



ACN - Other Trade Names

Advance Change Notice (ACN) may be required for an addition, modification or deletion of an Other Trade Name within the Company (MU1) Form or Branch (MU3) Form. Review the [State Licensing Requirements](#) Amendment Checklist(s) for the respective state agency's ACN requirements.

The image below highlights the sections of the Other Trade Names screen that trigger an ACN.

Other Trade Names

Total Charges: \$0.00

All other trade names (i.e. business names, fictitious names, or "doing business as" names) used by your company must be identified below. Review the [state licensing requirements](#) for rules and restrictions regarding other trade names including guidelines for providing advance change notice.

AVAILABLE ACTIONS FUNCTION

- Add** Request a new other trade name.
- Edit Edit an other trade name or an existing change notice.
- Undo Undo the changes made to an other trade name.
- Delete Delete an other trade name.
- Cancel** Withdraw (undo) an existing change notice.

Unsubmitted Change Notices

This table lists other trade names that have been created, modified, removed, amended, or cancelled on the current pending filing.

No unsubmitted change notices exist on this filing.

Other Trade Names

This table lists other trade names currently on record and change notices that have been submitted but are not yet effective.

Name	Industry Type(s)	State(s)	Existing Change Notice Type	Available Actions	Effective Date
Crestar Mortgage	Mortgage	Arizona			

ACN

Add



The following instructions include steps to complete the below actions in NMLS

- [How to submit an ACN for an Other Trade Name](#)
- [How to modify a pending ACN for an Other Trade Name](#)
- [How to cancel a pending ACN for an Other Trade Name](#)
- [Advance Change Notice Document Upload](#)

How to submit an ACN for an Other Trade Name

1. Log in to your company NMLS account.

2. Click .

3. To change the Other Trade Names for the company, click **Company (MU1)** in the sub-menu. To change the Other Trade Names for a specific branch, click **Branch (MU3)** in the sub-menu.
4. Click .
5. Click **Other Trade Names** on the left Navigation Panel.
6. Click .
7. Enter your entity's new Other Trade Name.
8. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

Note: If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee's NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change's Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

9. Select the Industry Type.
10. Select the State(s) in which the Other Trade Name will be used. If applicable, check the box under "Forced Name?" for the respective states.

Add Other Trade Name

BaileysNewHomes (1091) MU1 filing created 5/13/2013 by BaileyW. ?? HELP

Total Charges: \$0.00

Provide your other trade name below, including the effective date, industry type(s), and state(s) where the name is used to conduct business.

Name:

Effective Date: (MM/DD/YYYY)

9. Industry Type

Mortgage

Consumer Finance

Debt

Money Services

10. State **Forced Name?**

<input type="checkbox"/> Alabama	<input type="checkbox"/>
<input type="checkbox"/> Alaska	<input type="checkbox"/>
<input type="checkbox"/> Arizona	<input type="checkbox"/>
<input type="checkbox"/> Arkansas	<input type="checkbox"/>

11. Click .

12. Proceed to the **Attest and Submit** section.

Note: Some agencies charge an amendment fee when certain information changes. The respective state's Amendment Checklist(s) will provide a complete list of fees.

13. If all completeness checks pass, review the attestation language, attest and submit.

How to modify a pending ACN for an Other Trade Name

1. Log in to your company NMLS account.

2. Click .

14. To change the Other Trade Names for the company, click **Company (MU1)** in the sub-menu. To change the Other Trade Names for a specific branch, click **Branch (MU3)** in the sub-menu.

3. Click .

4. Click **Other Trade Names** on the left Navigation Panel.

5. Click the edit icon (✎) next to the Other Trade Name you need to modify.
6. Edit the Name, Effective Date, Industry Type, State or Forced Name as applicable.

Add Other Trade Name

Bailey's New Houses (1091) MU1 filing created 6/17/2013 by BaileyW.

HELP

Total Charges: \$0.00

Provide your other trade name below, including the effective date, industry type(s), and state(s) where the name is used to conduct business.

Name:

Effective Date: (MM/DD/YYYY)

Industry Type

Mortgage

Consumer Finance

Debt

Money Services



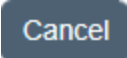
State	Forced Name?
<input checked="" type="checkbox"/> Alabama	<input type="checkbox"/>
<input checked="" type="checkbox"/> Alaska	<input type="checkbox"/>
<input type="checkbox"/> Arizona	<input type="checkbox"/>
<input type="checkbox"/> Arkansas	<input type="checkbox"/>

7. Click .

Note: This action will change the “Pending Change Notice Type” to **Amend Creation** and place it in the **Unsubmitted Change Notices** list. To undo the amendment click the undo icon (↶).


8. Proceed to the **Attest and Submit** section.
9. If all completeness checks pass, review the attestation language, attest and submit.

How to cancel a pending ACN for an Other Trade Name

1. Log in to your company NMLS account.
2. Click .
15. To change the Other Trade Names for the company, click **Company (MU1)** in the sub-menu. To change the Other Trade Names for a specific branch, click **Branch (MU3)** in the sub-menu.
3. Click .
4. Click **Other Trade Names** on the left Navigation Panel.
5. Click .


Unsubmitted Change Notices


This table lists other trade names that have been created, modified, removed, amended, or cancelled on the current pending filing.


Name	Industry Type(s)	State(s)	Pending Change Notice Type	Effective Date
 Clarence's Homes	Mortgage	Alabama	Cancel Creation	07/15/2013

Other Trade Names

This table lists other trade names currently on record and change notices that have been submitted but are not yet effective.




Name	Industry Type(s)	State(s)	Existing Change Notice Type	Effective Date
 Ma Bailey's Boarding house	Mortgage	Kentucky		



Note: This action will cancel the ACN and place it in the **Unsubmitted Change Notices** list. The **Pending Change Notice Type** will change to **Cancel Creation**. To undo the cancellation click the undo icon ().

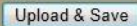

6. Proceed to the **Attest and Submit** section.
7. If all completeness checks pass, review the attestation language, attest and submit.

Advance Change Notice Document Uploads

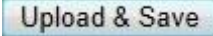
1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Document Uploads** on the left Navigation Panel.
6. Click .
7. Select the "Advance Change Notice" Document Type.

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 :	Advanced Change Notice
State:	Advanced Change Notice Business Plan
Comment:	Certificate of Authority/Good Standing Certificate Debt Management Agreement
File :	Document Samples Errors and Omissions Fidelity Bond Formation Document Management Chart Organizational Chart/Description Surety Bond Trust Account Authorization

Note: Advance Change Notice is a new Document Type available for upload. All ACN Document Type submissions are considered proposed documents. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit under Advance Change Notice as of the effective date). If the submission does not meet an existing Document Type, documents must be mailed to the agency.

8. Enter a Comment related to the file as needed.
9. Browse for the file and select .