NATIONWIDE MORTGAGE LICENSING
SYSTEM & REGISTRY

http://mortgage.nationwidelicensingsystem.org

Navigation Guide
Financial Administration

Purpose

This navigation guide is designed to provide a general understanding of the payment process and fees in the Nationwide Mortgage Licensing System & Registry (NMLS).

Copyright

Resources

Resources for NMLS:

- NMLS Resource Center at: http://mortgage.nationwidelicensingsystem.org
- NMLS Call Center at: (240) 386-4444

Table of Contents

Types of Fees 2
Method and Timing of Payment 6
Invoice Search 5
Viewing Payments 5
Repay Failed Payments 8
Key Terms 11

Types of Fees

Payment is required in the Nationwide Mortgage Licensing System & Registry (NMLS) prior to submitting all form filings, opening a test enrollment, or creating any sponsorship, that generates a fee. Fees collected are disbursed to the appropriate regulator, five business days after the payment is processed. The table below provides a list of the fees, and a description of when the charge is applied.

Fee Name	Forms	When Charge is Applied
Application Fee	All Filings	• Charged for each new license requested for a regulator
NMLS Processing Fee	All Filings	• Charged for each new license or transition requested for each Regulator (can be charged on an initial or amendment filing)
License/Registration Fee	All Filings	• Charged for each new license requested for a regulator
Legal Name Amendment Fee	MU1	• Charged when the legal name in the Identifying Information - Application Name section has changed • Charged for each license with each regulator
Main Address Amendment Fee	MU1	• Charged when the main address (excluding the Postal Code field) in the Identifying Information - Main Address section - has changed from the previous filing • Charged for each license with each regulator
Other Business Name Amendment Fee	MU1	• Charged for each regulator identified on a new business name (DBA) in the Other Business Names section or a regulator that is added to an existing business name • Charged for each license with each regulator • Only one fee is charged per license, regardless of how many new Other Business Names are added in a single filing
Qualifying Individual Amendment Fee	MU1	• Charged for every regulator that has been added to an existing Qualifying Individual or included on a new Qualifying Individual • Charged for each license with each regulator • Only one fee is charged per license, regardless of how many Qualifying Individuals are added
Branch Manager Amendment Fee	MU3	• Charged when the branch manager is changed in a filing • Charged for each license with each regulator

Fee Name	Forms	When Charge is Applied
Branch Physical Address Amendment Fee	MU3	• Charged when the physical address (excluding the Postal Code field) in the Identifying Information - Physical Address section has changed from the previous filing • Charged for each license with a regulator
Other Trade Names Amendment Fee	MU3	• Charged for each regulator included on a new other trade name (DBA) added to a MU3 or added to existing other trade names • Charged for each license with each regulator • Only one fee is charged per license, regardless of how many Other Trade Names are added in a single filing
Credit Report Processing Fee	MU4	• Charged when a Credit Report Request is submitted through the system • Charged for any request to generate a new credit report. NOTE: This fee is not charged when electing to use an existing credit report that was generated through NMLS within the past thirty days.
Criminal Background Check (CBC) Processing Fee	MU4	• Charged when a National Criminal Background Check request is sent to the FBI through the system • Charged each time a request is submitted through the system
NMLS Processing Fee	N/A	• Charged for every sponsorship on a license except for the first one
NMLS Renewals Processing Fee	N/A	• Charged for each license submitted to the regulator requesting renewals
Renewal Fee	N/A	• Charged by the regulator for each license submitted to the regulator requesting renewals
Renewal Late Fee	N/A	• Charged by the regulator for each license submitted to the regulator requesting renewals when the requested date of the renewal submission occurs during the reinstatement period • This fee is charged in addition to other fees applicable to renewal submissions
SAFE Mortgage Loan Originator Test - National	N/A	• Charged when a National test enrollment is requested
SAFE Mortgage Loan Originator Test - Unique State	N/A	• Charged when a Unique State Component test enrollment is requested
Subsequent Sponsorship Fee	N/A	• Charged by the regulator for every sponsorship on a license except for the first one

