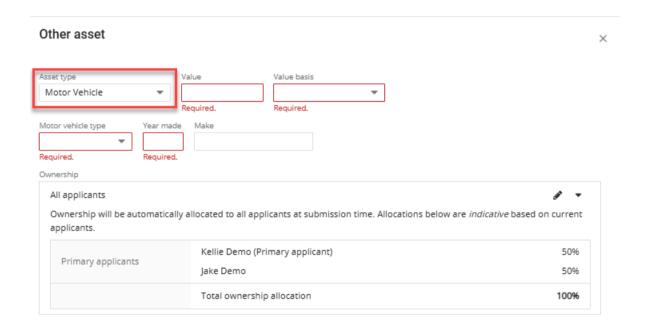
O Click the '+ Other asset' button to add other assets.



o A slide-out panel will display, select the asset from dropdown options.



o Additional asset fields to be entered will display based on asset type selected.



- Enter mandatory asset details, click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- Click the 'pencil' icon to edit the details, if required.
- Click the '+ Other asset' button to add another asset.
- Click the 'bin' icon to delete the record, if applicable.

Note: Asset types will vary across the different lenders.

Income



Note: this section may already be populated with income details captured in the 'Applicants/Securities' tab. Navigate to the 'Applicants/Securities' tab to edit, if required.

- Click '+ Income' button to add another income.
- o A slide-out panel will display, enter mandatory income details.



- o Click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- O Click the 'pencil' icon to edit the details, if required.
- O Click the 'bin' icon to delete the record, if applicable.

Note: Income types will vary across the different lenders.

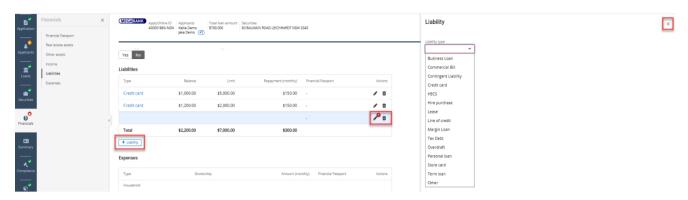
Liabilities



Click the '+ Liability' button to add a liability record.

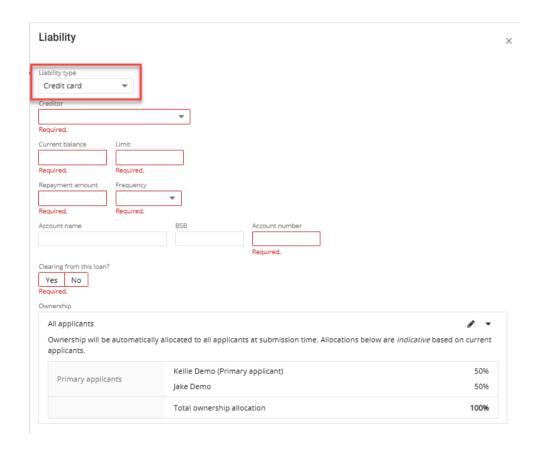
49

o A slide-out panel will display, select the liability type from dropdown options.



Note: Liability types will vary across the different lenders.

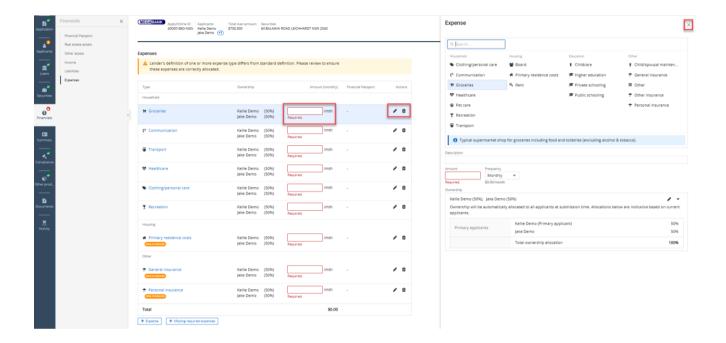
o Additional liability fields will display based on liability type selected.



