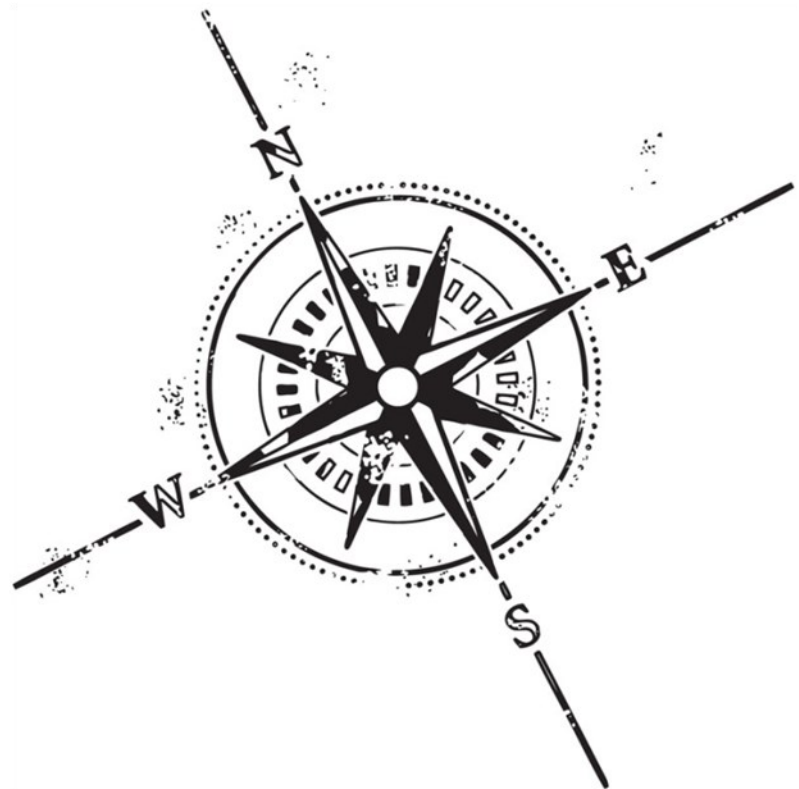




NAVIGATION GUIDE FEDERAL REGISTRY

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.

Resource Center

FILING TASKS COMPOSITE VIEW RENEW/REACTIVATE ADMIN **REPORTS** HOME

Home | User Profile | Invoice

You are currently: Federal

Portal

Welcome to NMLS!

NMLS allows for the creation and maintenance of a single record (Form MU1R) for your Institution. Your Institution also can create and submit mortgage loan originator (MLO) filings (Form MU4R), submit registrations for renewal or reactivation, and manage employment records for MLOs associated with your Institution. Below please find a list of actions available by tab. Available actions/tabs vary based on user roles assigned.

FILING
Choose this tab to *complete, amend and/or submit* MU1R filings for your Institution or any Federal MLO Registration filings (Form MU4R) for MLOs associated to your Institution. You also can view a list of MLO records your Institution has access to.

TASKS
Choose this tab to *perform* an MLO Batch Upload, *view* previous MLO Batch Upload files, including information regarding their disposition, or *manage* Employment Records, including mergers and acquisitions (M&A) employment transfers. Users with the Financial Admin role should choose this tab to *access and pay* outstanding Invoices for MU4R fees.

COMPOSITE VIEW
Choose this tab to *view* your Institution record or the record of any MLO associated with your Institution.

2. Click **Request New Report**.

You are currently: Federal

Report Requests

The reports listed below have been requested by you. You may access reports with an 'Available' status by clicking on the 'Excel' icon on the left. You will need to refresh this page for a report in a pending status to return. A 'Pending' status indicates that the report is still generating. Once a report is returned, it will remain available to the original requestor for 30 days.

To request a new report, click the **Request New Report** button.

