



NMLS Release 2016.3 Release Notes

Release Date: September 12, 2016

The purpose of these release notes are to provide a summary of system enhancements included in NMLS Release 2016.3.

Roadmap enhancements targeted for Release 2016.3 include:

- **Biennial Licensing Form Changes** – Updates to licensing forms based on a request for [public comment](#). Approved form changes include updates to business activities and legal statuses, enhanced advance change notice functionality, and attestation language changes. See below for more details, or click one of the following: [Company Form \(MU1\) Changes](#), [Branch Form \(MU3\) Changes](#), and [Individual Form \(MU2/MU4\) Changes](#).
- **Individual Document Upload** – This enhancement introduces document upload capability for state individual filings (MU2 and MU4). Documents for specified document types can be uploaded to an individual filing only if the individual is applying for an active license or is associated to an active company or branch license that permits or requires submission of the document type. NMLS will limit access to documents that may contain sensitive information.
- **Criminal Background Check (CBC) for MU2 Individuals** – CBC for MU2 Individuals functionality allows: (1) states to indicate if they allow or require a CBC for those individuals; (2) companies to request CBC Agency Access; and (3) individuals to authorize the CBC and the release of the results to state regulators.
- **Surety Bond Tracking** – NMLS will deploy Electronic Surety Bond Tracking for company licenses in selected states. Release Notes for Surety Bond Tracking can be found on page 22 of this document.

[General Enhancements](#)

Biennial Licensing Form Changes (State Context)

SUMMARY: Updates to licensing forms based on a request for [public comment](#). Approved form changes include updates to business activities and legal statuses, enhanced advance change notice functionality, and attestation language changes. See below for more details, or click one of the following: [Company Form \(MU1\) Changes](#), [Branch Form \(MU3\) Changes](#), and [Individual Form \(MU2/MU4\) Changes](#).

Company Form (MU1) Changes (State Context)

Organization User (OU) Role Changes

A new company filing role will be created: Create and Edit MU1/MU2 Filings. At the time of the release, all existing users with the Create and Submit MU1/MU2 Filings role will be assigned this new role. **ACTION REQUIRED:** A company account administrator must re-assign the Create and Submit MU1/MU2 Filings role only to OUs authorized to submit company filings on the company's behalf. Only OUs with the Create and Submit MU1/MU2 Filings role will be able to submit and pay for company filings.

Attestation Language Update

Company filing attestation language will be updated and will include the Title/Position of the user completing the attestation and submitting the filing.

Business Activities Modifications

The business activities on the Company filing will be expanded to include:

Mortgage

- Reverse mortgage lending
- Reverse mortgage brokering
- Reverse mortgage servicing

Consumer Finance

- Private student loan servicing
- Non-private student loan servicing

The existing "Reverse mortgage activities" business activity will be retired. Company users will be required to remove the retired "Reverse mortgage activities" business activity prior to submitting the first filing on the updated form. Such companies are expected to select one or more of the new reverse mortgage business activity values and associate them to the appropriate states.

Company Form (MU1) Changes (State Context)

Advance Change Notice (ACN)

Companies will be able to utilize Advance Change Notice (ACN) functionality to remove the following:

- Direct Owners and Executive Officers
- Indirect Owners
- Qualifying Individuals

Removal ACN for Direct Owner/Executive Officer

Company users will be able to remove a Direct Owner/Executive Officer on a designated effective date. System policy dictates that companies must report direct owners of 10% or greater. The System will prompt the company user to provide the *Percentage of Ownership at Removal*. To ensure the company is not removing a direct owner that will still hold a 10% or greater ownership interest, a completeness check will require the value provided for *Percentage of Ownership at Removal* to be less than 10%.

Removal ACN for Indirect Owner or Qualifying Individual

Company users will be able to remove an Indirect Owner or a Qualifying Individual on a designated effective date. Regulators will continue to receive only amendment work items for Qualifying Individuals in their state.

Contact Employee Responsibilities

Company users will be able to select "Call Report" under Area(s) of Responsibility within the Contact Employee section. Users will still be required to identify industry type(s) and state(s) when selecting "Call Report" under Area(s) of Responsibility. For example: A company will be able to select "Mortgage" under Industry Type, "Call Report" under Area(s) of Responsibility, and "Connecticut" under State(s) to designate a Mortgage Call Report (MCR) Contact Employee for Connecticut.

Updates to Legal Status Section

Due to market growth of Limited/General Partnerships and Trusts, additional options will be added to the Legal Status section of the Company filing. The "Partnership" legal status option will be retired and the following options added:

- General Partnership
- Limited Partnership
- Limited Liability Partnership
- Limited Liability Limited Partnership
- Trust

Company Form (MU1) Changes (State Context)

In connection with the release, companies with the “Partnership” legal status will be required to select one of the new partnership legal status options. Companies with the “Other” legal status will be permitted to select “Trust” or remain as “Other.”

Branch Form (MU3) Changes (State Context)

Organization User (OU) Role Changes

A new branch filing role will be created: Create and Edit MU3/MU2 Filings. At the time of the release, all existing users with the Create and Submit MU3/MU2 Filings role will be assigned to this new role. **ACTION REQUIRED:** A company account administrator must re-assign the Create and Submit MU3/MU2 Filings role only to OUs authorized to submit a branch filing on the company’s behalf. Only users with the Create and Submit MU3/MU2 Filings role will be able to submit and pay for branch filings.

A separate communication to all affected users will be sent later in the month to review the necessary actions for the re-assignment of roles.

Attestation Language Update

Branch filing attestation language will be updated and will include the Title/Position of the user completing the attestation and submitting the filing.

Business Activities Modifications

The business activities on the Branch filing will be expanded to include:

Mortgage

- Reverse mortgage lending
- Reverse mortgage brokering
- Reverse mortgage servicing

Consumer Finance

- Private student loan servicing
- Non-private student loan servicing

The existing “Reverse mortgage activities” business activity will be retired. Company users will be required to remove the retired “Reverse mortgage activities” business activity from each branch filing where it has been selected prior to submitting the first branch filing on the updated form. Such companies are expected to select one or more of the new reverse mortgage business activity values and associate them to the appropriate states.