- Enter mandatory liability details, click the 'X' or anywhere on the main screen to collapse the slide-out panel.
- Click the 'pencil' icon to edit the details, if required.
- Click the '+ Liability' button to add another liability.
- O Click the 'bin' icon to delete the record, if applicable.

Expenses

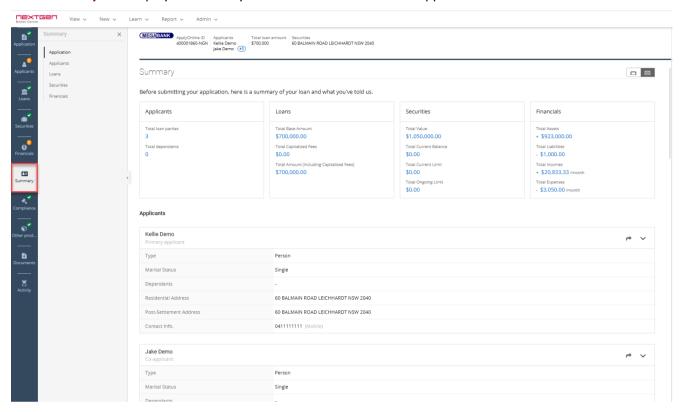
Click the '+ Expense' button to add one expense type at a time or click '+ Missing required
expenses' button to add all categories required to be completed by the lender.



- Expense amounts can be edited within the main expense screen, and these amounts will be captured as monthly expenses.
- O Click on the expense type, a slide-out panel will display, enter mandatory expense details.
- Click on the 'X' or anywhere on the main screen to collapse the slide-out.
- Use the 'pencil' icon to edit the details, if required.
- O Click the '+ Expense' button to add another expense.
- Use the 'bin' icon to delete the record, if applicable.
- Note: Not available in all lender applications.

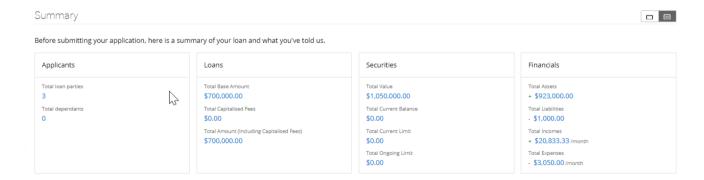
Summary

The 'Summary' tab displays a summary of the details entered in the application.



Summary information may include:

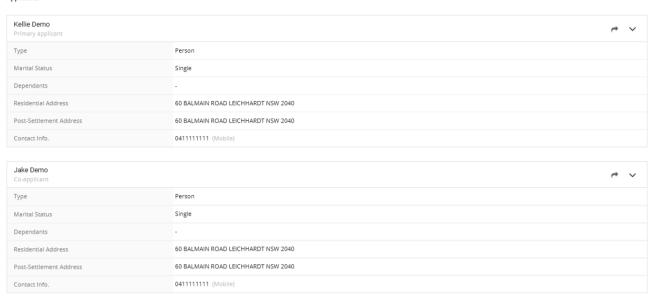
- Summary
 - o Clicking on hyperlink will take you to the respective section of the 'Summary' tab.



Applicants

- Click on the arrow to navigate to the 'Applicants' tab.
- Click on the expander arrow to expand/collapse applicant records.

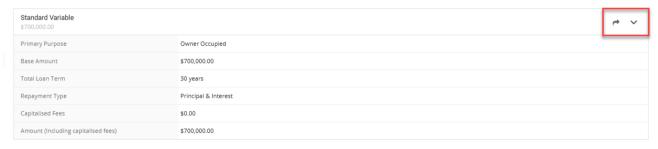
Applicants



Loans

- O Click on the arrow to navigate to the 'Loans' tab.
- o Click on the expander arrow to expand/collapse loan records.