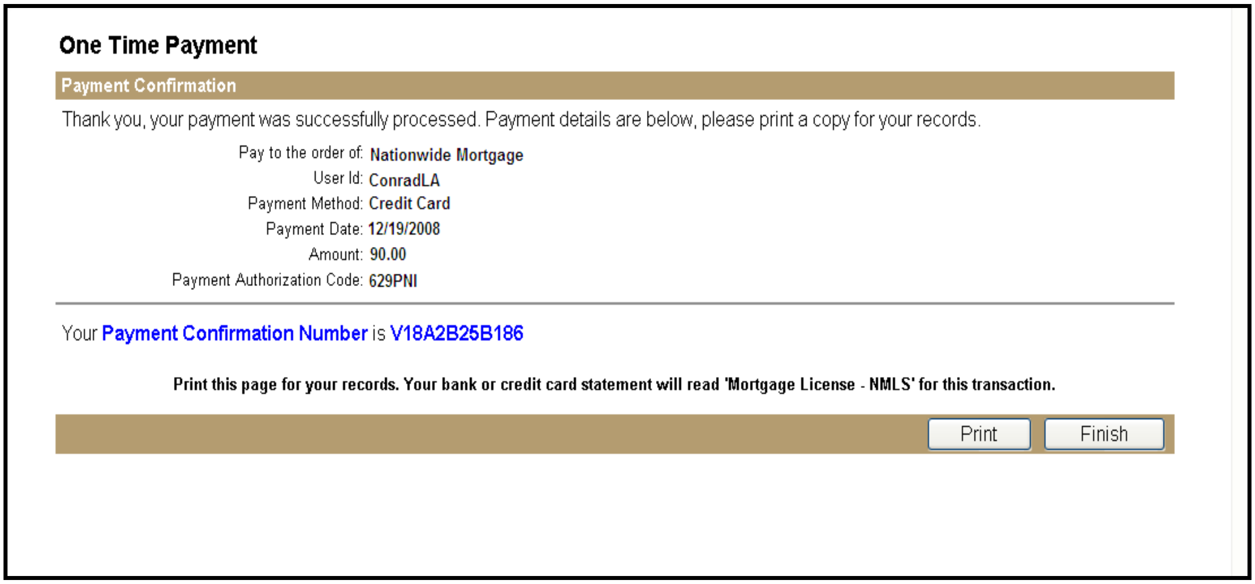
NOTE: Amendment fees are only charged if the licensee is already in an approved status in the jurisdiction when the amendment was filed and the jurisdiction charges a fee.

Method and Timing of Payment

The Nationwide Mortgage Licensing System & Registry (NMLS) accepts credit card or ACH payment for all transactions made in the system that carry an associated fee. See the Manage Individual or Manage Company and Branch Licenses/Registrations navigation guide for steps to submit the payment as part of the form filing process.

Payment in the form of Visa, MasterCard or ACH is excepted only. When paying by credit card, NMLS gives the user the option to save the credit card information entered for future payments. The credit card information will be saved for 12 months.

The *One Time Payment* screen below indicates confirmation of a successful credit card payment.



One Time Payment

Payment Confirmation

Thank you, your payment was successfully processed. Payment details are below, please print a copy for your records.

Pay to the order of: **Nationwide Mortgage**
User Id: **ConradLA**
Payment Method: **Credit Card**
Payment Date: **12/19/2008**
Amount: **90.00**
Payment Authorization Code: **629PNI**

Your **Payment Confirmation Number** is **V18A2B25B186**

Print this page for your records. Your bank or credit card statement will read 'Mortgage License - NMLS' for this transaction.

Print Finish

When paying by credit card the following information displays on the card holder's statement:

