Start An Application

The Online Application (OLA) allows you or your potential merchant to complete an application in real-time or iteratively over a period of time. You can collaborate with your applicant or team members and upload supporting documentation at any point before the application is submitted. All information entered is automatically and securely saved, and updates are reflected in real-time.

To create an application:

1. Go to **Applications** and then click the *New Application* button.

2. Complete each of the requested fields:

- **Select Channel**: During your Partner setup and configuration, a channel or multiple channels will have been created for you. Select the default option or the most appropriate channel;
- **Select Sales Rep**: Start typing either your name or login, alternatively the name of the sales representative associated with the application. Select your chosen representative;
- **Select Hierarchy Node**: The hierarchy node represents the structure of Maast's reporting to you and your merchants. Sales representative names and consolidated views will affect the hierarchy node options you may select. Select your desired hierarchy node;
- **Copy Application (Optional)**: You may see the option to **Copy Application** data from a previously completed OLA. Please use this feature if you apply for multiple accounts with the same business structure and owners.

3. Click *New Application*. A new application will be generated, and the Application Details will be viewable.

Your newly-created application will have a status of *Incomplete*. Start entering the Application Data to continue the application process.