

# **Oracle Banking Digital Experience**

**Mortgage Originations User Manual  
Release 17.2.0.0.0**

**Part No. E88573-01**

**July 2017**

**ORACLE®**

Mortgage Originations User Manual  
July 2017

Oracle Financial Services Software Limited  
Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

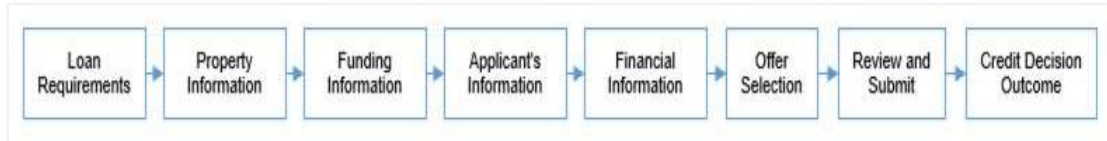
For more information on Oracle Banking Digital Experience Release 17.2.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Mortgage Loan Application

A mortgage loan is a secured loan taken to purchase a property/home. It is a loan in which property or real estate is provided as collateral.

### Mortgage Loan Workflow



Following are the steps involved as part of application submission:

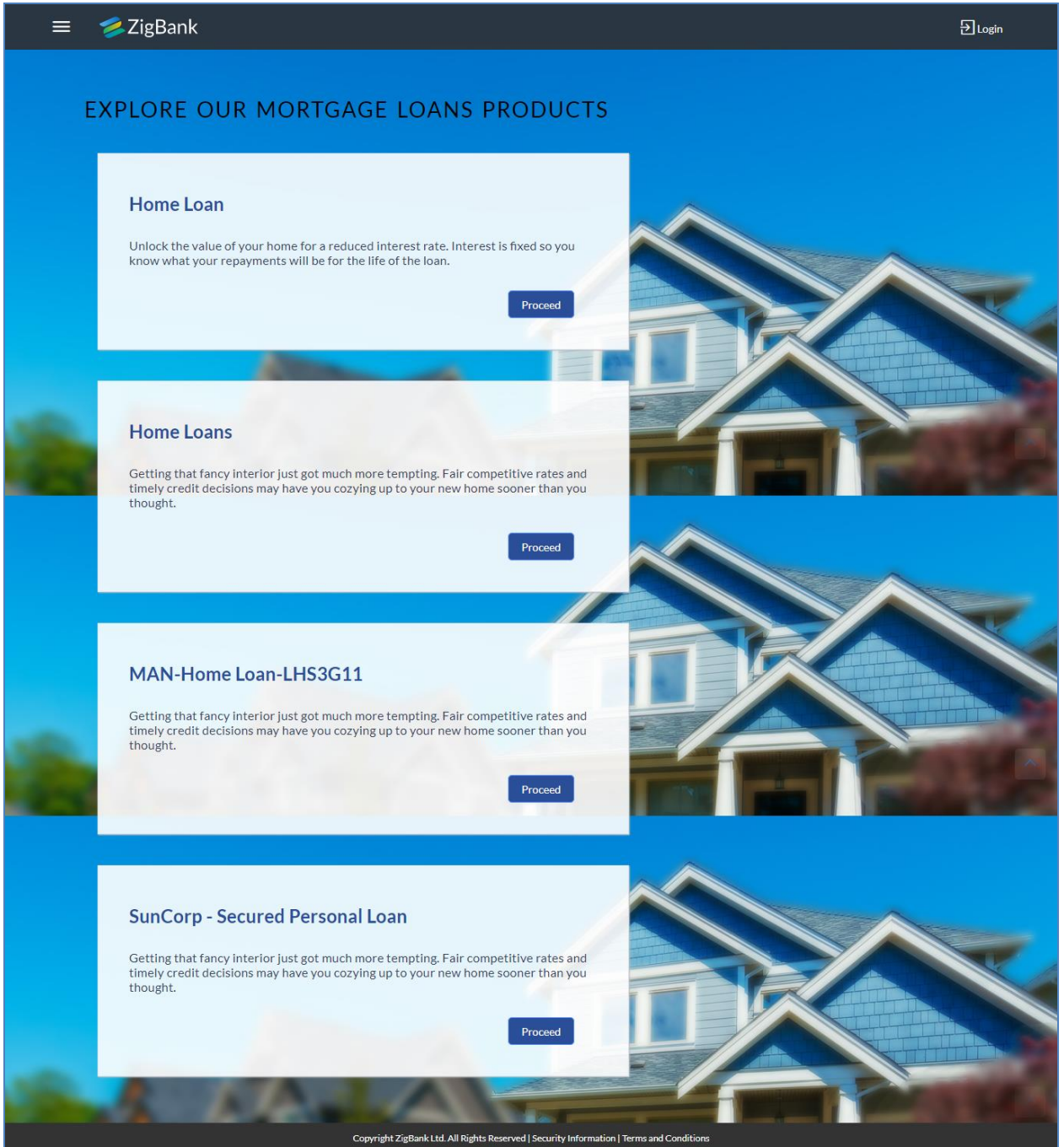
- **Loan Requirements:** You can specify the amount to be borrowed, purpose of the loan, tenure, and co-applicant if there is any.
- **Property Information:** You can provide property information like, purchase price, ownership details, intended owners of the property, address of property etc.
- **Funding Information:** This section displays the purchase price of the property, requested loan amount, application fees, lenders mortgage insurance, (if applicable), and contribution amount by the applicant towards the loan.
- **Applicant Information:** The applicant information section consists of details such as, basic personal information, identity, contact, and employment information of the applicant.
- **Financial Information:** This section consists of details such as, income, expense, asset, and liability details of the applicant.
- **Offer Selection:** It displays multiple loan offers with an option to select any offer of choice.
- **Review and Submit:** It displays the summary of the loan application. You can verify details submitted as part of the application and modify any details if required
- **Credit Decision Outcome:** It displays the credit decision, once the loan application is submitted successfully.

#### How to reach here:

*Dashboard > Mortgage Loan*

**To apply for loan:**

- Select 'Mortgage Loan' on the product showcase.
- The product selection screen is displayed.

**2.1 Product List**

The screenshot displays the ZigBank website's mortgage loan product selection screen. The header includes the ZigBank logo and a 'Login' button. The main heading is 'EXPLORE OUR MORTGAGE LOANS PRODUCTS'. Below this, four product cards are listed, each with a title, a brief description, and a 'Proceed' button. The background features a large image of a blue house.

**Home Loan**  
Unlock the value of your home for a reduced interest rate. Interest is fixed so you know what your repayments will be for the life of the loan.  
[Proceed](#)

**Home Loans**  
Getting that fancy interior just got much more tempting. Fair competitive rates and timely credit decisions may have you cozying up to your new home sooner than you thought.  
[Proceed](#)

**MAN-Home Loan-LHS3G11**  
Getting that fancy interior just got much more tempting. Fair competitive rates and timely credit decisions may have you cozying up to your new home sooner than you thought.  
[Proceed](#)

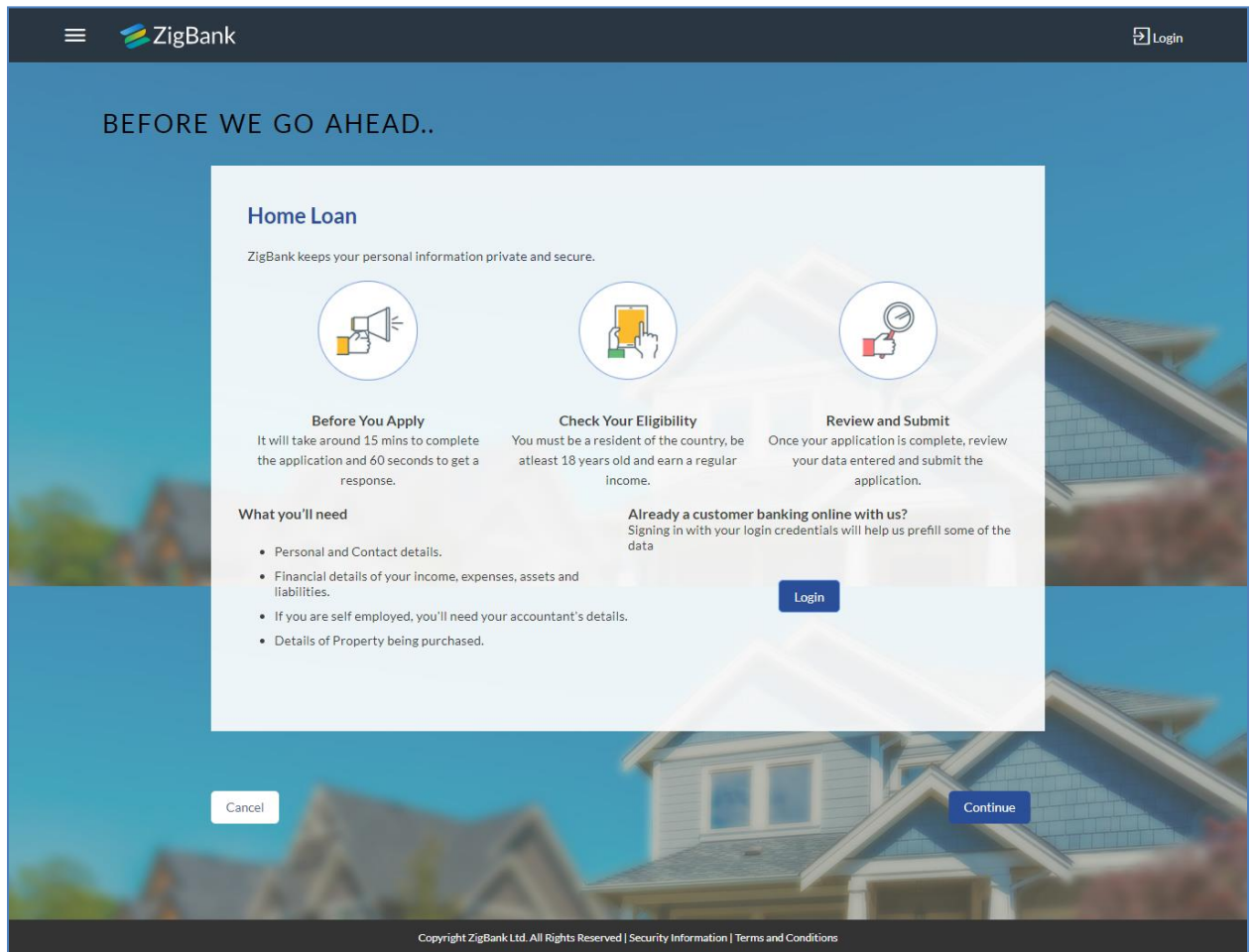
**SunCorp - Secured Personal Loan**  
Getting that fancy interior just got much more tempting. Fair competitive rates and timely credit decisions may have you cozying up to your new home sooner than you thought.  
[Proceed](#)

