Purpose

This navigation guide is designed to provide institution users with an understanding of managing MLO employment records in NMLS.

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Resources

Resources for NMLS:

- NMLS Resource Center at: http://fedregistry.nationwideligensingystem.org
- NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123)
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Institution Access

A Mortgage Loan Originator (MLO) must grant an institution access to their record in NMLS to allow the institution to view and manage their information. If the institution establishes the individual’s record through the batch upload functionality, the system will automatically grant access. Refer MLOs to the Institution Access steps in the Manage MLO Registrations Navigation Guide to grant the institution access.

To view a list of MLOs to which an institution has access:
1. From the NMLS Home screen, click the Filing tab.

2. Click Institution Access on the sub-menu.

[Result:] The Institution Access screen displays.
The list of MLO records that an institution has access to can be filtered using the Filtering Options.

Filtering Options
- Date Access Granted - date range to search access granted (mm/dd/yyyy)
- NMLS ID - the unique identifier for each MLO in the system
- Last Name - the MLO’s last name as listed on their record

3. Enter filter criteria.
4. Click Filter.

NOTE: When using the date range as the filter criteria, the date can be changed to a period not to exceed one year.
[Result:] The *Institution Access* screen displays. The MLO’s social security number is masked for security purposes.

MLO Batch Upload

The MLO Batch Upload functionality in NMLS allows institutions to create an individual account, and/or initiate an MU4R filing on an MLO’s behalf for multiple MLOs at one time. This can be done by successfully uploading and processing an MLO Batch File. If the MLO does not have an individual account in NMLS, the information provided in the MLO Batch File is used to create the individual account. Inaccurate information may result in one or more duplicate accounts. If duplicate accounts are created, the responsible individual or company is liable for all fees associated with resolving the error.

Create an MLO Batch Upload File

The MLO Batch File consists of MLO records in a Comma Separated Value (CSV) format. Each MLO record in the file must be input in a specified format. A template of the Batch Upload File (spreadsheet) and Batch Upload specifications are located on the NMLS Resource Center under Federal Registration.
Upload a New Batch File

Once the MLO Batch File is created, the file must be uploaded to NMLS for processing.

To upload a new batch file:
1. From the NMLS Home screen, click the Tasks tab.
2. Click MLO Batch Upload on the sub-menu.
3. Click Upload New Batch File on the navigation panel.
4. From the Upload New Batch File screen, click Browse.

[Result:] Another window opens with a list of computer files.

5. Select the .csv document to be uploaded.
6. Click Open.
7. Enter a Description (optional).
8. Click Upload.

[Result:] The Upload New Batch File screen displays with a message indicating that the file was uploaded successfully.

NOTE: MLO Batch Files are processed upon upload, however, larger files may take longer to process. In all circumstances, results will be received within a twenty four hour time period. To check to see if a file was successfully processed, access the Processed File List and Results screen.
Processed File List and Results

After an MLO Batch File has been processed, the results of processing will be generated and made available to the institution through the Processed File List and Results.

To view an uploaded MLO Batch File:
1. From the NMLS Home screen, click the Tasks tab.
2. Click MLO Batch Upload on the sub-menu.

[Result:] The Processed File List and Results screen displays.

Column Headings

- **File ID** - The unique identifier for each file uploaded in the system
- **File Name** - The unique identifier given by the user to identify the file
- **Description** - Additional identifier used by the institution to further identify the file. This field is optional
- **Uploaded On** - The date the file was uploaded
- **Uploaded By** - The user name of the user responsible for uploading the file
- **Total Records** - The number of records uploaded
- **✓** The number of records that have been successfully processed (Completed Records)
- **⚠** The number of records that have been rejected by NMLS (Rejected Records)
NOTE: The Total Records, Completed Records, and Rejected Records columns will only have values when the MLO Batch File has been successfully uploaded and processed.

NOTE: By clicking the Excel icon, the user can access a copy of the uploaded file.

A completed record is a record that successfully processed. The Completed Records File will contain a list of all completed records along with certain information regarding the processing of each record.

A rejected record is a record that did not successfully process due to one or more errors. The Rejected Records File will contain each rejected record provided in the MLO Batch File, along with information regarding the error(s) encountered.

