

# Credit approvals in DriveOnline

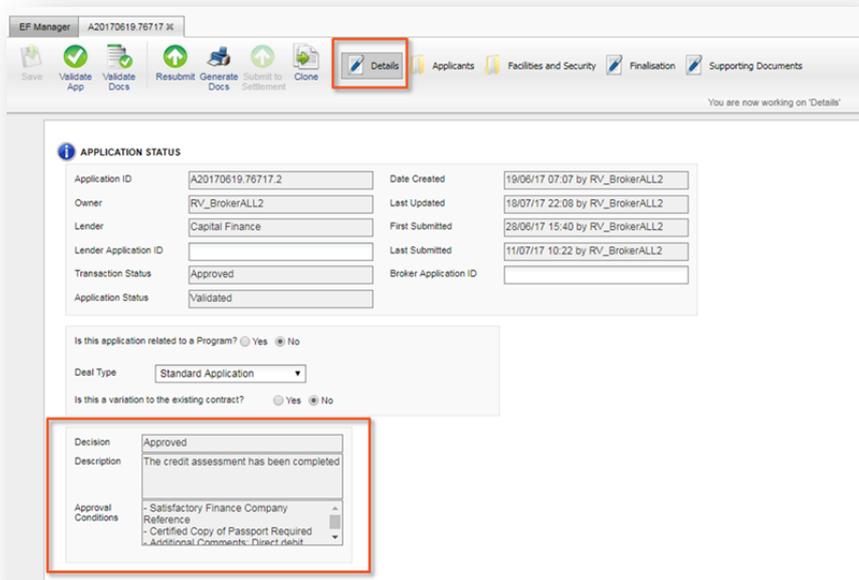
## My application is approved – where do I find approval conditions?

Once you've received the approval notification, there are two places you can see the approval conditions: [on screen](#) and in the [approval advice](#).

You can choose to [switch off approval notifications](#) if you don't want to receive these.

### On screen

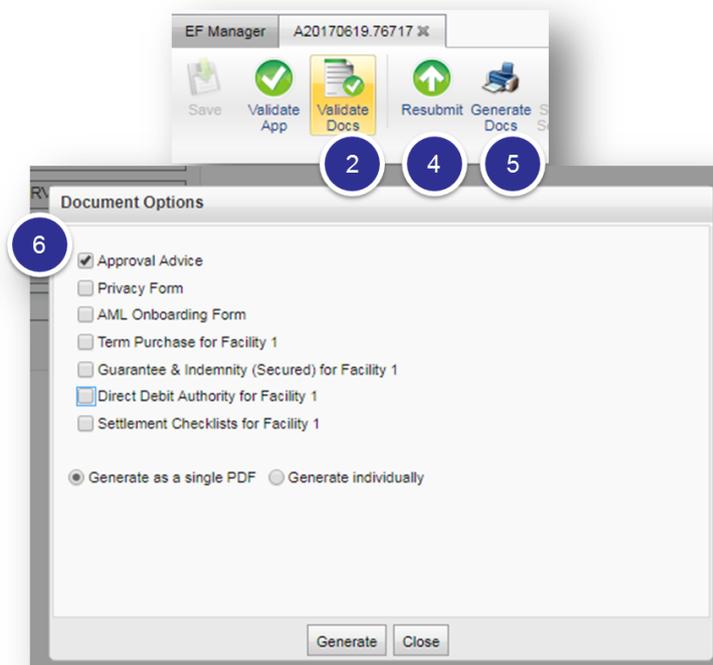
1. Locate the application for which you received the approval notification. Double-click on the application to open or click on the application once then click 'Open' in the ribbon.
2. The application opens to the **details** screen. At the bottom of this screen, you'll see the **approval conditions** box with all the approval conditions from the credit analyst.



## In the Approval Advice

You can also see approval conditions on the approval advice. To generate the approval advice, you need to use the 'Generate Docs' functionality within DriveOnline.

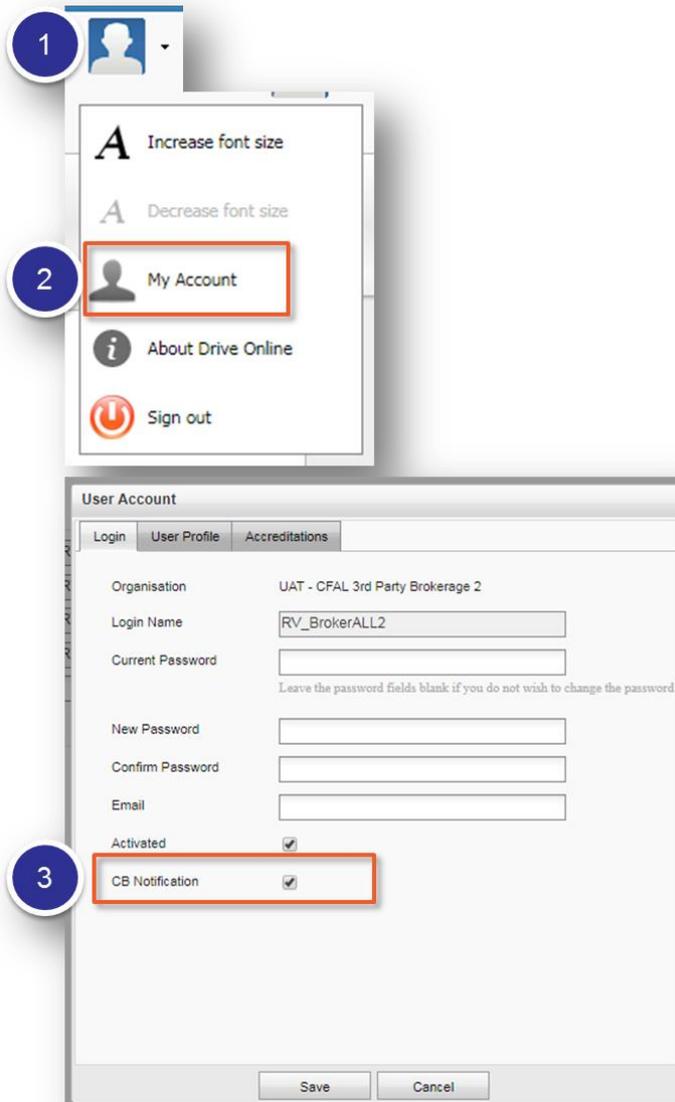
1. Log in to DriveOnline and open the application in question.
2. Click '**Validate Docs**'
3. Complete any **mandatory information** that you haven't yet completed (if you don't know the information at this point, you can enter placeholder information)
4. Click '**Resubmit**' and follow the resubmission process if required (if no material change is made, this will not go to the credit team for re-assessment)
5. Click '**Generate Docs**' and answer the document generation questions
6. Uncheck all documents other than **Approval Advice**. Click 'Generate'.



## I don't want to receive approval notifications

It's possible to switch off the approval notifications. Follow these steps:

1. Click on the **profile** in the top right hand corner
2. Choose **'My Account'**
3. Uncheck **'CB Notification'**



If you want to switch approval notifications back on, simply **re-check** the box.

