
Nationwide Mortgage Licensing System (NMLS): Release Notes

NMLS Release 2.0

Release Date: October 13, 2008

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Contents

1	Overview.....	3
2	Release Highlights.....	3
2.1	Renewals Functionality.....	3
2.1.1	Companies	4
2.1.2	Individuals.....	6
2.1.3	Regulators	7
2.1.4	Renewals Batch Processing.....	9
2.1.5	Renewals Fees.....	9
2.2	Regulator Data Download Enhancements	9
2.3	'Composite View' Updates and Enhancements.....	11
2.3.1	Composite View Tab	11
2.3.2	Relationship Termination Reason	11
2.4	Tasks Submenu Changes	11
2.5	Form Filing Updates	12
2.6	Miscellaneous Enhancements.....	12
3	Support.....	13
3.1	World Wide Web Site:.....	13
3.2	Call Center.....	13

Nationwide Mortgage Licensing System (NMLS): Release Notes

Release 2.0

Release Date: October 13, 2008

1 Overview

These release notes describe the enhancements for Release 2.0 of the Nationwide Mortgage Licensing System, released on October 13, 2008. Release 2.0 is comprised mainly of the renewals functionality that will give companies and individual users the ability to request renewals for their licenses on an annual basis starting on November 1 of each year. Regulators are given the ability to manage the renewal process for their jurisdiction.

Release 2.0 Features:

1. Renewals Functionality
2. Data Download Enhancements
3. 'Composite View' Updates and Enhancements
4. Tasks Submenu Changes
5. Form Filing Updates
6. Miscellaneous Enhancements

2 Release Highlights

2.1 Renewals Functionality

A brief description of the renewals functionality to be made available to companies, individuals and regulators through Release 2.0 can be found below. For more information regarding the renewals functionality, please refer to the Industry and Regulator Renewal Navigation Guides available October 13, 2008.

- The Industry Renewal Navigation Guide can be found at:
http://www.stateregulatoryregistry.org/AM/Template.cfm?Section=Navigation_Guide2 Industry can access further information regarding renewals at:
http://www.stateregulatoryregistry.org/AM/Template.cfm?Section=How_To
- The Regulator Renewals Navigation Guide is available in the Regulator Only section of the NMLS Website at: http://www.stateregulatoryregistry.org/AM/Template.cfm?Section=Navigation_Guide1 (Login and password required.) Regulators also can review the NMLS high level requirements through the Regulator Only section of the NMLS Website at:
http://www.stateregulatoryregistry.org/NMLS/AM/Template.cfm?Section=Additional_System_Info&Template=/MembersOnly.cfm&NavMenuID=896&ContentID=17931&DirectListComboInd=D (Login and password required.)

Nationwide Mortgage Licensing System (NMLS): Release Notes

Release 2.0

Release Date: October 13, 2008

2.1.1 Companies

As part of the Renewals Functionality, companies will have the capability to assign roles to company users, as described below, to allow such users to perform one or more of the following steps with respect to renewals:

Step 1 – Attest that company and branch information is up-to-date and jurisdictions requirements have been met on a license by license basis.

Step 2 – Evaluate and select company and branch licenses to renew or not renew and sponsored individual licenses to renew or not pay.

Step 3 – Confirm the renewal selections made in Step 2.

Step 4 – Submit and pay for renewal filings for selected company, branch and sponsored individual licenses in bulk.

ENTITLEMENT ROLES: In order to perform the renewal functions, primary and secondary account administrators for the company automatically will be granted the authority to conduct the following roles and to assign one or more of the following roles to other company users:

Role	Authority*
Renewals Attestation	Ability to perform attestation for all company and branch licenses for each jurisdiction with a renewable license.
Renewals Reviewer	Ability to evaluate renewable licenses and designate whether to renew company and branch licenses or to pay for renewal of sponsored individual licenses.
Renewals Not Renew	Ability to manage renewable licenses that have been designated by the Renewals Review role as not renewing or not paying and to run renewals reports
Renewals Renew	Ability to manage and pay for renewable licenses that have been designated by the Renewals Review role as renewing and to run Renewals reports

*In addition to the authorities listed above, a user granted a renewals role also will have the authority to run renewals queries, as described below.

