

Online variation help card

Product split



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 first name and family name
- Enter Customer Number. This can be found on the client's 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
- Select Product split
- Enter Loan Amount for each new split. **If only one additional split is required click the bin icon to delete the second Loan Product - Variation section**
- Select Product, Select Loan term & Repayment Frequency
- Select variation fee payment method

Step 4: Security tab - Enter existing security address

- Select no variation to existing security
- Enter security property address

Step 5: Select SUBMIT – this means that your variation request has been submitted.

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