## Article - Create a Copy (Clone) of your application

In Progress or Submitted applications can be copied to reduce data entry



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This article is aimed for brokers who have accessed Loanapp direct and not through an aggregator platform. If you've come through Mercury, <u>click here</u> to learn how to clone.

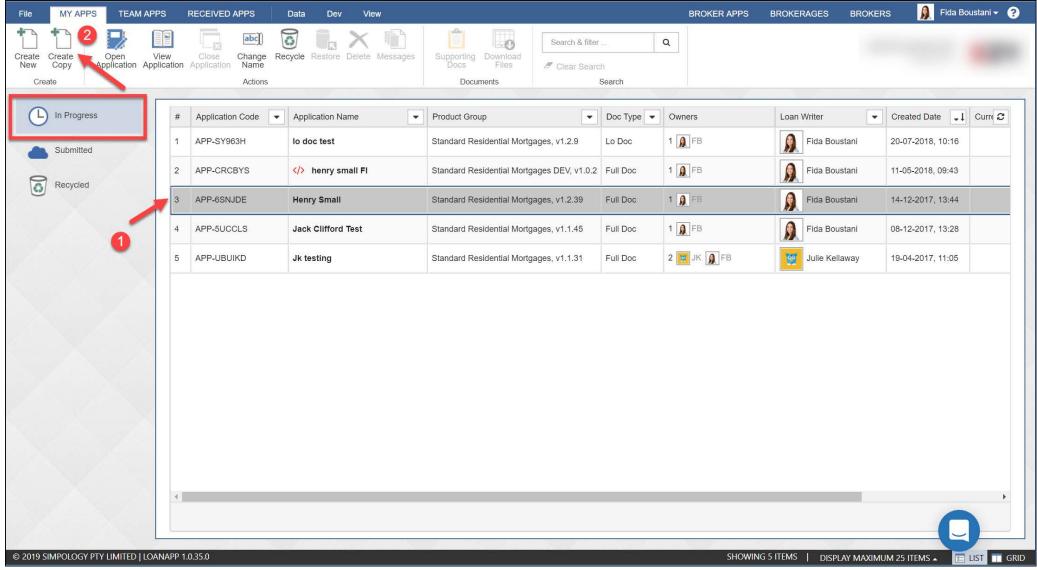
If you are doing multiple applications for the same Applicants, using the Copy function will save you lots of time.

## 1. Copying an application In Progress (not yet submitted)

To Copy an application that you are currently working on, you need to be ensure that the application is closed first.

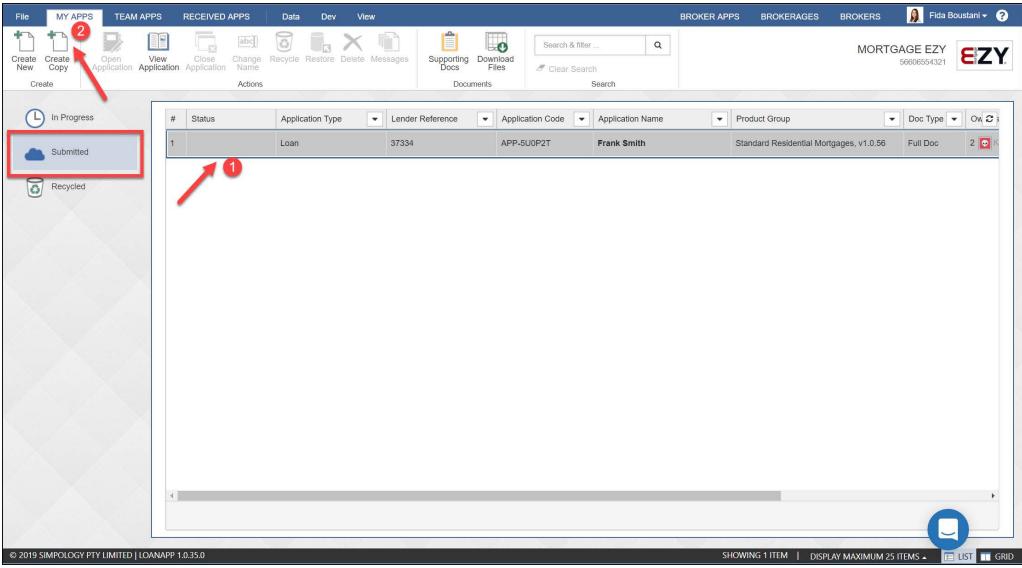
- Click on the My Apps tab.
- Ensure you are on the 'In Progress' applications
- Select the application that you wish to copy.
- Click Create Copy.

You will be asked to give your new application a name, choose the document type and then click Create Copy.



- 2. Copying an application you have already Submitted
- Click on the My Apps tab.
- Ensure you are on the 'Submitted' applications

- Select the application that you wish to copy.
- Click Create Copy.



You will be asked to give your new application a name, choose the document type and then click Create Copy.

Voila! You will have a replica of your original application without having to re-enter all the data.

NB: if you have entered Loanapp through an Aggregator, you may not have access to the Copy functionality.

 $\underline{https://intercom.help/loanapp/en/articles/734715-article-create-a-copy-clone-of-your-application}$