



## Federal Renewal/Reactivation Upload File Requirements

### 1 Upload File Specifications

The Federal Renewal/Reactivation Upload File must meet the file formatting requirements below. A file that does not meeting the formatting requirements will not be processed by NMLS

#### 1.1 File Format

Each record in the file must be provided in the format specified below. If a record does not meet the expected format, it will not be processed.

The file must be a comma delimited (.CSV) file. The first row of the CSV file must contain both column headers (field names), even if your institution chooses not to use a Renewal Group Name. The fields and constraints are listed in the table below. Batch upload files may not upload properly if all the cells in the last column in a 16-row block are empty. Excel saves that area as if the column does not exist and no commas are saved for that 16-row block. To make sure that Excel saves comma delimiters for all empty columns, verify that the last column in the file contains some data in at least every 16 rows throughout the file. If the blocks of rows do not contain data, add spaces or other characters in every 16 rows to the cells in the last column.

Field (Column Header)	Description	Required?	Format
NMLS ID	MLO NMLS ID	Yes	Numeric
Renewal Group Name	An optional group name assigned by the institution to each record in order to facilitate management of MLO renewal process.	No	Text (limited to 20 characters)

#### 1.2 File Limitations

- Institutions cannot include more than 10,000 records in one file.
- The file(s) uploaded by an Institution and all results files generated by NMLS shall be available to users through the NMLS application user interface for not less than 90 days.

### 2 Completed Records File Specifications

The Completed Records file indicates those MLO records which were successfully processed. The following information will be provided for each record in this file:

Field (Column Header)	Description
For each record which was considered to be successful:	
NMLS ID	MLO NMLS ID
Renewal Group Name	The optional group name assigned by the institution to each record if provided in the upload file.

### 3 Rejected Records File Specifications

The Rejected Records file indicates those records which were not successfully processed due to one or more errors. The file will contain all information provided in the Federal Renewal/Reactivation Upload File as well as an indication of the error(s) encountered. The user must correct the error(s) and upload a new file containing the rejected record(s) in order to successfully process the MLO.

Field (Column Header)	Description
For each record which was <i>not</i> considered to be successful (i.e. has one or more associated errors):	
NMLS ID	MLO NMLS ID
Renewal Group Name	The optional group name assigned by the institution to each record if provided in the upload file.
LastName	Last Name
FirstName	First Name
MiddleName	Middle Name
Suffix	Suffix
ErrorDescriptions (displayed with a semi-colon (;) between each applicable error message)	Error Description (see errors below)

#### 3.1 Error Conditions and Messages

Name	Description	Message
ColumnError	The row does not contain the columns required in the file specifications.	Row does not have required number of columns
ConfirmedEmploymentDoesNotExist	The MLO does not have a confirmed Employment with the Institution.	The MLO no longer has a confirmed employment with your institution.
IndividualIdInvalidFormat	The Individual Id provided is not in the correct format.	Individual Id is an invalid format
IndividualIdNotProvided	The Individual ID has not been provided.	Individual Id must be provided
InvalidIndividualId	The Individual ID provided does not belong to an Individual in NMLS.	Individual Id is not valid
InvalidRenewalStatus	The Individual Registration is not eligible for renewal/reactivation based on the current renewal status.	The MLO's registration has already been submitted for renewal/reactivation.
InvalidRegistrationStatus	The Individual Registration is not eligible for renewal/reactivation based on the current registration status.	The MLO's registration is not in an Active or Inactive-Failed to Renew status.
ProhibitedCharacters	One or more fields contain prohibited characters. <, >, %.	Row contains invalid character(s) (e.g. <, > or %)
MatchingAgencyRegistrationNotFound	No registration exists for this individual matching the Federal Agency of the institution	The MLO does not have a registration for the agency of the requesting institution.