Individual Form (MU2/MU4) Changes (State Context)

Removal of NMLS or SRR Testing Disclosure Questions and Explanations

The NMLS or SRR Testing Rules of Conduct Disclosure questions, (R)(1) and (R)(2), and related disclosure explanations will be removed from individual state filings. Previous responses to these questions will be viewable in historical filings. These questions are no longer necessary, due to new functionality within NMLS that allows authorized SRR staff to place a flag on an individual record to notify regulators of a pending or complete investigation into a potential violation of the Rules of Conduct for Test Takers and Education Students.

Attestation Language Update

Individual filing attestation language will be updated to strengthen wording.

Document Upload Capability for Individual Filings (State Context)

SUMMARY: This enhancement introduces document upload capability for state individual filings (MU2 and MU4). Documents can be uploaded to an individual filing only if the individual is applying for an active license or is associated to an active company or branch license that permits or requires submission of the document type. NMLS will limit access to documents that may contain sensitive information.

Individual Document Upload functionality will be available only on individual filings in the State context. Once documents are submitted, users with the appropriate roles will be able to view document uploads in Historical Filings and Composite View. With the exception of strict access controls for documents with sensitive information, the individual document upload functionality will be similar to company and branch document uploads.

Document Types

Document Type	General or State-Specific	Related Filing Types
Credit Report Explanations	General	Individual Filings (MU2/MU4)
Legal Name/Status Documentation	General	Individual Filings (MU2/MU4)
Memorandum of Tax Certification	State-specific	Individual Filings (MU2/MU4)
Personal Financial Statement	State-specific	Individual Filings (MU2 only)
Verification of Experience	State-specific	Individual Filings (MU2/MU4)
State Background Check Authorization	State-specific	Individual Filings (MU2 only)

Document Upload Capability for Individual Filings (State Context)

Document Settings

Regulators can identify which company, branch, and individual licenses permit submission of documents in connection with an individual filing (MU2 and MU4) based on the related filing type above. Regulators may require submission of Memorandum of Tax Certification or Verification of Experience document types in connection with the submission of an initial license request for an individual license in their state.

Company, branch, or individual license types that permit submission of a document will allow the document type to be uploaded on any individual filing (MU2 and MU4). Individual license types that require submission of a document will require at least one document of that type to be uploaded via a completeness check on a filing including an initial license request for a license with the required setting.

Document Access – Individual Users

The individual user whose record the documents pertain to will have no restrictions on viewing the documents or the related details. Viewing restrictions detailed below for state regulator and company users will be enforced in Pending Filings (company users only), Historical/Print Filings, and Composite View.

Document Access – Company Users

A company user must have the appropriate role(s) to create and submit MU1/MU2, MU3/MU2, and/or MU4 individual filings; and/or View Company Composite, View Branch Composite and/or View Individual Composite to view individual document upload information. A company user with access to the individual record can view the entire document record listing, including document type, document name, comment, and reason for change/deletion. For restricted documents, the document icon is replaced with a lock icon that prevents the document from being opened. The following viewing requirements are enforced for company users attempting to open documents:

Document Type	Company Users who Can Open Document
Credit Report Explanations	Not Permitted
Legal Name/Status Documentation	Company User with Company Access and View Confidential Information role
Memorandum of Tax Certification	Company User with Company Access and View Confidential Information role
Personal Financial Statement	Not Permitted
Verification of Experience	Company User with Company Access
State Background Check Authorization	Company User with Company Access and View Confidential Information role

Document Upload Capability for Individual Filings (State Context)

Document Access – Regulator Users

A regulator user must have the appropriate role(s) to Access Work Items, View Company Composite, View Branch Composite and/or View Individual Composite to view individual document upload information. Regulators with access to the document record listing can view the entire listing, including document type, document name, comment, and reason for change/deletion. For restricted documents, the document icon is replaced with a lock icon that prevents the document from being opened. The following viewing requirements are enforced for regulators attempting to open documents:

Document Type	Regulators Who Can Open Document
Credit Report Explanations	Regulator User with Filing Relevance and View Credit Report Information role
Legal Name/Status Documentation	Regulator User with Filing Relevance and View Confidential Information role
Memorandum of Tax Certification	Regulator User with Filing Relevance and View Confidential Information role
Personal Financial Statement	Regulator User in Identified State with Filing Relevance and View Confidential Information Role
Verification of Experience	No restriction
State Background Check Authorization	Regulator User in Identified State with Filing Relevance and View Confidential Information Role

Filing Relevance means the state regulator is relevant to a filing on which the document was submitted because the individual or a company/branch the individual has an active MU2 association with: 1) is submitting a license/transition request to the state regulator's agency in connection with the filing; or 2) currently holds an active license with the state regulator user's agency at the time of the filing. With respect to individual document uploads, a regulator will be able to only open and view the document if the state has Filing Relevance to a filing the document was included on.

Document Submission

Only document types permitted by licenses tied to the individual can be added to an individual filing (MU2/MU4).

A license tied to the individual is:

- a. any active (non-terminal) individual license held by the individual;
- b. any active (non-terminal) licenses held by any company the individual has a pending ACN/active MU2 association with (and for MU2s a create ACN a DO/EO, IO, or QI on the pending company filing);
- c. any active (non-terminal) licenses held by any branch the individual has a pending ACN/active MU2 association with;
- d. any unsubmitted license or transition request: for MU4s, on the pending MU4 filing; or for MU2s, on the pending parent company or branch filing.

Document Upload Capability for Individual Filings (State Context)

For state-specific documents, only states associated to licenses with an initial request or that are active on the filing with the document marked as Permitted can be selected. (For example, a Qualifying Individual (QI) would be able to submit a Memorandum of Tax Certification for Maryland if: 1) the company holds a MD license associated to the Mortgage industry; and 2) the license permits submission of the document. But, the QI would not be able to submit a Memorandum of Tax Certification for Delaware, even if the company holds a license in DE associated to the Mortgage industry if the license/DE regulator does not permit submission of the document.)

A company user must have the appropriate role(s) to create and submit MU1/MU2, MU3/MU2, and/or MU4 individual filings in order add, amend, delete, or view the document records a pending filing. Company Users will be able to add, amend, and delete all document types. A company user that adds a new document to an individual filing, or replaces an existing document with a new document, will be able to open and view restricted documents on the pending filing or print filing view of the pending filing, but not after submission.