Nationwide Mortgage Licensing System (NMLS): Release Notes

Release 2.0

Release Date: October 13, 2008

QUERIES: Companies will be able to run the following queries to obtain real-time data to assist in the management of the renewals process:

Query	Description
Ineligible for Renewal (Company/Branch)	Provides a list of all company and branch licenses with renewable status, that have neither been requested to be renewed nor submitted as not renewing and marked to prevent renewal.
Ineligible for Renewal (Individual)	Provides a list of all individual licenses with a renewable status that have an active sponsorship and have neither been requested to be renewed nor submitted as not renewing and marked to prevent renewal.
Submitted Renewals (Company/Branch)	Provides a list of all company and branch licenses that have been submitted for renewal.
Submitted Renewals (Individual)	Provides a list of all individual licenses that have an active sponsorship with the company for which a renewal request has been submitted.
Sponsored Licenses Not Paying	Provides a list of all individual licenses with an active sponsorship for which the company has delegated responsibility to the individual by using the Do Not Pay option.

SYSTEM GENERATED RENEWAL NOTIFICATIONS: NMLS will send appropriate renewals related email notifications to system users assigned to receive such notifications. Any user with the "Notification Administrator" role has the ability to designate users to receive the renewals notifications described below. However, receipt of system notification emails by such users is contingent upon a valid email address being provided during user set-up.

Notifications are informational messages that are systematically generated and sent when a pre-defined event occurs in NMLS. A separate notification is sent each time an event occurs within NMLS. Below please find a description of the notifications created for use in connection with the company renewals function.

Notification Name	Sent when:
Company Renewal Rejected	Regulator sets the renewal status of a company license to 'Rejected'
Branch Renewal Rejected	Regulator sets the renewal status of a branch license to 'Rejected'
Individual Renewal Rejected	Regulator sets the renewal status of a sponsored individual license to 'Rejected'

Nationwide Mortgage Licensing System (NMLS): Release Notes

Release 2.0

Release Date: October 13, 2008

Notification Name	Sent when:
Individual 'Do Not Renew' Submitted	Renewal status of a sponsored individual license is set to 'Do Not Renew'
Individual 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled for a sponsored individual's license
Company 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled for a company license
Branch 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled for a branch license

2.1.2 Individuals

As part of the Renewals Functionality, individuals will have the capability to:

- Attest that their record is up to date and jurisdictions requirements have been met for each jurisdiction in which the individual is licensed.
- Select licenses not currently sponsored by a company to renew or not renew. An individual also has the ability to select sponsored licenses to renew or not renew, if the sponsoring company(ies) has/have indicated they will not pay for the renewal. Licenses selected for renewal are moved to the 'shopping cart' and licenses the individuals have designated not to renew become accessible through the Do Not Renew Confirmation page.
- An individual must access the 'shopping cart' to submit and pay for the renewal of licenses. Individuals also may access the Do Not Renew Confirmation screen to confirm the licenses the individual does not intend to renew. Upon submission of the Do Not Renew Confirmation, a notice of the individual's intent not to renew the specified licenses is sent to the appropriate regulators.

NOT ACTIONABLE LIST: The Not Actionable List displays a list of all licenses for which an individual cannot perform any renewal action. This list is accessible from the left hand navigation panel and includes: (i) basic license information; (ii) a description of why there is no action available for the license; and (iii) a link to the composite information.

SYSTEM GENERATED RENEWAL NOTIFICATIONS: NMLS will send appropriate renewals related email notifications to individual users. Notifications are informational messages that are systematically generated and sent when a pre-defined event occurs in NMLS. A separate notification is sent each time an event occurs within NMLS. Receipt of system notification emails

Nationwide Mortgage Licensing System (NMLS): Release Notes
Release 2.0

Release Date: October 13, 2008

is contingent upon a valid email address being provided during user set-up. Below please find a description of the notifications created for use in connection with the individual renewals function.

Notification Name	Sent when:
Individual Renewal Rejected	Regulator sets the renewal status of an individual license to 'Rejected'
All Sponsoring Companies 'Not Paying'	The last sponsoring company indicates they do not intend to pay for the individual license renewal
Individual 'Do Not Renew' Recalled	A 'Do Not Renew' request for the individual's license is recalled

2.1.3 Regulators

As part of the Renewals Functionality, regulators will have the capability to:

- Prevent a company, branch or individual license from renewing
- Review/process a company, branch or individual renewal request
- Approve, reject, or place on hold any company, branch or individual renewal request

ENTITLEMENT ROLES: In order to perform the regulator renewal functions, account administrators for the regulator automatically will be granted the authority to manage renewals. They must assign the renewals management role to other regulator users.

