





## MERGERS & ACQUISITIONS IN NMLS – INDIVIDUALS

The mergers and acquisitions functionality in NMLS allows an institution to easily transfer the employment records of registered mortgage loan originators that have come to work for that institution as the result of a merger, acquisition or corporate reorganization. If you have changed employers as due to a merger, acquisition or corporate reorganization, you should await instructions from your new employer before making any amendments to your NMLS record.

Once your institution has gone through the Mergers & Acquisition process in NMLS and has indicated your transfer of employment, you will receive a system generated email instructing you to log into your individual NMLS account and accept or deny the transfer. The steps below will walk you through those steps in the system.

1. Log into NMLS
2. Select **FILING**
3. Select **M&A Transfers**
4. Select the edit icon () next to the Institution name

Employment to be Transferred From	Employment to be Transferred To	Action Required By
 West Coast Bank (36840)	Ryan Banking Associates (26763)	9/22/2011

5. You will be prompted to Accept or Deny the transfer of employment.  
**Note:** If you **Deny** the transfer, you will not be associated with the acquiring institution unless further action is taken by the company.
6. If you **Accept** the Transfer, select Accept.
7. Check the verification box and select Attest.

Upon accepting the transfer, your NMLS record will be updated to reflect the end date with the former institution and a new employment record will be created for your new employer (purchasing institution).

For additional assistance, please contact your employer.