The following information must be provided in connection with each document record:

- Document Type
- State (state-specific documents only)
- Comment (optional)
- File in pdf format

For each document record, the document file name length will be limited to 100 characters. The document type cannot be amended on a document record after the record is saved. Users will also be required to provide a Reason for Change/Deletion for document records amended or deleted on the current filing.

The following details will display on the pending filing document uploads list page:

- File Name
- State
- Status
- Updated Date
- Uploaded By
- Comment

The Updated Date will reflect the most recent action by a user to add, amend, or delete the document record.

Document Upload Capability for Individual Filings (State Context)

Document records will be assigned one of the following statuses which will display on the list page:

- Amended - Description - amended description without an amended document
- Amended - Document - amended document provided regardless of whether description has been amended
- Deleted - document removed from the filing
- Existing - document submitted on a previous filing and no changes made
- New - added to the current filing

The following actions will be available to users based on Document Status:

- Amended – Description - Undo, Amend
- Amended – Document - Undo, Amend
- Deleted - Undo, Amend (Reason for Deletion only)
- Existing - Amend, Delete
- New - Amend, Delete

Historical/Print Filing

Document upload functionality for pending and historical/print filings will allow users to identify and review documents that have been added, amended, or deleted (and will conform to company/branch document upload functionality). Links to the *Document Uploads* page in Composite View and to the redline view between the current filing and the most recent previously submitted filing will be available at the top of the Document Uploads section. State-specific documents associated to a logged-in regulator will display at the top of the list of documents for the document type.

Documents are grouped by document type listed in alphabetical order with a count of current documents of each type provided. The display will default to collapsed, however users will have the ability to expand each grouping. Document type groupings including at least one document record in an Amended - Description, Amended Document, Deleted, and/or New status will be marked as Modified. Document records in an Amended - Description, Amended Document, Deleted, and/or New status will be highlighted in the display.

Document Upload Capability for Individual Filings (State Context)

The following information will be displayed for each document record:

- File Name
- State
- Uploaded Date
- Uploaded By
- Submission Date
- Reason for Change/Deletion (if applicable)
- Document Status

Users attempting to open a document that was deleted on a filing will be required to acknowledge a warning that the document has been deleted prior to opening the document.

Ability to open documents will be subject to document access restrictions described above.

Composite View – Document Uploads

Documents are grouped by document type listed in alphabetical order with a count of current documents of each type provided. The display will default to expanded, however users will have the ability to collapse each grouping.

The following information will be displayed for each document record:

- File Name
- State
- Submission Date
- Comment

Company and individual users will see all current documents associated to the record when accessing the page. A filter is available to restrict the view to all documents associated to a specific state. The default view for state regulators automatically applies the filter for their state.

A history link is available for each document type which will display all current and deleted documents for that document type. The history also includes the Removal Date and Reason for Change for documents that have been deleted or replaced.

Ability to open documents will be subject to document access restrictions described above.

Criminal Background Check (CBC) for MU2 Individuals (State Context)

SUMMARY: As part of a recent SAFE Act amendment, NMLS is authorized to process criminal background checks for all other individuals, beyond MLOs, in NMLS.

State agencies can now allow or require the submission of a CBC through NMLS if permitted by applicable state law for the following:

- Direct Owners/Executive Officers (DO/EO)
- Indirect Owners (IO) (with control)
- Qualifying Individuals (QI)
- Branch Managers

This functionality will not impact the current CBC process for the Individual Form (MU4), or the MU4R Form.

NOTE: The functionality will only be available for licenses where: (1) state law permits the submission of a fingerprint-based CBC for licensing purposes and (2) the state has opted to utilize the NMLS MU2 CBC functionality for the specified license.

Granting CBC Agency Access

If allowed or required, the functionality will be available on the Individual Form (MU2). As part of the new process, CBC Agency Access needs to be granted to allow an agency to view an MU2 individual's CBC results. Companies looking to manage this process on behalf of their MU2 person(s) can request CBC Agency Access through the Individual Form (MU2). In turn, the individual must access their Individual Form (MU2), and choose to "Approve" or "Reject" all CBC Agency Access requests before being able to attest to the Form. When individuals approve CBC Agency Access requests or add an agency, they must complete a Criminal Background Check Agency Access Confirmation, acknowledging the access that will be given to the selected state agencies. The language also includes an acknowledgement of state CBC requirements.

MU2 individuals will also have the ability to add or remove CBC Agency Access outside of the Individual Form (MU2) using a new "CBC Agency Access" page located under the Filing tab. Only MU2 individuals will have the ability to remove CBC Agency Access.

Identifying CBC Requirements

There will be a combination of completeness checks and warning messages on the Individual Form (MU2) to direct company and individual users to request a CBC and grant CBC Agency Access. In certain instances, users will need to refer to the applicable state licensing checklists to identify when a CBC may be required.

Criminal Background Check (CBC) for MU2 Individuals (State Context)

Fingerprinting Process

Paying for a CBC in NMLS will give the individual 180 calendar days to schedule and sit for an appointment for fingerprinting using the approved vendor. Once captured, the fingerprints are sent to the FBI for processing. The background check results will then be attached to the individual's NMLS record under the Composite View tab. For more information about this process, visit the [Criminal Background Check page](#) on the NMLS Resource Center.

Viewing Request History in Composite View

Companies and individuals will be able to see when a result is returned, but not the actual result (Clear or Record of Arrest and Prosecution (RAP)). A history of CBC requests will also be represented under the Composite View tab. The individual's request history is not unique to which NMLS Form the request originated from. In other words, CBC requests submitted from the Individual Form (MU4), MU4R Form, and Individual Form (MU2) will all be represented in this list, as applicable.

Regulators Only

- By default, Account Administrators (AAs) will have access to view when a result has returned.
- If Organization Users (OU) need access to view when a result has returned the "View Criminal Background Check Results Status" role will need to be assigned to them by an AA.

Viewing Results (State Regulators and Federal Institutions only)

CBC results are viewable only by relevant regulators and federal institution users with the appropriate viewing permissions.

Regulators Only

- By default, Account Administrators (AAs) will have access to view returned CBC results.
- If Organization Users (OU) need access to view the CBC result, the "View RAP Sheet" role will need to be assigned to them by an AA. It is important to note that this role requires two-factor authentication.

