

Background

Certain business activities were expired in NMLS to ensure all business activities were relevant and well defined. Other business activities that were previously combined have been separated into distinct, separate business activities because of updates to the <u>Mortgage Call Report</u> Form Version 6 (FV6).

If your NMLS dashboard displays a warning message that you have expired business activities selected on your latest submitted MU1 filing, you must file an amendment to your MU1 filing to update your selected business activities.

Filing an MU1 Amendment to Update Selected Business Activities

- 1. Click Filing.
- 2. Click Company (MU1).

Company (MU1) Branch (MU3) | Individual | Financial Statements | Call Reports | Access | Relationships

3. Click Create New Filing or Complete and Submit a Pending Filing (1).

Create New Filing

 Click the red × icon to remove the business activities that were listed in the warning message on your NMLS dashboard.

NOTE: Click **Add Activity** to select open the Business Activity Wizard to add any business activities you may need to replace the business activities you removed.

FILING MLO TESTING & EDUCATION TASKS COMPOSITE VIEW RENEWALS ADMIN REPORT

- 5. Click OK to confirm.
- 6. Click Attest and Submit on the left navigation panel.

| Document Uploads |
|-------------------|
| MU2 Forms |
| Attest and Submit |

- 7. Click the **checkbox** to attest to the filing.
- 8. Click the Attest and Submit button.

On this Tuesday, May 9, 2023, I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant. I solemnly swear (or affirm) under the penalty of perjury or un-sworn falsification to authorities, or similar provisions as provided by law that I have reviewed the foregoing responses, have made diligent inquiry as to their accuracy, and they are true and correct to the best of my knowledge, information and belief.

Attest and Submit

RESULT: The warning message on your NMLS dashboard clears.

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).