

Resubmitting applications in ApplyOnline

About this guide

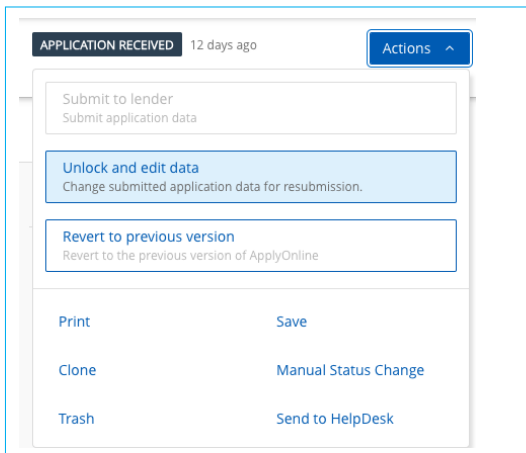
This guide will help you to resubmit an application in ApplyOnline. There are two different actions depending on the status of the loan.

If the loan has:

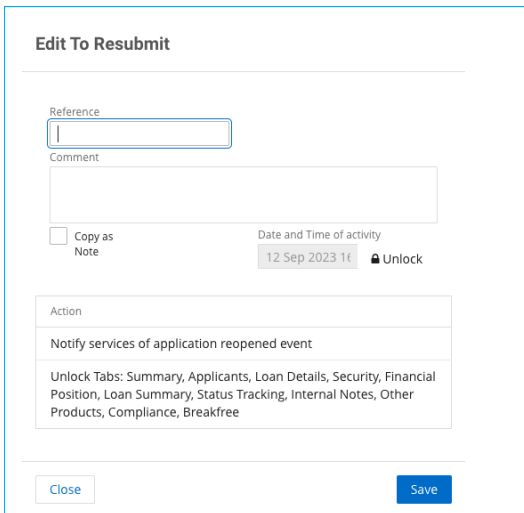
- not been formally approved, you'll need to edit to resubmit.
- been formally approved, you'll need to clone, resubmit and upload supporting documents.

Editing and resubmitting before formal approval

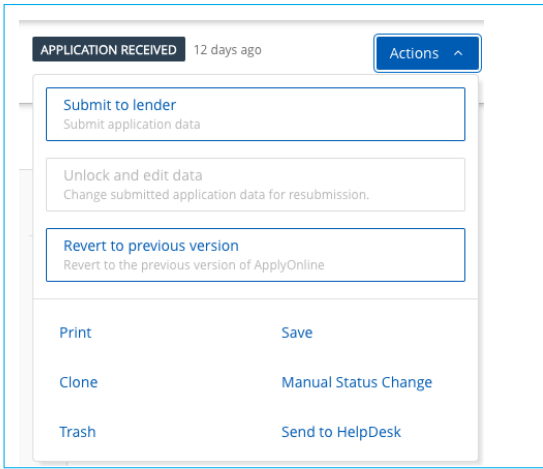
1. Locate the application you'd like to resubmit. Select the **Actions** tab in the right hand corner of the application, and select **Unlock and edit data**.



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



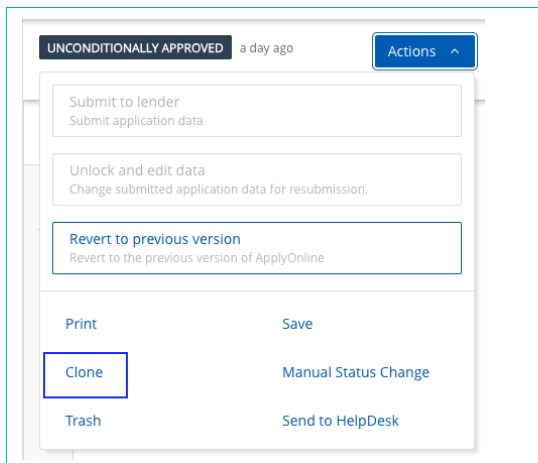
3. Once you've edited the application, select **Submit to lender** to submit the application.



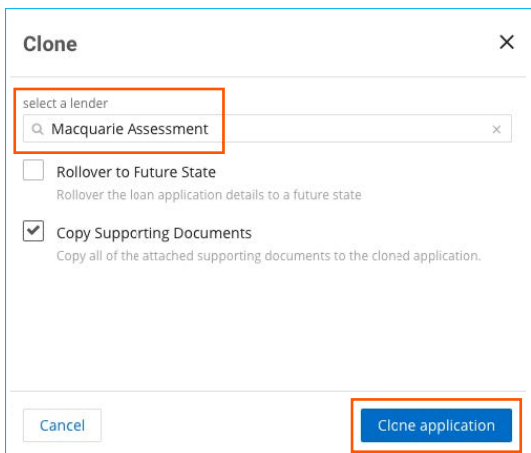
Cloning and resubmitting after formal approval

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

1. In the right hand corner of the application, click on **Actions**, and then select **Clone**.



2. Select Macquarie as the lender, and click on **Clone application**. This will create a new draft application. Tick 'Rollover to Future State' or 'Copy Supporting Documents' if needed before you clone the application.



3. Make the necessary changes on your draft application and select **Submit to lender**.