Reports

Regulators Only

- Both the CBC Compliance and CBC CHRI Results (Regulator) report will be updated to include MU2 individuals. The report will have a new column “Relationship Type” identifying if the person is one of the following:
 - Control Person (DO/EO)
 - Control Person (IO)
 - Qualifying Individual (QI)
 - Branch Manager
 - Licensee (individual license)
- Additional column headers include:
 - QI/BM Industry Type
 - Company/Branch ID
 - Company/Branch Name

Companies Only

- The CBC Compliance (Company) report will be updated to include MU2 individuals. The report will have a new column titled “Relationship Type” identifying if the person is one of the following:
 - Control Person (DO/EO)
 - Control Person (IO)
 - Qualifying Individual (QI)
 - Branch Manager
 - Licensee (individual license)
- Additional column headers include:
 - QI/BM Industry Type
 - Company/Branch ID
 - Company/Branch Name

Notifications

Company Only

- If an MU2 individual rejects a CBC Agency Access Request, the company user will receive an email notification (new).
- Once the MU2 individual completes the Individual Form (MU2) attestation, the company user will receive an email notification (existing).

Criminal Background Check (CBC) for MU2 Individuals (State Context)

Individual Only

The existing "Attestation is required" email notification will be updated to call out if the MU2 contains any pending CBC Access Requests. If not, this section of the notification will be suppressed.

General Enhancements

SCR Number	Title	Description	Context
N/A	Industry Terms of Use	The Industry Terms of Use will be updated to require companies to acknowledge that by granting authority to surety entities, the surety entity will have access to certain information regarding the company.	State and Federal

General Enhancements

SCR Number	Title	Description	Context
Various	Form Filing: Document Upload Enhancements for Branch Filings (MU3)	<p>Branch document upload functionality for pending and historical/print filings will be enhanced to allow users to identify and review documents that have been added, amended, or deleted (will conform to company filing changes made in Release 2015.4).</p> <p>Document records will be assigned one of the following statuses which will display on the list page:</p> <ul style="list-style-type: none"> - <i>Amended - Description</i> - amended description without an amended document - <i>Amended - Document</i> - amended document provided regardless of whether description has been amended - <i>Deleted</i> - document removed from the filing - <i>Existing</i> - document submitted on a previous filing and no changes made - <i>New</i> - added to the current filing <p>The following actions will be available to company users based on Document Status:</p> <ul style="list-style-type: none"> - <i>Amended – Description</i> - Undo, Amend - <i>Amended – Document</i> - Undo, Amend - <i>Deleted</i> - Undo, Amend (Reason for Deletion only) - <i>Existing</i> - Amend, Delete - <i>New</i> - Amend, Delete <p>For each document record, the document file name length will be limited to 100 characters (existing documents will not be impacted by this new requirement). Company users will be required to provide a Reason for Change/Deletion for document records amended or deleted on the current filing. The Upload Date will be replaced with the Date Updated which will reflect the date of the most recent action by a company user to add, amend, or delete the document record.</p>	State

General Enhancements

SCR Number	Title	Description	Context
	Form Filing: Document Upload Enhancements for Branch Filings (MU3) (cont'd)	<p>Filing Refresh</p> <p>This enhancement requires a branch form version change. Users will be required to refresh any un-submitted branch filing created prior to the release. In connection with this refresh, any un-submitted branch document upload change on the filing will be discarded. Branch users will be able to view the pending branch filing prior to the refresh. Users without pending filings will not be forced to resubmit previously submitted branch filings.</p> <p>Historical/Print Filing</p> <p>The Document Uploads section will be updated to display documents grouped by document type listed in alphabetical order. The display will default to collapsed, however users will have the ability to expand document type groupings including at least one document record in an Amended - Description, Amended Document, Deleted, and/or New status will be marked as Modified. Document records in an Amended - Description, Amended Document, Deleted, and/or New status will be highlighted in the display.</p> <p>The following new information will be displayed for each document record: Submission Date (replacing Uploaded Date - to be updated only for document records with an amended document or deleted); Reason for Change/Deletion; and Document Status. Users attempting to open a document that was deleted on a filing will be required to acknowledge a warning that the document has been deleted prior to opening the document.</p> <p>Links to <i>Document Uploads</i> page in Composite View and to the redline view between the current filing and the most recent previously submitted filing will be available at the top of the section.</p> <p>State-specific documents associated to a logged-in regulator will display at the top of the list of documents for the document type.</p>	State

General Enhancements

SCR Number	Title	Description	Context
	Form Filing: Document Upload Enhancements for Branch Filings (MU3) (cont'd)	<p>Composite View</p> <p>The Processed Date currently displayed in Composite View on the Document Uploads and Document Uploads History pages will be updated to display the Submission Date.</p>	State
Various	Form Filing: Update Direct Owner/Executive Officer, Indirect Owner, Qualifying Individual, and/or Branch Manager Individual Filing Creation/Update Rules	<p>NMLS is being enhanced to eliminate the need for a direct owner/executive officer, indirect owner, qualifying individual, and/or branch manager to attest to a new individual filing associated to the company or branch filing if all of the following are true:</p> <ol style="list-style-type: none"> 1. The attestation does not need to be recalled to make updates to the information on the filing; 2. No credit report or criminal background check requests need to be submitted; 3. The last processed individual state filing for the individual was submitted in the last significant form version; and 4. The last processed individual filing for the individual is a state filing. <p>In addition, if a pending individual filing associated to the company or branch filing has a more recent attestation than the attestation on the last processed individual filing, the new attestation can be retained provided conditions 1 – 3 above are met.</p> <p>Previously attested and submitted individual state filings will be associated to company or branch filings and will remain in an attested status. Updated print filing headers will clarify the origin and attestation date of the associated filing.</p> <p>The System will present messages to company users when creating a new or opening a pending company or branch filing to clarify if a related individual filing needs to be updated and/or upgraded and re-attested. In addition, the System will alert company users opening a pending filing if a newly attested state individual filing submitted since the pending filing was created will replace the individual filing associated to the pending filing and remain in an attested status.</p>	State