Rejected Records

A list of rejected records for an MLO Batch Upload File is accessible from the Processed File List and Results screen by clicking the numeric link under the Rejected Records icon. A Rejected Record displays as the information entered in the MLO Batch Upload File, along with an additional column header labeled Error Description. The Error Description column may contain one or more error descriptions, each separated by a semi-colon. The user may correct all errors and upload the corrected record in a new MLO Batch Upload File.

A list of possible errors and descriptions are displayed in the table below.

<table>
<thead>
<tr>
<th>Display</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Payer is invalid</td>
<td>The value provided for the Designated Payer is not a valid value for the field.</td>
</tr>
<tr>
<td>Designated Payer must be provided</td>
<td>The Designated Payer is not provided in the file.</td>
</tr>
<tr>
<td>DOB is a future date</td>
<td>The Date of Birth provided in the file in the future.</td>
</tr>
<tr>
<td>DOB is an invalid date/format</td>
<td>The Date of Birth provided in the file is not a valid date or is not in the correct format, e.g., 12/45/2009 or 5/252/010.</td>
</tr>
<tr>
<td>DOB must be provided</td>
<td>The Date of Birth is not provided.</td>
</tr>
<tr>
<td>DOB provided does not match DOB on existing base record</td>
<td>The SSN provided in the file is on an existing base record, but the DOB on the base record does not match the DOB provided in the file.</td>
</tr>
<tr>
<td>Email is an invalid format</td>
<td>The Email Address provided in the file is not in the correct format.</td>
</tr>
<tr>
<td>Email must be provided</td>
<td>The Email Address is not provided in the file.</td>
</tr>
<tr>
<td>Emp Start Date is a future date</td>
<td>The employee start date provided in the file is a future date.</td>
</tr>
<tr>
<td>Emp Start Date is an invalid date/format</td>
<td>The Employment Start Date provided in the file is an invalid date or is not in the correct format. For example, 12/45/2009 or 05/252/010.</td>
</tr>
</tbody>
</table>
Error and Descriptions (cont.)

<table>
<thead>
<tr>
<th>Display</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name exceeds max characters</td>
<td>The First Name provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>First Name is an invalid format</td>
<td>The First Name provided in the file is not in the correct format.</td>
</tr>
<tr>
<td>First Name must be provided</td>
<td>The First Name is not provided in the file.</td>
</tr>
<tr>
<td>Group Name exceeds max characters</td>
<td>The Group Name provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>Last Name exceeds max characters</td>
<td>The Last Name provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>Last Name is an invalid format</td>
<td>The Last Name provided in the file is not in the correct format.</td>
</tr>
<tr>
<td>Last Name must be provided</td>
<td>The Last Name was not provided in the file.</td>
</tr>
<tr>
<td>Middle Name exceeds max characters</td>
<td>The Middle Name provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>Middle Name is an invalid format</td>
<td>The Middle Name provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>MLO Completes First is invalid</td>
<td>The value provided for MU4R Completes First is not a valid value for the field.</td>
</tr>
<tr>
<td>MLO Completes First must be provided</td>
<td>The Designated Payer is the institution, but MU4R Completes First was not provided.</td>
</tr>
<tr>
<td>No Action Taken</td>
<td>No action has been taken on the record. The base record, user account, and or MU4R has not been created.</td>
</tr>
<tr>
<td>Phone is an invalid format</td>
<td>The Phone Number provided in the file is not in the correct format.</td>
</tr>
<tr>
<td>Phone must be provided</td>
<td>The Phone Number is not provided in the file.</td>
</tr>
<tr>
<td>Row is missing one or more columns</td>
<td>The row does not contain the expected number of columns required in the file specifications.</td>
</tr>
<tr>
<td>SSN is an invalid format</td>
<td>The Social Security Number provided in the file is not in the correct format.</td>
</tr>
<tr>
<td>SSN must be provided</td>
<td>The Social Security Number is not provided in the file.</td>
</tr>
<tr>
<td>Suffix exceeds max characters</td>
<td>The suffix provided in the file contains more characters than allowed by NMLS.</td>
</tr>
<tr>
<td>You do not have access to the record</td>
<td>The MLO has an existing base record in NMLS, but the institution does not have access rights to the record.</td>
</tr>
</tbody>
</table>
An example of a Rejected Records File is shown below.