Copyright ZigBank Ltd. All Rights Reserved | Security Information | Terms and Conditions

- Click the Proceed option available on the desired product card. The Mortgage Loans Orientation screen is displayed containing details informing the applicant about the steps involved in the loan application, details required for application and eligibility criteria.



## 2.2 Orientation Page



- Click **Continue**, if you are a new/unregistered user.  
OR  
Click **Login** if you are a registered user. For more information on the application of an existing user, view the **Existing User** section in this document.  
OR  
Click **Cancel** to abort the loan application process. For more information on cancelling an application, view the **Cancel Application** section of this document
- The loan requirement screen is displayed. Enter the loan requirement details such as loan amount that is amount to be borrowed, loan tenure, and if a co-applicant is to be added to the application

## 2.3 Loan Requirements

You are applying for  
**HOME LOAN**

**Help us understand your loan requirements**

How much would you like to borrow ?    AUD    ▼    A\$50,000.00

What is your purpose for this loan ?    Bus Premises Over 50 Pcnt Resi Invest    ▼

Tenure    5    ▼    Years    8    ▼    Months

Is this the first time you are purchasing a house?  
 ⓘ       

Is there a co-applicant?

### Field Description

Field Name	Description
<b>Help us understand your loan requirements</b>	
<b>What is your purpose for this loan?</b>	The reason for which the loan application is being made
<b>How much would you like to borrow</b>	The loan amount that you would like to borrow.
<b>Tenure</b>	The tenure of the loan in terms of years and months to repay the loan amount.
<b>Is this the first time you are purchasing a house?</b>	Indicates if the borrower is buying a house for the first time.
<b>Is there a co-applicant</b>	You can identify whether a co-applicant is to be added to the application or not.








Field Name	Description
<b>Is Co-applicant an existing user</b>	Indicates whether the co-applicant is an existing user. This field is displayed, if you have selected <b>Yes</b> in the <b>Would you like to add a co-applicant?</b> field.
<b>Co-applicant Customer ID</b>	You are required to enter the co-applicant's customer ID, if the co-applicant is an existing user. This field is displayed, if you have selected <b>Yes</b> in the <b>Is co-applicant an existing user?</b> field.
<b>Send Verification Code via</b>	Indicates the channel on which the verification code is to be sent. The options are: <ul style="list-style-type: none"> <li>• Co-applicants registered email address</li> <li>• Co-applicants registered phone number</li> </ul> This field is displayed, if you select <b>Yes</b> , in the ' <b>Is Co-Applicant an existing user?</b> ' field.

- 
- Enter the relevant loan requirement details such as loan purpose, loan tenure, amount and other details.
  - If a co-applicant is to be part of the application select option **Yes** in the '**Would you like to add a co-applicant?** field.  
OR  
Click **No** if the loan is required for a single applicant.
  - If co-applicant is an existing user click '**Yes**' in the '**Is co-applicant an existing user?**' field.  
OR  
Click **No** if the co-applicant is not an existing user.
  - If you have clicked **Yes** in the '**Is co-applicant an existing user?**' field, enter the co-applicant customer ID in the **Co-applicant Customer ID** field.
  - Once the co-applicants customer ID is entered, it needs to be verified. From the **Send Verification Code via** field, select the desired option through which the verification code is to be sent.
  - Click **Verify**. The **Verification** screen is displayed.
  - In the **Verification Code** field, enter the verification code and click **Submit**.
  - A message stating that the code has been verified is displayed. Click **Continue**.
- The sections comprising of the application form are displayed. If a co-applicant has been added, the respective sections in which the co-applicant's information is to be captured are enabled.

## 2.4 Applicant's Profile Details

You are applying for

**HOME LOAN** of amount **A\$50,000.00** for tenure 5 year(s) 8 month(s)

	Applicant Information	>
	Property Information	>
	Funding Information	>
	Primary Information	>
	Proof of Identity	>
	Contact Information	>
	Employment Information	>

- The applicant information section will open for the applicant to enter basic information.

## 2.5 Applicant Information:

In this section enter information like salutation, first name, middle name and last name

**Applicant Information**

Salutation: Mr

First Name: John

Middle Name: A

Last Name: Smith

Continue


### Field Description

Field Name	Description
<b>Salutation</b>	Identify your salutation The options are: <ul style="list-style-type: none"> <li>• Dr</li> <li>• Miss</li> <li>• Mr</li> <li>• Mrs</li> <li>• Ms</li> </ul>
<b>First Name</b>	Enter your first name.
<b>Middle Name</b>	Enter your middle name. This is an optional field.
<b>Last Name</b>	Enter your last name.


- Click **Continue** to confirm the applicant's information. If a co-applicant has been added, the screen on which co-applicant's name is to be defined will be displayed, after which the Property Information section will be displayed.

## 2.6 Property Information



In the property information section enter the property details like property type, subtype, purchase price, ownership and address of the property.





### Property Information



#### Property Details

Ownership Type	<input checked="" type="button" value="Single"/> <input type="button" value="Joint"/>
Owners of the Property	John Smith 
Type of Property	Residential Property
Sub-Type	Property Under Construction 
Purchase Price	A\$47,000.00

#### Address of the Property

Country	AUSTRALIA 
Address Line 1	A21
Address Line 2	NKP
City	Sydney
State	Victoria 
Zip Code	444005
Is this your primary place of residence?	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Property Details</b>	
<b>Ownership Type</b>	<p>You are required to identify if the property is to be owned jointly or not. This field will be displayed only if you have added a co-applicant in the Loan Requirements page.</p> <p>The options available for selection are:</p> <ul style="list-style-type: none"> <li>• Single</li> <li>• Joint</li> </ul>
<b>Owners of the Property</b>	<p>Depending on the option selected in the <b>Ownership Type</b> field, this field will either be a dropdown or a read only field.</p> <p>If you have selected option <b>Single</b> in the Ownership Type field, this field will be a dropdown which will list down the names of the applicants. You can select either your name or the co-applicant's name to indicate the owner of the property.</p> <p>If you have selected the option <b>Joint</b> in the Ownership Type field, this field will be read only which will display the names of both you and your co-applicant, indicating that the property is going to be owned by both.</p>
<b>Type of Property</b>	The type of the property that you are planning to purchase i.e. residential property, commercial property, etc.
<b>Sub-Type</b>	The sub type of the property within the type of property i.e. Property under construction etc.
<b>Purchase Price</b>	Specify the purchase price of the property.
<b>Address of the Property</b>	
<b>Country</b>	Specify the country in which the property is located.
<b>Address Line 1-2</b>	Specify Address details of the property.
<b>City</b>	Specify the city name in which the property is located.
<b>State</b>	Select the state where the property is located.
<b>Zip Code</b>	Specify the zip code of the property.


Field Name	Description
<b>Is this your primary place of residence?</b>	Indicates whether the specified property is the primary place of residence.

