



MERGERS & ACQUISITIONS IN NMLS – Institution Instructions

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.

Before completing the Mergers and Acquisitions process in NMLS, the acquiring institution must obtain the M&A Request Form from the NMLS Call Center by calling 240-386-4444. Once the form is completed and returned by the institution account administrator, you will receive conformation that this functionality has been made available in NMLS. The steps below will walk you through completing the transfer process for your MLOs.

1. Log into NMLS
2. Select **TASKS**
3. Select **M&A Options**

Note: If you are not an account administrator, you must be granted the “Perform MLO Batch Upload” role to complete this process.

4. Select the hyperlink for the acquired institution

Acquired Institution	Status	Effective Date	Expiration Date	Pending	Accepted	Denied	Invalid	Expired
Ryan Banking Associates (26763)	Active	3/1/2011	7/29/2011					


NMLS provides you with the ability to upload a CSV file of all MLOs that have been transferred to your company. The CSV file must contain the appropriate fields for validation. For information on creating the CSV file, see [M&A File Specification](#).

5. Once your CSV file is ready for upload, select *Upload New M&A File* from the left navigation panel.
6. Select Browse to upload the file.
7. Check the box to verify and then click “Attest”.
8. Once the file has been successfully uploaded, select *Processed File List and Results* from the left navigation panel.
9. Results of the upload will be displayed.

File ID	File Name	Uploaded On	Uploaded By	Total Records			Invoice
6054	MnA Three.csv	4/11/2011 5:09:00 PM	StoneO	1	1	1	Unpaid

Records processed successfully will display under the green check (✔). Records that did not process due to errors will display under the yellow triangle (⚠). Select the hyperlink under the yellow triangle (⚠) to view the records that did not process. Each row will have an explanation of the error that occurred. Correct all errors and upload the records again.

10. Select the [Unpaid](#) hyperlink to pay fees associated with the transfers.
11. Once the fees have been paid and payment has cleared, each individual with a successfully processed MLO transfer record will receive a notification from NMLS advising them action is required to transfer their employment and instructing them to log into their account to accept or deny the transfer.
12. Individuals with pending employment transfers, accepted employment transfers, or denied employment transfers can be tracked through the M&A Options section under the Tasks Tab.

Acquired Institution	Status	Effective Date	Expiration Date	Pending	Accepted	Denied	Invalid	Expired	
West Coast Bank (36840)	Active	4/25/2011	9/22/2011	0	1	0	0	0	

For additional assistance, please contact the NMLS Call Center at 240-386-4444.