

## NMLS B2B ACCESS<sup>SM</sup> Policies and Procedures

NMLS B2B ACCESS<sup>SM</sup> will be guided by the following procedures:

1. Subscribers will be given one set of login credentials to access the secure SFTP server which houses the NMLS B2B ACCESS<sup>SM</sup> Data Extract ("Extract Data").
2. Subscribers must supply the IP address(es) that will be used to access the SFTP server. This address(es) will be put on a list so that SRR can recognize it as a valid IP address accessing NMLS B2B data. **Should your organization's IP address change, please provide at least 48 hours advance notice to SRR so we can modify your IP address on our list and prevent any disruption of service for you and your end users.**
3. The Extract Data will be contained in a set of separate but related, delimited text files. Subscribers will be provided with the *NMLS B2B ACCESS<sup>SM</sup> Data Specification* which defines the files and fields which are part of the Extract Data set.
4. Subscribers will be provided with the timing of scheduled updates, and will be notified if a scheduled update has been postponed.
5. Extract Data files will always contain a full Extract Data set, as opposed to delta data.
6. Access to the SFTP server will automatically terminate at the end of the subscription period unless the subscription is renewed.
7. The NMLS B2B ACCESS<sup>SM</sup> Policies and Procedures are subject to change by SRR.