General Enhancements

SCR Number	Title	Description	Context
31882, 32132, 32131, 32130	Advance Change Notice: ACN Effective Date for Each Industry/State for Create OTN/QI	This enhancement to Advance Change Notice (ACN) functionality will allow company users to provide a separate effective date for each state and each industry when adding a new Qualifying Individual (QI) to a company filing or creating a new Other Trade Name (OTN) on a company or branch filing.	State
33069	Regulator Work List: Manage Review Item Triggers for Form Version Updates	At state regulators' request, review items will be suppressed when company users replace the old reverse mortgage activity with one or more new reverse mortgage activities on the first company or branch filing submitted after the form updates are made.	State
Various	Data Download: Release Impacts	Data Download functionality will be updated to account for the following functional updates in the 2016.3 Release: <ul style="list-style-type: none"> • New license settings for CBC for MU2, Individual Document Upload, and Electronic Surety Bonds • New and updated fields and data values from Company, Branch, and Individual biennial form filing updates • New fields and flags related to Individual Document Upload 	State

General Enhancements

SCR Number	Title	Description	Context
31804, 32286	Account Administration: Update User Profile to Include Title/Position	<p>In support of attestation language changes on the Company and Branch filings requiring display of the title/position of the user completing the attestation, Account Administrators (AA) and Organization Users (OU) associated to a company/institution record in NMLS will need to provide their Title/Position as part of their User Profile.</p> <ul style="list-style-type: none"> - New AAs will be required to provide their Title/Position as a part of completing the Company Account Request Form or the Add/Delete Account Administrator Form - AAs will have the option of providing or editing an OU's Title/Position <p>Within the attestation language, users will be provided with an edit link to give them the opportunity to update their Title/Position prior to attesting and submitting a company or branch filing.</p> <p><i>State Only</i></p> <p>Existing State Company Account Administrators and Organization Users at the time of the release will be prompted to provide their Title/Position when they first log in after the release.</p> <p><i>Federal Only</i></p> <p>Existing Federal Institution Account Administrators and Organization Users at the time of the release will be prompted to provide their Title/Position via the first quarterly User Profile Update after the release.</p>	State and Federal

System Maintenance Updates

SCR Number	Category	Description	Context
34844	Advance Change Notice: Duplicate OTNs displayed	The View Change Notice Detail screen for Other Trade Names (OTN) will be updated to display only states from processed ACNs.	State
34864	Advance Change Notice: Information is not displayed after information on Pending modify ACN is Cancelled	Advance Change Notice (ACN) Information is not displayed appropriately after information on a Pending ACN is cancelled. The System will be updated to ensure the ACN information is displayed appropriately in this scenario.	State
35059	Advance Change Notice: Print Filing not displaying appropriate ACN Status when Pending ACN Modification is cancelled by unchecking the checkbox	The Advance Change Notice (ACN) System Status will be removed from pending filing print filing view to avoid the incorrect status from displaying when a Pending ACN Modification is cancelled by unchecking the checkbox.	State
35064	Advance Change Notice: ACN Refresh is not triggered when accessing a pending filing after ACN Cancelled outside filing	When a pending MU1 filing has a Direct Owner with pending ACN from a previous filing, and a Regulator terminates the Company's last license, the MU1 filing will trigger an ACN cancellation refresh message upon accessing the pending filing.	State
13593	Composite: Individual Snapshot Federal Disciplinary Actions Display Formatting	The extra separator line displayed after the last Disciplinary Action on the Individual Snapshot will be removed.	State
35084	Data Download: XRDO Deleted table record not created when the Pending ACN cancelled and DO is removed due to company access removed outside filing	The Data Download XRDO Deleted table record is not created when a Pending ACN is cancelled and a Direct Owner, Indirect Owner or Qualifying Individual is removed due to company access being removed outside a filing. The Data Download XRDO Deleted table record will be created in this scenario.	State
34649	Form Filing: MU4 CBC Section Changed displayed when No CBC is requested	Criminal Background Check (CBC) will no longer display as a section change on MU4 historical filings when a CBC has not been requested.	State

System Maintenance Updates

SCR Number	Category	Description	Context
35071	Form Filing: MU2 Association Listed multiple times after Remove DO ACN processed	MU2 Associations are listed multiple times on the Create a Company Filing page when the individual had an MU2 Relationship that was terminated multiple times on the same date and the Company access was removed. The System will be updated to not display duplicate MU2 Associations.	State
35989	Form Filing: Print Filing Attestation Language shows Branch ID instead of Company ID	Attestation language displayed in the Historical Print Filing for Filings submitted prior to the release will be corrected to reflect the Company ID with the Company Name instead of the Branch ID.	State
35999	Surety Bonds: View of Surety entity user account missing data in federal context	The User Account Profile will display the full entity name in the Entity Identifying Information section when viewing in the Federal Context.	Federal

2016.3 Release Notes – Electronic Surety Bonds

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1 OVERVIEW

This document summarizes the Electronic Surety Bond (ESB) tracking functionality that will be deployed in NMLS 2016.3 release.

2 ACCOUNT MANAGEMENT

Surety companies (SC) and surety bond producers (SBP) will be collectively referred to as surety entities. This section covers in detail how the surety entity establishes and manages user roles based on their access control requirements.

2.1 Surety Company Account

Surety companies must have a valid National Association of Insurance Commissioners (NAIC) number (unless the surety company is a holding company) to set up an NMLS account. When requesting an NMLS account, a surety company will be able to select the appropriate option from the *Request an Account Page: Surety Company*.

2.1.1 Surety Company Users

Account Administrators are granted full access to the entity's NMLS account. This includes all functionality included in the roles described below.

Organization Users are created by Account Administrators and are automatically given access to view the entity's profile. During the account creation process, the Account Administrator is able to grant the roles described below. There is no limit to the number of roles that may be assigned to one Organization User.

Roles available to be assigned to Organization Users (roles available for assignment as of August 22, 2016):

Manage Bonds (renamed from Surety Company Management)	Create, view, and manage associations with Bond Producers Create and view bonds and bond riders Create and view broker of record changes
Manage and Sign Bonds (new)	All functionality of the "Manage Bonds" role Ability to sign bonds and bond riders
Manage Surety Company Profile (new, previously included under Surety Company Management)	Manage entity profile, including contact information, state authorizations, and underwriting companies
View Confidential Information	View EIN in the entity profile
Manage Reports (new)	Request and view report(s)

2.2 Surety Bond Producer Account

Surety bond producers must have a valid National Producer Number (NPN) number to set up an NMLS account. When requesting an NMLS account, a surety entity will be able to select the appropriate option from the *Request an Account Page: Surety Bond Producer*.