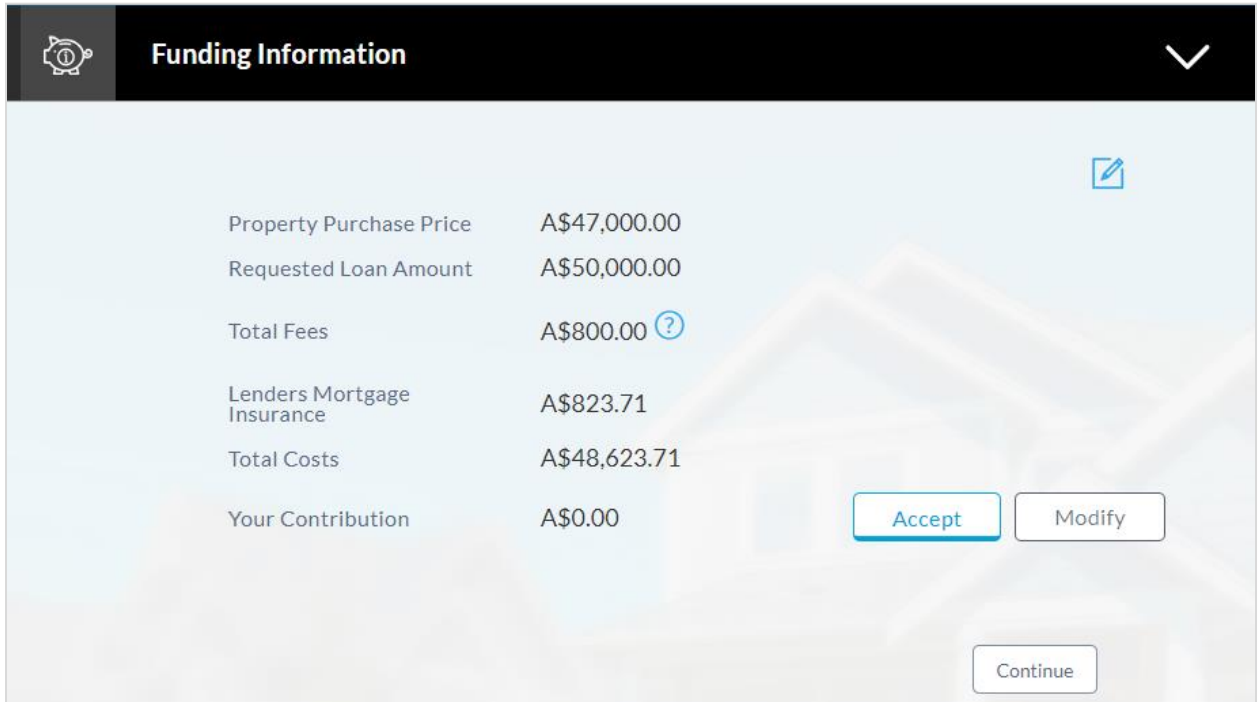
- Click **Continue** to update the property information. The **Funding Information** section is displayed.




## 2.7 Funding Information

This section displays the total fees that are applicable on the loan application, the total cost which is the sum of the property purchase price and the fees, as well as any amount that needs to be contributed by you which is the difference between the amount of loan you have requested and the total cost.

You can click on  or the **Modify** option to edit either the property purchase price or the amount of loan you are requesting if the contribution amount is not suitable to you. Once the values displayed are suitable, click on **Accept** and **Continue** to proceed to the next step in the application.




Funding Information	
Property Purchase Price	A\$47,000.00
Requested Loan Amount	A\$50,000.00
Total Fees	A\$800.00 
Lenders Mortgage Insurance	A\$823.71
Total Costs	A\$48,623.71
Your Contribution	A\$0.00

Buttons: **Accept**, **Modify**, **Continue**

### Field Description

Field Name	Description
<b>Property Purchase Price</b>	The purchase price of the property as defined by you in the previous section.
<b>Requested Loan Amount</b>	Loan amount requested by you to purchase the property in the requirements section.
<b>Total Fees</b>	It is the total fees to be paid for loan processing.
<b>Lenders Mortgage Insurance</b>	It is the insurance amount applicable against the mortgage loan.
<b>Total Cost</b>	Total cost of the loan. i.e. property purchase price + total fees + lenders mortgage insurance.

Field Name	Description
<b>Your Contribution</b>	The amount to be contributed by you towards the purchase of the property. This amount is the difference between the total costs to purchase the property and the requested loan amount.

- Click **Accept** to accept the contribution amount displayed.  
OR  
Click **Modify** if you wish to get the contribution amount modified. You will need to modify the requested loan amount and/or property purchase price for the contribution amount to change.
- Click  to save the modified loan details.
- Click Continue. The Primary Information section is displayed.

## 2.8 Primary Information

In the primary Information screen enter the information like salutation, first name, last name, date of birth, citizenship, etc.

☰
☑

## Primary Information

All your details are private and secure .

Salutation	Mr <span style="float: right;">▼</span>
First Name	John
Middle Name	A
Last Name	Smith
Date of Birth	01 Jan 1990 <span style="float: right;">📅</span>
Gender	Male <span style="float: right;">▼</span>
Marital Status	Single <span style="float: right;">▼</span>
Number of Dependents	0 <span style="float: right;">▼</span>
Country of Citizenship <span style="color: #0070c0;">?</span>	AUSTRALIA <span style="float: right;">▼</span>
Permanent Resident	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

### Field Description

Field Name	Description
<b>Salutation</b>	Your salutation as captured in the applicant information section. The options are: <ul style="list-style-type: none"> <li>Dr</li> <li>Mr.</li> <li>Mrs</li> <li>Miss</li> <li>Ms</li> </ul>

Field Name	Description
<b>First Name</b>	Your first name as entered in the <b>Applicant Information</b> section is displayed. You can update this value if you wish to
<b>Middle Name</b>	Enter your middle name here. If you have already entered your middle name in the <b>Applicant Information</b> section, it will be displayed here. You can update this value if you wish to.
<b>Last Name</b>	Your last name as entered in the <b>Applicant Information</b> section is displayed. You can update this value if you wish to.
<b>Date of Birth</b>	Enter your date of birth.
<b>Gender</b>	Specify your Gender.
<b>Marital Status</b>	Select your marital status from the list. The options are: <ul style="list-style-type: none"> <li>• Married</li> <li>• Single</li> <li>• Divorced</li> <li>• Separated</li> <li>• Widowed</li> <li>• De facto</li> <li>• Undisclosed</li> </ul>
<b>Number of Dependents</b>	Specify number of people dependent on you.
<b>Country of Citizenship</b>	Select the country of which you are a citizen
<b>Permanent Resident</b>	You are required to identify whether you are a permanent resident.
<b>Country of Residence</b>	This field is enabled only if you have identified that you are not a permanent resident by selecting <b>No</b> in the <b>Permanent Resident</b> field. In this case, you are required to identify the country in which you reside.

- 
- Click **Continue**. The Proof of Identity section is displayed.

## 2.9 Proof of Identity

In this section specify the identity details such as identity type, ID number and expiry date.

### Field Description

Field Name	Description
<b>Identity</b>	
<b>Type of Identification</b>	The identification that you want to provide as proof of identity. The identification type could be: <ul style="list-style-type: none"> <li>• Driving license</li> <li>• Passport</li> <li>• National Identification no</li> <li>• Registration no</li> <li>• Student ID card</li> <li>• Tax ID individual</li> </ul>
<b>ID Number</b>	Enter Identification number corresponding to the identification type.
<b>Expiration Date</b>	Enter the date on which your identification document will expire. This date can be found printed on your identification document. The system will validate if the expiration date has passed or if it is a valid date i.e. not one that is too ahead in the future (the number of years will be defined by the bank) and will display an appropriate error message. In this case, you can either modify the expiration date or select a different ID to submit as proof of identity, one that has a valid expiration date.


- Click **Continue** to save the identification information. The **Contact Information** section is displayed.

## **2.10 Contact Information**

In the contact information section enter the contact details including your email address, phone number and current residential address


You will be required to enter details of your previous residence if you have stayed at your current residence for less than the amount of time required. This amount of time is defined by the bank in terms of years

### **Contact Information (Current and Previous Residential Address)**

 **Contact Information**
▼

### Residential Address

We will be sending all postal mail to this address.

Country	AUSTRALIA	▼
Address Line 1	A11, Express Towers	
Address Line 2		
City	Sydney	
State	Victoria	▼
Zip Code	444007	
Staying Since	01 Jan 2017	
Accommodation Type	Owned	▼

### Previous Residential Address ?

Country	AUSTRALIA	▼
Address Line 1	A1, Express Towers	
Address Line 2		
City	Sydney	
State	Victoria	▼
Zip Code	444007	
Accommodation Type	Owned	▼

### Email

Email <span style="float: right; color: blue; font-size: small;">?</span>	john1@ofss.com
Please confirm your email ID	john1@ofss.com

### Phone Number

Phone Type	Personal Mobile	▼
Primary Phone Number	9820498204	
Add an alternate phone number	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	

We may contact you with important information about your account on your primary phone number. If you have provided a mobile number as primary, we may also send you alerts via SMS. You may contact us at any time to change the preferences.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Residential Address</b>	
<b>Country</b>	Enter the country name in which you reside.
<b>Address 1-2</b>	Enter your Address details.
<b>City</b>	Enter the name of the city in which you reside.
<b>State</b>	Select the state from the list.
<b>Zip Code</b>	Enter your Zip code.
<b>Staying Since</b>	Date since which you have been residing at the current address. If you identify a date that is less than the minimum amount of time required for you to have resided in the current residence, the system will display fields in which you can specify your previous residence address.
<b>Accommodation Type</b>	<p>The type of accommodation in which you reside.</p> <p>The accommodation types are:</p> <ul style="list-style-type: none"> <li>• Company Provided</li> <li>• Inherited</li> <li>• Leased</li> <li>• Owned</li> <li>• Parental</li> <li>• Rented</li> <li>• Others</li> </ul>
<b>Previous Residential Address</b>	
<b>Country</b>	Select the country where you resided previously.
<b>Address Line 1-2</b>	Enter address details of your previous residence.
<b>City</b>	The city in which you resided previously.
<b>State</b>	The state in which you resided previously.
<b>Zip Code</b>	Enter the zip code where you resided previously.



