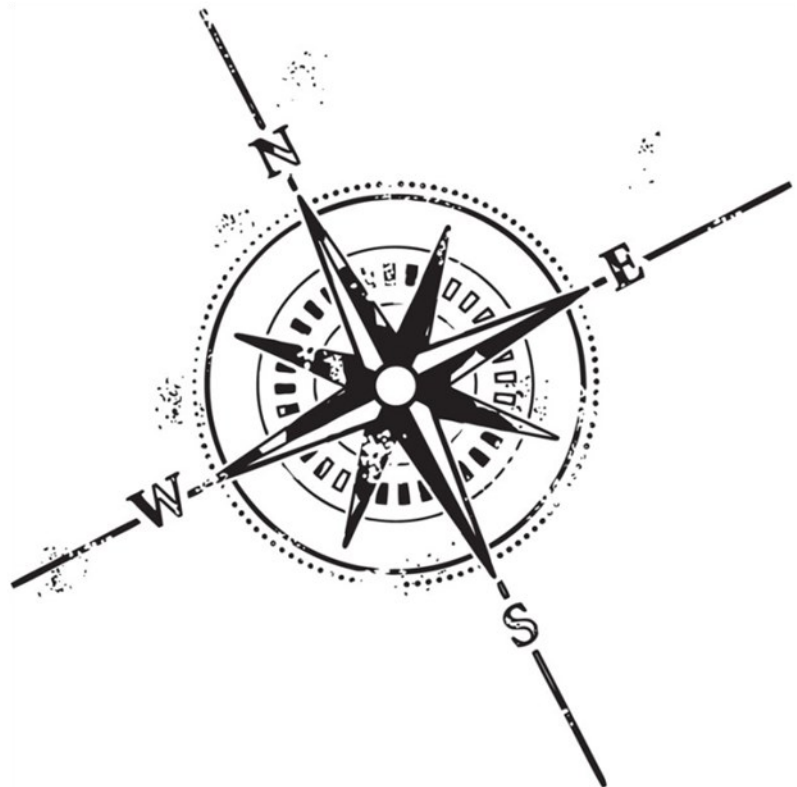




NAVIGATION GUIDE

Notifications



Purpose

This navigation guide is designed to provide a general understanding of the notifications available through NMLS.

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Resources

Resources for NMLS:

- NMLS Resource Center at: <http://mortgage.nationwidelicensingsystem.org>
- NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123)

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Notifications Overview

Notifications are informational messages that are systematically generated and sent when a license or filing related event occurs in NMLS. Regulator and company users must specify which notifications they would like to receive when certain events occur within company, branch, or individual records.

Please note, company Account Administrators will automatically receive all notifications for which no contact has been designated. For example, if a notifications contact is only designated for three of the available notifications and the rest are unassigned, each Account Administrator will receive all unassigned notifications.

Regulator and company users who are designated as a Notifications Administrator will have the ability to set up other system users as a notification contact. Regulator and company Account Administrators are automatically designated Notification Administrators, however a system user can be designated as a Notification Administrator, if the system Account Administrator updates the user's roles.

Licensed individuals who have created an individual user account will receive notifications for events affecting their record. They will not have the option to specify which notifications they would like to receive.

Regulator or company Notification Administrators can designate one user to receive all notifications or designate multiple users to receive a notification. There is no limit to the number of users that can receive a specific notification. Each user receiving emails is considered to be a contact. Contacts can be added or removed at any time. Additionally, contacts can be disabled. If the contact is disabled, the user will not receive notifications until they are enabled as a contact. Please note disabling a contact does not disable the user's account.

Notifications will be sent to the company, regulator, and/or individual from the following email address: NMLS_Notifications@NMLSNotifications.com.

Company Notifications

A company can receive notifications for associated branches and sponsored individuals, in addition to receiving emails regarding the company itself. A contact must be designated for each of the notifications available, and that contact must have a user account set up in NMLS. Notifications are sent to the email address provided on the user's account, therefore, it is important to provide a working email address to ensure the notifications are received. *Please note, the company's Account Administrator(s) will automatically receive all notifications for which no contact has been designated.*

Below is a list of all notifications available to the company:

Notification Name	Notification sent when:
Company	
Individual Access Granted	A company has been given access rights to file on behalf of an individual or establish a relationship with the individual. This notification is sent nightly.
Individual Access Revoked	A company's access rights to file on behalf of an individual or establish a relationship with the individual have been removed.
License Item Created	A license item has been added to a company application/license.
License Item Cleared	A license item has been cleared for a company application/license.
License Status Change	The application/license status has been updated for the company.
MU1 Filing Processed	A company (MU1) filing has been successfully processed by the system.
Renewal Approved	The renewal request for a company license has been set to 'Approved' by the regulator.
Renewal Rejected	The renewal request for a company license has been set to 'Rejected' by the regulator.
"Do Not Renew" recalled	A "Do Not Renew" submission for a company license has been recalled.
Financial Statement Filing Processed	A financial statement filing for the company has been successfully processed by the system.
MCR Filing Processed	A Mortgage Call Report filing for the company has been successfully processed by the system.
MCR Filing Required	MCR Filing Required includes the following: <ul style="list-style-type: none"> • 1 day has elapsed since the company's fiscal year end date and alerting the company to file a Standard Financial Condition (S-FC) within 90 days • 60 days have elapsed since the company's fiscal year end date and alerting the company to file an Standard Financial Condition (S-FC) within 30 days • 1 day has elapsed since the calendar quarter end and alerting the company to file a Mortgage Call Report (MCR) within 45 days • 30 days have elapsed since the calendar quarter end and alerting the company to file a Mortgage Call Report (MCR) within 15 days

Company Notifications (Continued)

