



MU3 Expired Business Activities

Background

Certain business activities were expired in NMLS to ensure all business activities were relevant and well defined. Other business activities that were previously combined have been separated into distinct, separate business activities because of updates to the [Mortgage Call Report](#) Form Version 6 (FV6).

If your NMLS dashboard displays a warning message that you have expired business activities selected on your latest submitted MU3 filing, you must file an amendment to your MU3 filings to update your selected business activities.

Using the Expired Business Activities (Companies) Report

Use the Expired Business Activities (Companies) Report to identify the branches that have expired business activities.

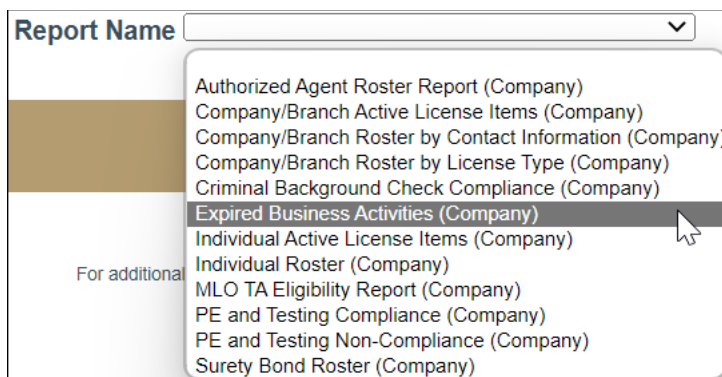
1. Click **Reports**.



2. Click **Request New Report**.



3. Select **Expired Business Activities (Company)**.



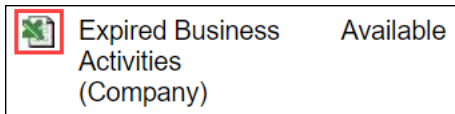
4. Click **Select Report**.



5. Click **Request Report**.



6. Refresh the page until the report status changes from “Pending” to “Available.”
7. Click the **Excel icon** to download the report.

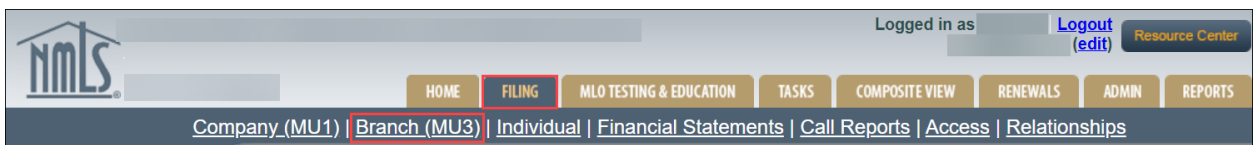


RESULT: The report is available to open via your browser.

8. Use this report to identify and record the **NMLS ID #** for the branches that have expired business activities.

Filing an MU3 Amendment to Update Selected Business Activities

1. Click **Filing**.
2. Click **Branch (MU3)**.



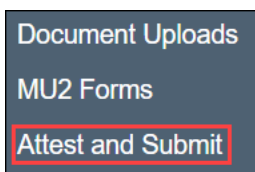
3. Click **Create New Filing** or **Complete and Submit a Pending Filing** (📝).



4. Search for the desired branch.
5. Click the **red X icon** to remove the business activities that were listed in the warning message on your NMLS dashboard.

NOTE: Click **Add Activity** to select open the Business Activity Wizard to add any business activities you may need to replace the business activities you removed.

6. Click **OK** to confirm.
7. Click **Attest and Submit** on the left navigation panel.



8. Click the **checkbox** to attest to the filing.
9. Click the **Attest and Submit** button.

☒ On this Tuesday, May 9, 2023, I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant. I solemnly swear (or affirm) under the penalty of perjury or un-sworn falsification to authorities, or similar provisions as provided by law that I have reviewed the foregoing responses, have made diligent inquiry as to their accuracy, and they are true and correct to the best of my knowledge, information and belief.

Attest and Submit

RESULT: The warning message on your NMLS dashboard clears. The Expired Business Activities (Company) report reflects the updated business activities the next day.

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).