MS Help Document

DOCUMENT UPLOADS

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Policy

The *Document Uploads* screen allows users to upload and submit PDF documents to regulators. Types of documents that can be submitted include: the formation document required in the state licensing requirements, additional documents of a specific type to supplement existing documents, or documents used to replace existing documents.

The <u>Document Upload Descriptions & Examples</u> document describes the types of documents that can be uploaded in connection with a company record. Only documents that are available for selection should be provided through NMLS; all other documentation required by the state regulator must be submitted outside NMLS. For more information, refer to the <u>state-specific checklists</u>.

- How to Update a Document
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Figure 1: Document Uploads Page

Only the applicable document for the Document Type selected should be uploaded in NMLS (e.g., when selecting to upload a business plan, only business plan documents related to the company should be provided). If you have multiple documents for one Document Type for a specific state, they should be combined into one PDF and uploaded as a single document. If you have different versions of the same Document Type that are specific to different states (e.g., Certificate of Good Standing for each state in which you operate), upload each state-specific version separately, indicating to which state that document is relevant.

File Name

The file name of the document should indicate the type of document being uploaded. (e.g., when uploading a business plan, the file name should reference "Business Plan As of mm/dd/yy" or "Articles of Incorporation" when uploading your articles of incorporation.)

Advance Change Notice Document Type

Documentation submitted in support of the Advance Change Notice is considered proposed. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit as Advance Change Notice). If the submission does not meet an existing Document Type, documents must be mailed directly to the state agency; see the state Amendment Checklist for the appropriate license for details.

Deletion of Uploaded Documentation

NMLS will store all documents that have been uploaded on your record. If you need to delete a document for any reason, you can do so; however, the system will still store your previously uploaded filings historically. If a state is not satisfied with the documentation that was provided, they may request you to provide new documentation.

Definitions and Charts

Document Upload Descriptions & Examples

How to Upload a Document

- 1. From the *Document Uploads* screen, click the **Add** button.
- 2. Select a **document type** from the drop-down menu.
- 3. Select a **state** from the drop-down menu (if applicable).

NOTE: A comment is optional.

- 4. Click the **Browse** button.
- 5. Select the **PDF file** and click the **Open** button.
- 6. Click the Upload & Save button (see Figure 2).

Add Documen	t				
The Mortgage Cor	poration (<u>45042</u>) MU1 filing created 6/12/2014 by JohnP4.	👫 😓 🖓 HELP			
		Total Charges: \$0.00			
To upload a document, provide the details below and click Browse to select a PDF file (not exceeding 10 MB). Not all document types allow you to select a state.					
Document Type :	~				
State:	\checkmark				
Comment:					
File :	Browse				
	6 Upload & Save Cancel				

Figure 2: Add Document

M Help Document

How to Update a Document

1. From the *Document Uploads* screen, click the **Edit** [™] icon next to the document you want to update (see *Figure 3*).

Money Service Business Example (47701) MU1 filing created 8/19/2014 by	🔇 🚼 💩 🥐 HELP			
HillST.				
	Total Charges: \$315.00			
This section allows you to upload documents in connection with your filing. Refer to your <u>state licensing requirements</u> <u>checklist</u> to determine which documents you should upload in this section, as well as any documents that must be provided to the state agency outside of NMLS.				
AVAILABLE ACTIONS FUNCTION				
Add Upload new document. > Delete document. Edit document and associated information. View document.				
Documents previously uploaded are listed below.				
Document Samples				
File Name State Upload Date Comment				
🗙 🛃 Sample Document .pdf Arizona 10/3/2014 1:57:20 PM				

Figure 3: Updating a Document Upload

- 2. Click the Choose File button and select the desired replacement file.
- 3. Click the **Save** button.
- 4. A confirmation window appears. Click the **OK** button (see *Figure 4*).

Edit Docu	ment	
Money Servi HillST.	ce Business Example (<u>47701</u>) MU1 filing created 8/19/2014 by	🔇 🔐 💩 🥐 HELP
Update informat	ion regarding your document and/or replace the document below and click Save.	Total Charges: \$315.00
Document Typ Sta Comme Fi	Sample Document .pdf Social Samples Sample Choose File Sample Replacement Document pdf	
	3 Save Cancel	
	The page at https://training.statemortgageregistry.com says: × Click Ok to replace the existing document, click Cancel to return to the page without replacing the document.	
	4 ОК Cancel	

Figure 4: Selecting a File

5. Verify that the replacement document now displays on the *Document Uploads* screen (see *Figure 5*).

Document Uploads					
Money Service Business Example (<u>47701</u>) MU1 filing created 8/19/2014 by HillST.	🔇 👬 💩 🥐 HELP				
	Total Charges: \$315.00				
This section allows you to upload documents in connection with your filing. Refer to your <u>state licensing requirements</u> <u>checklist</u> to determine which documents you should upload in this section, as well as any documents that must be provided to the state agency outside of NMLS.					
AVAILABLE ACTIONS FUNCTION					
Add Upload new document. Delete document. Edit document and associated information. View document. View document.					
Documents previously uploaded are listed below.					
Document Samples					
File Name State Upload Date Comment	5				
🗙 🛃 Sample Replacement Document.pdf Arizona 10/3/2014 1:58:44 PM	-				
Add					
Previous	Next 🕨				

Figure 5: Verifying Replacement Document

Additional Resources

- Information Viewable on NMLS Consumer Access
- Company (MU1) Form Filing
- Company (MU1) Amendments
- Document Uploads