Notification Name	Notification sent when:
Company	
Fiscal Year End 90 Days Remaining for Financial Statement Requirement	1 day has elapsed since the company's fiscal year end date and alerting the company to file an annual financial statement meeting the highest Financial Statement requirement of their active license(s) within 90 days.
Fiscal Year End 15 Days Remaining for Financial Statement Requirement	75 days have elapsed since the company's fiscal year end date and the company has not provided an annual financial statement meeting the highest Financial Statement requirement of their active license(s).
Branch	
License Item Created	A license item has been added to an application/license for the branch.
License Item Cleared	A license item has been cleared on an application/license for the branch.
License Status Change	The application/license status has been updated for the branch.
MU3 Filing Processed	A Branch (MU3) filing has been successfully processed by the system.
Renewal Approved	The renewal request for a branch license has been set to 'Approved' by the regulator.
Renewal Rejected	The renewal request for a branch license has been set to 'Rejected' by the regulator.
"Do Not Renew" recalled	A "Do Not Renew" submission for a branch license has been recalled.
Individual	
Company Relationship Established	The company has established a relationship with an individual.
Company Relationship Ended	A company or individual has ended the relationship with the company.
MU2/MU4 Filing Processed	An MU2 or MU4 (submitted by the individual, company or a different company) has been successfully processed by the system. This notification is sent nightly.
Individual Disclosure Explanation Updated	One or more disclosure explanations have been added, deleted or updated by an individual associated with the company.
License Item Created	A license item has been added to an application/license for an individual license that is sponsored by the company.
License Item Cleared	A license item has been cleared on an application/license for an individual license that is sponsored by the company.
License Status Change	The application/license status has been updated for an individual license that is sponsored by the company.
Sponsorship Status Change	An individual's sponsorship status is updated by the regulator, company, or individual.
Renewal Approved	The renewal request for an individual license has been set to 'Approved' by the regulator for a sponsored individual license.

Company Notifications (Continued)

Notification Name	Notification sent when:
Individual	
Renewal Rejected	The renewal request for an individual license has been set to 'Rejected' by the regulator for a sponsored individual license.
"Do Not Renew" submitted	A "Do Not Renew" request has been submitted for a sponsored individual license.
"Do Not Renew" recalled	A "Do Not Renew" request has been recalled for a sponsored individual license.
Individual Is CE Compliant	An individual has completed their SAFE Continuing Education requirements (the individual's CE status shows as 'Compliant').
Individual Is PE Compliant	An individual has completed their SAFE Pre-Licensure Education requirements (the individual's PE status shows as Compliant).
Individual's CE Compliance Retracted	An individual's CE status of 'Compliant' has been rescinded (the individual's CE status shows as 'Retracted').
Individual's PE Compliance Retracted	An individual's PE status of 'Compliant' has been rescinded (the individual's PE status shows as 'Retracted').
Test Enrollment Window Expiration	An individual's test enrollment expired or closed, the individual did not show for a scheduled test (No Show), or the individual did not cancel the test in a timely manner (Late Cancel).
Initial Test Results Available	An individual has completed or was certified for a test and the results are available through NMLS.
SAFE Certification Invoice Created	A SAFE Certification Invoice for a State Test or PE has been created for an individual who has granted the company access.
New Enrollment Window	A test enrollment window has been opened for the individual.
Test Score or Grade Change	An individual's prior test score or result was changed.
Fingerprint Record Returned as Illegible or Rejected	The status of a fingerprint record is set to Illegible or Rejected, for an individual who has granted the company access.

Company Notifications (Continued)

General	
Invoice Status Change	There is a change of invoice status for a processed MU1, MU3, MU4, test enrollments (submitted by the company), Sponsorship request(s), etc.
State Regulatory Action	
Company added as a Respondent to a Public SRA	A company is identified as a respondent to a public State Regulatory Action.
Individual added as a Respondent to a Public SRA	An individual is identified as a respondent to a public State Regulatory Action.
Public SRA with Company Respondent updated	A company is a respondent to a State Regulatory Action that has been updated. This notification is sent nightly.
Regulatory Action Removed	An individual has been removed as a respondent to a State Regulatory Action for any of the following reasons: <ul style="list-style-type: none"> • Regulatory Action has been deleted • Regulatory Action privacy level changed from public to a non-public level • Respondent removed from a Regulatory Action
Public SRA with Individual Respondent Updated	An individual is a respondent to a State Regulatory Action that has been updated. This notification is sent nightly.

Regulator Notifications

A regulator can receive notifications for companies, branches, and individuals that are licensed or have requested a license in their jurisdiction. The regulator must designate a contact for each notification available, and that contact must have a user account set up in NMLS. Notifications are sent to the email address provided when the user's regulator account is created, therefore, it is important to provide a working email address to ensure the notifications are received.

Below is a list of all notifications available to the regulator:

Notification Name	Notification sent when:
Company	
License Sanctioned	Another regulator has updated the company's license status to 'Revoked', 'Suspended', 'Denied', 'Terminated - Ordered to Surrender' or 'Approved - On Appeal' for a company that is also licensed or requesting a license in the recipient regulator's agency.
MU1 Filing Requested Surrender	A company has requested a license surrender/cancellation for a license in the regulator's agency.
"Do Not Renew" recalled	A "Do Not Renew" submission for a company license in the regulator's agency is recalled.
Branch	
License Sanctioned	Another regulator has updated the branch's license status to 'Revoked', 'Suspended', 'Denied', 'Terminated - Ordered to Surrender' or 'Approved - On Appeal' for a branch that is also licensed or requesting a license in the recipient regulator's agency.
"Do Not Renew" recalled	A "Do Not Renew" submission for a branch license in the regulator's agency is recalled.
Individual	
License Sanctioned	Another regulator has updated the individual's license status to 'Revoked', 'Suspended', 'Denied', 'Terminated - Ordered to Surrender' or 'Approved - On Appeal' for an individual who is also licensed or requesting a license in the recipient regulator's agency.
"Do Not Renew" recalled	A "Do Not Renew" submission for an individual license in the regulator's agency has been recalled.
Individual's CE Compliance Retracted	An individual's CE (continuing education) status of 'Compliant' has been rescinded (the individual's CE status shows as 'Retracted').
Individual's PE Compliance Retracted	An individual's PE (pre licensure education) status of 'Compliant' has been rescinded (the individual's PE status shows as 'Retracted').
Test Grade Change	An individual's prior test score or result was changed.
RAP Received for a Previously Cleared Individual	The result of an individual's CBC (Criminal Background Check) is updated from Clear to RAP. <i>Please note: in order to receive this notification the recipient must have one of the CHRI roles.</i>

Regulator Notifications (Continued)

Notification Name	Notification sent when:
State Regulatory Action	
Privacy Level Changes	An action with a currently-relevant entity listed as a respondent has been shared, unshared, or deleted by another agency.
Respondent Changes	A currently-relevant entity has been added or removed as a respondent for a shared action posted by another agency.
Multi-State Action	A multi-state action has been shared and the agency has been indicated as a participating agency by the lead regulator.

Individual Notifications

An individual can only receive notifications for themselves. Notifications contain information relevant to their record subsequent to an action taken by them, a company, or a regulator.

Notifications are automatically sent to individuals who have set up an individual account in NMLS. Individuals do not have the option to select which notifications they would like to receive. Notifications are sent to the email address provided when user account is created, therefore, it is important to provide a working email address to ensure the notifications are received.

Below is a list of all notifications that are sent to the individual:

Notification Name	Notification sent when:
Individual	
Company Relationship Established	A company has established a relationship with the individual.
Company Relationship Ended	A company or individual has ended their relationship with the individual.
MU2/MU4 Filing Processed	An MU2 or MU4 submitted by the individual or a company has been successfully processed by the system.
Individual Disclosure Explanation Updated	One or more disclosure explanations have been added, deleted or updated for the individual on an MU2 or MU4 filing.
License Item Created	A license item has been added to the individual's application/license.
License Item Cleared	A license item has been cleared from the individual's application/license.
License Status Change	The application/license status has been changed for the individual.
Sponsorship Status Change	The individual's sponsorship status was updated by the regulator, company, or individual.

Individual Notifications (Continued)

Notification Name	Notification sent when:
Renewal Approved	The renewal request for the individual's license has been set to 'Approved' by the regulator or system.
Renewal Rejected	The renewal request for the individual's license has been set to 'Rejected' by the regulator.
Individual Renewal Attestation Complete	The individual has completed attestation for renewals of one or more license(s)/registration(s).
Individual Renewal Request Submitted by Individual	The individual has submitted a renewals request for one or more license(s)/registration(s).
Individual Renewal Request Submitted by Company	A company has submitted a renewals request for one or more license(s)/registration(s) on behalf of the individual.
Individual Do Not Renew Submitted	The individual has submitted a Do Not Renew request for one or more license(s)/registration(s).
"Do Not Renew" recalled	A "Do Not Renew" request for the individual's license is recalled.
Individual Is CE Compliant	The individual has completed their SAFE Continuing Education requirements (the individual's CE status shows as Compliant).
Individual Is PE Compliant	The individual has completed their SAFE Pre-Licensure Education requirements (the individual's PE status shows as Compliant).
Individual's CE Retracted	The individual's CE status of 'Compliant' has been rescinded (the individual's CE status shows as 'Retracted').
Individual's PE Retracted	The individual's PE status of 'Compliant' has been rescinded (the individual's PE status shows as 'Retracted').
Test Enrollment Window Expiration (No Test Results)	The individual's test enrollment expired or closed, the individual did not show for a scheduled test (No Show), or the individual did not cancel the test in a timely manner (Late Cancel). This includes a thirty day reminder.

Individual Notifications (Continued)

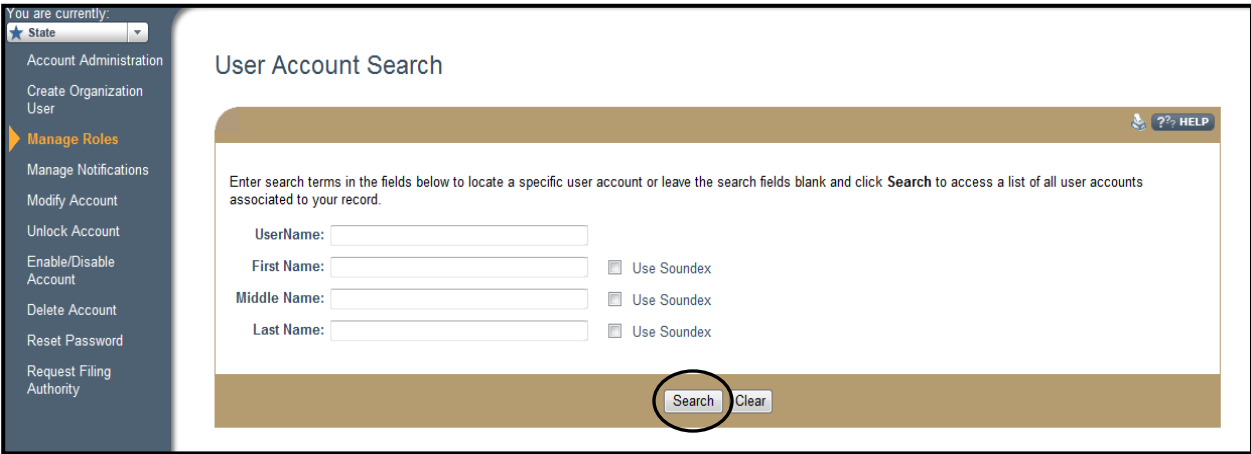
Initial Test Results Available	An individual has completed or was certified for a test and the results are available through NMLS.
SAFE Certification Invoice Created	A SAFE Certification Invoice for a State Test or PE has been created for the individual.
New Enrollment Window	A test enrollment window has been opened.
Test Score or Grade Change	The individual's prior test score or result was changed.
Fingerprint Record Returned as Illegible or Rejected	The status of the individual's fingerprint record is set to Illegible or Rejected.
Invoice Status Change	The invoice status has been changed for a processed individual filing, test enrollment, license sponsorship request(s), etc.
Individual added as a Respondent to a Public SRA	An individual is identified as a respondent to a public State Regulatory Action.
Public SRA with Individual Respondent Updated	An individual is a respondent to one or more State Regulatory Actions that have been updated. This notification is sent nightly.

