

Online variation help card

Principal increase

Step 1: Summary Tab - Enter broker details

- Enter your broker number, Enter your full name
- Enter your phone, fax and mobile number (fax number is mandatory)

Step 2: Applicants tab - Enter client details

- Enter client/s title, first name and family name
- Enter the Customer Number, this can be found on the statement (this is not the clients account number)

Please note: if there is no change to applicants or client address you can move straight onto the next section

Step 3: Loan details tab - Enter loan details, existing and new

- Enter clients existing account number, loan limit & balance
- Select clients existing loan product
- Enter Loan Term
- Enter clients current repayment amount and frequency
- Select Principal Increase
- Select loan increase purpose (select magnifying glass for options)
- Enter increase amount, select funds allocation
- Select variation fee payment method

Step 4: Select applicants tab - New sections will now be available

- Enter employment status , Select start date
- Enter role by selecting magnifying glass , select PAYG employer type
- Enter income details frequency and value
- Enter employer details by selecting new (enter contact name and phone numbers)
- Foreseeable changes to circumstance - answer question Yes or No
- Check box ING Declaration signed

Step 5: Security tab - Enter existing security address

- Select no variation to existing security - (If this is a straight Principal Increase)
- Select property type
- Enter location - select new and enter current security property address
- Existing mortgage select ING
- Link loan to security by selecting Loan Links

Step 6: Financial position tab - Enter other Assets/Liabilities

- Enter the value of any other assets or liabilities the client may have

Step 7: Select SUBMIT – this means that your variation request has been

Note: To track your application, select the **Status Tracking** tab