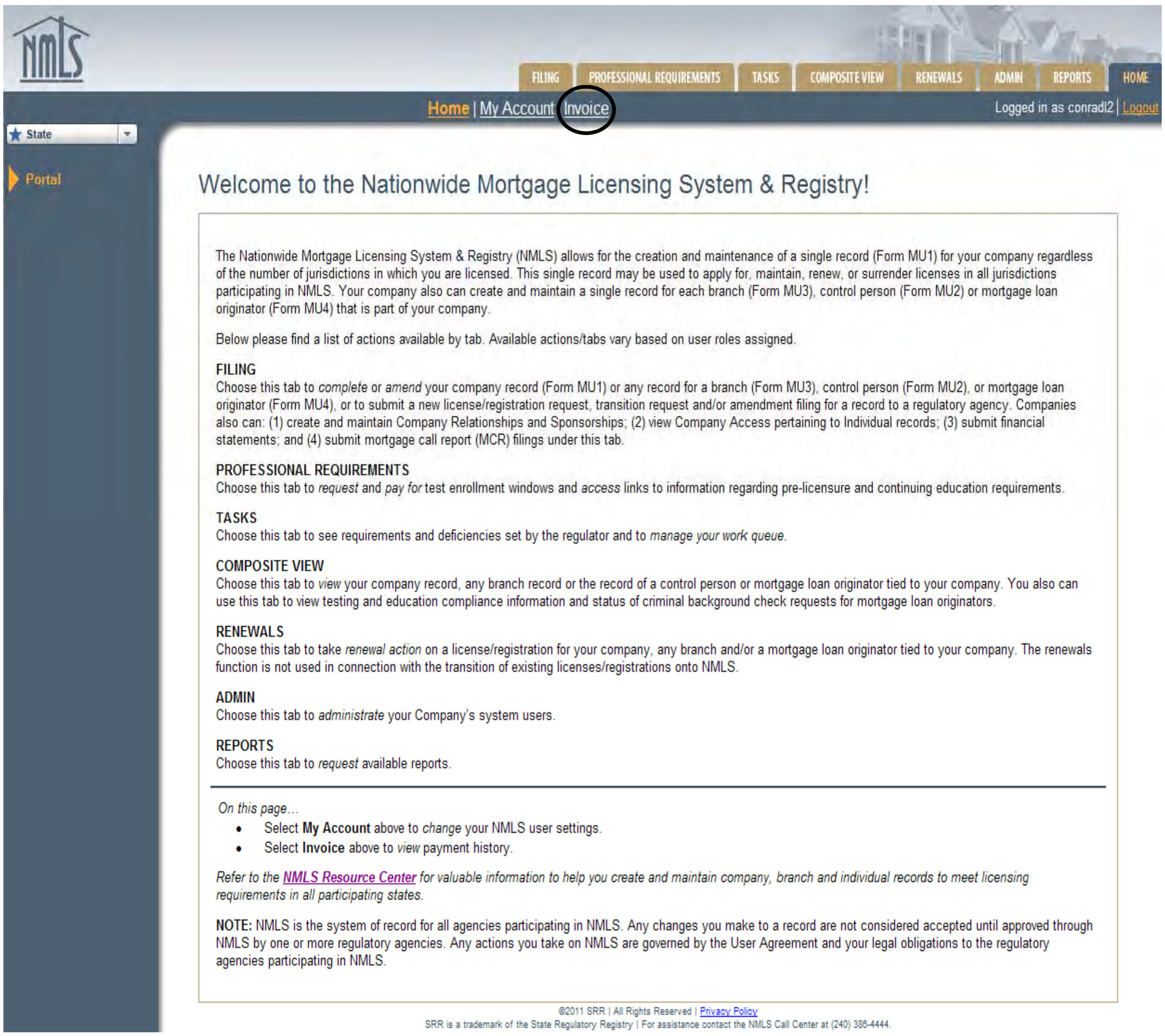
DBA: NTNWIDE MORTGAGE LIC SYS
CITY: WASHINGTON
STATE: DISTRICT OF COLUMBIA
ZIP: 20036
CUSTOMER SERVICE PHONE#: 240-386-4444

Invoice Search

The Nationwide Mortgage Licensing System & Registry (NMLS) provides the ability to search and view historical payments submitted by an individual or company. Company users with the Financial Administration role can view all payments submitted by all users of their company. Individual and company users without the Financial Administration role can only search and view the payments that they have made themselves.