Manage Notifications

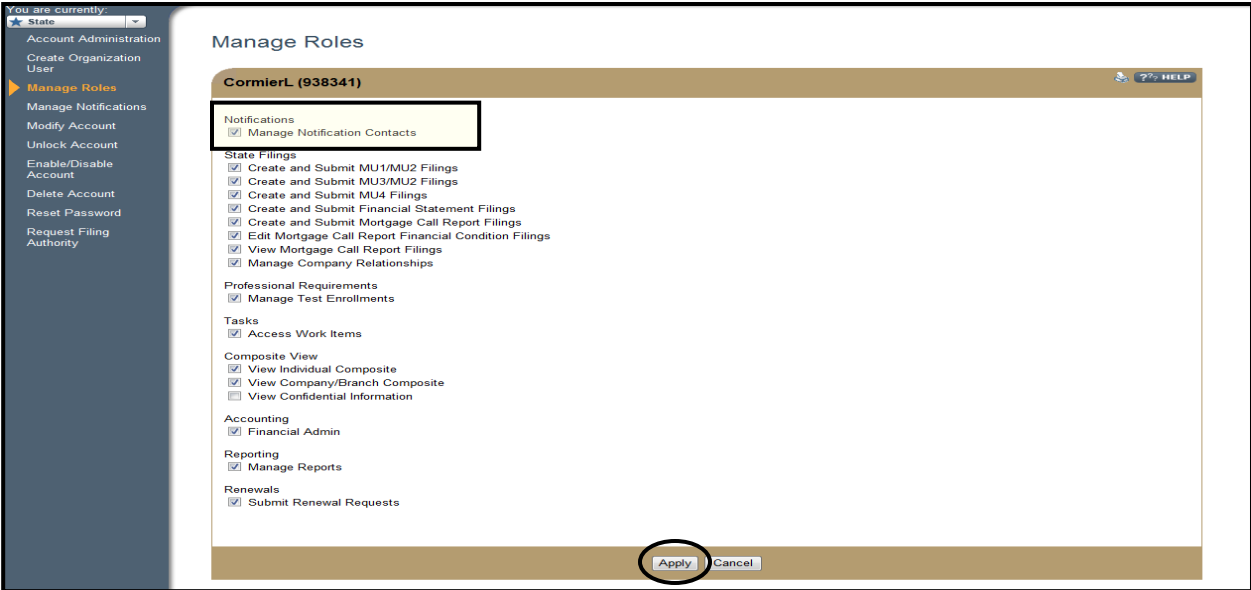
To manage notifications, the company or regulator user must have the “Manage Notification Contacts” role. A user with the “Manage Notification Contacts” role has the ability to add additional contacts, update the list of notifications that a contact is receiving, disable a contact, or delete a contact. Contacts are managed from the Manage Notifications screen under the Admin tab in NMLS. By default, Account Administrators have the “Manage Notification Contacts” role.

To grant the “Manage Notification Contacts” role:

1. From the *Welcome to NMLS!* screen, click the **Admin** tab.
2. Click **Manage Roles** on the navigation panel.
3. Enter a combination or one of the following user information to search: **UserName, First Name, Middle Name and Last Name**.
4. Click **Search**.