QUERIES: Regulators will be able to access the following queries to assist in the management of the renewals process:

Query	Description
Renewals Not Requested (Company/Branch)	Provides a list of all renewable company and branch licenses that have neither been requested nor submitted as not renewing.
Intended Not To Renew (Company/Branch)	Provides a list of all company and branch licenses that have been submitted as not renewing.
Processed Renewals (Company/Branch)	Provides a list of all company and branch licenses that have been processed (approved or rejected) by the regulator or system.
Prevent Renewal Requests (Company/Branch)	Provides a list of all company and branch licenses that have been marked to prevent renewal but are otherwise renewable.

Nationwide Mortgage Licensing System (NMLS): Release Notes

Release 2.0

Release Date: October 13, 2008

Query	Description
Renewals Exceptions (Company/Branch)	Provides a list of all company and branch licenses that have conflicting license and renewal statuses: (i) not approved license status and approved renewal status; or (ii) approved license status but rejected renewal status.
Renewals Not Requested (Individual)	Provides a list of all renewable individual licenses that have neither been requested nor submitted as not renewing.
Intended Not To Renew (Individual)	Provides a list of all individual licenses that have been submitted as not renewing.
Processed Renewals (Individual)	Provides a list of all individual licenses that have been processed (approved or rejected) by the regulator or system.
Prevent Renewal Requests (Individual)	Provides a list of all individual licenses that have been marked to prevent renewal but are otherwise renewable.
Renewals Exceptions (Individual)	Provides a list of all individual licenses that have conflicting license and renewal statuses: (i) not approved license status and approved renewal status; or (ii) approved license status but rejected renewal status.

SYSTEM GENERATED RENEWAL NOTIFICATIONS: NMLS will send appropriate renewals related email notifications to system users assigned to receive such notifications. Any user with the "Notification Administrator" role has the ability to designate users to receive the renewals notifications described below. However, receipt of system notification emails by such users is contingent upon a valid email address being provided during user set-up.

Notifications are informational messages that are systematically generated and sent when a pre-defined event occurs in NMLS. A separate notification is sent each time an event occurs within NMLS. Below please find a description of the notifications created for use in connection with the regulator renewals function.

Notification Name	Sent when:
Individual 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled from the regulator's agency for a sponsored individual's license
Company 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled from the regulator's agency for a company license
Branch 'Do Not Renew' Recalled	A 'Do Not Renew' request is recalled from the regulator's agency for a branch license

Nationwide Mortgage Licensing System (NMLS): Release Notes Release 2.0

Release Date: October 13, 2008

2.1.4 Renewals Batch Processing

Renewals Batch Processing implements automated processes that allow NMLS to manage the renewals period. NMLS will automatically manage certain license status updates to company, branch and individual licenses, based on whether the jurisdiction has perpetual/nonperpetual licenses and/or has chosen automatic or manual renewal processing, during the following key renewal dates:

- Start of Renewal Period
- Start of Reinstatement Period
- End of Reinstatement Period

In addition, licenses set up for automatic approval by the regulator will be automatically approved within 15 days of submission of the renewal request, provided the regulators does not place the renewal request on hold or reject the renewal request before the 15 days expires.

2.1.5 Renewals Fees

The following fee processing changes for renewals will be incorporated into the existing payment process:

- Regulator renewal fee will be added
- NMLS annual processing fee will be added
- These renewal related fees will display in licensee's invoice processing
- Renewal fees will display in the Disbursement, Disbursement Allocation, and Payments Submitted Extracts
- System generated notifications for failed payments will include details on the type of filing for which the payment has failed (i.e.; renewals filing, sponsorship filing, MU1 filing, etc.).

2.2 *Regulator Data Download Enhancements*

The following new files have been added to data download to allow regulators to capture renewals information. Updated date specifications are available on eForums.

1. **RenewalsAttestation.xml** – This file contains the record of the entity's renewals attestations which are required for each jurisdiction before any corresponding licenses can be renewed. Licensees are required to renew their licenses every year.

Nationwide Mortgage Licensing System (NMLS): Release Notes
Release 2.0

Release Date: October 13, 2008

- 2. LicenseRenewals.xml** – This file contains the renewal related information for a license. Only the latest renewal update relevant to a regulator is provided in this file.
- 3. RenewalsStatus.xml** – This file contains the set of Renewal Status values that can be associated to a License with respect to renewals processing. Each renewal status also has a set of indicators used to determine renewal actions that either have been taken or can be taken on the license.