Viewing Payments

1. Click **Invoice** from the sub-menu of the *NMLS Home* screen.

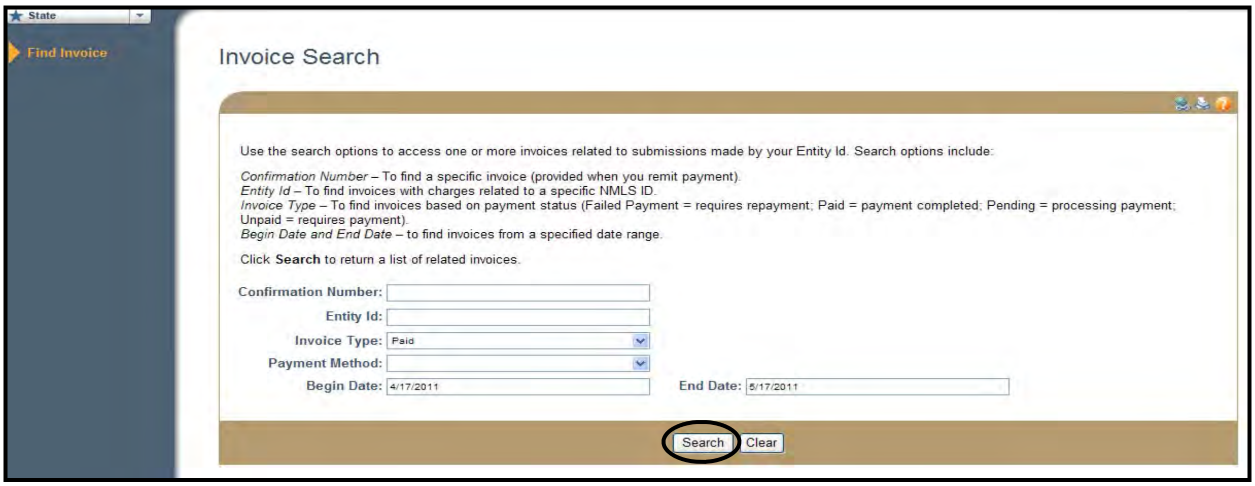


2. Enter at least one search criteria: Confirmation Number, Entity Id, Invoice Status, Payment Method or Begin Date and End Date.

Column Headings:

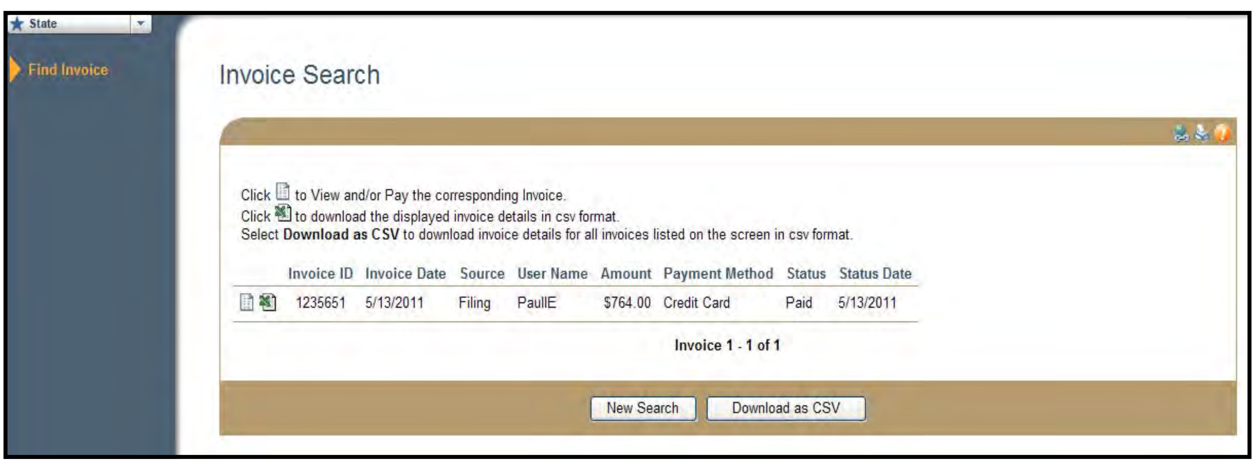
- Confirmation Number - the Id number systematically generated when a payment was made as part of the form filing submission process
- Entity Id - the unique identifier assigned by NMLS. An entity may be a company, branch or individual. Each entity will have its own separate permanent Entity Id number.
- Invoice Status - the current status of the payment. Users can search by Failed Payment, Paid or Pending
- Payment Method - credit card (Visa, MasterCard) or ACH
- Begin Date and End Date - search for payments by date range option of when the invoice was created

3. Click **Search**.



NOTE: Click Clear to begin a new search.

[Result:] The *Invoice Search* screen displays.