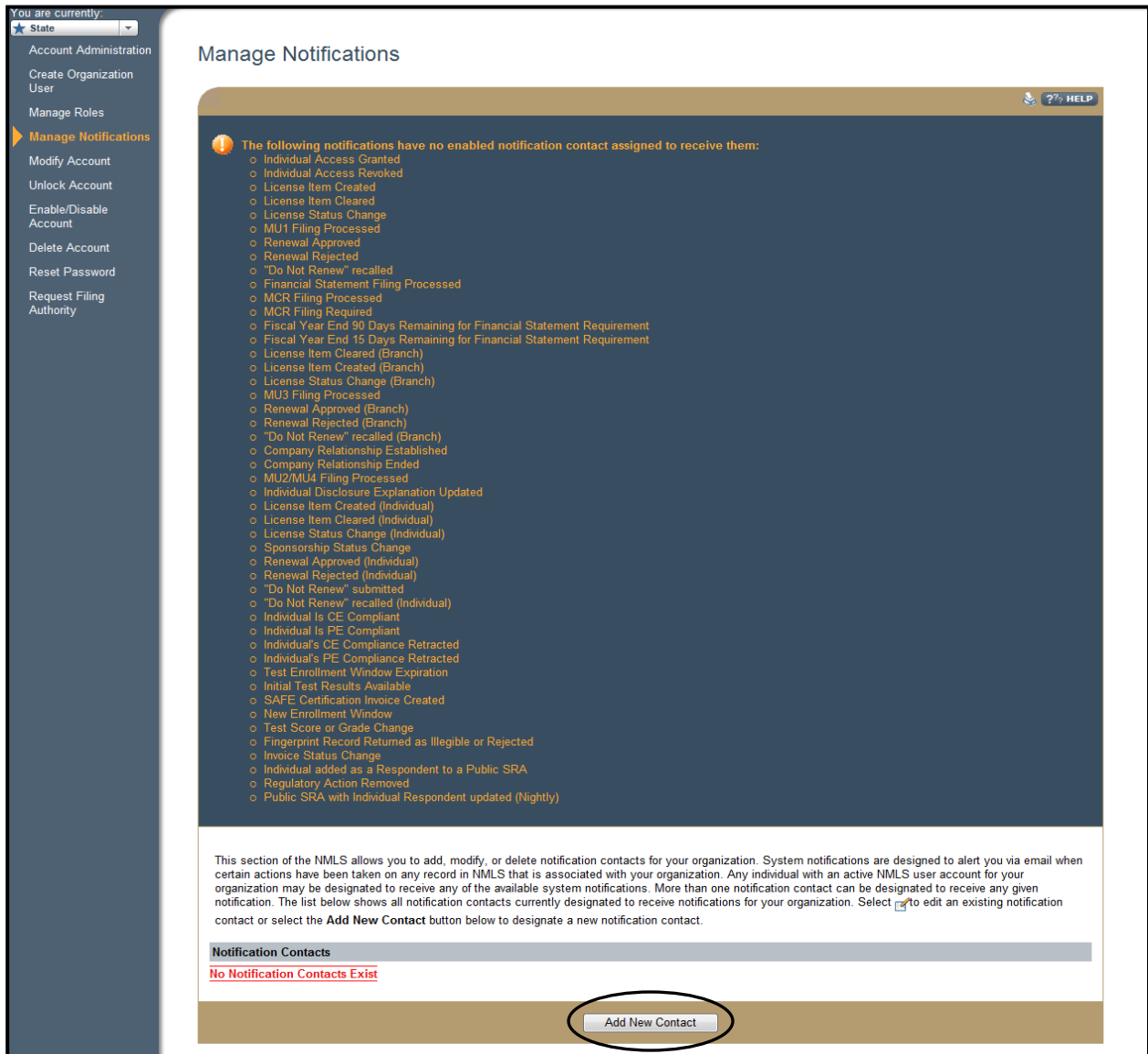
5. Click the **UserName** link.
6. Select the **checkbox** next to Manage Notification Contacts.
7. Click **Apply**.



[Result:] A verification message displays stating that the changes have been saved.

To add a contact to receive notifications:

1. From the *Welcome to NMLS!* screen, click the **Admin** tab.
2. Click **Manage Notifications** on the navigation panel.
3. Click **Add New Contact**.



NOTE: The blue portion of the *Manage Notifications* screen displays the notifications for which a contact has not been assigned. Once each notification has an assigned contact the blue portion of the screen will not display.

[Result:] The *User Account Search* screen displays.

4. Enter a combination or one of the following user information to search: **UserName, First Name, Middle Name** and **Last Name**.
5. Click **Search**.
6. Click the **UserName** link.

NOTE: When entering the search criteria provide the individual's User Name or first and last name. To get a list of all users, leave the search criteria blank and click Search.

7. Select the **checkbox** next to the email notification(s) for the user to receive.
8. Click **Save**.

Contact Information

Contact information can be updated in Account Administration:

Contact Name	Email Address	Phone Number	Contact Status
Cormier, Liam	kings@fnra.org	555-555-5555	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled

Company

Delivery Method	Notification
<input checked="" type="checkbox"/> Email	Individual Access Granted
<input checked="" type="checkbox"/> Email	Individual Access Revoked
<input checked="" type="checkbox"/> Email	License Item Created
<input checked="" type="checkbox"/> Email	License Item Cleared
<input checked="" type="checkbox"/> Email	License Status Change
<input checked="" type="checkbox"/> Email	MU1 Filing Processed
<input checked="" type="checkbox"/> Email	Renewal Approved
<input checked="" type="checkbox"/> Email	Renewal Rejected
<input checked="" type="checkbox"/> Email	"Do Not Renew" recalled
<input checked="" type="checkbox"/> Email	Financial Statement Filing Processed
<input checked="" type="checkbox"/> Email	MCR Filing Processed
<input checked="" type="checkbox"/> Email	MCR Filing Required
<input checked="" type="checkbox"/> Email	Fiscal Year End 90 Days Remaining for Financial Statement Requirement
<input checked="" type="checkbox"/> Email	Fiscal Year End 15 Days Remaining for Financial Statement Requirement

Branch

Delivery Method	Notification
<input type="checkbox"/> Email	License Item Cleared (Branch)
<input type="checkbox"/> Email	License Item Created (Branch)
<input type="checkbox"/> Email	License Status Change (Branch)
<input type="checkbox"/> Email	MU3 Filing Processed
<input type="checkbox"/> Email	Renewal Approved (Branch)
<input type="checkbox"/> Email	Renewal Rejected (Branch)
<input type="checkbox"/> Email	"Do Not Renew" recalled (Branch)

