



## Manage Company Work List (Tasks)

This navigation guide is designed to provide Company users with an understanding of the functionality available in the Company Work List section of the Nationwide Mortgage Licensing System (NMLS). Click on the appropriate hyperlink for more information regarding the topic.

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For more information visit  
<http://mortgage.nationwidelicensingsystem.org>

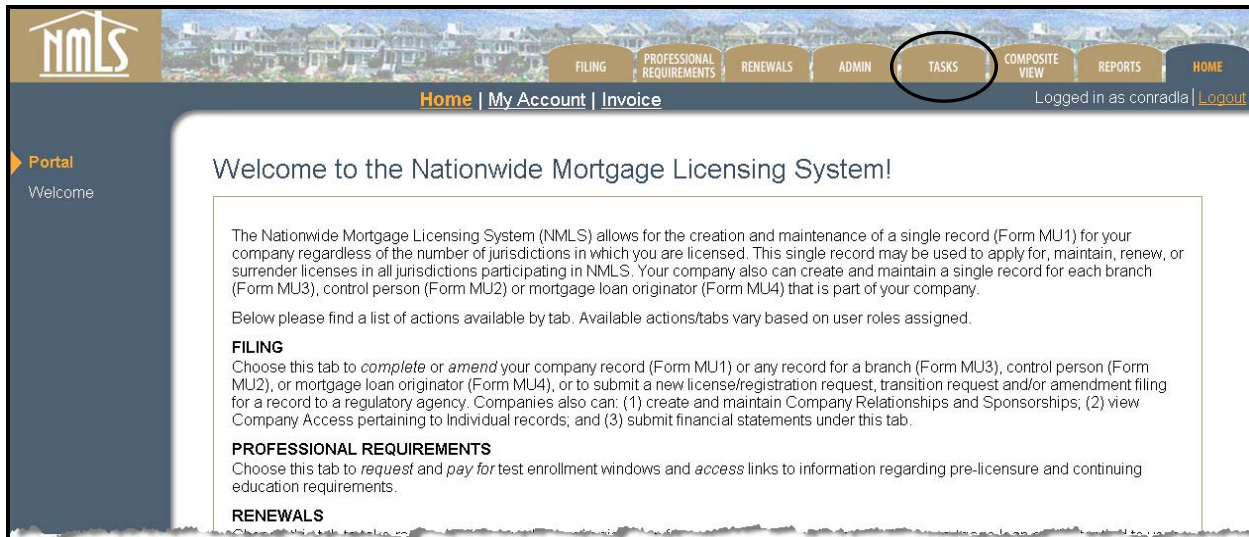
## Company Work List

A company Work List displays license(s) specific requirements and/or deficiencies for a company, branch, or individual that has a license(s) sponsored or requested to be sponsored by the company. These jurisdiction specific requirements and deficiencies are applied by the regulator and are specific to the license the entity (company, branch or individual) holds or is requesting in that jurisdiction. A Work List contains tasks which can be assigned to other employees that have a system ID within the user's organization to address.

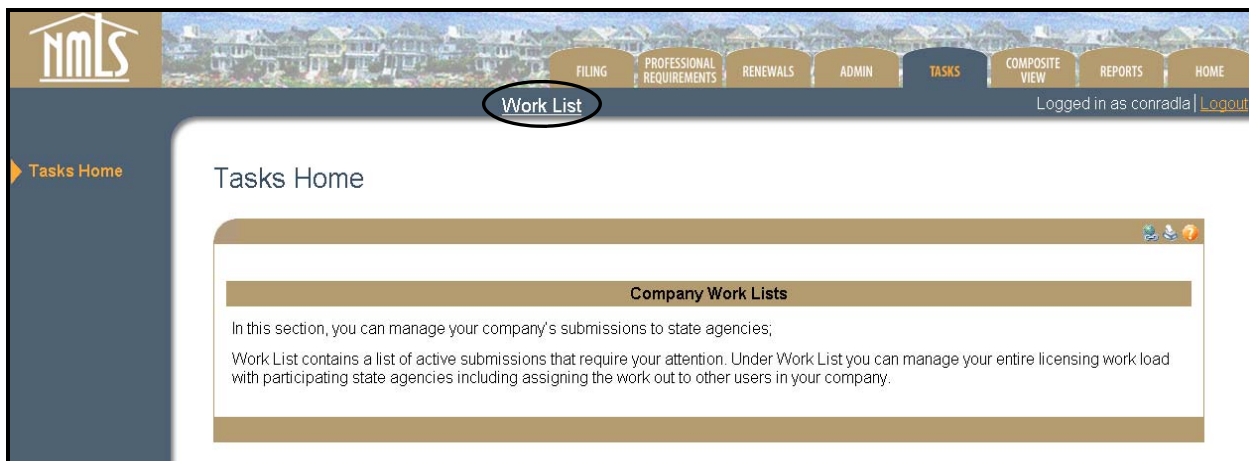
### Accessing the Work List

To access the company Work List:

1. From the *NMLS Home* screen, click the **Tasks** tab.



2. From the *Tasks Home* screen, click the **Work List** hyperlink.



[Result:] The *Company Work List* screen displays.