![Rejected Records File](image)

**NOTE:** The Rejected Record File contains only records that did not successfully process. To view Completed Records or records that have been successfully processed, click the numeric link under the Completed Records icon on the *Processed File List and Results* screen. To view a copy of the original uploaded MLO Batch File, click the Excel icon.

### Employment Management

After the batch upload process is complete, the institution or MLO must complete the MU4R filing. See the Manage MLO Registrations Navigation Guide for that process. The next step is for the MLO to attest to the MU4R filing, then the institution or MLO can submit and pay for the filing. Once the MU4R filing has been submitted the institution can manage the individual employment record by confirming, rejecting, or requesting a correction to the record.

### Manage Employment Records Pending Confirmation List

The Manage Employment Records Pending Confirmation List displays all employment records for MLO’s requiring confirmation by the institution. From the *Manage Employment Records Pending Confirmation* screen, the institution user can confirm a single employment record or confirm multiple employment records at one time.
To access the Manage Employment Records Pending Confirmation List:

1. From the NMLS Home screen click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Manage Employment Records Pending Confirmation on the navigation panel.
The system allows the user to filter the Manage Employment Records Pending Confirmation List by the filtering options listed below.

Filtering Options

- NMLS ID - a unique system generated identifier for each MLO
- Last Name - the MLO's last name as listed on their record
- Group Name - the institution defined name provided in an MLO Batch Upload File to further identify or describe an MLO Employment Record. This is optional
- Work Location - the city, state, and postal code of the physical location where the MLO works
- Submitted From/To Date - the date range to search the Manage Employment Pending Confirmation List

[Result:] The Manage Employment Records Pending Confirmation screen displays.
Confirm an Employment

Upon receipt of a fingerprint record, Institutions can manually confirm an employment if the employment record meets the following criteria:

1. An Employment Start Date is provided on the Employment Record
2. The institution has an active MU1R filing status

**NOTE:** Upon receipt of a clear CBC, NMLS will automatically confirm any employment if the employment record meets the criteria listed above, and an MU4R was submitted on the MLO’s behalf by the institution to establish the employment, and no subsequent amendment filing has been submitted by the MLO or another institution prior to confirmation.

To manually confirm employment records:

1. From the *NMLS Home* screen click the *Tasks* tab.
2. Click *Employment Management* on the sub-menu.
3. Click *Manage Employment Records Pending Confirmation* on the navigation panel.
4. Select the checkbox(s) next to Individual Name for the desired MLO(s).
5. Select the checkbox next to *I certify that I agree to the above*.
6. Click *Attest and Confirm*.

![Manage Employment Records Pending Confirmation](image)

**NOTE:** The option to select the checkbox is only available if the employment record is eligible for employment confirmation.

(Result:) A pop-up window displays confirming that the selected employment records will be confirmed.
To manually confirm a single employment record:
1. From the NMLS Home screen click the **Tasks** tab.
2. Click **Employment Management** on the sub-menu.
3. Click **Manage Employment Records Pending Confirmation** on the navigation panel.
4. Click the corresponding **Edit** icon.
5. Enter the **Employment Start Date** (if applicable).
6. Click **Update Date**.
7. Click **Confirm**.

[Result:] The *Manage Employment Records Pending Confirmation* screen displays with a message indicating that confirmation of the employment record(s) was complete.
8. Select the checkbox next to I certify that I agree to the above.
9. Click Attest and Confirm.

[Result:] The Manage Employment Records Pending Confirmation screen displays with a message indicating that confirmation of the employment record was complete.
Automatic Confirmation of Employment by NMLS

NMLS will automatically confirm a pending employment record upon receipt of a Clear Result for a Criminal Background Check completed subsequent to creation of the employment record provided the following conditions are met:

- The pending employment record was created through a filing submitted by the institution associated to the employment record
- The institution has an active MU1R filing
- An employment start date has been provided for the employment record
- No filings have been submitted by the individual or another institution subsequent to creation of the employment record

For purposes of automatic confirmation, submission of the MU4R by the institution is treated by NMLS as a pre-confirmation of employment of the employment record if a start date is provided.

Once the employment record has been confirmed automatically, the employment record will be removed from the Manage Employment Records Pending Confirmation List and the MLO will become actively registered with the institution.

