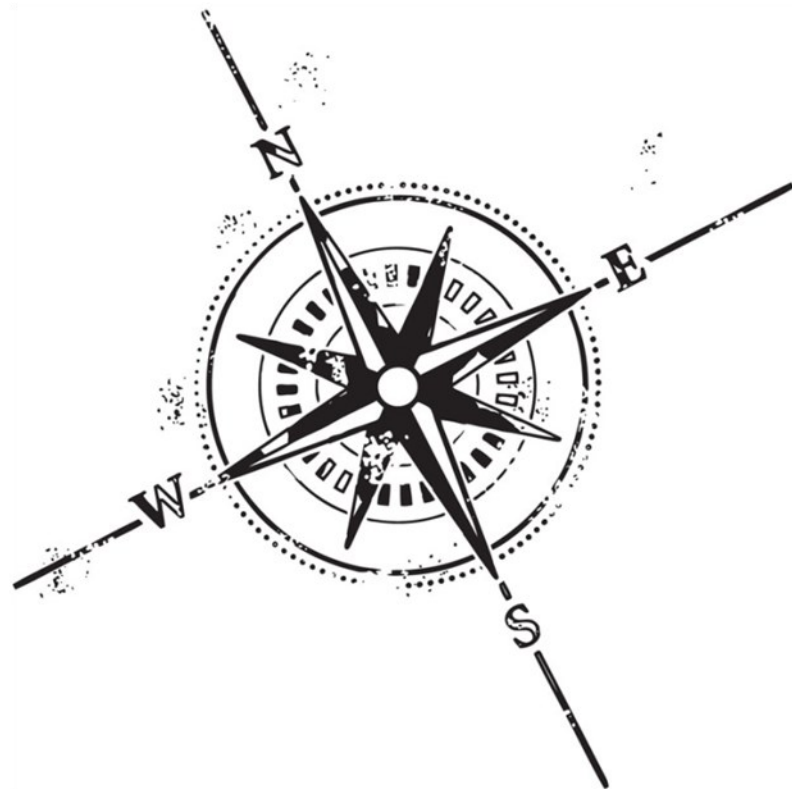




NAVIGATION GUIDE

General Information (System Requirements, Navigational Overview, Key Terms)



Purpose

This navigation guide is designed to provide Company and Individual users with a general concept and navigation of NMLS.

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Resources

Resources for NMLS:

- NMLS Resource Center at: <http://mortgage.nationwidelicensingsystem.org>
- NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123)

Table of Contents

General Overview	2
Minimum Hardware and Software Requirements	2
NMLS Navigation	3
Tabs, Sub-menu and Navigation Panel	3
Common Icons	4
Common System Icons	4
Common Icons on the Pending Filings Screen	5
Common Icons Within the Filing Forms	6
Key Terms	7

General Overview

NMLS is the system of record for the data contained within it for participating regulatory agencies. Any actions performed in NMLS are governed by the User Agreement, and the company's or individual's legal obligation to the regulatory agencies participating in NMLS.

NMLS allows users to create and maintain a single record for a company (MU1), as well as, a single record for each of the company's branch locations (MU3). These records are used to apply for, maintain, renew, and/or surrender licenses with regulator participants in NMLS.

In addition to maintaining company records, users may create, access, and/or amend records for control persons (MU2) or for loan officers (MU4) that have an existing relationship with a company.

Minimum Hardware and Software Requirements

- Microsoft Internet Explorer 7.0 or greater
- Firefox 2.0 or greater
- All browsers must be JavaScript enabled
- NMLS will support a minimum screen resolution of 1024 x 768

NMLS Resource Center

[FILING](#) | [PROFESSIONAL REQUIREMENTS](#) | [TASKS](#) | [COMPOSITE VIEW](#) | [RENEWALS](#) | [ADMIN](#) | [REPORTS](#) | [HOME](#)

[Home](#) | [User Profile](#) | [Invoice](#)
Logged in as IdonisP | [Logout](#)

You are currently: State

Portal

Welcome to NMLS!

NMLS allows you to maintain just one record where you can apply for, maintain, renew, or surrender licenses. Through your company account, you can also create filings and request license(s)/registration(s) for your branch locations and associated individual(s).

Select [User Profile](#) to change your NMLS user settings (password, security Q&A, email address).

Select [Invoice](#) to view all payment history.

Refer to the [NMLS Resource Center](#) for valuable information on licensing requirements and additional support for using NMLS.

Below please find a list of actions available by tab. Available actions/tabs vary based on user roles assigned.

FILING
Select this tab to:

- Request, transition, withdraw, or surrender a license
- Amend a Company, Branch, or Individual Record
- Submit Financial Statements
- Submit an MCR (Mortgage Call Report)
- Establish Relationships and Sponsorships with Individual(s)
- View Individual(s) that have granted you access

PROFESSIONAL REQUIREMENTS
Select this tab to request and pay for a test enrollment window for your Mortgage Loan Originator(s).

TASKS
Select this tab to view license items set by your regulator.

COMPOSITE VIEW
Select this tab to view all information related to your company, branches, or individuals in NMLS.

RENEWALS
Select this tab to renew license(s) and/or registration(s) for your company, branch, and any associated individual. The renewal period occurs from November 1 – December 31 of each year.

ADMIN
Select this tab to create additional company users and manage existing company users and system notifications.