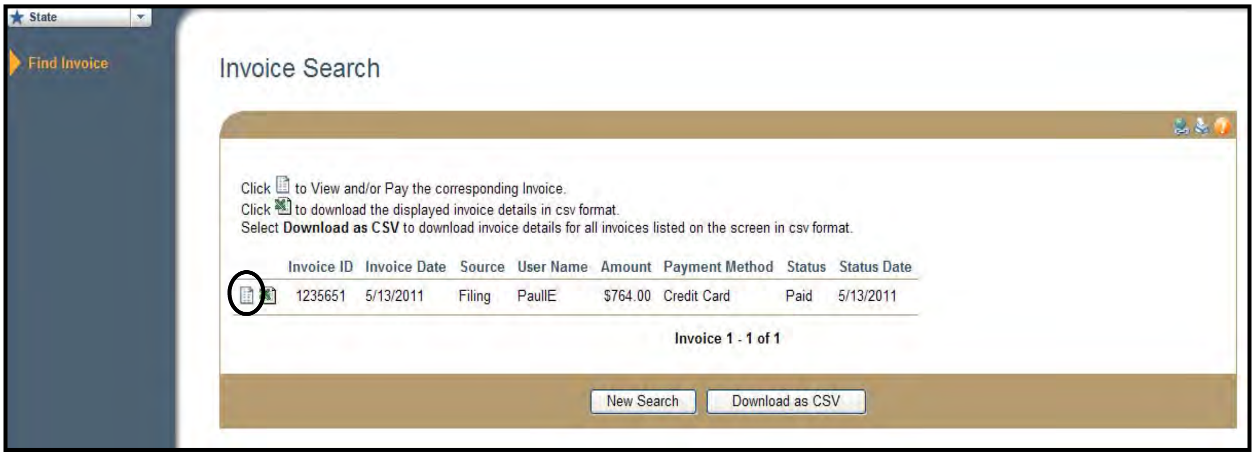


NOTE: Click New Search to return to the *Invoice Search* screen. To download search results into an Excel spreadsheet, click Download as CSV.

Column Headings

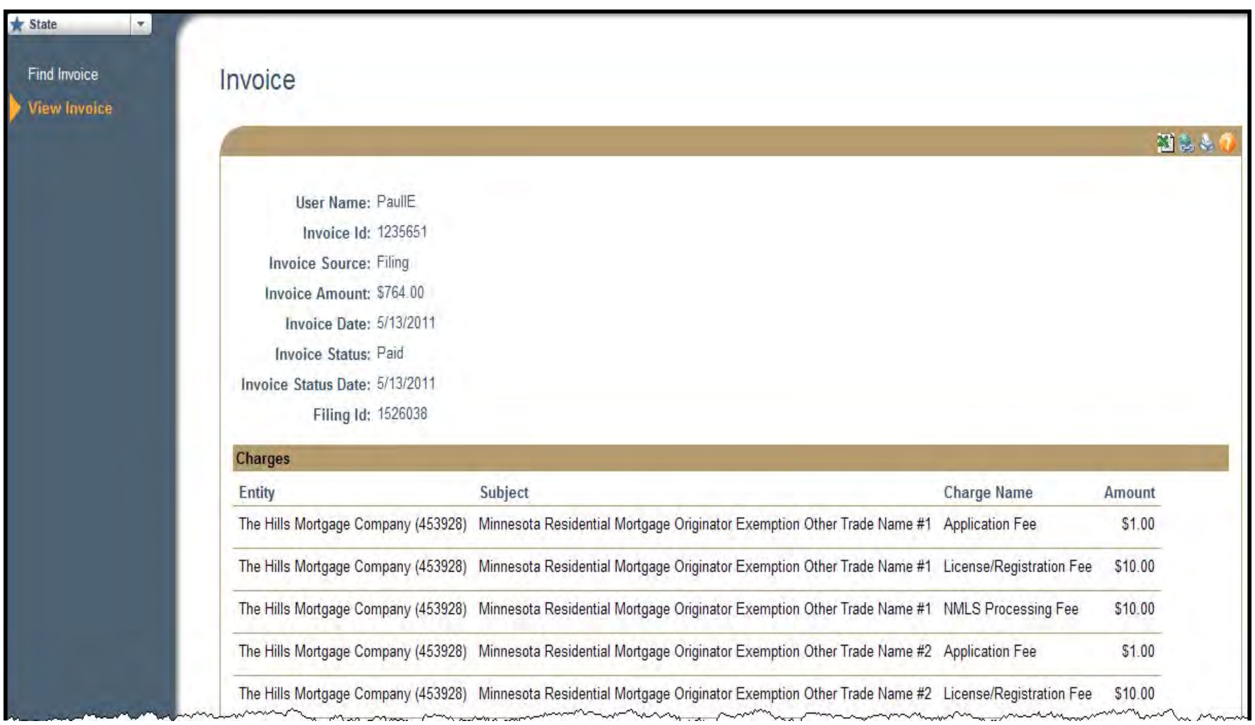
- Invoice ID - the invoice number generated during the payment process
- Invoice Date - the date that the invoice was generated by NMLS
- Source - the action that triggered the payment (MU form filing, or sponsorship of a license, or Renewals)
- Amount - the amount charged
- Payment Method - credit card or ACH
- Status - the current status of the payment
- Status Date - the date for the current status of the payment

4. Click the corresponding **View Invoice** icon to view the details of a specific invoice.



NOTE: To download the details of a specific invoice into an Excel spreadsheet, click the corresponding Excel icon .

[Result]: The *Invoice* screen displays.



