View Institution (MU1R) Summary (Composite View) Information
Purpose

This navigation guide is designed to provide a general understanding of viewing institution information 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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Composite View

Composite View is a function in NMLS that provides institutions with the ability to view information concerning their institution in a read only mode. The most recent information submitted by an institution is obtained by accessing the most recent filing in Historical Filings. Institution users can only view their own institution’s record.

Accessing Composite View for an Institution

To access Composite View for an institution:

1. From the NMLS Home screen, click the Composite View tab.

2. Click View Institution on the sub-menu.
[Result:] The View Institution Information screen displays.

View Historical Filings

Historical Filings provide the ability to view an institution’s MU1R filing history. The filing history is made up of the initial MU1R filing and all subsequent amendment filings submitted through NMLS.

To access View Historical Filings for an institution:
1. From the NMLS Home screen, click the Composite View tab.
2. Click View Institution on the sub-menu.
3. Click View Historical Filings on the navigation panel.
4. Click the View icon next to the filing to view that filing.

Column Headings:
- Filing ID - a system generated unique identifier for each filing
- System Processed - the system date and time the filing was processed by NMLS
- Submitter - the user name of the user who submitted the filing
- Sections Changed - the specific sections updated in the filing

NOTE: Select Click to View to display a box showing the filing type and links to each section of the form that was updated on that filing. To view the changes in red-line click the link for the updated section of the form.
[Result:] The historical filing selected opens in a new browser window or tab.

NOTE: Institution users can view the sections of the filing by clicking the links on the navigation panel.

Comparing Historical Filings

From the View Historical Filings screen, users can compare the differences between any two filings in redline. The redline functionality displays older information on the filing as strikethrough and new or updated information displays in red font. There must be at least two historical filings for the Compare feature to be available.

To compare filings:
1. From the NMLS Home screen, click the Composite View tab.
2. Click View Institution on the sub-menu.
3. Click View Historical Filings on the navigation panel.
4. Select the checkboxes next to the two filings to be compared.
5. Click Compare.
[Result:] The MU1R filing displays in a new browser window or tab with the changes in redline.

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**To View an MU1R Status**

1. From the *NMLS Home* screen, click the **Composite View** tab.
2. Click **View Institution** on the sub-menu.
3. Click **View MU1R Status** on the navigation panel.

[Result:] The View MU1R Status screen displays.

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**NOTE:** This screen shows the current MU1R Status (Registration Status) and Renewal Status.
To view registration and renewal status history click on the regulator link.

[Result:] The View MU1R Status History screen displays.
Key Terms

**Composite View** - Composite View is a function in NMLS that provides users with the ability to view registrations, historical filings and employment information for institutions and individuals. Users must have appropriate permissions and access to view composite.

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

**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.

**Historical Filing** - A filing that has been processed by the system; therefore, it is in a status of ‘Filing Processed’. Once the system processes the filing it becomes available for view through the Composite View tab.

**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).

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