REPORTS
Select this tab to pull reports for use in managing your licenses.

NOTE: NMLS is the system of record for all agencies participating in NMLS. Any changes you make to a record are not considered accepted until approved through NMLS by one or more regulatory agencies. Any actions you take in NMLS are governed by the User Agreement and your legal obligations to the regulatory agencies participating in NMLS.

NMLS Navigation

Tabs, Sub-menu and Navigation Panel

Users navigate through NMLS by using the different tabs, sub-menu and the navigation panels.

- **Tabs** - Located across the top of each screen, the tabs provide access to different NMLS functions. The tabs in the example below consist of Filing, Professional Requirements, Tasks, Composite View, Renewals, Admin (Account Administration), Reports and Home. Tabs are dependent upon user roles.
- **Sub-menu** - Located below the tabs, the sub-menu provides access to perform various functions within NMLS. The sub-menu example below consists of View Individual, View Company and View Branch.
- **Context Selection** - Located on the navigation panel, the drop-down menu provides the ability to switch between the Federal Registry and the State Registry of NMLS.
- **Navigation Panel** - Located to the left of the screen, the navigation panel provides the ability to navigate through a specific function within NMLS. The navigation panel example below consists of View Company, View License/Registration List, View Current MU2 Associations, View Other Trade Names, View Renewals Attestation History, View Historical Filings, View MCR Filing History, View Financial Statement Summary, and View Licensed Individuals.
- **Sandbar** - Located at the top center of a screen, the sandbar provides identifying information, such as, the Individual Name or Company Name and the Entity ID. This Information allows the user to identify the individual or company record. The Sandbar example below consists of The Hills Mortgage Company (848459).

The View Company screen below, demonstrates the navigation through NMLS.

The screenshot shows the NMLS interface for viewing a company. The top navigation bar includes tabs for FILING, PROFESSIONAL REQUIREMENTS, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, REPORTS, and HOME. Below the tabs is a sub-menu with options: View Individual, View Company (highlighted), and View Branch. A "Resource Center" link is also present. The main content area displays details for "The Hills Mortgage Company (848459)", including Company ID, Name, Address, IRS Employer Information, and Regulatory Actions. A "Sandbar" at the top of the content area identifies the company. On the left, a "Navigation Panel" lists various functions like View License/Registration List, View Current MU2 Associations, etc. A "Context Selection" dropdown menu is also visible, currently set to "State".

NOTE: The available tabs and sub-menu options differ based on assigned user roles for organization users.

Common Icons

Common System Icons

Throughout NMLS certain icons display to assist regulator, company and individual users with navigation questions and printing. Additionally there is a direct link to the NMLS Resource Center website. The common system icons are displayed below with a brief description.



Help Icon - The help icon will take the user to the relevant navigation guide depending on where they are in NMLS. For example, the image below shows the *View Company* page of the Composite View tab. Clicking the Help Icon from this page opens the View Company (MU1) and Branch (MU3) Composite View Navigation Guide. On the state side of NMLS, the Help Icon will also provide section specific help for MU1, MU2 and MU3 forms. For example, if a user needs help filling out the Legal Status section of the MU1 form, clicking the Help Icon will display help specific to that section of the form.



Print Icon - The print icon allows users to print the current screen.

Below is an example of the common system icons, on the *View Company* screen.

The screenshot shows the 'View Company' interface. On the left is a sidebar with a 'State' dropdown and a list of navigation options including 'View Company', 'View License/Registration List', 'View Current MU2 Associations', 'View Other Trade Names', 'View Renewals Attestation History', 'View Historical Filings', 'View MCR Filing History', 'View Financial Statement Summary', 'View Licensed Individuals', 'View Regulatory Actions', 'View Document Uploads', and 'View Company Snapshot'. The main content area is titled 'View Company' and displays information for 'The Hills Mortgage Company (938341)'. A 'HELP' icon is located in the top right corner of this main content area. The company details listed are:








- Company ID: 938341
- Company Name: The Hills Mortgage Company
- Address: 12 Prosperity Drive, Rockville, ME 00000
- IRS Employer Identification Number: 012-34-5678
- Email Address: email@email.com
- Phone Number: 240-555-1212
- Fax Number:
- Viewable Regulatory Actions: No

Below this information is a section for 'Primary Company Contact' with the following details:

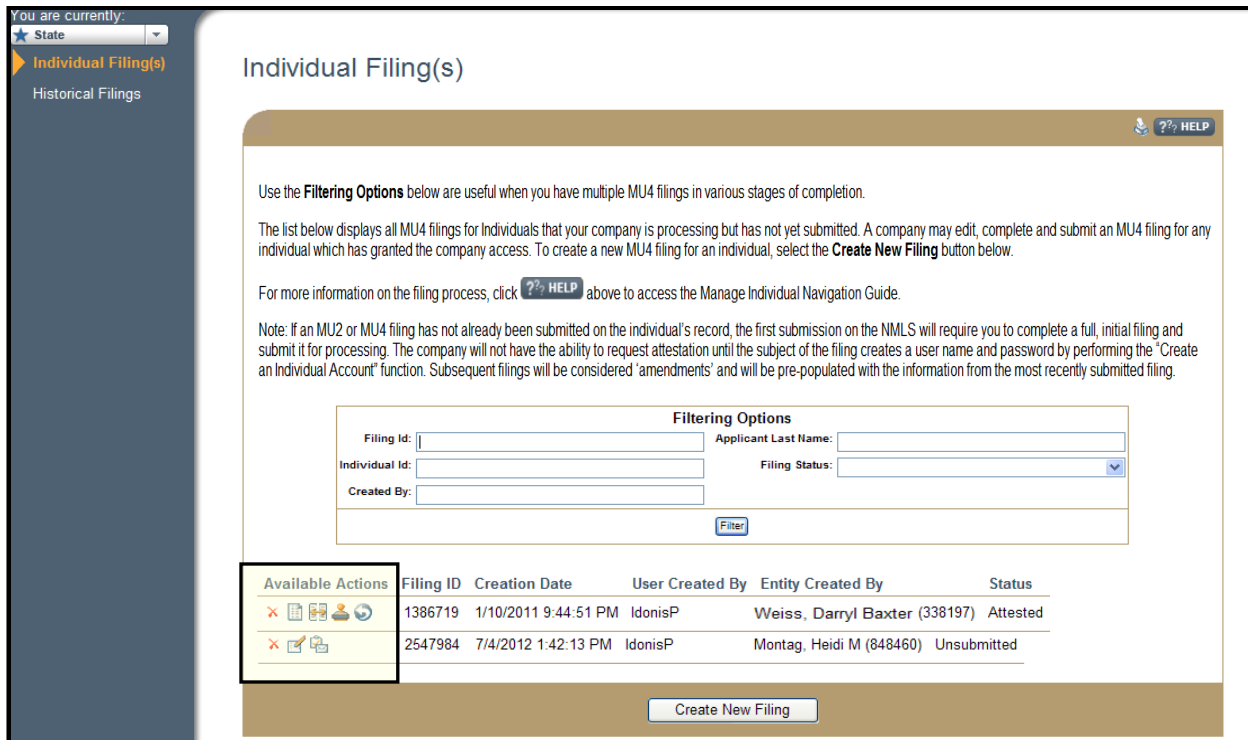
- Name: Idonis, Patrick
- Title: Manager
- Mailing Address: 12 Prosperity Drive, Rockville, ME 00000

Common Icons on the Individual Filings Screen









The following icons are found on the *Individual Filings* screen to assist company and individual users in managing their pending filings.

-  Compare Filing Icon - Click the Compare Filing icon to display, in redline, any changes made by the individual on an Individual filing initiated by the company.
-  Delete Icon - Click the Delete icon to delete a pending filing prior to submitting to a regulator.
-  Edit Icon - Click the Edit icon to make changes to, or complete a filing.
-  Submit Icon - Click the Submit icon to submit a filing from the *Individual Filings* screen.
-  Recall Filing Icon - Click the Recall Filing icon to retrieve a filing sent to an individual for attestation. A filing may be recalled to make edits.
-  Attestation Icon - Click the Attestation icon to request that an individual attests to an individual filing.
-  View Icon - Click the View icon to view the filing in read only mode.

Below is an example of the common icons on the *Individual Filings* screen.



The screenshot shows the 'Individual Filing(s)' screen. On the left is a navigation sidebar with 'Individual Filing(s)' selected. The main content area includes a 'Filtering Options' section with input fields for Filing ID, Applicant Last Name, Individual ID, Filing Status, and Created By, along with a 'Filter' button. Below this is a table of filings with columns for Available Actions, Filing ID, Creation Date, User Created By, Entity Created By, and Status. A 'Create New Filing' button is located at the bottom of the table.

Available Actions	Filing ID	Creation Date	User Created By	Entity Created By	Status
    	1386719	1/10/2011 9:44:51 PM	IdonisP	Weiss, Darryl Baxter (338197)	Attested
  	2547984	7/4/2012 1:42:13 PM	IdonisP	Montag, Heidi M (848460)	Unsubmitted

Common Icons Within the Filing Forms

The following icons are found within the Filing forms (e.g. Company (MU1), Branch (MU3)) and can be used to assist company and individual users in navigating and completing their filing forms.



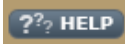
Completeness Check Icon - Click the Completeness Check icon to display the incomplete fields in each section needed to complete a form. When the Completeness Check button is activated it displays as a white check mark in an orange circle.



Compare Filing Icon - Click the Compare Filing icon to view the changes made to the form from one filing to another. Changes to a filing display, in redline, with the prior information in red strikethrough.



Information Icon - Click the Information icon to view pertinent information for this screen. The example below will link to the business activity descriptions located in the Resource Center.



Help Icon - The help icon will take users to the relevant navigation guide depending on where they are in NMLS. For example, the image below shows the *Business Activities* page of the Filing tab. Clicking the Help Icon from this page will provide section specific help to for the Company (MU1) Form. Section specific help is available for the MU1, MU2 and MU3 forms.

Below is an example of the *Business Activities* screen from an Company (MU1) filing, which displays the common icons within the filing forms.