NOTE: To view the details of the invoice, click the **Download Invoice** (Excel) icon, on the top sandbar.

[Result]: The details of the invoice opens.

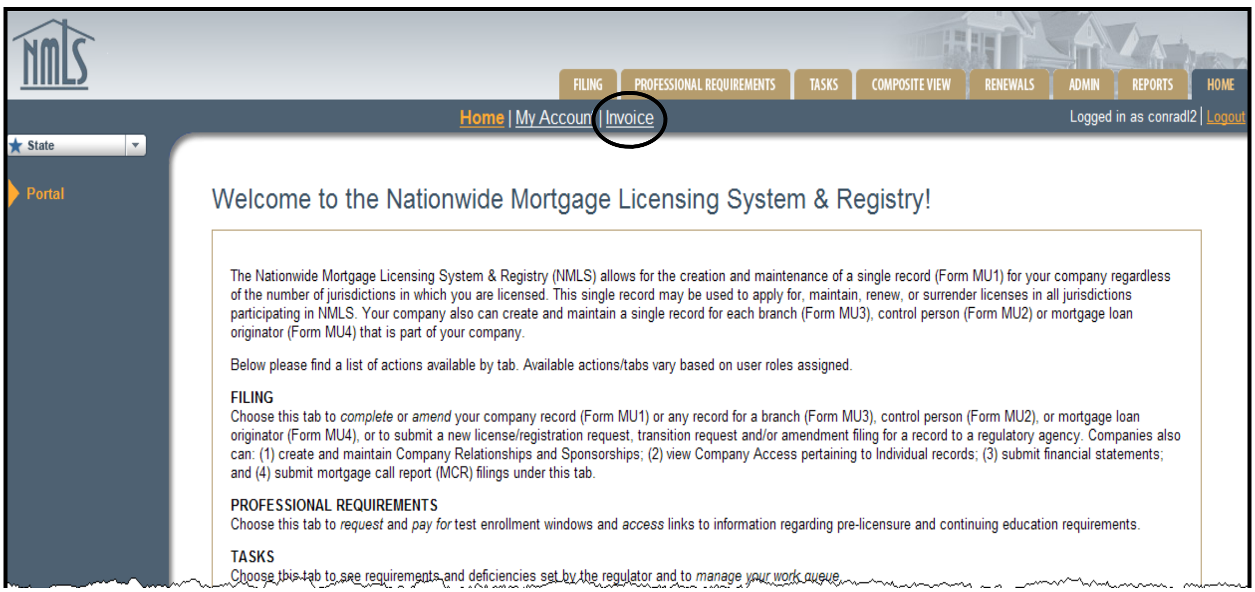
	A	B	C	D	E	F	G	H	I	
1	Invoice Id	Source	Amount	Invoice Date	Invoice Status	Status Date	Filing Id	Entity Id	Entity Name	License N
2	2993	Filing	1100	12/4/2007	PAID	12/4/2007	5933	1013	The Hills Mortgage Company	Iowa Mort
3	2993	Filing	1100	12/4/2007	PAID	12/4/2007	5933	1013	The Hills Mortgage Company	Iowa Mort
4	2993	Filing	1100	12/4/2007	PAID	12/4/2007	5933	1013	The Hills Mortgage Company	Iowa Mort
5	2993	Filing	1100	12/4/2007	PAID	12/4/2007	5933	1013	The Hills Mortgage Company	Iowa Mort
6	2993	Filing	1100	12/4/2007	PAID	12/4/2007	5933	1013	The Hills Mortgage Company	Iowa Mort
7										

