Reports
Purpose

This navigation guide is designed to provide a general understanding of the Report functionality in NMLS.

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Resources

Resources for NMLS:

- NMLS Resource Center at: http://fedregistry.nationwidelicensingsystem.org
- NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123)
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Reports

The Report functionality in NMLS allows institutions and federal regulators to request pre-defined reports by providing specific report criteria. Institution and regulator users must have the Manage Reports role in order to request/view reports. Mortgage Loan Originators (MLOs) do not have the ability to request reports.

Requested reports are generated within a matter of minutes, based on the current data available for reports. New transactions and updates entered in the system during the system hours of operation, on a given day, will have a one business day waiting period and will display in the report when requested the following business day.

Requesting a Report

To request a report:
1. From the Welcome to NMLS! screen, click the Reports tab.

2. Click Request New Report.
3. Select a **Report Name** from the drop-down menu.
4. Click **Select Report**.

NOTE: The Federal Criminal Background Check (institution) report does not require any criteria to be entered to be generated.

5. Enter **report criteria** (if required).
6. Click **Request Report**.
[Result:] The Report Requests screen displays, indicating a report status of Pending.

When a report is requested the report status is set to “Pending.” Once a report has been generated, the report status is updated to “Available.” The user must refresh the screen to see the status update of reports that were “Pending,” and are now “Available.” Reports with a status of “Available” will remain available for viewing for thirty days before being systematically deleted. Reports can be requested again at any time.
Viewing a Report

Reports are generated in a Comma Separated Value (CSV) format using Excel. Users without the Excel application may open a report in plain text. See the Viewing Reports in Plain Text section of this navigation guide.

To view a report:
1. From the Welcome to NMLS! screen, click the Reports tab.
2. Click the Excel icon next to the report to be viewed.

[Result:] A pop-up box displays.

3. Click Open.

[Result:] The report displays in an Excel worksheet.
Viewing a Report in Plain Text

Reports can also be opened in plain text or a text editing program, such as Notepad, Textpad, or Wordpad.

To open a report in a plain text/text editing program:
1. Right click on the Excel icon.
2. Select Save Target As.
3. Click the Desktop icon.
4. Name file with a .csv extension.
5. Click Save.
6. From the Desktop, right click on the saved file.
7. Select Open With.
8. Select Choose Program.
9. Select a program to open the file (e.g., Notepad, Textpad or Wordpad).
10. Click OK.

NOTE: Steps for this process may vary slightly depending on your operating system and web browser version.

Types of Reports

There are three reports available to assist the institution user in managing an MLO’s registration in NMLS. The table below provides the report name and a description of the each report.

<table>
<thead>
<tr>
<th>Institution Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Criminal Background Check (Institution)</td>
<td>Lists the MLOs associated with the institution and whether or not the MLO has submitted legible Fingerprints to NMLS.</td>
</tr>
<tr>
<td>Federal Individual Roster (Institution)</td>
<td>Lists the MLOs associated with the institution, the MLO’s current registration status and the latest information for the employment between the MLO and the institution.</td>
</tr>
<tr>
<td>MU4R Detail Report (Institution)</td>
<td>Lists the MLOs Employment Status, Active Employments and Pending Employments.</td>
</tr>
</tbody>
</table>

There are two reports available to assist federal regulators to obtain consolidated information regarding MLOs associated to institutions regulated by their agency or institutions with the agency listed as the primary federal regulator. The table below provides the report names and descriptions of each report.

<table>
<thead>
<tr>
<th>Regulator Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Individual Roster (Federal Agency)</td>
<td>Lists all MLOs associated with any institution who has the agency as the primary federal regulator, the MLO’s current registration status, and the latest information for the employment between the MLO and the institution.</td>
</tr>
<tr>
<td>Federal Institution Roster (Federal Agency)</td>
<td>Lists all institutions (active and/or inactive) with relevance to a particular federal agency along with the institutions’ current contact information and registration status.</td>
</tr>
</tbody>
</table>
Key Terms

Criminal Background Check (CBC) - The overall process encompassing the submission of a CBC request, the receipt of a fingerprint record, the submission of the fingerprint record to the FBI, and the receipt of CHRI from the FBI.

Criminal Background Check Request - The event of an individual or institution submitting an authorization for a Criminal Background Check to be performed on the individual. A request allows an individual to be fingerprinted and have the fingerprints submitted to the FBI for processing.

Criminal History Record Information (CHRI) - The information provided by the FBI upon the successful processing of a criminal history background check. This includes the CHRI result and the RAP sheet (if applicable).

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

Fingerprint Record - An individual’s demographic information and an electronic image of the individual’s fingerprints.

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

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

Record of Arrest and Prosecution (RAP) Sheet - An individual’s criminal identification, arrest, conviction, and incarceration information, as compiled by the FBI. The RAP sheet also contains information on felonies and misdemeanors, and may contain municipal and traffic offenses if reported by an agency.

Registration - This refers to an instance where the institution or individual is allowed to engage in mortgage activity pursuant to its charter establishment.