<b>Field Name</b>	<b>Description</b>
<b>Accommodation Type</b>	<p>The type of accommodation in which you resided previously.</p> <p>The accommodation types are:</p> <ul style="list-style-type: none"> <li>• Company Provided</li> <li>• Inherited</li> <li>• Leased</li> <li>• Owned</li> <li>• Parental</li> <li>• Rented</li> <li>• Others</li> </ul>
<b>Email</b>	
<b>Email</b>	Enter your email address.
<b>Please confirm your email ID</b>	Re-enter your email ID to confirm the same.
<b>Phone Number</b>	
<b>Phone Type</b>	<p>Select the phone number type that you want to define as primary contact number.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Personal Mobile</li> <li>• Work Mobile</li> <li>• Home Phone</li> <li>• Work Phone</li> </ul>
<b>Primary Phone Number</b>	Enter your phone number corresponding to the selected phone type.
<b>Add an alternate phone number</b>	You can select <b>Yes</b> if you want to add an alternate phone number. It is not mandatory to add an alternate phone number.

Field Name	Description
<b>Phone Type</b>	<p>Type of phone number that is being added as an alternate number. The options are:</p> <ul style="list-style-type: none"> <li>• Personal Mobile</li> <li>• Work Mobile</li> <li>• Home Phone</li> <li>• Work Phone</li> </ul> <p>This field is displayed if you select <b>Yes</b> in the <b>Add an alternate phone number</b> field.</p>
<b>Alternate Phone Number</b>	<p>Alternate phone other than primary phone number. Phone number corresponding to the selected alternate phone type.</p>
<b>Default as that of Primary Applicant</b>	<p>Indicates whether address details of co-applicant is same as primary applicant. This field appears if you <b>Yes</b> in the <b>Is there a co-applicant</b> field in the loan requirement screen.</p>

## 2.11 Landlord Information

The section appears if you select '**Rented**' or '**Leased**' option in the **Accommodation Type** list

### Contact Information (Landlord Details)

### Landlord Details

Landlord's Full Name	Geoff Marsh
Country	AUSTRALIA
Address Line 1	A2, NKP
Address Line 2	
City	Sydney
State	Victoria
Zip Code	444002
Mobile Number	3472988347


#### Field Description

Field Name	Description
<b>Landlord's Full Name</b>	Specify full name of the landlord.
<b>Country</b>	Select the country name where the landlord resides.
<b>Address Line 1-2</b>	Specify address details of the landlord.
<b>City</b>	Specify the city name where the landlord resides
<b>State</b>	Select the state name where the landlord resides
<b>Zip Code</b>	Specify the zip code where the landlord resides
<b>Mobile Number</b>	Specify the mobile number of the landlord.

- Click **Continue** to save the landlord information. The **Employment Information** section is displayed.

## 2.12 Employment Information

In this section enter details of your employment over a defined period starting with your current primary employment. The details required are type of employment, employment status, date on which specific employment was started and if you are salaried or self-employed, the company or employer name. If the amount of time at which you have been employed in your current employment is less than the required amount, the system will display fields in which you can enter details of previous employment


Employment Information
▼

---

Primary Employment ✎

Please specify details of your employment for the last 3 years

Employment Type	Salaried
Employment Status	Full Time
Employer Name	BOFA
Designation	Sr.System Analyst
Start Date	01 Jan 2014
Gross Annual Salary	A\$1,000,000.00
Address	A11, NKP, Sydney VIC AU 444001

---

Additional Employment 🗑



Please specify details of your employment for the last 3 years

Employment Type	Salaried	▼
Employment Status	Full Time	▼
Employer Name	RBS	
Start Date	01 Jan 2012	📅
End Date	31 Dec 2013	📅
Designation	System Analysts	
Gross Annual Salary	A\$700,000.00	
Country	AUSTRALIA	▼
Address Line 1	A9, NKP	
Address Line 2		
City	Sydney	
State	Victoria	▼
Zip Code	444001	

Add

## Field Description





Field Name	Description
<b>Employment Type</b>	The type of your current primary employment The types are: <ul style="list-style-type: none"> <li>• Salaried</li> <li>• Self Employed</li> <li>• Others</li> </ul>
<b>Employment Status</b>	The status of your employment. The options in this field will depend on your selection as employment type. The options are: <ul style="list-style-type: none"> <li>• Part Time</li> <li>• Full Time</li> </ul>
<b>Employer Name</b>	The name of the company or firm in which you are employed.
<b>Start Date</b>	Enter the date on which you started at current employment
<b>Designation</b>	Enter your designation with the current employer.
<b>Gross Annual Salary</b>	Enter your gross annual salary with the current employer.
<b>Country</b>	Select the country in which you are currently employed.
<b>Address Line 1-2</b>	Enter your employer's address.
<b>City</b>	Enter the city in which you are currently employed.
<b>State</b>	Select the state name where you are currently employed.
<b>Zip Code</b>	Specify the zip code of the location where you are currently employed.

- Click **Add** to update the employment information.  
OR  
Click  to modify the employment information.
- Click  to add more than one employment information.  
OR
- Click **Continue** to proceed with the application process
- The **Financial Profile** screen is displayed with **Income**, **Expense**, **Asset**, and **Liability** sections.

## 2.13 Financial Profile

You are applying for  
**HOME LOAN** of amount **A\$50,000.00** for tenure **5 year(s) 8 month(s)**

**Financial Profile**



- 
Income
>
- 
Expenses
>
- 
Assets
>
- 
Liabilities
>


Cancel
Save for Later
Continue


- Enter the appropriate details in the relevant sections.

### 2.13.1 Income Information

In this section enter details of all income that you want to be considered to be the basis on which you will repay the loan.

You can add multiple records of income up to a defined limit. Click the  icon to add additional income records and the  icon against a specific record to delete it.


 **Income**
▼

**Primary Income**


Type of Income	PAYG or Salary	▼
Gross Income	A\$1,000,000.00	
Net Income	A\$100,000.00	
Frequency	Yearly	▼



### Field Description

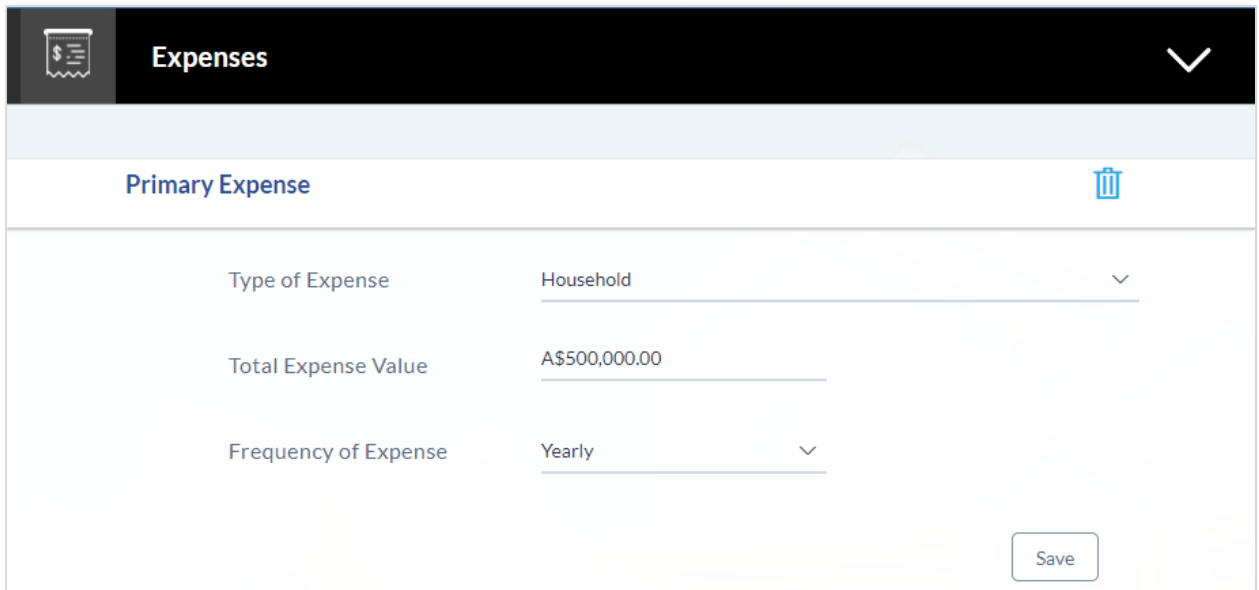
Field Name	Description
<b>Primary Income</b>	
<b>Income Type</b>	The source of your primary income. Examples of source of income can be rental income, salary, etc.
<b>Gross Income</b>	Gross amount of income earned.
<b>Net Income</b>	Net amount of income. The net income field will be defaulted with the gross income amount entered and can be changed
<b>Frequency</b>	The frequency at which you earn the particular income. Examples of income frequency can be Monthly, Yearly etc.