The automatic confirmation process was implemented to streamline the MLO registration process for institutions managing the process on behalf of their employees. Institutions are not required to wait for NMLS to automatically confirm pending employment records as outlined above. Any time after an MU4R filing is made and fingerprints are submitted, the institution can access the pending employment record in the Manage Employment Records Pending Confirmation List and manually confirm the record, completing the registration process. If an institution relies on the automatic confirmation process, the actual registration date could be later than if the institution actively went into NMLS to confirm the employment record immediately after the MLO submits fingerprints. However, processing of legible fingerprints by the Federal Bureau of Investigation usually takes only a few hours to two days to complete. If the Criminal Background Check result is anything other than “Clear”, the record will remain in the Manage Employment Records Pending Confirmation List and can be manually confirmed.
Reject an Employment Record

An institution may reject an employment when it does not wish to approve the MLO’s employment with them. This may occur when the employment record was submitted in error or when an MLO has been recently terminated from the institution.

To reject an employment record:
1. From the NMLS Home screen click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Manage Employment Records Pending Confirmation on the navigation panel.
4. Click the corresponding Edit icon.
5. Click Reject.
6. Enter an **Explanation**.
7. Click **Reject**.

![Reject Employment Record](image)

**NOTE:** Rejecting an employment record will move the employment record to the MU4R employment record history and will remove institution access rights. Clicking Cancel returns to the **Manage Employment Records Pending Confirmation** screen where the employment record will appear in the list of pending employment records.

[Result:] A pop-up window displays confirming that the selected employment record is to be rejected.

8. Click **OK**.

[Result:] The **Manage Employment Records Pending Confirmation** screen displays with a message indicating that the employment record was rejected and that a notice has been sent to the MLO.
Edit the Start Date

The Employment Start Date is the only field that can be modified through the Pending Confirmation List.

To edit a start date to an employment record:
1. From the NMLS Home screen click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Manage Employment Records Pending Confirmation on the navigation panel.
4. Click the corresponding Edit icon.
5. Edit the Employment Start Date.
6. Click Update Date.

[Result:] The Manage Employment Record Pending Confirmation screen displays with a message indicating that the changes made to the employment record has been saved.

IMPORTANT: When an MU4R is submitted and attested to by the MLO and the institution subsequently submits or changes the employment date, the institution must obtain the MLO’s attestation to the accuracy of the employment start date provided by the institution. The institution can use the “Request Correction” functionality described in the following section to notify the MLO of the need to attest to the institution-provided employment start date. The institution-provided employment start date can be attested to by the MLO through the steps outlined in the Amending an MU4R Quick Guide. An MLO can use this process to review the employment start date and need not further amend any part of the MU4R to attest and submit.
Request a Correction to an Employment Record

The institution may request a correction to employment information when information such as the work location is submitted incorrectly.

To request a correction to an employment record:
1. From the NMLS Home screen click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Manage Employment Records Pending Confirmation on the navigation panel.
4. Click the corresponding Edit icon.
5. Click Request Correction.
6. Enter an explanation.
7. Click Request Correction.

[Result:] The Manage Employment Records Pending Confirmation screen displays with a message indicating that a correction request has been sent to the MLO.

Terminate an Employment Record

An employment record should be terminated when an MLO is no longer associated with the institution.

To terminate an employment record:
1. From the NMLS Home screen click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Terminate Employment Records on the navigation panel.
[Result:] The *Terminate Employment Records* screen displays.

4. Enter or select **filter criteria** and click Filter (optional).
5. Click the **Terminate** link next to Individual Name of the desired MLO.

![Terminate Employment Records Screen](image1)

6. Enter an **Employment End Date**.
7. Click **Terminate**.

![Terminate an Employment Record Screen](image2)

8. Verify and confirm that the **information** on the screen is correct.

[Result:] The *Terminate an Employment Record* screen displays.
NOTE: The Employment End Date will not be available for editing once Terminate has been clicked. Click Edit to make any necessary changes.

9. Click Terminate.

[Result:] The Terminate Employment Records screen displays with a message indicating that the employment record has been terminated.

Recall a Correction Request

The Recall Correction Request functionality in NMLS allows the institution to recall a correction request for employment.