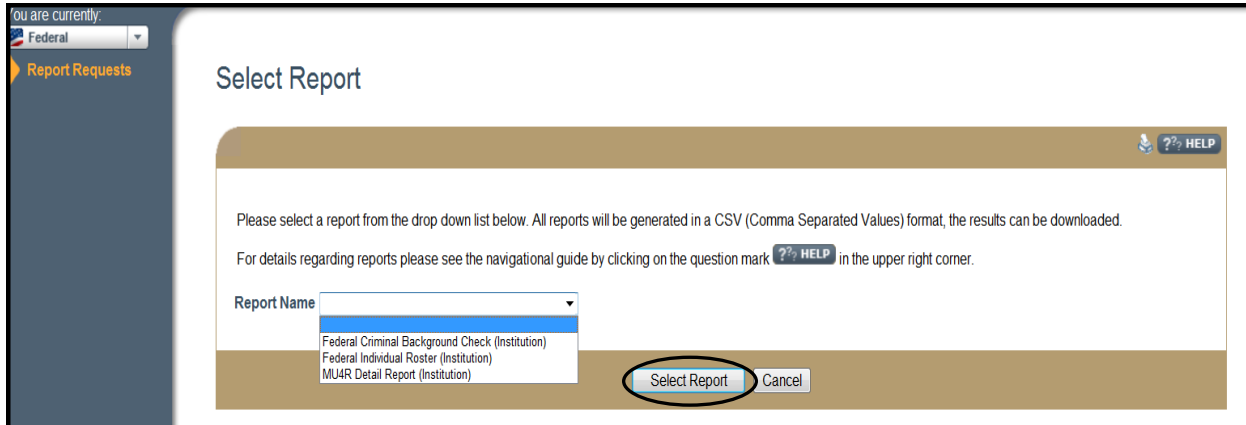
You may [view sample reports and information regarding the availability of data for reports](#) on the NMLS Resource Center.

Request New Report

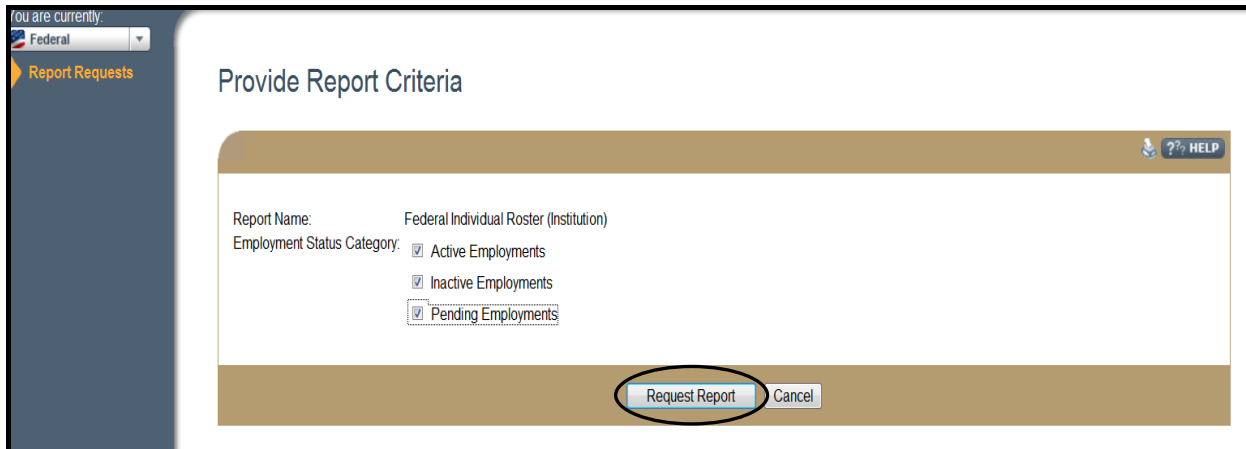
Name	Status	Requested Date	Generated Date	Criteria
Federal Individual Roster (Institution)	Available	1/17/2013 2:20:28 PM	1/17/2013 2:20:54 PM	Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
MU4R Detail Report (Institution)	Available	1/7/2013 3:27:43 PM	1/7/2013 3:28:04 PM	Institution Id: 29706 Employment Status Category: Active Employments;Pending Employments
Federal Individual Roster (Institution)	Available	1/7/2013 3:23:16 PM	1/7/2013 3:24:04 PM	Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
Federal Individual Roster (Institution)	Failed Generating	9/4/2012 1:49:50 PM		Institution Id: 29706 Employment Status Category: Active Employments
Federal Criminal Background Check (Institution)	Failed Generating	2/1/2012 12:09:02 PM		Institution Id: 29706

Request New Report

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



5. Enter **report criteria** (if required).
6. Click **Request Report**.



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

[Result:] The *Report Requests* screen displays, indicating a report status of Pending.