- Click **Save** to update the income details.
  - Click **Continue** to proceed with the expense details section.
- OR
- Click  to add another income record.




## 2.13.2 Expense Information

In this section enter details of all expenses you incur on a regular basis. You can add multiple expense records up to a defined limit. Click the  icon to add additional expense records and the  icon against a specific record to delete it





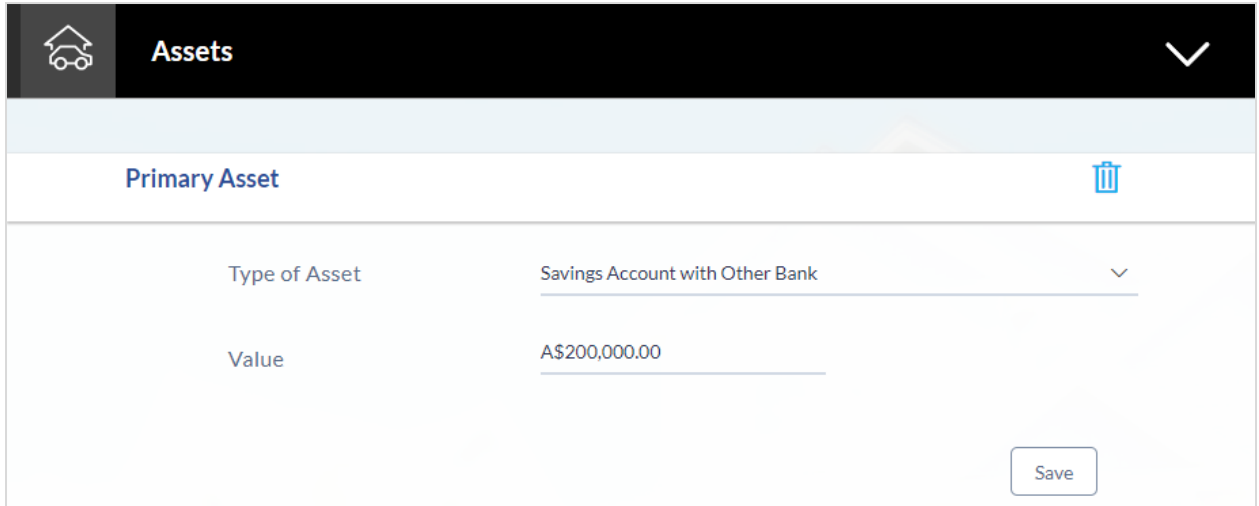
### Field Description

Field Name	Description
<b>Primary Expense</b>	
<b>Type of Expense</b>	The type of expense. Example - household, school fees, etc.
<b>Total Expense Value</b>	The total value of expenditure against the specific type identified.
<b>Frequency of Expense</b>	The frequency at which you incur the specific expense. By default the value Monthly will be selected and can be changed.

- Click **Save** to update the expense details.
  - Click **Continue** to proceed with the asset details section.
- OR
- Click  to add another expense record.


### 2.13.3 Asset Information:

In this section enter details of all assets owned by you. You can add multiple asset records up to a defined limit. Click the  icon to add additional asset records and the  icon against a specific record to delete it





#### Field Description

Field Name	Description
<b>Primary Assets</b>	
<b>Type of Asset</b>	Type of asset owned by you. Examples of assets are – Home, Savings account with bank, etc.
<b>Value</b>	The market value of the asset.


- Click **Save**.
  - Click **Continue** to proceed with the liability details section.
- OR
- Click  to add another asset record.

### 2.13.4 Liability Information

In this section enter details of all your liabilities. You can add multiple records up to a defined limit.

Click the  icon to add additional records and the  icon against a specific record to delete it


Liabilities
▼

Primary Liability


Type of Liability	<input type="text" value="Personal loan with bank"/> <span style="float: right;">▼</span>
Original Value	<input type="text" value="A\$2,000.00"/>
Outstanding Value	<input type="text" value="A\$200.00"/>

#### Field Description

Field Name	Description
<b>Primary Liability</b>	
<b>Type of Liability</b>	Select the type of liability you want to define. The liability type could be, home loan, personal loan, credit card, and others.
<b>Original Value</b>	Identify the original value of the liability.
<b>Outstanding Value (\$)</b>	Enter the current outstanding value of the liability.

- Click **Save**.
- OR
- Click  to add another liability record.
- Once the asset, liability, income, and expense details are entered click **Continue**
- Click **Continue** to proceed with the application process.

## 2.14 Offers

This section displays all the product offers applicable to you. You can select any one offer that best suits your needs

You are applying for  
**HOME LOAN** of amount **A\$50,000.00** for tenure 5 year(s) 8 month(s)

**Offers**

Please make your selection by clicking one of the offers below.

UHome Loan UOF300

Continue

Cancel Save for Later Review & Submit

- Select a suitable offer
- Click **Continue**.
- Click **Review and Submit**. The review screen is displayed.

## 2.15 Review and Submit

It will display all the information you have entered in the application. You can verify that all the information provided by you is correct and make any changes if required

### Loan Requirement

You are applying for

**HOME LOAN** of amount **A\$50,000.00** for tenure 5 year(s) 8 month(s)

Please review your application thoroughly before submitting

Loan Requirements	
How much would you like to borrow ?	A\$50,000.00
What is your purpose for this loan ?	Purchase Investment-Bus Premises Over 50 Pcnt Resi Invest
Tenure	5 Year(s) 8 Month(s)
How often would you like to make repayments ?	Monthly
Is this the first time you are purchasing a house?	Yes
Is there a co-applicant?	No

### Offers

Offers	
Offer Name	UHome Loan UOF300

## Property Information

Property Information	
<b>Property Details</b>	
Owners of the Property	John Smith
Type of Property	Residential Property
Sub-Type	Property Under Construction
Purchase Price	A\$47,000.00
Address of the Property	A21, NKP, Sydney Victoria AUSTRALIA 444005


## Funding Table

Funding Table	
Property Purchase Price	A\$47,000.00
Requested Loan Amount	A\$50,000.00
Total Fees	A\$800.00 <span>?</span>
Lenders Mortgage Insurance	A\$823.71
Total Costs	A\$48,623.71
Your Contribution	A\$0.00

## Primary Information

Primary Information		
Name	Mr John A Smith	
Date of Birth	01 Jan 1990	
Marital Status	Single	
Number of Dependents	0	
Country of Citizenship	AUSTRALIA	
Permanent Resident	Yes	

## Proof of Identity



Proof of Identity		
Type of Identification	Driving License Number	
ID Number	A3267	
Expiration Date	01 Jan 2030	

## Contact Information

Contact Information		
<b>Residential Address</b>		
Staying Since	01 Jan 1990	
Accommodation Type	Owned	
Address	A11 Express Towers, Sydney Victoria AUSTRALIA 444007	
<b>Email</b>		
Email	john1@ofss.com	
<b>Phone Number</b>		
Primary Phone Number	Personal Mobile: 9820498204	

## Employment Information



 <b>Employment Information</b> 	
<b>Primary Employment</b>	
Employment Type	Salaried
Employment Status	Full Time
Employer Name	BOFA
Designation	Sr.System Analyst
Start Date	01 Jan 2014
Gross Annual Salary	A\$1,000,000.00
Address	A11, NKP, Sydney VIC AU 444001
<b>Additional Employment</b>	
Employment Type	Salaried
Employment Status	Full Time
Employer Name	RBS
Designation	System Analysts
Start Date	01 Jan 2012
End Date	31 Dec 2013
Gross Annual Salary	A\$700,000.00
Address	A9, NKP, Sydney VIC AU 444001

## Financial Profile

### Income


## Financial Profile


Income	
<b>Primary Income</b>	
Type of Income	PAYG or Salary
Gross Income	A\$1,000,000.00
Net Income	A\$100,000.00
Frequency	Yearly

### Expenses

Expenses	
<b>Primary Expense</b>	
Type of Expense	Household
Total Expense Value	A\$500,000.00
Frequency of Expense	Yearly

## Assets



Assets




**Primary Asset**

Type of Asset	Savings Account with Other Bank
Value	A\$200,000.00

## Liabilities


Liabilities




**Primary Liability**

Type of Liability	Personal loan with bank
Original Value	A\$2,000.00
Outstanding Value	A\$200.00

Cancel

Save for Later

Submit

- Click  against any section if you wish to edit any information that is part of that section.
- Once the details are edited click **Continue**.
- The review and submit screen appears. Click **Submit**.
- The application reference number is generated with the credit decision outcome along with the next set of steps.