Loans



Securities

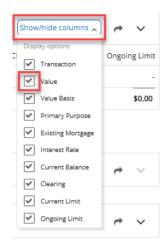
- O Click on the arrow to navigate to the 'Securities' tab.
- Click on the expander arrow to expand/collapse securities records.

Securities



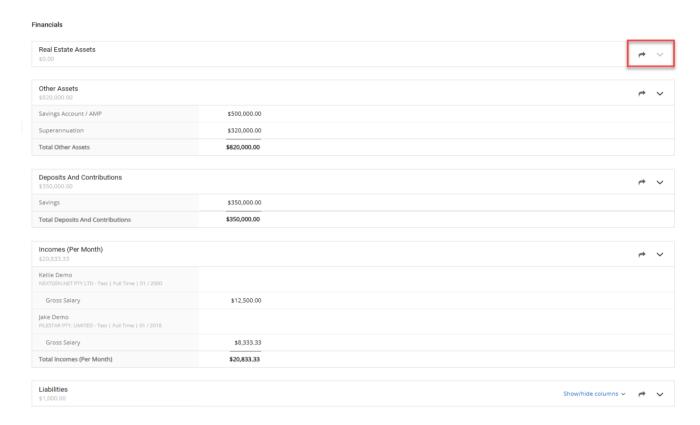


Click on 'Show/hide columns'
 Check/uncheck security information to be displayed.



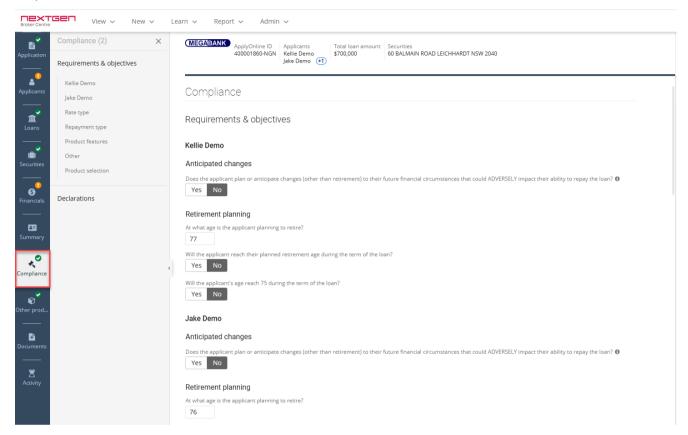
Financials

- Click on the arrow to navigate to the 'Financials' tab.
- o Click on the expander arrow to expand/collapse financials records.



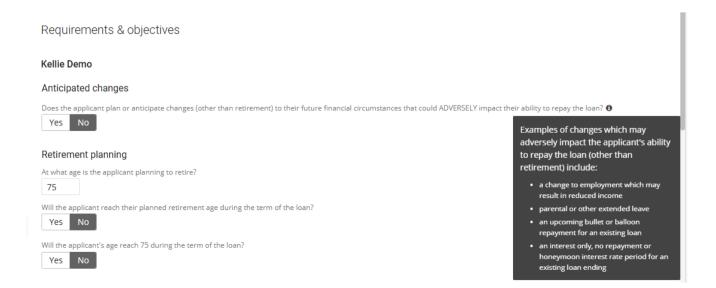
Compliance

The 'Compliance' tab may not be available for all lenders. Information captured in the 'Compliance' tab will vary across lenders.

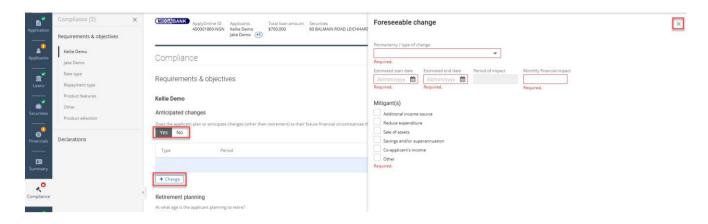


Compliance information may include:

- Requirements and objectives
 - Anticipated Changes
 - Hover mouse over 'i' icon to display guidance text.



