



TERMINATING EMPLOYMENT RECORDS

When a mortgage loan originator (MLO) is no longer employed by an institution, the institution can terminate the employment in NMLS using a manual or bulk upload process. NMLS records will continue to show the employment record as “Confirmed” until the institution or MLO completes the termination process.

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Manual Employment Termination Workflow:

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Click the **Tasks** tab.
4. Click the **Employment Management** link on the submenu.
5. Click the **Terminate Employment Records Individually** link on the left navigation panel.
6. If needed, provide filter criteria to locate the desired MLO, and click the **Filter** button.
7. Click the **Terminate** link next to the appropriate Individual Name.
8. Enter an Employment End Date and click the **Terminate** button.
9. Confirm the Employment End Date and click the **Terminate** button to finalize the termination.

NOTE: Once completed, this action cannot be reversed.

Bulk Employment Termination Workflow:

Creating the Bulk Termination Upload File:

1. The batch file requires specific data for each MLO. Refer to the [Bulk Employment Termination File Specifications](#) document for details.
2. It is recommended that you use the [Bulk Employment Termination Template](#) to begin entering data. The file downloads and should remain in CSV format.
3. Once your batch file is completed and saved to your computer, you are ready to begin the bulk termination process.

Uploading the Bulk Termination File:

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Click the **Tasks** tab.
4. Click the **Employment Management** link on the submenu.
5. Click the **Bulk Employment Termination** link on the left navigation panel.
6. Click the **Browse** button to locate the file stored on your computer.
7. Find the CSV file and click the **Open** button.
8. Enter a description (optional).
9. After reviewing the acknowledgment in red, select the checkbox.
10. Click the **Process Terminations** button.
11. Click the **OK** button to confirm.

View Bulk Termination File Results:

Once the termination file has been successfully uploaded the system processes the file row by row. The user who uploaded the file is notified by email once processing is complete. Bulk Termination file processing results in a Processed Records file or a Rejected Records file, as applicable.

1. Click the **Bulk Employment Termination Upload History** link on the left navigation panel.
2. To view successfully processed records, click the **hyperlinked number** under the Processed  icon.
3. To view the records the system was unable to process, click the **hyperlinked number** under the Failed  icon (see *Figure 1*).

Bulk Employment Termination Upload History

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Below is a list of uploaded files. Click the **Excel**  icon to view a copy of the file uploaded. Once processing is complete, click the **hyperlinked number** under the **Processed**  column to view a list of processed records or click the **hyperlinked number** under the **Failed**  column to view a list of rejected records.

File processing usually occurs immediately. However, during periods of heavy system usage, processing of files may be deferred to a later time. A notification is sent when processing is complete.

File ID	File Name	Description	Uploaded On	Uploaded By	Total Records	 
9280	 Term_Test.csv		9/24/2014 3:26:30 PM	AlvaradP	1	1
9278	 Term_Test.csv		9/23/2014 11:23:17 AM	AlvaradP	1	1

Figure 1: Bulk Employment Termination Upload History

NOTE: Rejection files include all of the possible reasons for rejection in the Error Description column header. Refer to the [Bulk Termination File Specifications](#) document for a complete list of error descriptions.

For further assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).