Individual

Delivery Method	Notification
<input type="checkbox"/> Email	Company Relationship Established
<input type="checkbox"/> Email	Company Relationship Ended
<input type="checkbox"/> Email	MU2/MU4 Filing Processed
<input type="checkbox"/> Email	Individual Disclosure Explanation Updated
<input type="checkbox"/> Email	License Item Created (Individual)
<input type="checkbox"/> Email	License Item Cleared (Individual)
<input type="checkbox"/> Email	License Status Change (Individual)
<input type="checkbox"/> Email	Sponsorship Status Change
<input type="checkbox"/> Email	Renewal Approved (Individual)
<input type="checkbox"/> Email	Renewal Rejected (Individual)
<input type="checkbox"/> Email	"Do Not Renew" submitted
<input type="checkbox"/> Email	"Do Not Renew" recalled (Individual)
<input type="checkbox"/> Email	Individual Is CE Compliant
<input type="checkbox"/> Email	Individual Is PE Compliant
<input type="checkbox"/> Email	Individual's CE Compliance Retracted
<input type="checkbox"/> Email	Individual's PE Compliance Retracted
<input type="checkbox"/> Email	Test Enrollment Window Expiration
<input type="checkbox"/> Email	Initial Test Results Available
<input type="checkbox"/> Email	SAFE Certification Invoice Created
<input type="checkbox"/> Email	New Enrollment Window
<input type="checkbox"/> Email	Test Score or Grade Change
<input type="checkbox"/> Email	Fingerprint Record Returned as Illegible or Rejected

General

Delivery Method	Notification
<input type="checkbox"/> Email	Invoice Status Change

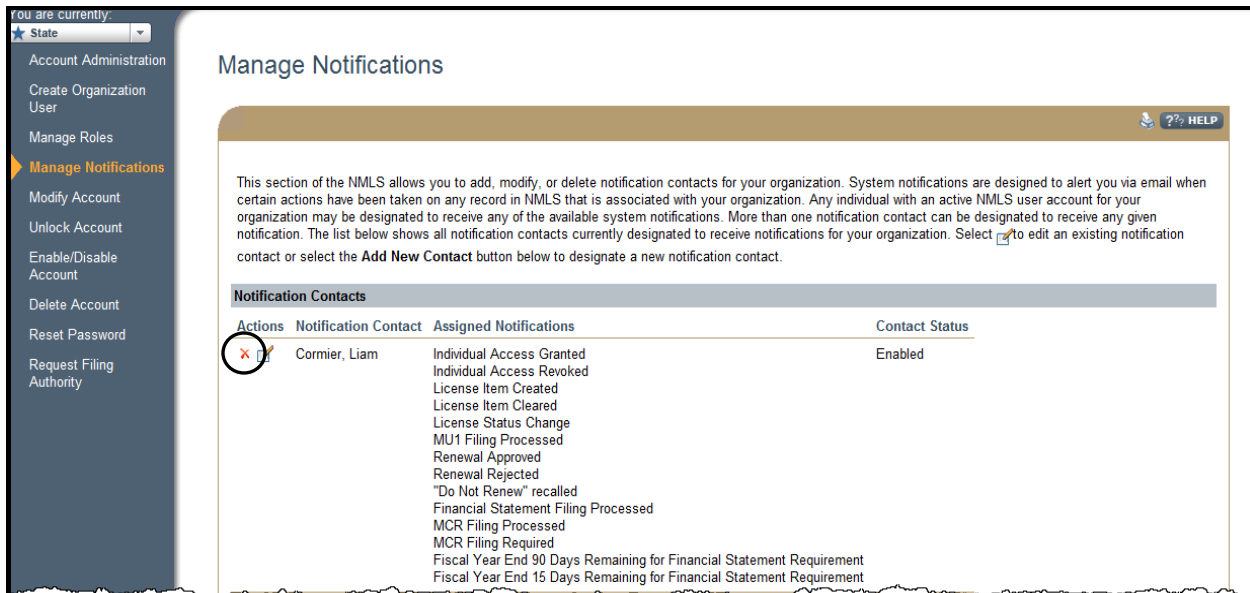
State Regulatory Action

Delivery Method	Notification
<input type="checkbox"/> Email	Individual added as a Respondent to a Public SRA
<input type="checkbox"/> Email	Regulatory Action Removed
<input type="checkbox"/> Email	Public SRA with Individual Respondent updated (Nightly)

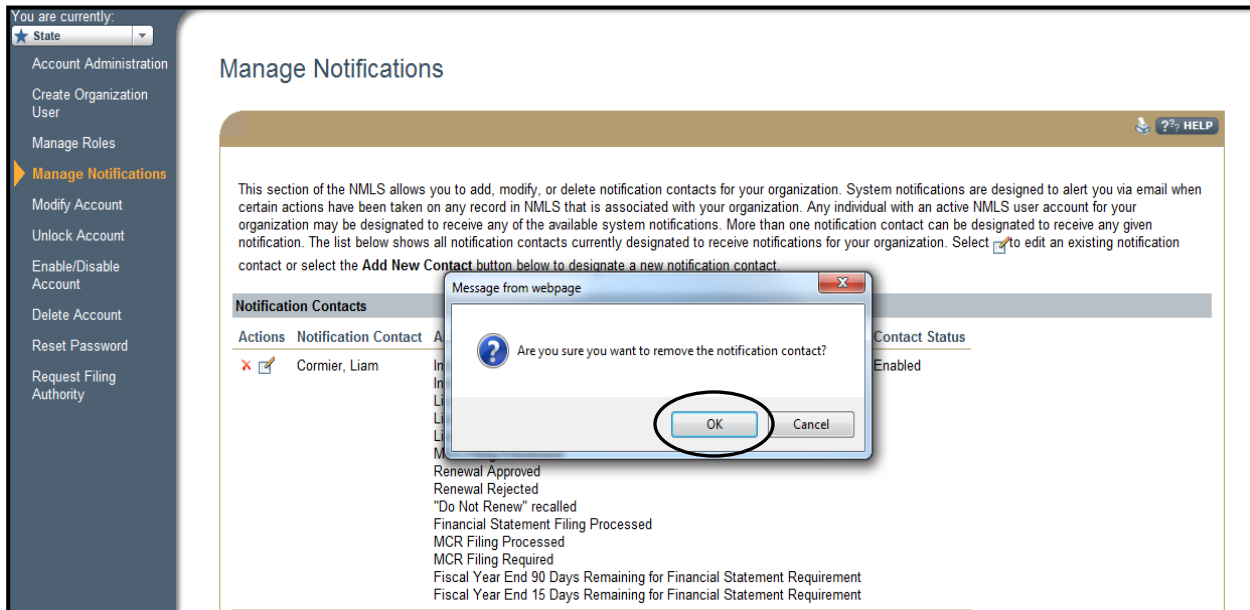
[Result:] A message displays stating that the information has been saved.