The screenshot displays the 'Business Activities' screen for 'The Hills Mortgage Company (847428) MU1 filing created 2/23/2012 by IdonisP.'. The interface includes a sidebar with navigation options such as 'Request License', 'License/Registration Information', and 'Identifying Information'. The main content area features a title bar with icons for completeness check, compare filing, information, and help. Below the title bar, there is a 'Total Charges: \$131.00' indicator and a paragraph of information regarding business activities. A table lists 'AVAILABLE ACTIONS' with their corresponding 'FUNCTIONS'. At the bottom, there is a section titled 'Perform an action from the list below:' with three options: 'Add or remove states associated to the corresponding business activity.', 'Remove the corresponding business activity and associated states from the filing.', and 'View a list of business activities for the selected state.'

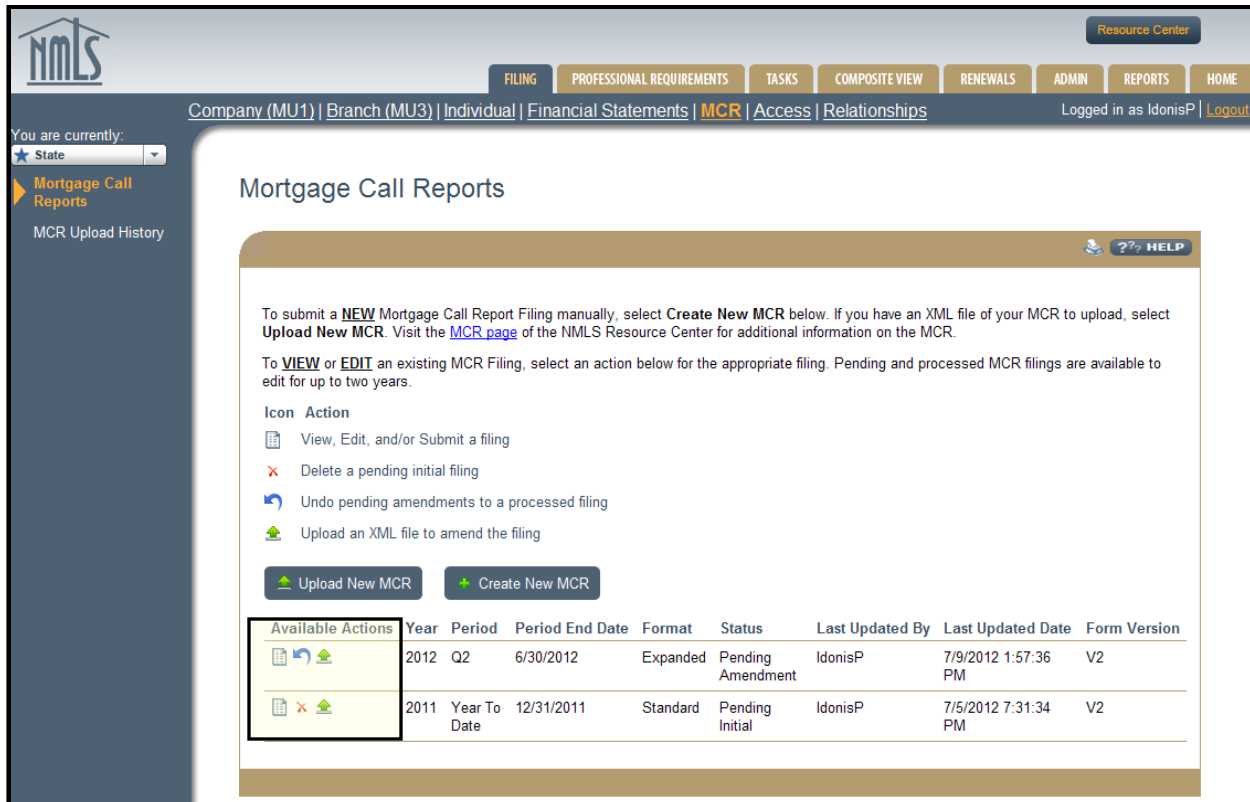
AVAILABLE ACTIONS	FUNCTION
Add Activity	Identify business activities conducted by the company that are not currently identified in NMLS.
Add State	Add one or more states to all existing business activities in one step.
Request License	Select license/registrations to apply for or transition on NMLS.
Remove License	Cancel an un-submitted license/registration request, withdraw a pending application or surrender an existing license/registration.
Continue with Filing	Navigate to the next section of this filing to provide additional required information.

Additional Icons on the Mortgage Call Reports screen

The following icons are found on the Mortgage Call Report screen and can be used to assist the company in navigating and completing their Mortgage Call Report.

 Undo pending amendments to a processed filing.





 Upload an XML file to amend the filing.





Mortgage Call Reports

To submit a **NEW** Mortgage Call Report Filing manually, select **Create New MCR** below. If you have an XML file of your MCR to upload, select **Upload New MCR**. Visit the [MCR page](#) of the NMLS Resource Center for additional information on the MCR.

To **VIEW** or **EDIT** an existing MCR Filing, select an action below for the appropriate filing. Pending and processed MCR filings are available to edit for up to two years.

Icon	Action
	View, Edit, and/or Submit a filing
	Delete a pending initial filing
	Undo pending amendments to a processed filing
	Upload an XML file to amend the filing

[Upload New MCR](#) [Create New MCR](#)

Available Actions	Year	Period	Period End Date	Format	Status	Last Updated By	Last Updated Date	Form Version
	2012	Q2	6/30/2012	Expanded	Pending Amendment	IdonisP	7/9/2012 1:57:36 PM	V2
	2011	Year To Date	12/31/2011	Standard	Pending Initial	IdonisP	7/5/2012 7:31:34 PM	V2

Key Terms

Account Administrator - An account administrator for a company or a regulatory agency has the ability to create and manage user accounts for their organization. The organization appoints a primary, and secondary (optional) account administrator during the entitlement process. The organization's account administrator(s) establishes accounts with roles and permissions for other users within their organization.