To recall a correction request for an employment record:
1. From the NMLS Home screen, click the Tasks tab.
2. Click Employment Management on the sub-menu.
3. Click Recall Correction Request on the navigation panel.
4. Click the corresponding Recall Correction Request icon.

[Result:] A pop up window displays confirming that the employment record selected is the to be recalled.
5. Click **OK**.

[Result:] The *Recall Correction Request* screen displays with a message indicating that the correction request has been recalled and the employment record has been moved to the Manage Employment Records Pending Confirmation section.

**MU4R Payment**

Fees assessed from MU4R filings submitted and processed by an institution user can be paid for with one single payment. Any fee assessed for processing MU4R filings will be added to an MU4R Invoice for each submitter.

To pay unpaid MU4R invoices:
1. From the *NMLS Home* screen click the **Tasks** tab.
2. Click **MU4R Payment** on the sub-menu.

[Result:] The *Unpaid MU4R Invoices* screen displays.

3. Click the **UserName link** of the institution user.

4. Click **Pay Invoice**.
[Result:] The One Time Payment screen displays.

5. Review the Payment Terms And Conditions, and click I Agree.

6. Select a Payment Type (Credit Card or Bank Account).

7. Complete all required fields.

**NOTE:** Credit card payments can be made using Visa or MasterCard only. To save credit card payment information click the checkbox next to “Save this payment information for future Payments. Information is saved for 12 months.” This allows the same credit card to be used on future payments without re-typing the information.
8. Click **Next**.
9. Click **Confirm and Submit**.

### One Time Payment – Review Payment (Step 2 of 3)

**NOTE:** Click **Cancel Payment** to return to the **Unpaid MU4R Invoices** screen.

[Result:] The **One Time Payment - Payment Confirmation** screen displays.

10. Click **Print** to retain a copy of the confirmation number. This step is optional.
11. Click **Finish**.

### One Time Payment - Payment Confirmation (Step 3 of 3)

[Result:] The **MU4R Filing(s)** screen displays.
Mergers & Acquisitions (M&A Options)

Mergers & Acquisitions (M&A) involve the transfer of multiple MLO employment records from one institution to another, through the successful upload and processing of one or more M&A Files. The institution to which the employment is to be transferred is referred to as the Purchasing Institution and the institution from which the employment is to be transferred is referred to as the Acquired Institution.

In order to initiate an M&A transaction, the Purchasing Institution must have an active MU1R Filing status and must contact the NMLS Call Center in order to request the ability to transfer MLOs from the Acquired Institution. The Purchasing Institution must provide key transaction information to NMLS, including information about the Purchasing Institution, Acquired Institution, and effective transaction date. The ability to perform M&A transfers will be available once NMLS has validated that information.

When an M&A File is submitted to NMLS, a pending transfer of Employment is created for each successfully processed MLO and processing fees are charged to the Purchasing Institution.

Upon payment, the MLO will receive notification that the transfer is available for his or her review. The MLO may accept or deny the transfer. Accepting the transfer will:

(i) create an Employment for the Purchasing Institution
(ii) terminate Employment with the Acquired Institution
(iii) grant the Purchasing Institution access to the MLO’s personal information

Denying the transfer will have no affect on the MLO’s record.
The merger process will only allow for a transfer of an employment through the M&A process if the MLO meets the following criteria:

- An employment with the Acquired Institution meeting the following conditions:
  - status is ‘Confirmed’
  - fingerprint record submitted
  - payment for the Employment and corresponding fingerprint was submitted
- No pending transfer of Employment to the Purchasing Institution currently awaiting acceptance by the MLO (from the submission of a prior M&A File) exists

The M&A process must be completed by the Expiration Date of the M&A transaction. After this time, an institution cannot upload files and any pending employment transfer will no longer be available for action. Any MLO who was not successfully transferred may be handled manually and will be subject to applicable system processing fees.

Upload a New File

The Purchasing Institution can provide information regarding MLOs being transferred in a Comma Separated Value (CSV) file. A template of the M&A File (spreadsheet) and M&A specifications are located on the NMLS Resource Center. Once the M&A File is created, the file can be uploaded to NMLS for processing.

To upload a new M&A file:
1. From the NMLS Home screen, click the Tasks tab.
2. Click M&A Options on the sub-menu.

