

What Does An Applicant See?

Last Modified on 08/04/2022 9:54 am PDT

After you have [requested an application clickthrough](#), the applicant receives an [email](#) and is prompted to follow the link and enter the unique access code to view the application. The online application view is similar to what you see as a partner. However, the applicant is unable to edit the Product and Pricing sections.

The applicant will see a progress bar with Complete Application, Documentation, Submitted, and Approved steps, detailed below. The step number will provide access to each step when the previous step is completed, and the number appears in green. The option to **Print Application** appears in the top right. After the application is completed, the applicant can be given access to the application by using *Collect Clickthrough* in [Application Detail](#).

Step 1: Complete Application

The application [status](#) is *Incomplete*. The applicant can edit and enter any application data except the Product and Pricing sections. With our “live” feature, when you and your applicant are in any of the Online Application (OLA) fields, you will see their name on the left-hand side. After the application is reviewed, the applicant will view the **Merchant Electronic Signature**. After all the checkboxes are checked, the applicant will select *I agree*.

Note: The applicant clicking I Agree must be one of the business's owners or control person.

Once the clickthrough agreement has been completed, application fields are locked.

Step 2: Documentation

The application [status](#) is *Documentation*. The applicant will either view the [supporting materials](#) uploaded by you or can upload the requested documentation. The documentation buckets are the same as you can view in the [Application Detail](#); however, the applicant does not have access to upload additional information.

Once all the required documentation is uploaded, the applicant can select *Submit Application*.

Step 3: Submitted

The application [status](#) is *Submitted*. The application is now in review, and the applicant will see a message on the screen thanking them for their submission. The applicant is directed to contact their sales representative or Maast support at 888-487-7804 with any questions or concerns.

Step 4: Approved

The application [status](#) is updated with the credit decision, and the OLA will be updated to either *Approved* or *Declined*.