Accountant Information - Information pertaining to the accountant that performed the audit, review, or compilation of a financial statement.

Approved Course - A pre-licensure or continuing education course which has been approved by NMLS and which is available through an Approved Course Provider. The course credit(s) from approved courses may be applied to SAFE education requirements.

Approved Course Provider (ACP) - An organization or company which has been found to meet the requirements for providing pre-licensure and/or continuing education courses for MLOs and has been approved by NMLS.

Artifact - A PDF attachment including documentation related to a regulatory action.

Attestation - When an individual's form (MU2 or MU4) filing has been initiated by a company, the individual must "attest" to the validity of the information contained within the filing. This includes reviewing the information entered by the company and making any necessary updates. Once the review and/or updates are complete, the individual can click the "Attest" button, which will lock the filing. Any subsequent filings by the company must be re-attested by the individual.

Attestation Requested Filing - The filing (MU2 or MU4) created by the company is awaiting the individual's review and attestation. The status "Attestation Requested" permits only the individual to edit the filing; the company may only view the filing in read-only mode. To make further changes to the filing before attestation, the company must "recall" the filing.

Attested Filing - The individual has attested to an MU2 or MU4 filing to be filed on behalf of the individual by a company. Now the filing is ready to submit to the regulatory agency and is locked for editing. If further changes must be made, the company must "recall" the filing.

Audited Financial Statement - A financial statement that has been audited and represents all components of a financial statement including balance sheet, cash flow statement and income statement. Accountant Information is to be provided on the Financial Statement filing when a financial statement has been classified as Audited.

Base Record - A system record that maintains the unique identifier and basic information for company, branch, and individual entities. A base record must exist for an entity before a corresponding filing can be submitted. The entity's base record is established during the entitlement process; individuals may self-entitle, but the entitlement group must establish base records for company and regulator organizations.

Key Terms

Branch (MU3) Filing - A Branch (MU3) filing is used by a company to electronically apply for a additional license/registration, withdraw an application, surrender/cancel a license/registration, or to amend a branch record. A Branch (MU3) filing includes an individual (MU2) filing submitted on behalf of the company's branch manager.

NOTE: The company files the Company (MU1) first, with Branch (MU3) filing(s) to follow.

Business Activity - Type of trade conducted by a company or branch. The business activity may or may not be subject to licensure or registration with a state regulatory agency in NMLS.

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

CIK Number - Central Index Key (CIK). A unique identifier assigned by the SEC to companies who file disclosure documents with the SEC. This number is reported on Company 10K filings as required for publicly-traded companies.

Company Access Rights - An individual must grant a company access to their record in NMLS to allow the company to create and submit an MU2 or MU4 filing on the individual's behalf or to create a company relationship or license sponsorship with the individual. An individual may remove access rights when they leave a company.

NOTE: If a company creates an individual's record in NMLS for the first time, the company is automatically granted access rights to the individual's record.

Company (MU1) Filing - A Company (MU1) is used by a company to electronically apply for a license/registration, withdraw an application, surrender/cancel a license/registration, or to amend their NMLS record. A Company (MU1) filing includes individual (MU2) filings submitted on behalf of the company's control person(s) and qualifying individual(s).

Company Relationship - Company Relationship is a company's indication of the individual being employed by the company or having a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.

NOTE: The Company Relationship must be established before the company may sponsor the individual's license; however, relationships may be established without any license sponsorship.

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.

Key Terms

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.

Compliance Indicator - An indication that the MLO has or has not met pre-licensure or continuing education requirements under SAFE.

Compliance Year - The calendar year for which the course credit(s) apply and for which pre-licensure education and/or continuing education requirements have been met.

Component - A generic reference to either a Financial Condition or a Residential Mortgage Loan Activity Report (RMLA-General or RMLA-State Specific) of an MCR filing.

Composite View - Composite View is a function in NMLS that provides users with the ability to view license/registration, historical filings, relationship and sponsorship information about companies, branches, and individuals. Users must have appropriate permissions and access to view composite.

Continuing Education (CE) - Course(s) that must be completed or requirements that must be met by a licensed MLO each year in order to maintain and/or renew a license.

Control Individual (Control Person) - An individual that directly or indirectly exercises control over a company. Control is defined by the power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any person that (i) is a director, general partner or executive officer; (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; (iii) in the case of an LLC, Managing Member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

Course - A pre-licensure or continuing education program offered through an ACP.

Course Completion Record - A detailed list of course information for all pre-licensure or continuing education courses that an MLO has completed.

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 inquiries.

Credit Report Information - All information corresponding to a credit report within NMLS, including credit scores, summary flags and the Credit Report itself.

Credit Report Request - The event of an individual or company submitting an authorization for the individual's Credit Report to be obtained and provided to the applicable State Regulator for the purpose of obtaining or maintaining licensure.