2.2.1 Surety Bond Producer Users

Account Administrators are granted full access to the entity's NMLS account. This includes all functionality included in the roles described below.

Organization Users are created by Account Administrators and are automatically given access to view the entity's profile. During the account creation process, the Account Administrator is able to grant the roles described below. There is no limit to the number of roles that may be assigned to one Organization User.

Roles available to be assigned to Organization Users (roles available for assignment as of August 22, 2016):

Manage Bonds (renamed from Surety Bond Producer Management)	Manage representatives for the entity View and manage associations For Requested Associations: Accept, Reject, and Request Corrections For Active Associations: Request Corrections and Remove Create and view bonds and bond riders Sign bonds and bond riders
Manage Surety Bond Producer Profile (new, previously included under Surety Bond Producer Management)	Manage entity profile, including contact information and state authorizations
View Confidential Information	View EIN of the entity
Manage Reports (new)	Request and view report(s)

Representatives are Organization Users that are identified as Representatives on the *Surety Company Associations* page under the *Tasks* tab.

Representatives will have the ability to sign bonds and bond riders on behalf of a surety company once they are identified on an active association for the company.

2.3 Surety Entity NMLS System Context

A surety entity user will need to select the surety industry context when accessing NMLS for the first time. Once selected, this will be the default system context every time the user logs in.

3 ENTITY ASSOCIATIONS

3.1 Licensee Authority

State companies (licensees) will be able to grant and manage authority for surety companies and surety bond producers. Authority provides a surety entity with access to the licensee for the purpose of managing bonds on behalf of the licensee.

3.1.1 Granting Authority

A licensee will be able to grant authority to a surety entity by searching for the entity by name or NAIC/NPN number. When a surety bond producer creates a surety bond associated to a surety company on behalf of a licensee, the System will automatically grant authority for that licensee to the surety company. A surety entity with authority will be able to create and manage bonds on behalf of the licensee. The surety entity will also be able to view the licensee's name and address.

3.1.2 Removing Licensee Authority

A licensee will be able to remove authority for a surety bond producer, provided there are no bonds in a status other than "Cancelled" or "Notice of Cancellation" where the surety bond producer is the broker of record. Note: Functionality that is being delivered at a later date will allow a licensee to remove authority from a surety company provided certain conditions are met.

4 BOND MANAGEMENT

Once the surety entity accounts, users, and associations are established and licensee authority is granted, licensees and license applicants will be able to request a surety entity to create or manage surety bonds and riders on their behalf. Surety entities will be able to create and convert bonds, issue riders, submit notice of bond cancellation, rescind notice of bond cancellation, and reinstate bonds subject to the requirements and restrictions described below. A surety company will only be able to manage bonds associated to them or their underwriting companies. A surety bond producer will only be able to manage bonds if they are the active broker of record.

4.1 Create Bonds

4.1.1 Surety Entities

Surety entities will be able to create a bond for licensees that have granted them authority. To create an electronic surety bond, the surety entity will first select the Licensing State and License Type. A surety company will be able to create bonds only for states approved under their state authorizations. Surety bond producers will be limited to creating bonds on behalf of a surety company based on states established in their association with the surety company. In addition, only states and license types with bonds implemented in NMLS will be available for selection.

Currently, only one other trade name (OTN) can be identified for a bond requiring identification of an OTN. Additional field values, including an effective date, will need to be completed based on the relevant bond form. The list below includes user-entered fields for bonds that will be implemented with Release 2016.3.

User Entered Fields	
Bond Number	Surety City
Bond Amount	Surety State
Effective Date	Surety Zip
Licensee County	Surety County
Licensee State of Formation	Surety State of Formation
Claims Contact Info	

Converting and existing bond: If a surety entity is converting a paper bond that has previously been delivered to a regulator outside NMLS to an electronic bond, the surety entity should identify the bond as a converted bond. The effective date for a converted bond will default to the current system date.

Once all bond fields have been completed, the surety entity user will be able to save, or save and sign, the bond. Bond amounts will be restricted based on identified bond limits. The bond remains in “Requires Rep Signature” status until the bond is signed by the surety entity. Once the surety entity attests to and signs the bond, it will be delivered to the licensee for signature and the bond status will be updated to “Pending Principal Signature.”

A surety entity can associate an underwriter user to a bond at the time of bond creation or at any time prior to bond cancellation.

Surety entities will be able to edit bonds in a “Pending Rep Signature” or “Return to Surety” status. Only the surety company or surety bond producer that created the bond can edit or attest to and sign the bond.

The System will ensure the bond meets state requirements for minimum bond amounts. Multiple bonds can be created per license type. Any amendments to the licensee name made on the Company Form (MU1) and effective prior to delivery of an executed bond to the regulator will result in the bond being returned to the surety entity for update. The bond will need to be attested to and signed again.

4.1.2 Licensees

Once a surety bond has been signed by the surety entity, the licensee will have an opportunity to review and sign the bond. If there are errors in the bond information, the licensee will be able to return the bond to the surety entity for correction. The status of a bond returned to the surety will be updated to “Returned to Surety.”

The licensee will be able to authorize a company user to sign the bond or designate an Individual (MU2) to attest to and sign the bond. If the regulator requires an Individual (MU2) to sign the bond, a company user will not be able to attest to and sign the bond. If the Individual (MU2) that has been designated to sign the bond is not able to do so, the licensee will be able to designate a different Individual (MU2). The bond status will be updated to “Executed” once attested to and signed by the licensee or designated Individual (MU2).

Licensees will be able to mark the bond as ready to be delivered to a regulator. Marking it ready will send the bond to the regulator immediately, if the licensee holds an active license with the regulator. Otherwise, the bond will be delivered once the related license application is submitted. A licensee can return the bond to the surety entity for correction until it is delivered to the regulator. Once the bond is delivered to the regulator, a rider will be required to update bond information.

If a licensee does not want a bond provided to them by a surety entity for signature, the licensee will be able to decline the bond and provide a note to the surety entity regarding why the bond was declined.