 If 'Yes' selected for anticipated changes, enter mandatory details including mitigant(s).



- Click '+ Change' to add additional changes to future financial circumstances and mitigant(s), if applicable.
- Retirement planning
 - If 'Yes' is selected for any of the questions, select a checkbox for repayment strategy.

Retirement planning
At what age is the applicant planning to retire?
Will the applicant reach their planned retirement age during the term of the loan? Yes No
Will the applicant's age reach 75 during the term of the loan? Yes No
How would the applicant propose to repay the loan?
Repayment of loan prior to retirement
Downsizing of home
Sale of assets
Recurring income from superannuation
Superannuation lump sum following retirement
Income from other investments
Savings
Co-applicant's income
Other
Required.

Note: More than one option may be selected.

Rate type

 Select which product is important to the applicant(s), why it is important and check the box to indicate the applicant understands the associated risks of product(s).

Which product rate type is most important to the applicant(s)? Fixed Variable Fixed and variable Variable rate Interest charged and repayments will change to reflect interest rate movements Why is variable rate important to the applicant(s)? To take advantage of potential future decreases in the interest rate Flexibility with respect to repayment, redraw and/or early repayment of loan Other Risks Interest rate and repayment amount may increase while the loan is on a variable rate

Note: For some lenders, this may dynamically update from information captured in the Loans tab.

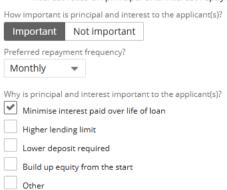
Repayment type

 Select which repayment type is important to the applicant(s), why it is important and check the box to indicate the applicant understands the associated risks of repayment type.

Repayment type

Principal and interest

- · Repayments cover loan principal and interest so that the loan is paid in full by the end of the loan term
- · Applicant(s) could pay less interest over the life of the loan as compared with a loan which features a period of interest only repayments
- · Interest rates on principal and interest repayments are generally lower than interest only



Note: For some lenders this may dynamically update from information captured in the Loans tab.

Product features

Select which product feature is important to the applicant(s), why it is important and check the box to indicate the applicant understands the associated risks of product feature.

Product features

Offset account

- · Allows applicant(s) to link a savings account in their name to a loan account to reduce amount of interest payable under loan
- · Will only be of benefit where the applicant expects to have sufficient funds in the offset account so that the interest savings on the loan will

exceed duditional costs related to the oriset decount
How important is having an offset account to the applicant(s)?
Important Not important
Why is having an offset account important to the applicant(s)?
Allows paying off loan sooner
Allows access to funds
For tax purposes (no tax advice is being given)
Other
Risks
Feature may not be available when the loan is on a fixed rate
May only be a partial interest rate offset
Fees may apply
 Explain any different risks applicable to specific lender products, including a higher
interest rate on the loan
merestrate on the found
✓ I have ensured each applicant has understood the risks outlined above

Note: For some lenders this may dynamically update from information captured in the Loans tab. Other Do the applicant(s) have any other requirements and objectives not already stated which may affect whether the loan is suitable, including whether there are any particular personal circumstances of the applicant(s) not documented in any previous responses in this interview guide that are relevant to the loan features that have been identified as 'Important'? No Yes Required. If 'Yes' selected, enter details in the Details box. Other Do the applicant(s) have any other requirements and objectives not already stated which may affect whether the loan is suitable, including whether there are any particular personal circumstances of the applicant(s) not documented in any previous responses in this interview guide that are relevant to the loan features that have been identified as Yes No Details



Required.

Product selection

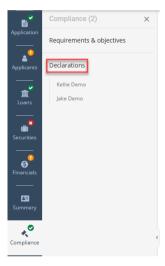
Product selection

Product selection needs to take place having regard to the outcome of the requirements and objectives' enquiries set out above. The broker must give a concise narrative summary of the applicant(s)'s requirements and objectives and why the particular type of loan product was chosen to meet those requirements and objectives.