Key Terms

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 Background Check Request Status - The state of the corresponding criminal background check request. Statuses include: Pending Fingerprints, Processing Fingerprints, Processing Name Check, Illegible, Rejected or CHRI Received.

Criminal Background Check Request Status Date - The date that the corresponding criminal background check status was last updated.

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).

Criminal History Record Information (CHRI) Result - The result of 'clear' or 'RAP' received from the FBI following the successful submission and processing of a fingerprint record.

Demographic Information - Information used to identify an individual for performing a criminal background check. The information includes: Name (First, Middle, Last), DOB, Place of Birth, Gender, Hair Color, Eye Color, Height, Weight, and Race.

Disbursement - Payments made to regulators and SRR from funds collected from applicants/licenseses. Funds will be disbursed five business days after the funds are collected from the licensee.

Disclosure Explanations - Each Disclosure Explanation represents a single event that is all or part of the reason why a Disclosure Question was answered "Yes". A Disclosure Explanation can be associated with one or more Disclosure Questions and one or more Disclosure Explanations can be associated with a single Disclosure Question.

Disposition - Each Disclosure Explanation has a Disposition that represents the current status of the event described. Disposition is a general category that includes legal statuses as well as more general statuses for non-legal events.

Document Uploads - PDF documents of various types associated with company and/or branch filings, as required by regulators. In the past some of these documents were provided to regulators outside of NMLS but now are part of the filing record.

Key Terms

Enrollment - The process of either an Individual or a Company (on behalf of an Individual) selecting and paying for a test component within NMLS. Scheduling an appointment to take the test is coordinated outside of NMLS through either Prometric or Pearson VUE. An enrollment indicates to NMLS that an MLO intends to take a test component.

Enrollment Status - Indicates whether an enrollment window is currently open, closed, or has expired.

Enrollment Window - After creating an enrollment, this is the 180 day timeframe which an MLO is eligible to make an appointment to take a test component.

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

Expanded Mortgage Call Report (E-MCR) - A type of Mortgage Call Report filing which requires full detailed information based on the existing Mortgage Bankers' Financial Reporting Form (MBFRF). Typically only GSE-approved entities are required to file the E-MCR.

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) or NMLS or both.

Filing ID - NMLS generates a unique identifier number (ID) for each filing created. This ID assigned to a filing is called a Filing ID. Initial filings and all amendments are assigned their own filing ID. There may be several "filing ID" numbers associated with any NMLS record.

Financial Condition (FC) Report - The component of an MCR which gathers the filing entity's financial data at a corporate level. The FC may be Expanded (E-FC) or Standard (S-FC).

Financial Statement - The generic reference to a financial statement, either audited or un-audited. The financial statement may contain one or more components: balance sheet, cash-flow statement, statement of income, etc. and is separate from a Mortgage Call Report.

Financial Statement Annual Requirement - The jurisdiction requirement on a license type that indicates the classification of financial statement that is required on an annual basis. Not all jurisdictions have a financial statement annual requirement.

Financial Statement Application Requirement - The jurisdiction requirement on a license type that indicates the classification of financial statement that is required in conjunction with an application for a new license (excluding transition requests). Not all jurisdictions have a financial statement application requirement.

Financial Statement Classification - The type of financial statement required by a jurisdiction in regards to one of the following designations:

- Un-audited (not reviewed/compiled)
- Un-audited (compiled)
- Un-audited (reviewed)
- Audited

Key Terms

Financial Statement Deficiency - The failure to meet either the Financial Statement Application or Annual Requirement of a license type.

Financial Statement Filing - The event of submitting to NMLS a financial statement along with key financial data and other supporting information describing that financial statement (e.g., the Financial Statement Classification). The Financial Statement Filing is separate from a Mortgage Call Report.

Financial Statement Ranking - The ranking associated to a Financial Statement Classification that represents the relative stringency of a Financial Statement Requirement. The ranking of Financial Statement Classifications shown in lowest to highest ranking (increasing stringency) is:

- Un-audited (not reviewed/compiled)
- Un-audited (compiled)
- Un-audited (reviewed)
- Audited

Fingerprint Record - An individual's demographic information and an electronic image of the individual's fingerprints.

Fingerprint Vendor - An organization which has been authorized as a CardScan or LiveScan vendor and which may electronically transmit a fingerprint record for processing.

Fiscal Year - The fiscal year for which the Financial Statements and MCR filing represents. The Fiscal Year qualifies the Financial Statement filing in conjunction with the Period Type.

Fiscal Year End - The fiscal year end of the company, as identified on the MU1 filing. The Period End Date of a Financial Statements or MCR filing should correlate to the Fiscal Year End for the company. For instance, the Period End Date of an Annual Financial Statement filed by a company with a Fiscal Year End of 6/30 for the fiscal year 2008 should be 6/30/2008.

Individual Form (MU2) Filing - An electronic application used for reporting administrative information and background disclosures about a control person, qualifying individual or a branch manager. An Individual (MU2) can only be filed as part of a Company (MU1) or Branch (MU3) filing and attestation by the individual is required.

Individual Form (MU4) Filing - An Individual MU4 filing is used by a company or individual to electronically apply for a license/registration, withdraw an application, surrender/cancel a license/registration, or to amend an individual's record. If an MU4 is submitted by a company, attestation by the individual is required.