[Result:]The Mergers & Acquisitions Transaction List screen displays.
The *Mergers & Acquisitions Transaction List* displays the institution’s most recent M&A Transactions.

**Column Headings**
- **Acquired Institution** - the Federally agency-regulated entity from which employment is being transferred during a merger or acquisition
- **Status** - the status of the employment transaction (Active or Expired)
- **Effective Date** - the date on which the transaction occurred
- **Expiration Date** - the date by which all employment transfers must be uploaded by the institution and accepted by the MLO
- **Pending** - the number of employment transfers which have been created and are available for the MLO to take action
- **Accepted** - the number of employment transfers which have been accepted by the MLO
- **Denied** - the number of employment transfers which have been denied by the MLO
- **Invalid** - the number of employment transfers which are no longer valid due to an action taken outside of the Merger process (e.g., the acquired institution terminated the employment or the purchasing institution created a new employment via MU4R)
- **Expired** - the number of employment transfers which are no longer available for action since the transaction expiration date has passed without the MLO accepting or denying the transfer

3. Click the **Acquired Institution** link.
4. Click Upload New M&A File.

5. From the Upload New Merger and Acquisition File screen, click Browse.

[Result:] A second window opens with a list of computer files.

6. Select the .csv file to be uploaded.
7. Click Open.
8. Select the checkbox next to I certify that I agree to the above.
9. Click **Upload**.

NOTE: The Upload button can only be selected after the user selects the checkbox agreeing to the oath above.

M&A Files are processed upon upload, however, larger files may take longer to process. In all circumstances, results will be received within a twenty four hour time period. To check to see if a file was successfully processed, access the Processed File List and Results screen.

**Processed File List and Results**

After an M&A File has been processed, the results of processing will be generated and made available to the institution through the Processed File List and Results.

To view an uploaded M&A File:
1. From the NMLS Home screen, click the **Tasks** tab.
2. Click **M&A Options** on the sub-menu.

[Result:] The **Mergers & Acquisitions Transaction List** screen displays.

3. Click the **Acquired Institution** link.
[Result:] The Processed File List and Results screen displays.

Column Headings
- File ID - The unique identifier for each file uploaded in the system
- File Name - The unique identifier given by the user to identify the file
- Uploaded On - The date the file was uploaded
- Uploaded By - The user name of the user responsible for uploading the file
- Total Records - The number of records uploaded
- ✔ The number of records that have been successfully processed (Completed Records)
- 🚨 The number of records that have been rejected by NMLS (Rejected Records)
- Invoice - For each file with at least one completed record, displays the status of the corresponding invoice and provides a link directly to that invoice for payment or viewing

NOTE: The Total Records, Completed Records, Rejected Records, and Invoice columns will only have values when the M&A File has been successfully uploaded and processed.

NOTE: By clicking the Excel icon, the user can access a copy of the uploaded file.

NOTE: Employment transfers only become available for action by the MLO when the status of the corresponding invoice is paid.
A completed record is a record that successfully processed. The Completed Records File will contain a list of all completed records.

A rejected record is a record that did not successfully process due to one or more errors. The Rejected Records File will contain information regarding the error(s) encountered for each record in the M&A File that was rejected.

**Rejected Records**

A list of rejected records for an M&A File is accessible from the *Processed File List and Results* screen by clicking the numeric link under the Rejected Records icon. A Rejected Record displays as the information entered in the M&A File, along with an additional column header labeled Error Description. The Error Description column may contain one or more error descriptions, each separated by a semi-colon. The user may correct all errors and upload the corrected record in a new M&A File.

