



ACN - Qualifying Individuals

Advance Change Notice (ACN) may be required for the addition or modification of a Qualifying individual within the Company (MU1) Form. Review the [State Licensing Requirements Amendment Checklist\(s\)](#) for your state agency's ACN requirements.

The image below highlights the sections of the Qualifying Individual screen that trigger an ACN.

Modify Qualifying Individual

Provide the information requested below for the Qualifying Individual. The current column reflects the current value. Each change requires an ACN.

Entity ID: [REDACTED]
Full Legal Name: [REDACTED]

Title: Vice President and Branch/Location Manager
Business Address: 901 Semmes Ave
City: Richmond
State: Virginia
Country / Province: United States
Postal Code: 23224

Industry Type(s): Mortgage
State(s): California, Illinois, Indiana, Kansas, Maine, Massachusetts, Michigan, New Hampshire

Do you want to amend the Industry Type(s) or State(s)?
If yes, check here:




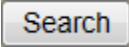
Current Industry Type	Effective Date (MM/DD/YYYY)
<input checked="" type="checkbox"/> Mortgage	
<input type="checkbox"/> Consumer Finance	
<input type="checkbox"/> Debt	
<input type="checkbox"/> Money Services	

Current State	Effective Date (MM/DD/YYYY)
<input type="checkbox"/> Alabama	
<input type="checkbox"/> Alaska	
<input type="checkbox"/> Arizona	
<input type="checkbox"/> Arkansas	
<input checked="" type="checkbox"/> California	
<input type="checkbox"/> Colorado	
<input type="checkbox"/> Connecticut	

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

- [How to submit an ACN to Add Qualifying Individuals](#)
- [How to submit an ACN to Remove Qualifying Individuals](#)
- [How to modify a pending ACN for Qualifying Individuals](#)
- [How to cancel a pending ACN for Qualifying Individuals](#)
- [Advance Change Notice Document Upload](#)

How to submit an ACN to Add Qualifying Individuals

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Qualifying Individuals** on the left Navigation Panel.
6. Click .
7. Search for the individual by entering their Name or NMLS #. Click .
8. Click individual's NMLS ID# in the search results.
9. Enter the Qualifying Individual's Title and Business Address.
10. 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.
11. Select the Industry Type.
12. Select the state(s) for which the individual will be serving as Qualifying individual.

Add Qualifying Individual

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



Total Charges: \$0.00

Provide the information requested below for the Qualifying Individual, including applicable industry type(s) and state(s). In addition an [MU2 form](#) must be completed for each Qualifying Individual.

Entity ID: 1103

Full Legal Name: Bailey, William

9.

Title:	<input type="text"/>
Business Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Country / Province:	<input type="text"/>
Postal Code:	<input type="text"/>

Effective Date: (MM/DD/YYYY) 10.

Industry Type 11.

- Mortgage
- Consumer Finance
- Debt
- Money Services

State 12.

- Alabama
- Alaska

13. Click .




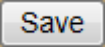
14. Proceed to the **Attest and Submit** section.

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.




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

How to submit an ACN to Remove Qualifying Individuals


1. Log in to your company NMLS account.


2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Qualifying Individuals** on the left Navigation Panel.
6. Click the **Delete**  icon next to the Indirect Owner you would like to remove.
7. Provide all requested information, including an effective date.
8. Click .
9. 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.
10. If all completeness checks pass, review the attestation language, attest and submit.

How to modify a pending ACN for Qualifying Individuals

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Qualifying Individuals** on the left Navigation Panel.
6. Click the edit icon (.
7. Modify the Title, Business Address, City, State, Country/Province, or Postal Code as applicable.
8. Check the box, "If yes, check here" to make amendments to the Industry Type(s) or State(s).

9. Click .



Unsubmitted Change Notices							
This table lists qualifying individuals that have been created, modified, removed, amended, or cancelled on the current pending filing.							
	Entity ID	Name	Title	Industry Type(s)	State(s)	Pending Change Notice Type	Effective Date
	1103	Bailey, William	CEO	Mortgage	Idaho	Amend Creation	07/15/2013

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 ().


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


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

How to cancel a pending ACN for Qualifying Individuals

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Qualifying Individuals** on the left Navigation Panel.




1. Click .

Unsubmitted Change Notices							
This table lists qualifying individuals that have been created, modified, removed, amended, or cancelled on the current pending filing.							
	Entity ID	Name	Title	Industry Type(s)	State(s)	Pending Change Notice Type	Effective Date
	1103	Bailey, William	CEO	Mortgage	Idaho	Cancel Creation	07/15/2013


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.

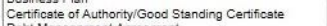
Advance Change Notice Document Uploads


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 : 

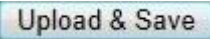
State: 

Comment: 

File : 

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 .