## 2.16 Submitted Application Confirmation

The confirmation page is displayed once you have submitted your application. This page displays the current status of the application along with details of any further steps that might be required to be taken. The application reference number, by which you can track the status of your application, is also displayed on this page. Additionally, the options to register (if you are a new customer and have not yet registered with the bank) and to track the application are also provided on this page

You have applied for

**HOME LOAN** of amount **A\$50,000.00** for tenure **5 year(s) 8 month(s)**

**Thank you for submitting your application.**

Application Reference Number : **APP100XXXX53**

Status: Your application has been conditionally approved subject to verification of the information you have provided

**Next Steps**

- We will keep you updated about the status of your application either by sending you emails or by calling you over the phone.
- You can also track the status of your application through 'My Applications'. You will need to register with us in order to access the 'My Applications' feature. Registration is easy – Simply click on the 'Register' button provided on this screen and specify a login ID and password of choice.
- We may need certain documents to help us process your loan as quickly as possible. The list of these documents will be made available to you through email and you can upload them in 'My Applications'.

[Go to Homepage](#) [Register](#)

- If you are not a registered channel user, you will have an option to register yourself for channel access. Click **Register**
- OR
- Click **Go to Homepage** to navigate to the product showcase
- Click **Track your Application** to track your submitted application. For more information on the application tracker view the **Application Tracker** section in this document

## 2.17 Register User

### To register an applicant:

- In the **Email** field, enter the email address.
- To confirm re-enter the email ID in the **Confirm Email** field.
- Click **Verify** link to verify the entered email address.
  - a. In the **Verification Code** field, enter the verification code sent on the registered email ID.
  - b. Click **Resend Code**, if the code is not received.
  - c. Click **Submit**. The successful email verification message is displayed.
- In the **Password** field, enter the password required for log-in.
- To confirm enter the password in the **Confirm Password** field.

You have applied for

**HOME LOAN** of amount **A\$50,000.00** for tenure **5 year(s) 8 month(s)**

### Registration

You will need to register with us in order to track your application. Please provide the following details to register with ZigBank.

Email <span style="color: #0070c0;">?</span>	<input type="text" value="john1@ofss.com"/>	
Confirm Email	<input type="text" value="john1@ofss.com"/>	<a href="#">Verify</a>
Password <span style="color: #0070c0;">?</span>	<input type="password" value="....."/>	
Confirm Password	<input type="password" value="....."/>	

[Register](#)

### Field Description

Field Name	Description
<b>Email</b>	Enter the email ID with which you would like to register.

Field Name	Description
<b>Confirm Email</b>	To confirm the email ID re-enter the email ID entered in the <b>Email</b> field.
<b>Verify</b>	Click on this link to verify the email ID entered. A unique security code will be sent to the email address defined and a pop up window will be opened in which you can verify the email ID by entering the security code in the specified field.
<b>Password</b>	Enter a password to be used for the purpose of registration. You will be required to enter this password when you login to the system in the future.
<b>Confirm Password</b>	Re-enter the password as that entered in the password field.

- Click Register to register yourself for online banking access

### Verification

Field Name	Description
<b>Verification Code</b>	Enter the security code sent to the email ID you have defined in the registration screen.

- Click **Submit** to submit the verification code. On successful verification, a message stating that verification has been completed successfully will be displayed.

OR

- Click **Resend Code** if you wish the system to send you a different security code.  
OR
- Click **Cancel** to close the screen and return to the registration screen

### Register Applicant - Confirmation

**Registration Successful!**

You have successfully registered with ZigBank and can now access our online banking services.

**Where can I track the status of my application ?**

You can track your submitted application via the ZigBank website in the My Applications section.

You can access your saved applications by providing your login details specified at the time of registration.

**Register the co-applicant**

Send a link to the co-applicant so that they may register with us. They can then view and track the application themselves.

[Send Link](#)

[Go to Homepage](#) [Track your Application](#)

### Field Description

Field Name	Description
<b>Email</b>	The email ID of the co-applicant. This field will be displayed only if the co-applicant involved in the application is not registered with the bank.

- Click **Send Link** to send the registration link to the co-applicant.  
OR
- Click **Track Application** to navigate to the application tracker and view the application status.  
OR
- Click **Go to Homepage** to navigate to the product showcase.



## 2.18 Cancel an Application

The option to cancel the application is provided throughout the application and you can opt to cancel the application at any step.

### To cancel an application:

- Click **Cancel**. The cancel application screen is displayed. You will be able to select a reason for which you are cancelling the application.
- Click **Cancel and Exit**. The application is cancelled

You are applying for

**HOME LOAN** of amount **A\$100,000.00** for tenure 5 year(s) 5 month(s)

### Cancel Application

What is the reason for cancelling ?

Having difficulty in completing the application form

Not enough time I will complete it later

Need more product details

Made a mistake in product selection

Others

Your information will not be saved, and you will have to start a new application later.

[Return to Application](#) [Cancel and Exit](#)

### Field Description

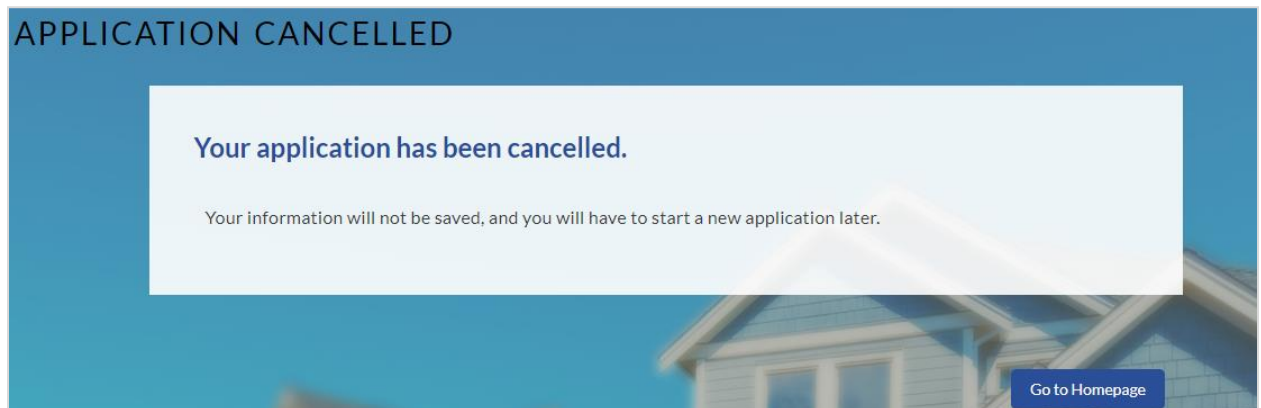
Field Name	Description
Reason for Cancelling	<p>Indicate the reason for which you are cancelling the application. This is an optional step.</p> <p>The cancellation reason could be:</p> <ul style="list-style-type: none"> <li>• Difficulty in completing the form</li> <li>• Insufficient time</li> <li>• Need more product details</li> <li>• Incorrect product selection</li> <li>• Others</li> </ul>



Field Name	Description
<b>Please Specify</b>	This field is displayed if you have selected the option <b>Others</b> as <b>Reason for Cancelling</b> . Specify the reason for which you are cancelling the application.

- Select the appropriate reason(s) for cancelling the application.
- Click **Cancel and Exit** to cancel and exit the application. Application has been cancelled message appears.  
OR  
Click **Return to Application** to view the loan application.

### Application Cancelled



- Click **Go to Homepage** to navigate to the product showcase screen.

## 2.19 Save for Later

There are two scenarios in this case

- If the applicant is a registered user and he/she is already logged in then the applicant will get a confirmation page indicating submission saved successfully.
- If the applicant is a new user i.e. who is not registered for channel access, then he/she will be required to register while saving the application. The following steps are involved in the process of saving an application in this scenario.

All saved applications will be available in the app tracker under the In Draft tab. You can select any application to resume the application submission process.

### To save an application:

- Click **Save for Later**. The **Save and Complete Later** screen is displayed.
- In the **Email** field, enter the email address with which you would like to register.

- To confirm the email, re-enter the email ID in the **Confirm Email** field.
- Click the **Verify** link to verify the entered email address.
  - a. In the **Verification Code** field, enter the verification code sent to the email ID entered in the **Email** field.
  - b. Click **Resend Code**, if the code is not received.
  - c. Click **Submit**. A message stating that the email ID has been verified successfully is displayed.
- In the **Password** field, enter the password required for log-in.
- To confirm the password, re-enter the password in the **Confirm Password**.

You are applying for  
**HOME LOAN** of amount **A\$100,000.00** for tenure **5 year(s) 5 month(s)**

### Save and Complete Later

Do you need more time ? Save your application now and come back later to complete your application.  
 If you cancel your application, your information will not be saved and you will have to start a new application.

We need just your email id and a password to enable you to resume your application later.

Email ?

Confirm Email

Password ?

Confirm Password

## Field Description

Field Name	Description
<b>Email</b>	Enter the email ID with which you would like to register
<b>Confirm Email</b>	To confirm the email ID re-enter the email ID entered in the <b>Email</b> field.
<b>Password</b>	Enter a password to be used for the purpose of registration. You will be required to enter this password when you login to the system in the future.
<b>Confirm Password</b>	To confirm password, re-enter the password entered in the password field

- Click **Save Application**.  
 OR  
 Click **Cancel Application** to cancel the application.  
 OR  
 Click **Return to Application** to navigate back to the application screen

## Saved Application

You are applying for

**HOME LOAN** of amount **A\$100,000.00** for tenure 5 year(s) 5 month(s)

**Your application has been saved!**

Your submission id is : SUB100XXXX25

You can access your saved application anytime within the next 30 days to complete it.  
If you do not complete your application within the next 30 days it will expire.