<table>
<thead>
<tr>
<th>Display</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending or confirmed employment record with Purchasing Institution exists</td>
<td>The MLO already has a non-terminal Employment with the Purchasing Institution.</td>
</tr>
<tr>
<td>CBC Status is not sufficient</td>
<td>A Paid CBC request with the confirmed employment must exist that is not pending fingerprints.</td>
</tr>
<tr>
<td>City exceeds max characters</td>
<td>The Work Location City provided exceeds the maximum allowable characters.</td>
</tr>
<tr>
<td>City must be provided</td>
<td>The Work Location City has not been provided.</td>
</tr>
<tr>
<td>Row does not have required number of columns</td>
<td>The row does not contain the columns required in the file specifications.</td>
</tr>
<tr>
<td>MLO does not have a confirmed employment record with the Acquired Institution</td>
<td>The MLO does not have an Employment with the Acquired Institution meeting all of the requirements to be eligible for transfer through the merger process.</td>
</tr>
<tr>
<td>Country must be provided</td>
<td>The Work Location Country is not provided.</td>
</tr>
<tr>
<td>Country code provided is an invalid value</td>
<td>The Work Location Country Code provided is not an accepted Country Code.</td>
</tr>
<tr>
<td>Employer Name exceeds max characters</td>
<td>The Employer Name provided exceeds the maximum allowable characters.</td>
</tr>
<tr>
<td>Employer Name must be provided</td>
<td>The Work Location Employer Name has not been provided.</td>
</tr>
<tr>
<td>Pending employment transfer to Purchasing Institution exists</td>
<td>A pending transfer of Employment for the Purchasing Institution which is awaiting acceptance by the MLO already exists.</td>
</tr>
<tr>
<td>Display</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>End Date is earlier than Start Date on the existing employment record</td>
<td>The end date provided for the employment to be transferred (i.e., terminated) is earlier than the start date for the employment.</td>
</tr>
<tr>
<td>with the Acquired Institution</td>
<td></td>
</tr>
<tr>
<td>First Name must be provided</td>
<td>The First Name has not been provided.</td>
</tr>
<tr>
<td>Individual Id is an invalid format</td>
<td>The Individual ID provided is not in the correct format.</td>
</tr>
<tr>
<td>Individual Id must be provided</td>
<td>The Individual ID has not been provided.</td>
</tr>
<tr>
<td>Individual Id is not valid</td>
<td>The Individual ID provided does not belong to an Individual in NMLS.</td>
</tr>
<tr>
<td>Last Name must be provided</td>
<td>The Last Name has not been provided.</td>
</tr>
<tr>
<td>Postal Code exceeds max characters</td>
<td>The Postal Code provided exceeds the maximum allowable characters.</td>
</tr>
<tr>
<td>Postal Code is an invalid format</td>
<td>The Work Location Postal Code provided is not in the required format when Country is United States.</td>
</tr>
<tr>
<td>Postal Code must be provided</td>
<td>The Work Location Postal Code has not been provided.</td>
</tr>
<tr>
<td>State code provided is an invalid value</td>
<td>The Work Location State code provided is not an accepted State Code.</td>
</tr>
<tr>
<td>State must be blank when Country is not United States</td>
<td>The Work Location State must be blank when the Country is not United States.</td>
</tr>
<tr>
<td>State must be provided when Country is United States</td>
<td>The Work Location State has not been provided when Country is United States.</td>
</tr>
<tr>
<td>Street1 exceeds max characters</td>
<td>The Work Location Street 1 provided exceeds the maximum allowable characters.</td>
</tr>
<tr>
<td>Street1 must be provided</td>
<td>The Work Location Street 1 has not been provided.</td>
</tr>
<tr>
<td>Street2 exceeds max characters</td>
<td>The Work Location Street 2 provided exceeds the maximum allowable characters.</td>
</tr>
</tbody>
</table>
An example of a Rejected Records File is shown below.

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| A1 | Individual ID |
| 1 | Individual Last Name | First Name | Middle Initial | Employer | Work Local Work Local Work Local Work Local Work Local Work Local Work Local Work Local Error Description |
| 2 | 390101 | Hensley | Chancellor | Jackson G & Associates | FL | NC | 84016 | USA | MLO does not have a confirmed employment record with the Acquired Institution |

**Pay an M&A Invoice**

Payment for M&A transfers must be submitted by the Purchasing Institution prior to employment transfer records being available action by the MLO.

To pay an invoice:

1. From the *NMLS Home* screen, click the **Tasks** tab.
2. Click **M&A Options** on the sub-menu.
3. Click the **Acquired Institution** link.
4. Click the link of the **Unpaid** invoice.
5. Click **Pay Invoice**.

[Result:] The *One Time Payment* screen displays.

Please refer to the MU4R Payment section of this Navigation Guide (**step #5**) for steps on completing the payment process.
Key Terms

**Acquired Institution** - The Federally agency-regulated entity from which employment is being transferred during a merger or acquisition.