The company Work List is defaulted to display all incomplete items. The Work List is sorted by the most recent, to the oldest work item.

Users have a choice of filtering and/or sorting work items from the Work List to display specific information.

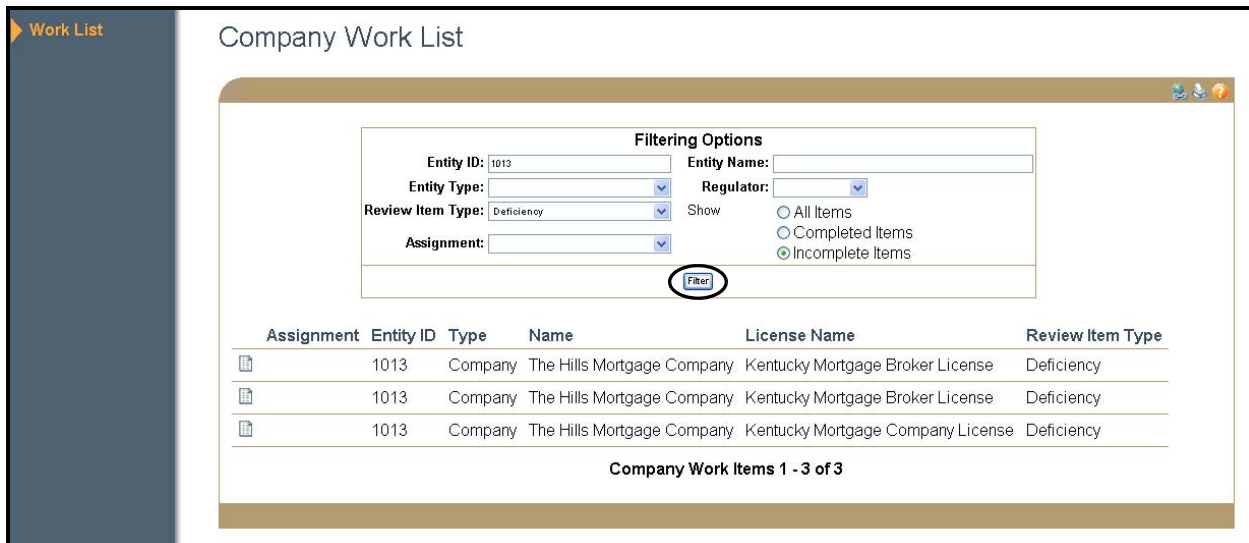
### Filtering the Work List

The Work List can be filtered to display a certain list of work items, as chosen by the company user, using the filter option. If no criteria is provided, the system will automatically filter by all items listed below.

- Entity ID - a unique identifier created by NMLS. An entity may be a company, branch or individual. The Entity ID is a system generated ID for every entity within the system.
- Entity Type - options in the drop-down menu: Branch, Company or Individual.
- Review Item Type - option to specify view by Deficiency or Requirement.
- Assignment - list of all enabled users within a company that have been given the work item role.
- Entity Name - the full legal name of an individual or company.
- Regulator - list of all participating regulators in NMLS.
- All Items/Complete Items/Incomplete Items - work items marked complete/incomplete by a company user.

To display the filtered Work List:

1. Enter filter criteria on the *Company Work List* screen.
2. Click **Filter**.



**NOTE:** A license request or sponsorship request may generate multiple review items in the Work List.

### Sorting the Work List

The Work List can be sorted by the column headings. Click the column heading once to sort in descending order or twice to sort in ascending order. Sorting by the column heading only sorts the current screen, not the entire Work List.

The column headings are listed below.

- Assignment - displays the user that has been assigned to review a work item. The column will appear blank if a user has not been assigned.
- Entity ID - the unique identifier for the individual, branch or company.
- Type - displays the individual, company or branch that applied for a license.
- Name - displays the name of the entity that submitted the work item.
- License Name - displays the name of the regulator and license type.
- Review Item Type - displays the license deficiency or jurisdiction requirement set by a regulator.

The screenshot shows the 'Company Work List' interface. At the top, there is a 'Filtering Options' section with the following fields: Entity ID (1013), Entity Name (blank), Entity Type (dropdown), Regulator (dropdown), Review Item Type (Deficiency), and Assignment (dropdown). There are also radio buttons for 'Show' options: All Items, Completed Items, and Incomplete Items (selected). A 'Filter' button is located below these options.