Repay Failed Payments

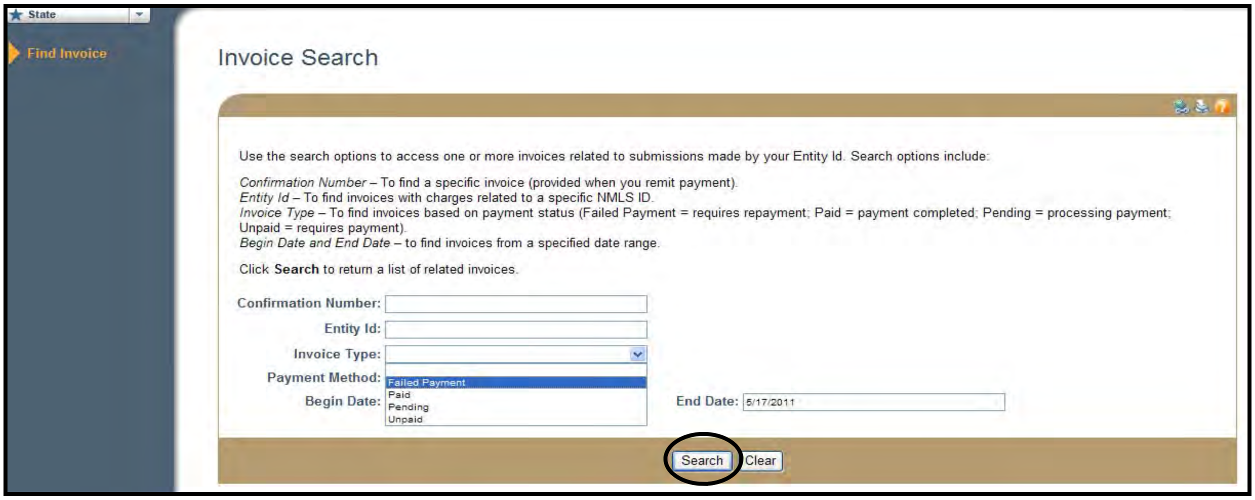
In the event that an ACH payment has either been returned or rejected for payment (i.e. the account is not set up to accept ACH debits), the individual or company whose payment was rejected will be required to repay the ACH payment. When an ACH payment fails, an email is sent to the user who submitted the payment, and the regulator is notified. Failed payments can be repaid either by ACH or credit card.

To repay a failed payment:

1. Click **Invoice** from the sub-menu of the *NMLS Home* screen.



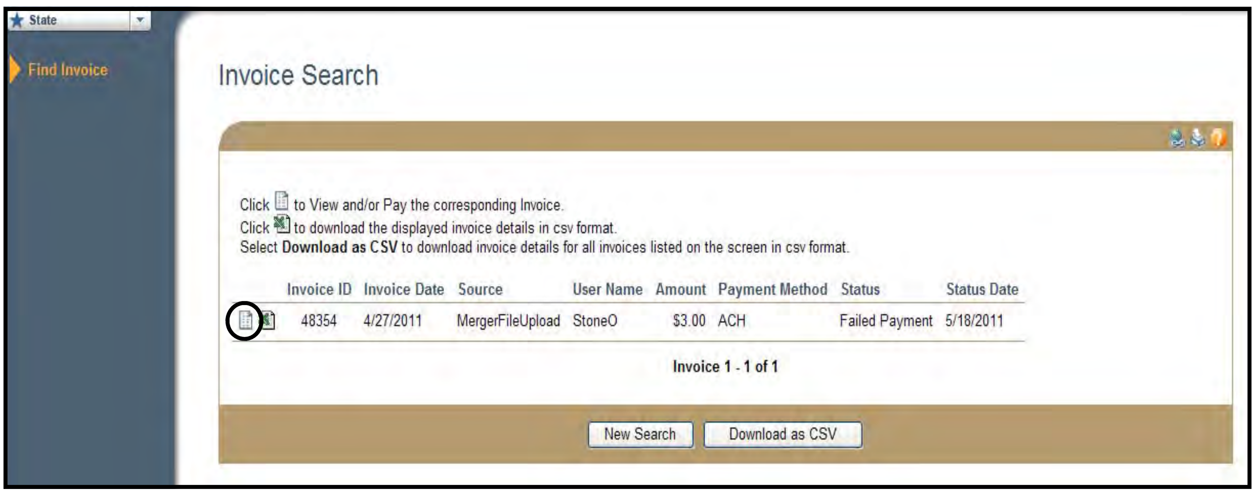
2. Select **Failed Payment** from the drop-down list of the Invoice Status field.
3. Click **Search**.



NOTE: Click Clear to begin a new search.

[Result]: The *Invoice Search* screen displays.