To delete a contact:

1. From the *Welcome to NMLS!* screen, click the **Admin** tab.
2. Click **Manage Notifications** on the navigation panel.
3. Click the **Delete** icon next to the Notification Contact.



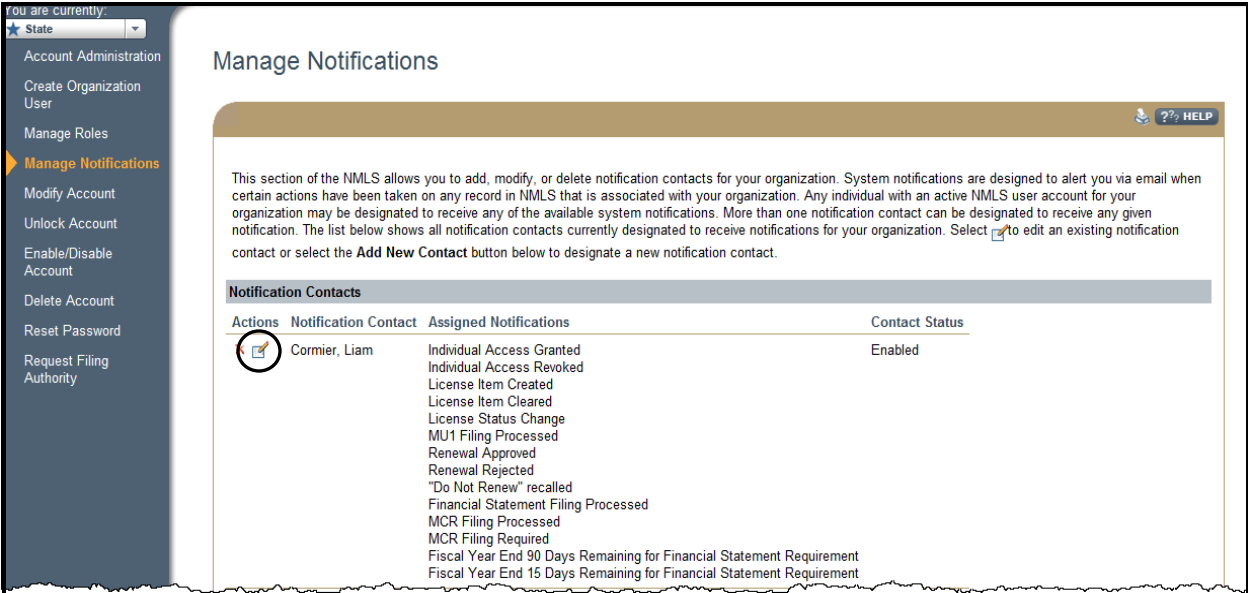
4. Click **OK** in the pop-up window.



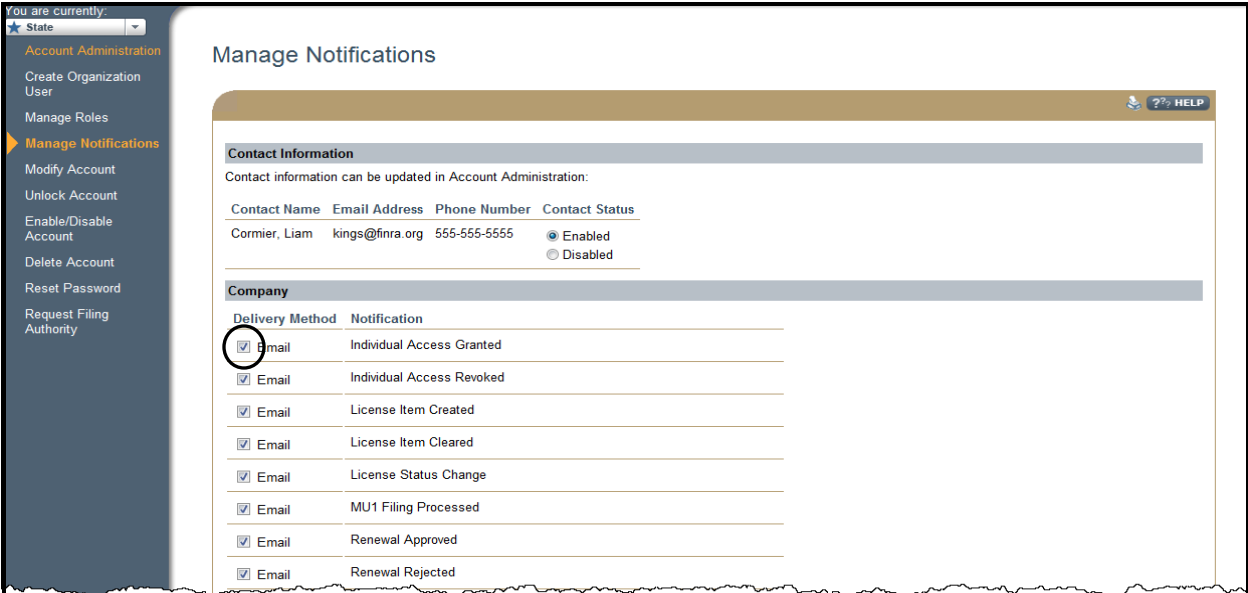
[Result:] The deleted contact no longer displays on the *Manage Notifications* screen. The contact will no longer receive notifications, therefore another individual should be designated.