Assignment	Entity ID	Type	Name	License Name	Review Item Type
	1013	Company	The Hills Mortgage Company	Kentucky Mortgage Broker License	Deficiency
	1013	Company	The Hills Mortgage Company	Kentucky Mortgage Broker License	Deficiency
	1013	Company	The Hills Mortgage Company	Kentucky Mortgage Company License	Deficiency

Company Work Items 1 - 3 of 3

### Company Work Item

A Company Work Item is generated as a result of a regulator adding a jurisdiction requirement or a deficiency to a license. Work Items will be systematically deleted from the Work List when the regulator clears the jurisdiction requirement or deficiency from the license.

To access a specific work item, click the **View** icon from the *Company Work List* screen.

This screenshot is identical to the previous one, but the 'View' icon (represented by a document with a magnifying glass) in the first row of the table is circled in red to indicate how to access a specific work item.

**NOTE:** To return the *Company Work List* screen, click the Work List hyperlink on toolbar at the top of the screen.

[Result:] The *Company Work Item* screen appears.

The *Company Work Item* screen is broken down into 3 sections:

1. **Assignment** - this area enables users, who have been given the work item role, to assign a work item to themselves or another staff member, from the drop-down menu, who also has the work item role.
2. **Review Item** - this area allows the user to:
  - a. mark a review item complete - Click the checkbox next to “Review Complete ?” to mark an item complete. Marking an item as complete indicates the Work Item has been reviewed by the company. If a Work Item is marked as complete by the company, the Work Item will only display in the Work List when it is filtered by completed items. Marking an item as complete does not mean that the regulator has been satisfied and may still require some actions outside of NMLS. Requirements or deficiencies that are cleared by a regulator are viewable in the *Composite View* screens and will no longer appear in the Work List.
  - b. add a completion date - This field is optional and will only accept a prior or current date in the following format: MM/DD/YYYY.
  - c. add notes - This field is optional and only viewable by internal users of the company, when viewing the work item. There is no limit on the number of characters that can be entered by the user. Internal notes are specific to the work item. Notes are used to add information about a work item for other reviewers, such as, a message regarding the status of a review.
3. **Current License Items** - This field displays information regarding the jurisdiction requirements and deficiencies for a specific license. Regulators use the External Notes section to provide additional information, specific to the requirement or deficiency, that is viewable by company users.

Below is an example of a Company Work Item.

**Chase Noel Johnson (4918)**

**Kentucky Loan Originator License Approved on 1/1/2008**

Assignment:

Review Item

Disclosure Requirement created on 11/27/2007

Review Complete?  Company Internal Note:

Completion Date:

**Current License Items**

Entity Name	License Item Type	Category	Created Date	External Note
Chase Noel Johnson (4918)	Disclosure	Requirement	11/27/2007	test
Chase Noel Johnson (4918)	Funds Pending	Deficiency	11/2/2007	

Save

## Key Terms

**Company Review Item** - A company review item is an outstanding deficiency or jurisdiction requirement for an application/license. A review item is associated with a Work Item which displays in the Company Work List.

**Company Work Item** - Company work items are action items assigned by regulators and reflect outstanding jurisdiction requirements or deficiencies. Each regulator requirement or deficiency on a filing will display in the Company Work Queue as a separate Work Item. Work items can be associated with company, branch, or individual licenses sponsored by a company.

**Company Work List** - A Company Work List contains all the work items assigned to a company by regulatory agencies. Once a work item has been cleared by a regulator, it is automatically removed from the company's Work List.

**Entity** - An entity is a company, branch, or individual with a record in the system. This includes all MU1 companies, MU3 branches and MU2 and MU4 individuals.

### License Item

Deficiencies and Jurisdiction Requirements are **License Items** indicating further action is required by the licensee/applicant to satisfy the regulator's review of the filing. A license item may be a deficiency or a jurisdiction requirement. Deficiencies are different from Jurisdiction Requirements in that something is unacceptable versus merely expected.

**Deficiency** - A type of license item set by the regulator to inform the applicant that a license/application is **lacking required** information or documentation provided is insufficient or incorrect and further action is required by the licensee. All deficiencies are set by the regulator with the one exception of the Funds Pending Deficiency, which is set by the system when an ACH payment has not yet cleared.

**Jurisdiction Requirements** - Jurisdiction requirements are set by the regulator to inform the applicant that additional information/documentation is required. This additional information must be sent to the regulator outside NMLS before the regulator can approve the filing.

**License Item Cleared Date** - The date and time a license item was cleared by the regulator.

**License Item External Note** - A note entered by a regulator and associated to a license item that can be viewed by regulator users and the company or individual to which the license item is assigned.