In addition, fields were added to existing files to include pertinent renewals information as follows:

- 1. Office.xml** – Company Contact Phone Number and Email Address is added pursuant to the addition of such information to the company base record to facilitate the inclusion of company contact information in the Regulator's 'Not Requested' renewals query.
- 2. License.xml** – A four digit year value representing the renewal year for which the license is being processed is added. For instance, NextRenewal would be set to 2009 for licenses that are eligible for renewal as of November 1, 2008.
- 3. CompanyLicenseTypes.xml, BranchLicenseTypes.xml and IndividualLicenseTypes.xml** – First Renewal Year - represents the first renewal year for which the license type needs to be renewed. First Renewal Year is used primarily as new license types are transitioned into the system. Yes/No indication on whether the license type is considered perpetual. Yes/No indication on whether the license type can be automatically renewed.

Finally, the data download trigger events are updated to trigger data downloads for the following:

- 1. Modify Fee Information** – Fee information was added or modified. New or changed fees will be included in the download file for the regulator for which the Fee is considered relevant.
- 2. Modify License Renewals Information** – The renewals information associated with a license was modified. New or changed license renewal records will be included in the download file for the regulator for which the associated license is considered relevant.

Nationwide Mortgage Licensing System (NMLS): Release Notes
Release 2.0

Release Date: October 13, 2008

2.3 'Composite View' Updates and Enhancements

Given the inclusion of the Renewals Functionality in this release, renewals information has been integrated into the Composite View. Any user who has access to an entity's license history will be able to view the renewals history.

2.3.1 Composite View Tab

The following changes were made under the Composite View tab:

- The navigation bar and screen label for View License/Registration Status was renamed 'View License/Registration List.'

Additionally, the following new screens were added under the Composite View tab:

- **License/Registration Renewal History** – This screen allows a user to view the renewals history for its licenses.
- **Renewals Attestation History** – This screen allows a user to view the renewal attestation history for a company.
- **Company Renewal Control (Individual Composite Only)** – This screen allows an individual user to review whether the responsibility to renew a license lies with the individual or a sponsoring company.

2.3.2 Relationship Termination Reason

With this release, the ability to view the relationship termination reason field is limited to: (a) the company that created the relationship; and (b) regulators in states where the individual is/was licensed, applies for a license or appears as a MU2 person for a company licensed in the regulator's jurisdiction. In addition, the 'No Reason Provided' option will no longer be available in the relationship termination reason field.

2.4 *Tasks Submenu Changes*

The Regulator Tasks submenu was amended to remove the sponsorships and license status menu options and replace them with Individual, Branch and Company menu options. Through the Individual, Company, and Branch menus, regulators will be able to manage License Status, Renewal

Nationwide Mortgage Licensing System (NMLS): Release Notes
Release 2.0

Release Date: October 13, 2008

Status, Sponsorships (as applicable) and related information of all licenses in their jurisdiction by accessing individual, branch and company licenses through the appropriate search feature.

2.5 Form Filing Updates

In the Direct Owner/Executive Officers section of the MU1, the NMLS now will calculate the correct ownership percentages when the ownership is listed with a decimal.

2.6 Miscellaneous Enhancements

1. The company contact phone number and email address, as reflected on the MU1, are added to the company base record to facilitate the inclusion of company contact information in the Regulator's 'Not Requested' Renewals query.
2. The *branch name*, as displayed throughout the NMLS, will now include the city and state (in addition to the company legal name) for branches located in the United state or city and country for branches located outside the United States.
3. NMLS User Passwords will now expire every 120 days.

3 Support

3.1 *World Wide Web Site:*

To access the latest information for Nationwide Mortgage Licensing System on our world wide website, please enter this URL into your Internet browser

<http://www.stateregulatoryregistry.org/NMLS>

Note: Regulator section of the website is secured. You need to have a login ID and password to access this information. Please visit our website to request the login details

3.2 *Call Center*

For questions relating to the Nationwide Mortgage Licensing System, user can contact the call center between 9:00 a.m. to 7:00 p.m. EST from Monday through Friday.

1. Industry: The call center number for Industry is 240-386-4444
2. For questions concerning the development of the Nationwide Mortgage Licensing System, user can contact State Regulatory Registry LLC at

<http://www.stateregulatoryregistry.org>