**Attestation** - When an MU4R filing has been initiated for an individual by an institution, the individual must “attest” to the validity of the information contained within the filing. This includes reviewing the information entered by the institution and making any necessary updates. Once the review and/or updates are complete, the individual can click the “Attest” button, which will lock the filing. Any subsequent filings by the institution must be re-attested by the individual.

**Attestation Requested Filing** - The filing (MU4R) created by the institution is awaiting the individual’s review and attestation. The status “Attestation Requested” permits only the individual to edit the filing; the institution may only view the filing in read-only mode. To make further changes to the filing before attestation, the institution must “recall” the filing.

**Attested Filing** - The filing (MU4R) created by the institution on the individual’s behalf that has been reviewed by the individual and the individual has attested to the filing. The filing is now ready to submit and is locked for editing. If further changes are made, the individual must “recall” the filing.

**Employment Management** - Allows institutions to manage pending and current employments of MLOs associated to their institution.

**Entitlement User** - A type of support user within the NMLS Call Center that has the authority to approve institution Account Requests and create Account Administrators for federal agencies and institutions.

**Entity** - An Institution or Individual with a base record in the system. This includes all MU1R institutions and MU4R individuals.

**Federal Agency** - A federal organization which oversees the operations of federal agency-regulated institutions and their subsidiaries.

**Fee** - A charge defined for a specific system event.

**Filing ID** - The unique identifier number (ID) generated by NMLS for each filing created. Because every filing is assigned an ID when it is created, there may be several “filing ID” numbers associated with any NMLS record.

**Individual** - State and/or Federal agency-regulated person.

**Individual Account** - A user account for an individual registration applicant (MU4R). This account can be created through the self-entitlement process or through an Institution’s MLO Batch Upload.

**Institution** - Federal agency-regulated entity. For example, an institution may be a Credit Union, Commercial Bank, or Thrift.
Key Terms

**Institution Access Rights** - An institution must have access to an Individual record in order to create and submit MU4R filings on the Individuals behalf or to view the Individual’s information.

**Invoice** - A list of fees grouped for a single payment. Invoices can be viewed and printed through NMLS.

**Linked Employment** - Association between an Institution and an MLO to represent an employer/employee relationship.

**Merger and Acquisition** - A corporate transaction by which MLOs transfer from one employing Institution to another, including corporate reorganizations.

**MLO** - Mortgage Loan Originator, also known as Individual. May be state and/or federally-regulated.

**MLO Batch Upload** - Provides ability for Institutions to initiate the registration process for their MLOs in bulk.

**MU1R** - The filing used by a federal agency-regulated Institution to submit and attest to information required to establish the Institution as a valid employer for an MLO employed by a federal agency-regulated institution (exempt federal registration).

**MU4R** - The filing used to submit and attest to information required to maintain a federal registration for a federal agency-regulated MLO.

**Organization** - Generic reference to an Institution or Company, independent of whether it is state and/or federal-agency regulated.

**Payment** - An applicant’s attempt to pay fees assessed by the system. Valid payment types include credit card (Visa or MasterCard) or ACH.

**Pending Filing** - A filing that has not been submitted and processed and is in an Attested, Attestation Requested or Unsubmitted status. An institution user or individual user can edit the filing and save changes prior to submitting the filing. This includes MU4R filings created by an institution user while awaiting attestation by the individual.

**Purchasing Institution** - The Federal agency-regulated entity to which employments are being transferred during a merger or acquisition.

**RSSD Id** - A unique identifier assigned by the Federal Reserve to a depository Institution.

**Registration** - This refers to an instance where the Institution or Individual is allowed to engage in mortgage activity pursuant to its charter establishment.
Key Terms

Secure and Fair Enforcement for Mortgage Licensing Act (SAFE) - This Federal Law set forth procedures, requirements, education, testing, and standards including mandatory federal registration and state licensing/registration of mortgage loan originators through the creation of a Nationwide Mortgage Licensing System & Registry (NMLS).

Submitted Filing - A filing in a status of ‘Submitted’. The applicant can only view the filing in read-only mode. Submitted filings have not yet been acted upon by the system but can no longer be edited by the applicant.

Subsidiary - An Institution that is owned and controlled by another Institution.