



CREATING, UPLOADING, AND REVIEWING A MLO BATCH FILE



Batch upload functionality allows Institutions to create a base record, user account and/or initiate filings for multiple mortgage loan originators (MLOs) at one time. This is the most efficient and streamlined way to begin the process of registering MLOs in the Nationwide Mortgage Licensing System & Registry (NMLS).

As a best practice, it is recommended that all institutions use this method to initiate the process for one or more MLOs. A batch file cannot be uploaded in NMLS until an Institution has successfully filed its MU1R through the NMLS. See the [Create and Submit the Initial MU1R Quick Guide](#).

Creating a Batch Upload File:



1. The batch file will require specific data for each MLO, refer to the [Batch Upload Specifications](#) document for details regarding the required information
2. To facilitate the creation of the file, the Sample Batch Upload File (CSV) is available to save and use to begin entering data. Although in most cases the file will use MS Excel to open, the file extension will be and should remain in “.csv” format.
3. Once your MLO Batch File is in the correct searchable “.csv” format and does not exceed 10,000 rows you are ready to begin the uploading process.

Uploading a MLO Batch File:

1. Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.
5. Select the [MLO Batch Upload](#) sub-menu option.
6. Select **Upload New Batch File** on the left navigation panel.
7. Click **Browse** to locate the file stored on your computer.
8. Find the .csv file and click **Open**.
9. Enter a Description (this field is optional).
10. Click **Upload**.

Once the MLO Batch Upload file has been successfully uploaded the system will process the batch file row by row. The user who uploaded the file will be notified by email once file processing is complete. Batch upload file processing will result in a Completed Records file and/or a Rejected records file, as applicable.

Viewing MLO Batch Upload Results:

1. Select **Processed File List and Results** on the left navigation panel, which will display batch files and processing results.
2. To view the successfully completed records, click the hyperlinked number under the  column.
3. An Excel document will display with details regarding the tasks that were completed for each successfully processed record:
 - a. **Base Record Created?**
 - i. If Y, a base record and NMLS ID were generated.
 - ii. If N, a base record already exists and was not created.
 - b. **User Account Created?**
 - i. If Y, the User Name and Password associated to the base record was sent to the email address provided.
 - ii. If N, a User Name and Password was not generated or sent.
 - c. **MU4R Created?**
 - i. If Y, a pending MU4R filing with an employment record for your institution was created.
 - ii. If N, an MU4R was not created.
4. To view the rejected records, click on the hyperlinked number under the  column.
5. The original batch file will display in Excel format with an **Error Description** column containing an explanation of why each record was rejected.

NOTE: For a full list of Error Descriptions, please refer to Institution Management of MLO Navigation Guide.

For further assistance, please contact the NMLS Call Center at 240-386-4444.