If a licensee requires submission of a surety bond with a new license request, the System will require a bond for that license type that satisfies the minimum required bond amount to be marked ready prior to allowing the licensee to submit the Company Form (MU1) including the license request. The system will also ensure that the bond has been signed by a current or proposed Individual (MU2) if required.

4.2 Create Riders

Surety entities will be able to create a rider to update bond information if the bond is in an “Executed” status and has been delivered to the regulator. Bond riders will follow a similar workflow and be subject to similar restrictions as bonds with the following notable exceptions:

- A licensee will not be able to decline a bond rider. Instead, the licensee will need to return the rider to the surety entity and indicate in the accompanying note that the rider should be deleted.
- A licensee will not need to mark a rider as ready for delivery. A rider is immediately delivered to the regulator upon signature by the licensee or designated Individual (MU2).

If a bond rider is created with a future effective date and an advance change notice (ACN) has been submitted for the licensee name that will be effective on or before the effective date of the rider, the System will automatically include the new name on the rider if a rider has not already been submitted with the new name. Only one rider can be created at a time. The rider must be signed by the licensee before another rider can be created.

4.3 Delete Bonds/Riders

A surety entity will be able to delete a bond or rider in a “Requires Rep Signature” or “Returned to Surety” status. Once deleted, the bond will no longer be visible to NMLS users. However, a record will be retained in the database.

4.4 Submit Notice of Cancellation

A surety company can submit a Notice of Cancellation for a bond in an “Executed” status, including all riders, if the license type allows the bond to be cancelled or the bond has not been delivered to the regulator.

The cancellation will have to comply with state requirements for advance notice if the state allows cancellation. NMLS will not allow a cancellation notice to be submitted with less than the required advance notice time period. Upon submission, the bond status will be updated to “Notice of Cancellation.”

4.5 Rescind Notice of Cancellation

Notice of Cancellation may be rescinded by the surety company if the Cancellation Effective Date has not elapsed. The bond will be set back to an “Executed” status when the cancellation is rescinded.

4.6 Reinstate a Cancelled Bond

A surety company will be able to reinstate a cancelled bond if the Cancellation Effective Date is in the past. The bond will be set back to an “Executed” status when the reinstatement is submitted as of the Cancellation Effective Date.

4.7 Licensee Dashboard

A new **Surety Bonds and Riders** component will be added to the dashboard to identify pending surety bonds tasks as follows:

- **Pending Signature** – a count of bonds or riders in “Pending Principal Signature” status.
- **Not Marked Ready for Regulator** – a count of bonds or riders that are signed but have not been marked ready for the regulator. This includes bonds that may have been signed by an Individual (MU2).
- **Pending Application Submission** – a count of surety bonds that are marked ready but are awaiting submission of a Company Form (MU1) with the license request.

4.8 Regulator Work Items

The following new review items will be generated in connection with electronic surety bonds. Regulators will need to update their review item subscriptions and assignments if they want to receive and automatically assign the review items after the release.

Work Item Category	Review Item	A review item will be created for the relevant state regulator when...
License Requested (or Transition Requested) <i>(existing category)</i>	Surety Bond Delivered	NMLS delivers the <u>original</u> bond to the Regulator in conjunction with a new license or transition request via a company filing.
	Surety Bond Converted	NMLS delivers a converted bond to the Regulator in conjunction with a new license or transition request via a company filing.
Surety Bond <i>(new category)</i>	Surety Bond Delivered	A licensee designates an original bond for an existing license as ready for delivery to the regulator.
	Surety Bond Converted	A licensee designates a converted bond for an existing license as ready for delivery to the regulator.
	Surety Bond Rider	A licensee signs a surety bond rider for a bond previously delivered to the regulator.
	Surety Bond Notice of Cancellation	Notice of cancellation for a bond that had been previously delivered to the regulator is submitted by a surety company.
	Surety Bond Notice of Cancellation Rescinded	Notice of cancellation of a bond is retracted by a surety company before the Cancellation Effective Date.
	Surety Bond Reinstated	A cancelled bond is reinstated by a surety company.

5 BROKER OF RECORD (BOR)

When a surety bond producer creates a bond, the System will associate the surety bond producer as a BOR for the bond. As the BOR, the surety bond producer will be able to manage the bond going forward.

5.1 Initiating BOR Changes (Surety Company)

A surety company will be able to initiate a BOR change request at a licensee's request when a licensee decides to end a business arrangement with one surety bond producer and begin working with a new one. The surety company must have active associations with the surety bond producers that are the outgoing and incoming BORs. A future-dated BOR change will not be permitted.

5.2 Confirming BOR Changes (Licensee)

A licensee will be able to confirm or deny a BOR change request. Confirmation of the BOR change will be allowed only when all pending surety bonds and riders have been delivered or deleted. When the BOR change is confirmed, authority will be granted to the incoming BOR (if licensee authority does not already exist) and removed from the outgoing BOR (if the outgoing BOR does not serve as the BOR for other licensee bonds).

5.3 Viewing BOR Changes

Surety companies and licensees will be able to access a list of all pending and confirmed BOR changes.

6 REGULATOR ENFORCEMENT

State regulators will provide bond forms for each license type and relevant license settings.

6.1 Bond Forms

Bond forms will be implemented based on templates provided by state regulators. A bond form can be associated to one or more licenses in NMLS.

6.2 Surety Bond License Settings

Regulators will be able to provide license type settings for company licensees to indicate the following:

- If a surety bond can be submitted
- If a surety bond is required to submit a new license request
- If a surety bond/rider must be signed by an Individual (MU2)
- Minimum bond amount
- If a surety bond can be cancelled
- Number of days advance notice required for cancellation
- If OTNs can be identified on the bond (system limits to one per bond if permitted)

6.3 License Items

A new Electronic Surety Bond license item will be available to state regulators that can be used to indicate if a bond or rider is required and needs to be submitted using NMLS electronic surety bond functionality.

7 VIEWING BONDS

Relevant surety entities, licensees, and regulators will be able to view bond information, including expandable bond transaction details, rider details (per rider), and a rendered new or converted bond form. A save to PDF option will also be available for the bond and separately for each rider.

7.1 Surety Companies

Surety companies will be able to view relevant bonds from the *Manage Bonds* list under the *Tasks* tab.

