

Advance Change Notice Branch Filing Refresh

Overview/Policy

If an unsubmitted Branch (MU3) Form exists and an Advance Change Notice (ACN) is processed, the system is programmed to refresh the unsubmitted Branch (MU3) filing to incorporate the processed ACN(s).

Each section affected by the update is listed below the Filing Refresh on-screen notice, and a hyperlink to the respective section is displayed. When selected, the affected section is displayed in a new window calling out the impacted areas using a redline comparison.

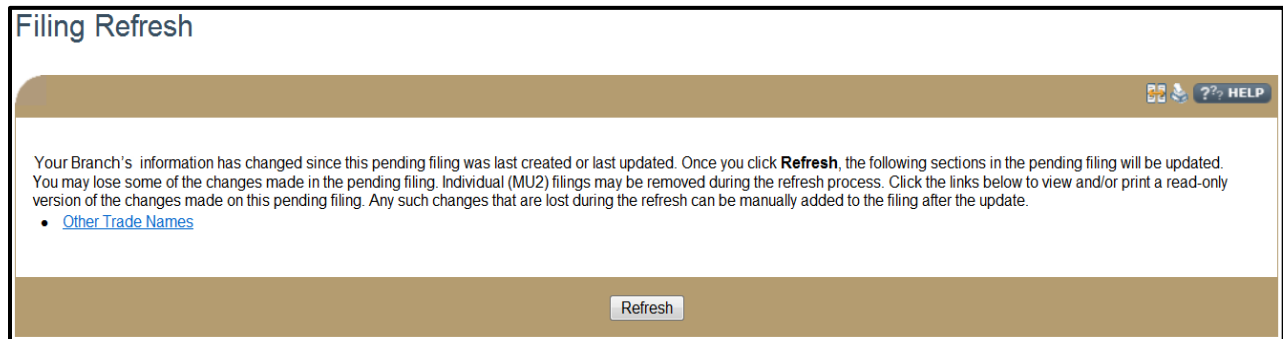
Definitions and Charts

Term	Definition
Advance Change Notice	An NMLS filing notifying state agencies of certain changes to a licensee’s NMLS information in advance of the effective date.
Effective Date	The date on which a change to a licensee’s NMLS information is intended to be effective.

How To

View the Branch Filing Refresh:

1. Click the **link** of the respective affected section(s.)



2. Review the **affected section**, displayed using the redline compare feature.

Please return to the previous screen by closing this window when you are done viewing and/or printing the information.

Harbor Bay Financial, Baltimore, MD Branch (1036405) Branch (MU3) filing submitted 06/18/2013 by BayH.

Other Trade Names

Item 1 of 2:

New Name: [Harbor Bay of Baltimore](#)

Requested Action: [Creation](#)

Effective Date: [08/30/2013](#)

Changed Industry Type(s)

[Mortgage](#)

Changed State(s)

[Maryland](#)

3. Close out the tab/window to return to the previous screen.
4. To accept the updated section(s), click the **Refresh** button.

Helpful Hints

1. Unlike other filing refreshes in the system, this message does not allow the user to accept or reject changes. The filing must be refreshed in order to continue working on the unsubmitted Branch (MU3) Form.
2. As an alternative to the Refresh button, the unsubmitted filing can be deleted by clicking the delete (✘) icon. Once the filing is deleted the **Create New Filing** button will appear, and all processed ACN's will reflect within the new filing.

Additional Resources:

- Quick Guide:
 - [MU3 Filing Instructions](#)
 - [Amendments \(MU3\)](#)

See Company and Branch Help [Table of Contents](#)