4. Click the corresponding **View Invoice** icon to view the details of a specific invoice.

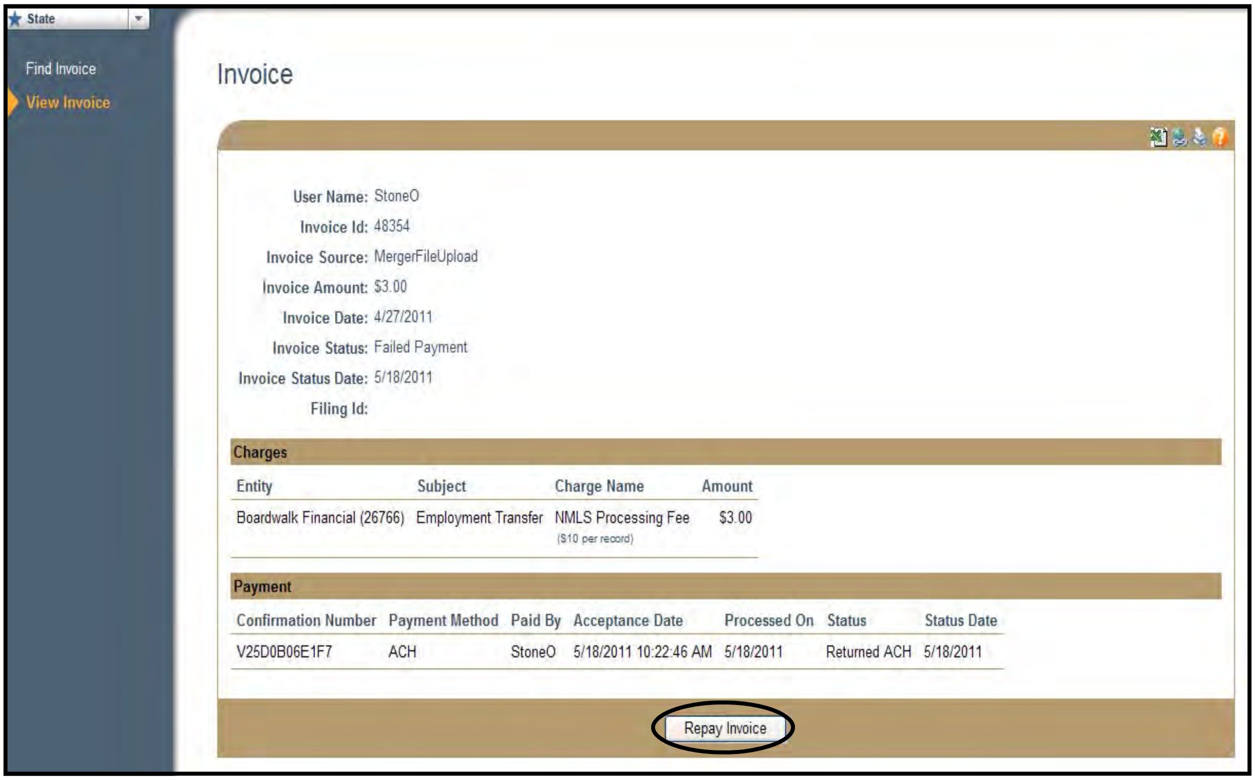


NOTE: To download the details of a specific invoice into an Excel spreadsheet, click the corresponding Excel icon .

NOTE: Click New Search to return to the *Invoice Search* screen. To download search results into an Excel spreadsheet, click Download as CSV.

[Result]: The *Invoice* screen displays.

5. Click **Repay Invoice** to pay the invoice.



NOTE: When repaying an invoice it must be paid in full.

Key Terms

Chargeable Item - A system action that causes the occurrence of a fee charged to a company or individual user.

Credit Report - A report containing detailed information on a person's credit history, including identifying information, credit accounts and loans, bankruptcies and late payments, and recent inquires.

Criminal Background Check Request - The event of an individual (or company) submitting an authorization for a Criminal Background Check to be performed on the individual. A request is used to ensure that a Criminal Background Check can be performed using either a new/ existing fingerprint record or through a Name Check.

Criminal History 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 History Record Information (CHRI) - The information provided by the FBI upon the successful completion of a criminal history background check. This includes the fingerprint status and the RAP sheet (if applicable).

Fee - A charge defined for a specific system event. The types of fees are consistent throughout the system, but whether they are charged or not or what the specific charges are vary by jurisdiction. Fees for an event may be charged by regulator(s), NMLS or both.

Invoice - A list of chargeable items (fees) grouped for a single payment by a licensee or registrant. Invoices can be viewed and printed through NMLS.

Mortgage Call Report (MCR) - A single report which may contain one or both of corporate and state specific information, through the Financial Condition (FC) Report and one or more Residential Mortgage Loan Activity (RMLA) Reports. The MCR may be Expanded (E-MCR) or Standard (S-MCR).

Mortgage Call Report Filing - A form type used to manage Mortgage Call Report submissions within NMLS.

Payee - The entity (state agency or SRR) to which the chargeable item amount will be disbursed.

Payment - An applicant's attempt to pay for charges resulting from filings in the system. Valid payment types include credit card (Visa or MasterCard) or ACH.

Test - Generic reference to a test component that may represent a National test component or Unique State test component.