

# DIP Reprocessing guide



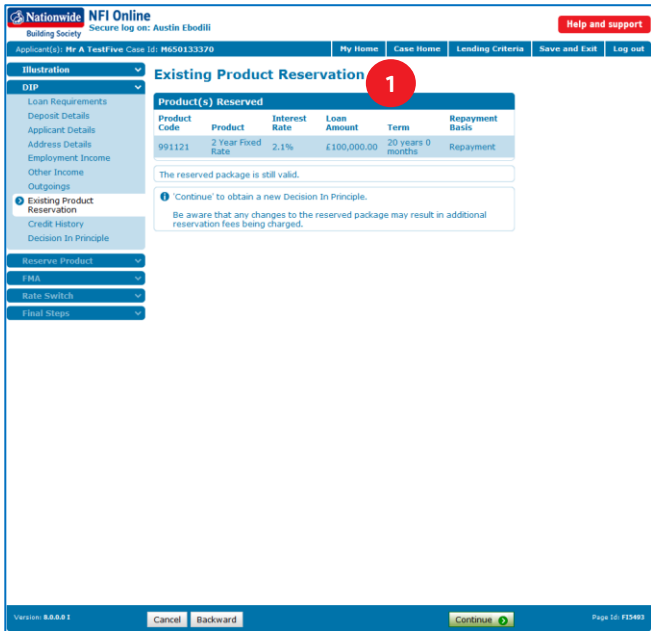
- 1 Once a Decision in Principle (DIP) has been obtained, if it's an 'Accept', or on some 'Declines', you can 'Change data' to reprocess the case and obtain a new decision.

If you're able to reprocess the DIP, the 'Change data' button will be displayed here. Click this button to continue.

- 1 You'll be taken back to the first screen of the DIP process and can 'Continue' through the pages, changing any data required.
- 2 As you progress through the pages, you'll notice that some fields are greyed out, preventing you from making any changes; this is to prevent you creating another footprint against the applicant's credit record.

If you want to change any of the greyed-out information, you'll need to either start a new case, or complete a 'Material Change Form' after you've fully submitted the application.

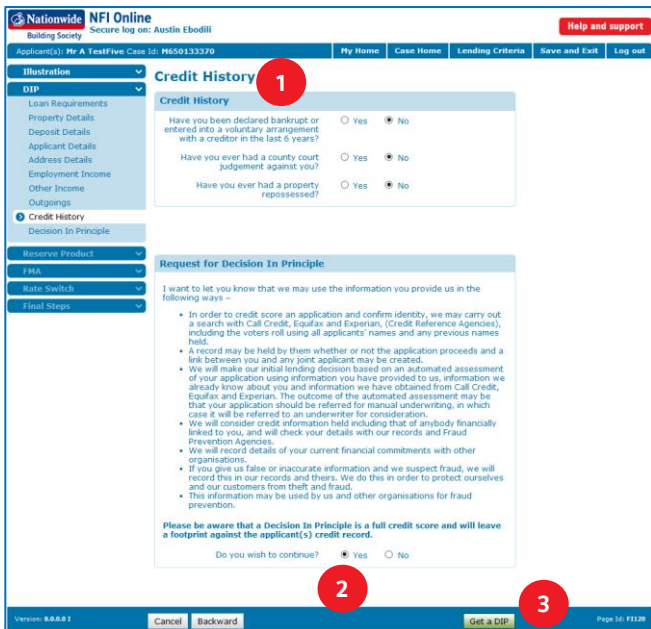
The Material Change Form can be found on [www.nationwide-intermediary.co.uk](http://www.nationwide-intermediary.co.uk) under Literature > Application Forms.



1 If you've already reserved a product, or products, for this case, you'll see a new screen in the DIP called 'Existing Product Reservation'.

This screen shows your current reservation and indicates if the reservation is still valid.

If the existing product reservation is no longer valid, due to the changes you've made, you may have to reserve an alternative product, which could incur additional fees – the system will advise you if this is the case.



1 When you've completed any changes required, click 'Continue' through all the screens to reach the 'Credit History' screen.

Reprocessing a decision will not leave another footprint on the applicant's credit file, unless the existing decision has expired.

2 Under the 'Request for Decision in Principle' section, select 'Yes'.

3 Then click 'Get a DIP' to obtain a new decision.