Required.

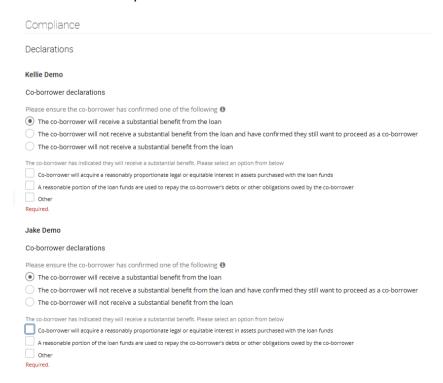
Declarations

Select Declarations hyperlink in the secondary navigation panel.



Note: Declarations may vary across the different lenders and may only be present when co-borrower(s) linked to the application.

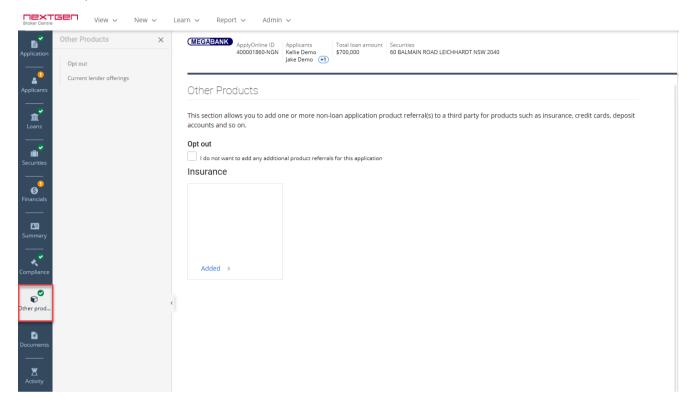
Enter mandatory information.





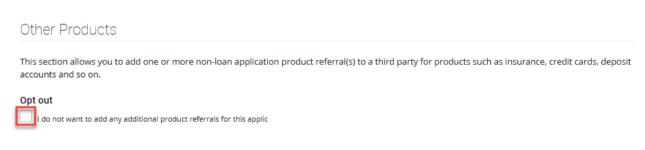
Other products

The 'Other products' tab may not be available for all lenders. Information captured in the 'Other products' tab will vary across lenders.



Other products information may include:

Opt out

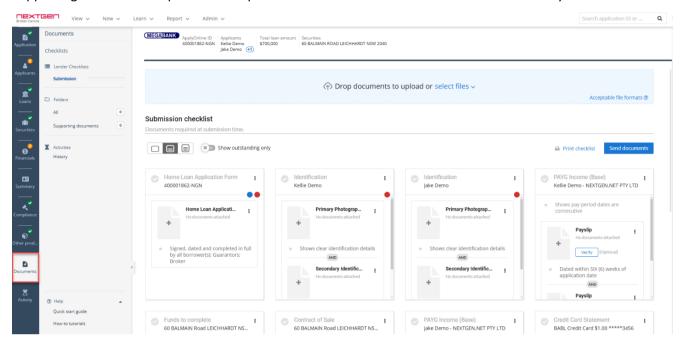


- Current lender offerings
 - Click '+ Add' to capture other product details relevant to the lender.