The screenshot shows the 'Report Requests' interface. At the top, there is a navigation bar with 'Federal' selected and a 'Report Requests' link. Below this, the title 'Report Requests' is displayed. A help icon is visible in the top right corner. The main content area contains a paragraph explaining report statuses and a 'Request New Report' button. Below this is a table with columns: Name, Status, Requested Date, Generated Date, and Criteria. The table lists several reports, including 'Federal Individual Roster (Institution)' with a 'Pending' status and 'MU4R Detail Report (Institution)' with an 'Available' status. A second 'Request New Report' button is located at the bottom of the table area.

Name	Status	Requested Date	Generated Date	Criteria
Federal Individual Roster (Institution)	Pending	1/29/2013 3:50:25 PM		Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
Federal Individual Roster (Institution)	Available	1/17/2013 2:20:28 PM	1/17/2013 2:20:54 PM	Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
MU4R Detail Report (Institution)	Available	1/7/2013 3:27:43 PM	1/7/2013 3:28:04 PM	Institution Id: 29706 Employment Status Category: Active Employments;Pending Employments
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Federal Criminal Background Check (Institution)	Failed Generating	2/1/2012 12:09:02 PM		Institution Id: 29706

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.

The reports listed below have been requested by you. You may access reports with an 'Available' status by clicking on the 'Excel' icon on the left. You will need to refresh this page for a report in a pending status to return. A 'Pending' status indicates that the report is still generating. Once a report is returned, it will remain available to the original requestor for 30 days.

To request a new report, click the **Request New Report** button.

You may [view sample reports and information regarding the availability of data for reports](#) on the NMLS Resource Center.

Name	Status	Requested Date	Generated Date	Criteria
Federal Individual Roster (Institution)	Pending	1/29/2013 3:50:25 PM		Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
 Federal Individual Roster (Institution)	Available	1/17/2013 2:20:28 PM	1/17/2013 2:20:54 PM	Institution Id: 29706 Employment Status Category: Active Employments;Inactive Employments;Pending Employments
 MU4R Detail Report (Institution)	Available	1/7/2013 3:27:43 PM	1/7/2013 3:28:04 PM	Institution Id: 29706 Employment Status Category: Active Employments;Pending Employments

[Result:] A pop-up box displays.

3. Click **Open**.

[Result:] The report displays in an Excel worksheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Report Name:F Institution Employment Status Category:Active Employments;Inactive Employments;Pending Employments															
2	Individual NMLS ID	Individual Fir	Individual S	Individual Em	Registrati	Registration Stat	Work Loca	Work Loca	Work Loca	Work Loca	Work Loca	Work Loca	Employ	Employment S	Employment Sta	
3	43630	Conrad	Lauren			email@email	Pending	10/20/2010	123 Main	Rockville	MD	United Sta	21774	Pending Confir	10/20/2010	
4	93693	Barnett	Melanie			email@email	Pending	5/21/2010	9509 Key	Rockville	MD	United Sta	20850	Correction Rec	11/11/2010	
5	93725	Mack	Tasha	Kay		email@email	Pending	5/20/2010	9509 Key	Rockville	MD	United Sta	20850	Pending Confir	11/12/2010	
6	93921	Pitts	Kelly			email@email	Pending	5/25/2010	9509 Key	Rockville	MD	United Sta	20850	1/1/2005	Pending Confir	5/25/2010
7	94474	Presley	Lisa	Marie		email@email	Pending	6/7/2010	123 Main	Rockville	MD	United Sta	20850	Pending Confir	6/7/2010	
8	25154	Smurf	Brainy			email@email	Pending	10/20/2010	123 Main	Rockville	MD	United Sta	20850	Pending Confir	10/20/2010	
9																

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.

Institution Report Name	Description
Federal Criminal Background Check (Institution)	Lists the MLOs associated with the institution and whether or not the MLO has submitted legible Fingerprints to NMLS.
Federal Individual Roster (Institution)	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.
MU4R Detail Report (Institution)	Lists the MLOs Employment Status, Active Employments and Pending Employments.

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.

Regulator Report Name	Description
Federal Individual Roster (Federal Agency)	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.
Federal Institution Roster (Federal Agency)	Lists all institutions (active and/or inactive) with relevance to a particular federal agency along with the institutions' current contact information and registration status.

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.