**Where can I find my saved application ?**

You can retrieve your saved application via the ZigBank website in the Track Application section.  
You can access your saved applications by providing your login details specified at the time of registration.

[Go to Homepage](#) [Track your Application](#)

- Click **Track your Application** to view the application status.
- OR
- Click **Go to Homepage** to navigate to the product showcase

## 2.20 Existing User

An application form being initiated by an existing user will differ from that of one being initiated by a new/unregistered user. If you are applying for a loan as an existing user, once you login to the system after having entered your login credentials, the application form will be displayed with all your personal details pre-populated in the respective fields and sections. You will, hence, be required to only specify details pertaining to the loan. The sections that will be pre-populated with your information are Primary Information, Proof of Identity, Contact Information, Employment Information and Financial Information including Income, Expenses, Assets and Liabilities

### 3. Application Tracker

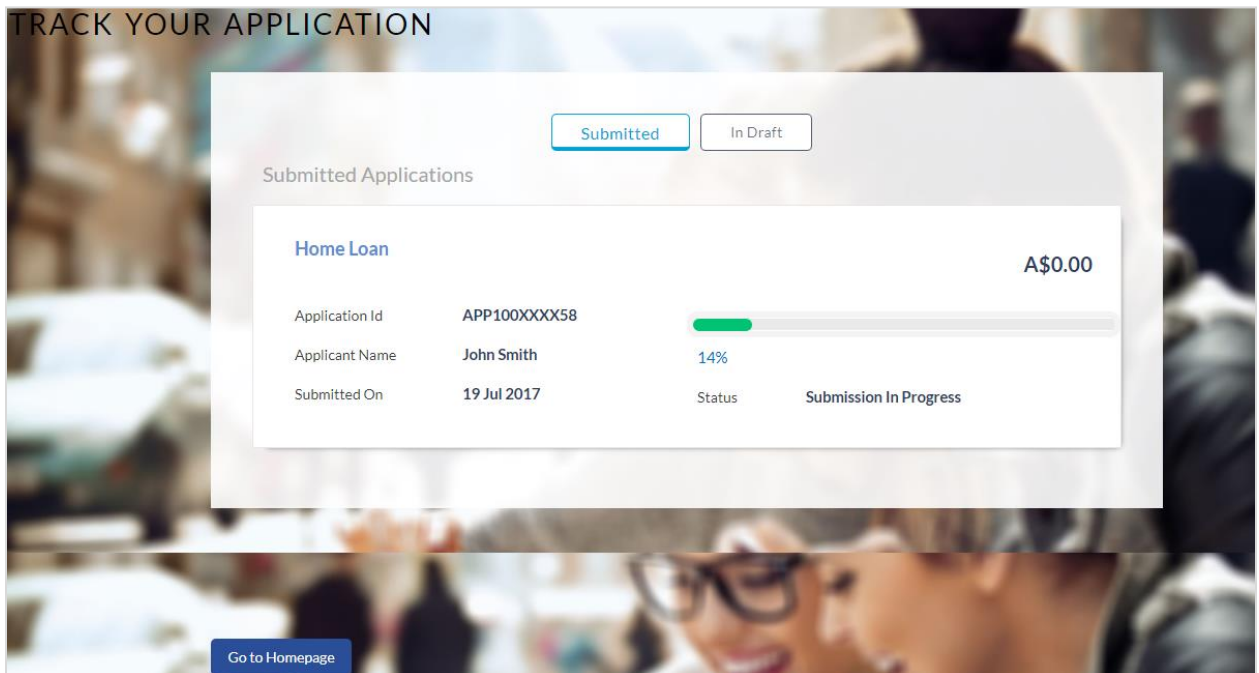
The Application Tracker enables you to view the progress of submitted applications and also to retrieve and complete applications that have been saved. Through the application tracker you can perform the following actions:

- **View submitted application:** The application tracker enables you to view details of submitted applications which includes viewing status history, application summary and uploaded documents as well as performing any pending tasks required for the processing of the application.
- **View application in draft:** While filling out an application form, if you opt to save the application instead of submitting it, the application is saved in the app tracker as an 'In Draft application'. You can select any of the applications available under this tab in order to complete and submit that application.

#### To track an application:

- Click Track Application on the dashboard. The Login screen is displayed.
- Enter the registered email ID and password, click Login.
- The Application Tracker screen is displayed. By default the submitted application view is displayed.

### 3.1 Submitted Application



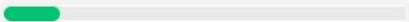
#### Field Description

Field Name	Description
<b>Loan Offer Name</b>	The name of the offer for which the application has been made.
<b>Application ID</b>	The application reference number as generated by the bank at the time the application was submitted.
<b>Progress Bar</b>	The current status of the application will be displayed graphically with the help of a progress bar.
<b>Loan Amount</b>	The requested loan amount.
<b>Applicant Name</b>	The names of both the primary and co-applicant will be displayed here. If no co-applicant has been added, only the primary applicant's name will be displayed.
<b>Submitted On</b>	The date on which the application was submitted.
<b>Status</b>	The current status of the application.

- Select the application card
- The **Application Details** screen is displayed with options to view additional details of the application and pending tasks, if any

### 3.2 Loan Application Details

#### Home Loan

Application Id	APP100XXXX58	
Applicant Name	John Smith	
Submitted On	19 Jul 2017	
Loan Amount	A\$0.00	Status <b>Submission In Progress</b>
Tenure	5 year(s) 5 month(s)	

#### Action Required

Please contact any ZigBank banking center regarding the processing of your application.

#### View

- 📄
Application Summary
>
- 📄
Account Summary
>
- 📄
Application Fees
>
- 📄
Documents
>
- 📄
Offer
>
- 🕒
Status History
>

Return to Tracker
Cancel Application

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Loan Offer Name</b>	The name of the offer for which the application has been made.
<b>Application ID</b>	The application reference number as generated by the bank at the time the application was submitted.
<b>Progress Bar</b>	The current status of the application will be displayed graphically with the help of a progress bar.
<b>Loan Amount</b>	The requested loan amount.
<b>Applicant Name</b>	The names of both the primary and co-applicant will be displayed here. If no co-applicant has been added, only the primary applicant's name will be displayed.
<b>Submitted On</b>	The date on which the application was submitted.
<b>Tenure</b>	The term of the loan.

- Click any section heading to view details or to take required action on the application



### 3.3 Account Configuration

This section allows you to view and configure the features of the loan account.

The screenshot shows the 'Account Configuration' interface. It features a dark header with a gear icon and the title 'Account Configuration'. Below the header, there are six configuration options, each with a 'Yes' or 'No' button or a dropdown menu. The options are: 'Pay only interest for the initial period' (Yes/No buttons), 'Principal and Interest Repayment Frequency' (Monthly dropdown), 'Fixed rate for the initial period' (Yes/No buttons), 'Avail Redraw Facility' (Yes/No buttons), 'Statement Required' (Yes/No buttons), and 'Statement Frequency' (Half-Yearly dropdown). A 'Continue' button is located at the bottom right.

#### Field Description

Field Name	Description
<b>Pay only interest for the initial period</b>	You can identify if you wish to pay only interest during the initial period of the loan by selecting the option <b>Yes</b> in this field.
<b>Interest Only Term</b>	<p>If you have identified that you want to pay only interest during the initial period of the loan, you will then have to identify the period for which you would like to only pay interest. You can identify this period in terms of years and months.</p> <p>This field is displayed if you select <b>the</b> option <b>Yes</b> in the <b>Pay only interest for the initial period</b> field.</p>

Field Name	Description
<b>Principal and Interest Repayment Frequency</b>	<p>You can specify the frequency at which you would like to repay the principal and interest to the bank.</p> <p>The frequency could be:</p> <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Quarterly</li> <li>• Half Yearly</li> <li>• Annually</li> <li>• Daily</li> </ul>
<b>Fixed rate for the initial period</b>	<p>You can identify whether or not you would like to be charged a fixed rate of interest on the loan for the initial period.</p>
<b>Fixed Rate Term</b>	<p>If you have identified that you would like to be charged a fixed rate of interest for the initial period, you will then be required to identify the period for which you would wish to be charged the fixed rate. You can identify this period in terms of years and months.</p> <p>This field is displayed if you select option <b>Yes</b> in the <b>Fixed rate for the initial period</b> field.</p>
<b>Avail Redraw Facility</b>	<p>You can identify whether or not you would like to avail of a redraw facility on the loan.</p>
<b>Statement Required</b>	<p>You can identify whether you want to receive the loan statement.</p>
<b>Statement Frequency</b>	<p>If you have stated that you wish to receive the loan statement, you will be required to specify the frequency at which to receive the statement.</p> <p>This field is displayed if you select option <b>Yes</b> in the <b>Statement Required</b> field.</p>

- 
- Enter the appropriate values in the relevant fields.
  - Click **Continue**. The **Account Summary** screen appears with details, rate type, loan term, loan repayment frequency, and repayment amount.