7.2 Surety Bond Producers

Surety bond producers will be able to view relevant bonds under the *Tasks* tab. If they are the current BOR, the bonds will appear under the *Manage Bonds* list. If they are a previous BOR, the bonds will appear under the *Previous BOR Bonds* list.

7.3 Licensees

Licensees will be able to view bonds pending licensee action under the *Tasks* tab. Delivered bonds will be available in company *Composite View*.

7.4 Regulators

Regulators will be able to view surety bonds that have been delivered to them in company *Composite View*. When accessing the bond list from the *State License/Registration List*, only bonds associated to the selected license will display. Surety bond review items will include a link to the bond and rider detail for the relevant bond in *Composite View*.

8 NOTIFICATIONS/EMAILS

8.1 Notifications

Below is a list of notifications that will be implemented with Release 2016.3. Currently, Account Administrators will receive notifications with the surety company or surety bond producer as the designated recipient. Licensees will need to update their notification subscriptions after the release for notifications with the licensee as the designated recipient or their Account Administrator users will receive the notifications.

Notification Type	Recipient	A notification will be sent when:
Surety Bonds Pending Signature Due to Changes to Licensee's Record	Surety Bond Producer	A name advance change notice (ACN) causes an undelivered surety bond originated by a surety bond producer that is not in Requires Rep Signature to be set back to Requires Rep Signature.
Surety Bonds Pending Signature Due to Changes to Licensee's Record	Surety Company	A name ACN causes an undelivered surety bond originated by a surety company that is not in Requires Rep Signature to be set back to Requires Rep Signature.
Surety Bonds Pending Signature Due to Changes to Licensee's Record	Licensee	A name ACN causes an undelivered surety bond that is not in Requires Rep Signature to be set back to Requires Rep Signature.
Surety Bonds Pending Action	Licensee	A bond is ready for the licensee's signature.

Notification Type	Recipient	A notification will be sent when:
Authority Granted to Issue Bonds	Surety Bond Producer or Surety Company	A licensee has granted a surety company or surety bond producer authority to create and manage bonds for them.
Surety Bond Notice of Cancellation Submitted for Licensee	Licensee	The surety company submits notice of cancellation for a surety bond.
Surety Bond Notice of Cancellation Rescinded for Licensee	Licensee	The surety company rescinds the notice of cancellation for a bond.
Surety Bond Reinstated for Licensee	Licensee	The surety company reinstates a cancelled bond for the licensee.
Broker of Record Change Confirmation Required	Licensee	<p>A Broker of Record change request is submitted by a surety company for a surety bond producer associated to the licensee's bonds.</p> <p>Only one notification will be sent regardless of how many bonds the Company may have with the surety bond producer.</p>
Broker of Record Change Confirmed – Incoming BOR	Surety Bond Producer	A BOR change has been confirmed for the surety bond producer as the incoming broker of record.
Broker of Record Change Confirmed – Outgoing BOR	Surety Bond Producer	A BOR change has been confirmed for the surety bond producer as the outgoing broker of record.
Authority to Issue Bonds Withdrawn	Surety Bond Producer	A licensee removes authority for the surety bond producer.
Broker of Record State Authorizations Required	Surety Bond Producer	A broker of record change affected one or more bonds associated with a state in which the incoming broker of record is NOT authorized.
Broker of Record State Authorizations Required	Surety Company	A broker of record change initiated by the surety company affected one or more bonds associated with a state in which the incoming broker of record is NOT authorized.
Broker of Record Change Declined by Licensee	Surety Bond Producer <i>(incoming BOR)</i>	The licensee rejects a broker of record change where the surety bond producer is named as the incoming broker of record.
Broker of Record Change Declined by Licensee	Surety Bond Producer <i>(outgoing BOR)</i>	The licensee rejects a broker of record change where the surety bond producer is named as the outgoing broker of record.
Broker of Record Change Declined	Surety Company	The licensee rejects a broker of record change reported by the surety company.

8.2 Emails

Below is a list of system emails that will be implemented with the release.

Email Type	Recipient	An email will be sent to...
Surety Bond Declined for Licensee	Surety Bond Producer or Surety Company User	The surety entity user who signed the bond if the licensee declines the bond.
Surety Bond Returned by Licensee	Surety Bond Producer or Surety Company User	The surety entity user who signed the bond if the Licensee returns a bond or rider to the surety entity.
Surety Bond Signatory Designation for Licensee	Individual User	The individual user when a licensee designates them as signatory for a bond or rider.
Surety Bond Signatory Designation Removed by Licensee	Individual User	The individual user when a licensee removes them as designated signatory for a bond or rider.

9 REPORTS

The following reports will be delivered in Release 2016.3. All reports will be pulled from the NMLS data warehouse, which includes data updated through the previous business day.

9.1 Surety Bond Transaction Report (Surety Company)

This report is a date range report that will include transactions for all surety bonds associated to the surety company or one of its identified underwriting companies. The date range must not exceed 30 days and cannot include a future date.

Optional filters will be available for Transaction Type, including Rider transactions, and Licensee ID. For each event, the report will return the current values from the bond at the time of the event. Surety bond data will reflect information as of the latest revision of the bond at the time the event occurred.

9.2 Surety Bond Transaction Report (Surety Bond Producer)

This report is a date range report that will include transactions that occurred during the selected date range for surety bonds when the surety bond producer was the broker of record at the time of, or subsequent to, the event. The date range must not exceed 30 days and cannot include a future date.

Optional filters will be available for Transaction Type, including Rider transactions, Licensee ID, and Underwriter. For each event, the report will return the current values from the bond at the time of the event. Bond information will reflect information as of the latest revision of the bond at the time the event occurred.

9.3 Surety Bond Roster for Companies (Regulator)

This report will allow regulators to track electronic surety bonds for all license types for an entity to determine if the licensee has met bonding requirements. The report will return all licenses belonging to the regulator along with information on the electronic surety bonds linked to the licenses, if any. When more than one bond exists for a given license instance, the report will return a row for each bond with the license information being repeated.

Optional filters will be available for company NMLS ID, license type, and license status. Bond information returned will represent the information from the latest delivered revision of the bond associated with the license being returned in the report (regardless of bond status, i.e. cancelled bonds are included in the report). The report will always return the latest data available in the data warehouse.