Online variation help card
Product switch

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 clients existing loan product
- Select Product swap
- Select the new product of choice
- Choose 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