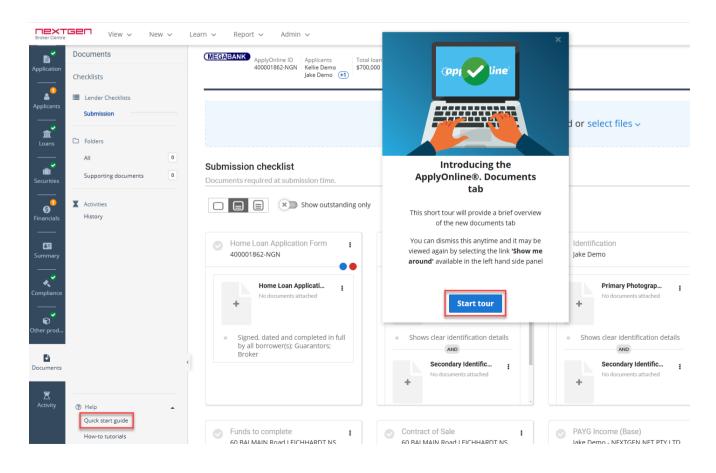


Documents

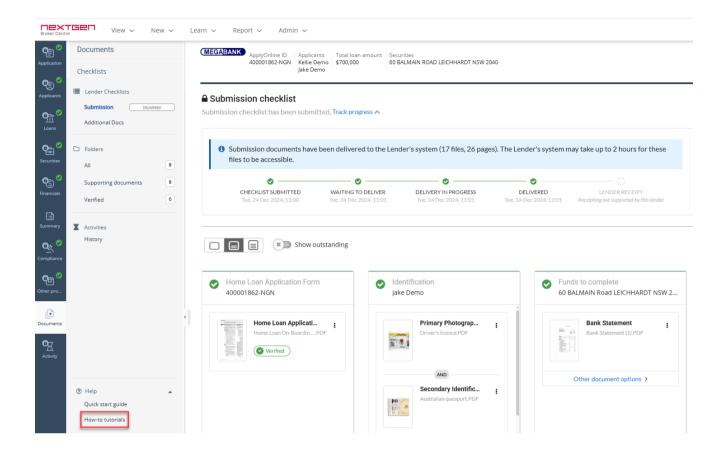
Supporting documents required to be uploaded and verified in the 'Documents' tab will vary across lenders.

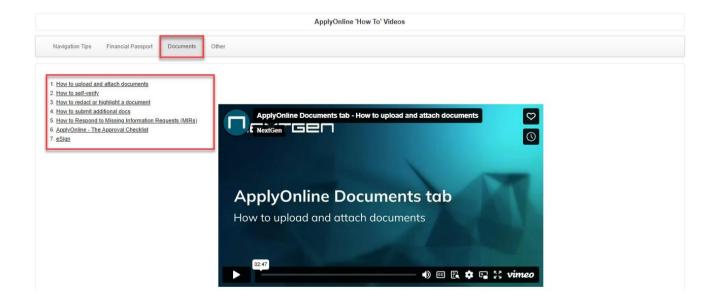


• Click 'Quick start guide' for a short tour to get a brief overview of the 'Documents' Tab.



 Click 'How-to tutorials' for more information on how to use the 'Documents' service within ApplyOnline.

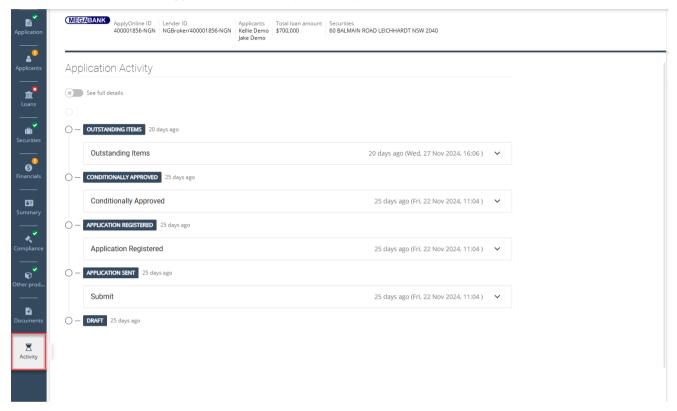




Activity

The 'Activity' tab is used to view application activity including application status updates and lender backchannel messages.

Click on 'See full details' toggle to expand/collapse activity details.

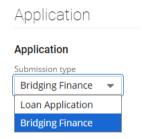


Bridging loans

ApplyOnline offers a uniform approach to capture bridging loans across applicable lender's applications.

'Application' tab:

Select 'Bridging Finance' in 'Submission type' dropdown.



'Loans' tab:

Capture 'Bridging loan splits' if supported by the lender.