### 3.4 Account Summary

The Account Summary section enables you to view basic details of the loan account

Principal and Interest			
Rate Type	Variable	Frequency	Monthly
Term	5 year(s) 8 month(s)	Approx Repayment Amount	A\$850.54

#### Field Description

Field Name	Description
<b>Account Summary</b>	
<b>Rate Type</b>	Indicates the rate type of the loan, it could be fixed or variable or both.
<b>Frequency</b>	The principal and interest repayment frequency: The frequency could be: <ul style="list-style-type: none"> <li>• Monthly</li> <li>• Quarterly</li> <li>• Half Yearly</li> <li>• Annually</li> <li>• Daily</li> </ul>
<b>Term</b>	The loan term.
<b>Approximate Repayment Amount</b>	The approximate amount that has to be repaid towards the loan.

- Click **Continue**. The **Application Summary** screen is displayed

### 3.5 Application Summary

Application Summary
>

Applicant Name	Mr John A Smith		
Purpose	Purchase Investment		
Requested Amount	A\$100,000.00	Loan Date	15 Feb 2016
Approved Amount	A\$0.00		
Tenure	5 year(s) 5 month(s)		

[View Complete Application](#)

#### Field Description

Field Name	Description
<b>Application Summary</b>	
<b>Applicant Name</b>	The names of the applicants will be displayed here.
<b>Purpose</b>	The purpose for which the loan was applied.
<b>Requested Amount</b>	The amount for which the loan is applied.
<b>Approved Amount</b>	Loan amount approved by the bank including the fees, and other costs.
<b>Tenure</b>	Loan repayment tenure.
<b>Loan Date</b>	Loan application date.

- Click View Complete Application to view details of the entire application in PDF format.

### 3.6 Application Fees

This section lists down all the fees that are applicable on the loan

Application Fees	
Registration on Mortgage	A\$500.00
Title Search Fees	A\$300.00
<b>Total Fees</b>	<b>A\$800.00</b>

#### Field Description

Field Name	Description
<b>Application Fees</b>	
<b>Fees</b>	All the fees applied are listed down with the amount charged displayed against each fee type.

### 3.7 Status History

This section displays the status history of the loan application i.e. the various stages through which the loan application has gone along with the current status

Status History			
State	Submitted	Acted By	OFSSUser
Remarks	Submitted	Updated On	19 Jul 2017
State	Auto Due Diligence Approved	Acted By	OFSSUser
Remarks	Auto Due Diligence Approved	Updated On	19 Jul 2017
State	Auto Decision Referred	Acted By	OFSSUser
Remarks	Auto Decision Referred	Updated On	19 Jul 2017

#### Field Description


Field Name	Description
<b>Status History</b>	
<b>State</b>	The status of the application.
<b>Remarks</b>	Displays the remarks, if any.
<b>Acted By</b>	The User ID of the person that updated the status of the application.
<b>Updated On</b>	The date on which the specific status was updated.

### 3.8 Document Upload

Document upload enables you to upload the documents that are required for the application processing. You can upload multiple documents against a document type. You can also delete any document that has been uploaded previously.

#### To upload / remove a document:

- Click **Documents** link.
- Click **Choose file**.
- The option to browse the computer's folders is displayed.
- Select the appropriate file to be uploaded and click **Open**.
- Click **Upload**. The file is uploaded.

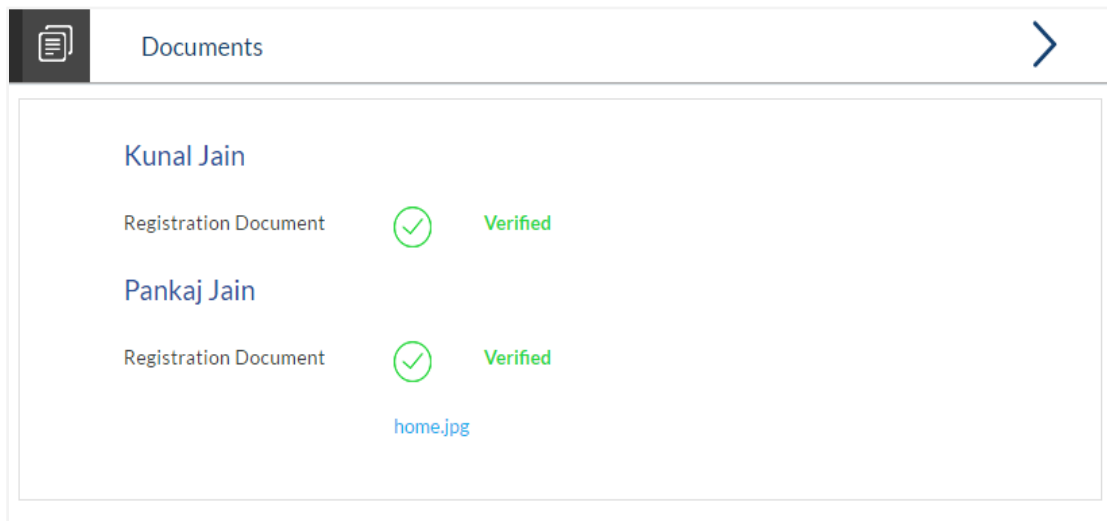
**Note:** Click the  icon against a document to delete the uploaded document.

#### Field Description

Field Name	Description
<b>Choose File</b>	On selecting this link, the browse option is opened, by which you can select the required file to upload.

- Click **Document** link. The status of the uploaded document appears, once the document are verified by the bank officer.

## Uploaded Document





- Click on the link displayed against a specific document type in order to view the document.


### 3.9 Accept / Reject Offer

Once the account configuration is completed and required documents are uploaded, offer is generated and made available in the tracker for you to view, download, and provide acceptance / rejection.



 Offer
>

Letter of Offer 

Mortgage Document 

Offer Letter Acceptance


I, Pankaj Jain hereby confirm that I have read and understood the Terms & Conditions of the offer document.

I hereby confirm that my co-applicant, has read and understood the Terms & Conditions of the offer document.

YES
NO

### Field Description

Field Name	Description
<b>Offer Letter</b>	Displays the generated offer letter.
<b>Offer Letter Acceptance</b>	In order to accept the loan offer, you will be required to accept the terms and conditions of the loan. Select the check boxes to accept the specific terms and conditions defined.
<b>Accept/Reject Offer</b>	Select the appropriate option in order to accept or reject the offer. In order to accept the offer, select the Yes button. In order to reject the offer, select the No button.

- Click  to download the offer letter and other document.
  - Select the terms and conditions check box and click **Yes** to select the offer. The offer acceptance message is displayed.
- OR
- Click **No** to reject the offer.

### **3.10 Cancel Application**

The option to cancel the application once submitted is provided in the application tracker and is available only if the application has not yet been processed to completion / fulfilled.

In order to cancel an application from the app tracker, select the Cancel option available on the application tracker details page and follow on with confirming the cancellation.

## 4. FAQs

### 1. Can I change the contribution amount as part of funding information?

No. If you do not agree with the contribution amount displayed in the funding information then edit the requested loan amount or purchase price of the property or both. You can click the **Modify** button to change the loan amount and/or purchase price of the property. Once you modify the required information click Save to update the amount the system displays the updated contribution amount.

### 2. I am an existing customer of the bank but do not have channel access, how can I proceed?

You can register yourself as a channel user through the 'Register' option available on the portal page and provide the required details.

### 3. Can I proceed with the application if I am not an existing channel user?

Yes. You can continue filling in the application details as a guest user and need not necessarily login.

### 4. Why am I required to specify whether I am a first time home buyer or not, in the application?

This information may be required by the bank to decide on the subsidy, if any, granted by the government for first time home buyers.

### 5. Does the Co-Applicant also need to login for the system to populate the information if he/she is an existing channel user?

No. The co-applicant's customer ID needs to be entered by the primary applicant if he/she is an existing user. A verification code will be sent to the co-applicants email ID and/or mobile number. Once the verification process is successful, the co-applicant's details will be populated.

### 6. Why am I asked to capture previous residential address details?

The bank has a resident stability policy in place wherein if the applicant is staying at the current address for less than a defined term then he/she needs to define the previous residential address.

### 7. My co-applicant and I live in the same house, do I need to enter address details again while defining co-applicant information?

No. There is an option in the co-applicant contact information section to default the primary applicant's address in that of the co-applicant's residential address fields.

### 8. The application requires me to define certain financial details that are not applicable to me. How do I proceed?

In case a financial parameter such as an expense as mortgage is not applicable to you, you can mention the value '0' against that specific financial parameter and proceed with the application.

**9. Why am I being asked to capture previous employment details?**

The bank has an employment stability policy in place wherein if the applicant has not completed a defined term in the current organization then he/she needs to define previous employment details.

**10. Is it mandatory to change the default configuration for an account as part of application tracker?**

No. You can simply view and confirm the account configuration. This facility has been provided so that you can edit any parameter or facility of the account that you wish to change.

**11. I have saved the application. Can my co-applicant resume the application from the application tracker?**

Yes. The co-applicant needs to be a registered channel user to login to the application tracker and resume the application.

**12. Can the co-applicant perform all the pending tasks in the application tracker?**

Yes, the co-applicant has all the rights as that of the primary applicant.