Industry Types - Categorization of business activities that may be conducted by a company/branch requiring licensure in NMLS. Supported Industry Types in NMLS will include:

- Mortgage
- Consumer Finance
- Debt
- Money Services

Key Terms

Government Sponsored Enterprise (GSE) - A financial services corporation created by the United States Congress to enhance the flow of credit to targeted sectors of the economy and to make those segments of the capital market more efficient and transparent. Examples of GSEs include: Federal Home Loan Bank, Federal Home Loan Mortgage Corporation (Freddie Mac), Federal Farm Credit Bank, and the Resolution Funding Corporation.

GSE-Approved Entity - A Company which is designated as an approved issuer, seller, or servicer by one or more GSEs on its Form MU1. For purposes of the MU1, GSEs include Fannie Mae, Freddie Mac and Ginnie Mae.

Historical Filing - A filing that has been processed by the system; therefore, it is in a status of 'Filing Processed'. Once the system processes the filing it becomes available for view through the Composite View tab.

Illegible Card - A fingerprint card containing fingerprint images which are not clear enough to run an appropriate criminal history background check.

Individual Account - A user account for an individual license/registration applicant (MU4) or a control/qualifying (MU2) individual. These accounts can only be created through the self-entitlement process.

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

Key Financial Data - Numeric values of Assets, Liabilities and Owners' Equity to be entered into the system by the Company in conjunction with submitting a Financial Statement filing that is classified as an Annual/Initial statement. This information is not provided for Financial Statements that are not annual.

License ID - NMLS generated unique ID for each license/registration filing comprised of a combination of the filing and type of license. This is a reference number for the system.

Key Terms

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

Deficiency - A type of license item set by the regulator or the system 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. Only certain deficiencies can be set by the by the system (e.g. Funds Pending, Financial Statement Net Worth, Financial Statement Insufficient and Financial Statement Not Submitted). Deficiencies set by the system can be cleared by the regulator with the exception of the Funds Pending Deficiency.

State Requirements - A type of license item set by the regulator or the system 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 or the system.

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.

License Item Internal Note - A note entered by a regulator and associated to a license item that can only be viewed by regulator users within their agency.

License Number - The regulator-assigned number assigned to each license/registration at the time of approval.

License Sponsorship - A company's indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual's license and the company must already have an established relationship with the individual in the system. License sponsorship must be approved by the regulator.

License Status - Indicates the status of the license or registration. The system sets the first license status upon submission of the filing, the regulator sets the subsequent license status(es) over the life of the license.

License Status Date - The date on which the license status was effective, usually as assigned by the regulator. This date cannot be post-dated.

License Type - Represents the types of licenses or registrations a jurisdiction may issue to a company, branch, or individual.

LiveScan (or Live Scan) - The hardware device and process which is used to capture and transmit electronic fingerprint records.

Key Terms

MU2 Association - An MU2 association is created between a company and an individual when a company files an MU2 filing on behalf of a control person, qualifying individual, or branch manager. The MU2 filing is a required part of filing the Company (MU1) or the Branch (MU3) filing.

Multi-State Action - A state regulatory action taken by multiple regulatory agencies against one or more entities.

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.

Mortgage Loan Originator (MLO) - An individual that has or intends to pursue a license/registration in the mortgage industry and has an NMLS ID.

Name Check - The process whereby the FBI will compare an Individual's demographics, for the purpose of conducting a criminal history background check. This process is used when the Individual is not able to provide a set of fingerprints which the FBI deems clear enough to be used for a criminal history background check.

National Test - A standardized test component, required by the SAFE Act, that covers general and federal topics and is not specific to any one jurisdiction.

Net Worth - Entered by the Company as the Owners' Equity value.

Net Worth Deficiency - The failure to meet the Net Worth Minimum defined for a license type either when submitting a new license application on an Company (MU1) or when submitting an Annual Financial Statement. Not all jurisdictions may have a Net Worth Minimum.

Net Worth Minimum - The minimum net worth value that a company is expected to maintain in support of license applications and on an annual basis for the specific license type. Not all jurisdictions may have a Net Worth Minimum.

Official Result - The test result, as recorded in NMLS, that is recognized as the final result for an MLO for a particular test component.

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.

Key Terms

Pending Filing - A filing that is in an 'Unsubmitted' status. A company user or individual can edit the filing and save changes prior to submitting the filing. This includes individual filings created by a company user while awaiting attestation by the individual. A regulator cannot view a filing in an 'unsubmitted' status.

Period End Date - The period end date that corresponds to the Financial Statement and MCR filing. This date should also be aligned with the classification of the financial statement and the Fiscal Year End of the Company. For instance, a Financial Statement Filing classified as Annual for a company with a Fiscal Year End of 12/31 would specify a Period End Date of 12/31/2008. This indicates that the financial statement covers 1/1/2008 through 12/31/2008.

Period Type - Represents the period for which the Financial Statement and MCR filing pertains in regards to being an annual, quarterly or year-to-date filing. The Period Type qualifies the Financial Statement filing in conjunction with the Fiscal Year.

PIN - The identification number assigned by NMLS to a criminal background check request. The PIN is provided on the criminal background check certificate and must be entered by the fingerprint vendor during the data-entry and fingerprint-scanning process prior to submitting the fingerprint record.

Pre-Licensure Education (PE) - Courses that must be completed or requirements that must be met, by an MLO seeking a license, before the license can be approved by the regulatory agency.

Privacy Level - Indicates who can see a state regulatory action and/or its associated artifacts in NMLS. (i.e., Incomplete – viewable only to posting agency in NMLS (Tasks tab only); Private – viewable only to posting agency in NMLS.

PULSE - The third party system that will maintain and evaluate any courses taken by an MLO and determine if an MLO has satisfied pre-licensure and/or continuing education requirements under SAFE.

Qualifying Individual - The individual named by the company who meets the jurisdiction's qualifications. Not required by every jurisdiction. See published Jurisdiction-Specific instructions for the qualifications of each regulatory jurisdiction. An MU2 is required for the Qualifying Individual.

Recalling a Filing - When a filing is in a status of 'Attestation Requested' or 'Attested', the company user may view the filing in read-only mode. To edit or delete the filing, the company user must 'recall' the filing. Recalling a filing updates the filing status to 'Unsubmitted'.

Record of Arrest and Prosecution (RAP) Sheet - An individual's criminal identification, arrest, conviction, and incarceration information, as compiled by the FBI. The RAP sheet also contains information on felonies and misdemeanors, and may also contain municipal and traffic offenses if reported by an agency.

Key Terms

Registered Location Link - A registered location is a Company's Main Office or a Branch Office as defined in a previously submitted Company (MU1) or Branch (MU3) filing. When creating a Company Relationship to an individual in the system, the Individual must be linked to one or more registered locations.

Regulator Review Item - A regulator review item is created due to license/registration requests, sponsorship requests/removals, and filing amendments. A work item found in the regulator Work List may consist of one or more review items.

Regulator Work Item - Regulator work items are generated as a result of the processing of filings and managing license sponsorships. A regulator work item is created per filing/sponsorship request. Work items can be assigned to system users within the agency.

Regulator Work List - A work list contains a collection of work items. Regulator work items can be assigned to system users within the agency.

Residential Mortgage Loan Activity Report (RMLA) - The component of an MCR which contains information about the mortgage activities for a company and its Mortgage Loan Originators (MLOs). An RMLA has two components which contain company-level and state-specific information. The company-level RMLA component contains information about the lines of credit and general notes. The state-specific RMLA components are completed for each state in which a company is licensed/registered and contains state specific activity. The RMLA may be Expanded (E-RMLA) or Standard (S-RMLA).

Respondent - An Entity identified explicitly by a regulator as having the responsibility to respond to an action. All entities associated to an action are considered respondents.

Secure and Fair Enforcement for Mortgage Licensing Act (SAFE) - This Federal Law set forth procedures, requirements, education, testing, and standards including mandatory federal registration and state licensing/registration of mortgage loan originators through the creation of a Nationwide Mortgage Licensing System & Registry (NMLS).

Standard Mortgage Call Report (S-MCR) - A type of Mortgage Call Report filing which gathers detailed data, but which is a subset of the Expanded filing type.

State Regulatory Action (SRA) - An action that includes public and/or non-public disciplinary and enforcement regulatory actions brought against a Company, Individual, Unidentifiable Company, or Unidentifiable Individual and posted by a state regulator in NMLS.

State-Specific Instructions - Published details by license type for requirements in that state. See the [NMLS Resource Center](#) website or each state's website pertaining to issues of qualifying individual or branch manager, financial responsibility, bonding, etc.

Submitted Filing - A filing in a status of 'Submitted'. The applicant can only view the filing in read-only mode. Submitted filings have not yet been acted upon by the system but can no longer be edited by the applicant.

Key Terms

Support User - Support users have the ability to create and manage user accounts and account administrator accounts for regulators, companies, and individuals. Only support users can edit an entity's base record. Support Users are staff members of the NMLS Call Center.

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

Test Appointment - The date and time the MLO elected to take the test. A test appointment can be scheduled at a test center after an enrollment window has been created.

Test Center - A location within the U.S. or its territories where an MLO may take a scheduled SAFE Mortgage Loan Originator test component.

Test Result - Final Score (# out of 100) and Pass/Fail grade of a test component that was taken by a candidate.

Transitioned License - An existing license/registration issued by a regulator prior to joining the NMLS – being transferred on to NMLS.

Unaudited Financial Statement - One or more components of a financial statement (balance sheet, cash flow statement, income statement) that has not been audited, reviewed nor compiled by a CPA or equivalent. Accountant Information is not provided when a financial statement has been classified as Unaudited.

Unaudited (Compiled) Financial Statement - An un-audited financial statement for which the financial data has been assembled by a CPA or equivalent but not reviewed for accuracy. Accountant Information is to be provided on the Financial Statement filing when a financial statement has been classified as Unaudited (Compiled).

Unaudited (Reviewed) Financial Statement - An un-audited financial statement for which the financial data has been reviewed for accuracy by a CPA or equivalent. Accountant Information is to be provided on the Financial Statement filing when a financial statement has been classified as Unaudited (Reviewed).

Unidentifiable Respondent - A Company or Individual identified by a Regulator as a respondent that does not have a base record in NMLS and for which the regulator does not have the basic identifying information required by NMLS (such as EIN, SSN or DOB). A record must be created for such an entity in order for it to be associated as a respondent.

Unique State Test - A standardized test component, required by the SAFE Act, that applies to one specific state or jurisdiction.