To modify a contact's notifications:

- 1. From the *Welcome to NMLS!* screen, click the **Admin** tab.
- 2. Click **Manage Notifications** on the navigation panel.
- 3. Click the **Edit** icon next to the Notification Contact.



- 4. Select/deselect the **checkbox** next to the notification to add/remove assigned notifications from the list the contact is currently receiving.



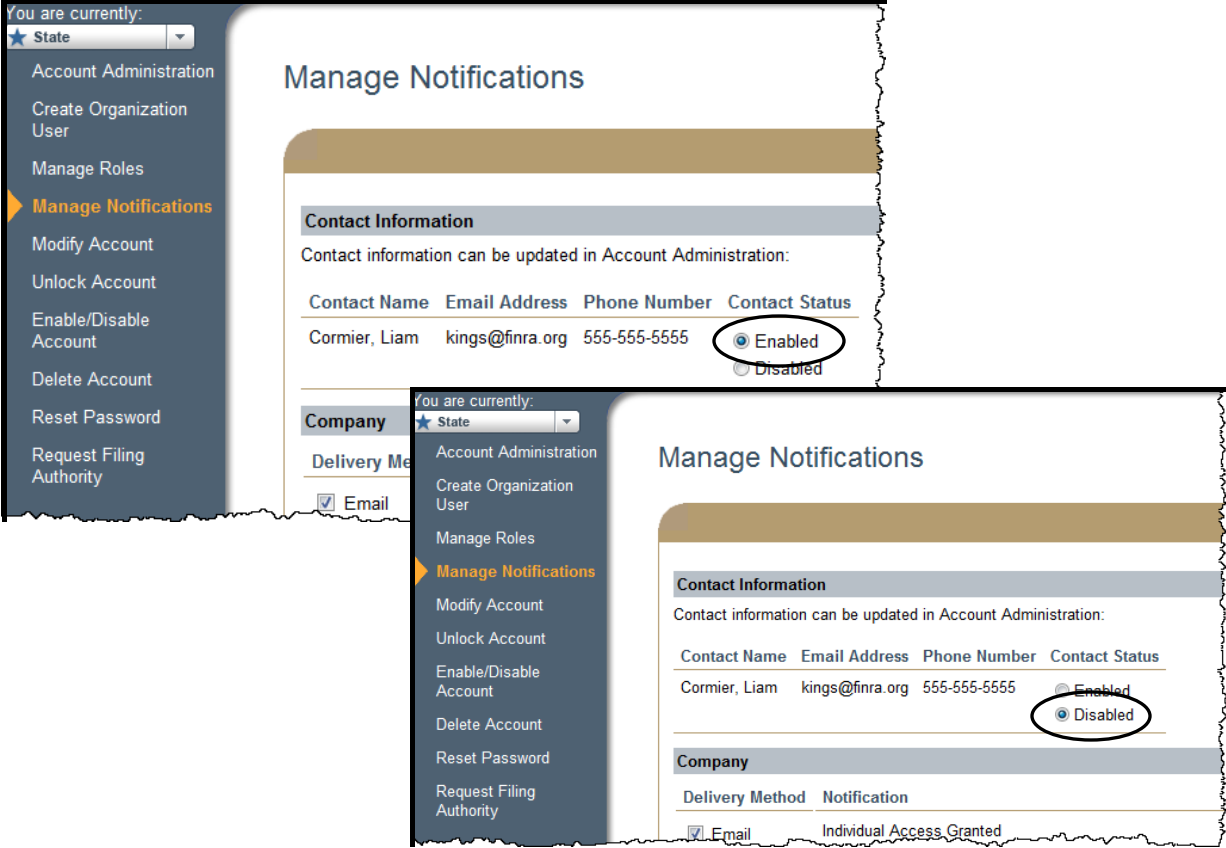
- 5. Click **Save**.

[Result:] The *Manage Notifications* screen displays with the amended Assigned Notifications List.

NOTE: From the *Manage Notifications* screen, the Contact Name, Email Address, and Phone Number cannot be updated. Please see the Account Administration navigation guide for steps on updating a contact's information.

To enable or disable notifications:

- 1. From the *Welcome to NMLS!* screen, click the **Admin** tab.
- 2. Click **Manage Notifications** on the navigation panel.
- 3. Click the **Edit icon** next to the Notification Contact.
- 4. Click the **Enabled** or **Disabled** radio button.



- 5. Click **Save**.

[Result:] A message displays stating that the information has been saved.

Key Terms

Account Administrator - An account administrator for a company or a regulatory agency has the ability to create and manage user accounts for their organization. The organization appoints a primary (and optional secondary) account administrator during the entitlement process. The organization's account administrator(s) establish accounts with roles and permissions for other users within their organization.

Branch (MU3) Filing - A Branch (MU3) filing is used by a company to electronically apply for a additional license/registration, withdraw an application, surrender/cancel a license/registration, or to amend a branch record. A Branch (MU3) filing includes an individual (MU2) filing submitted on behalf of the company's branch manager.

NOTE: The company files the Company (MU1) first, with Branch (MU3) filing(s) to follow.

Company Access Rights - An individual must grant a company access to their record in NMLS to allow the company to create and submit an MU2 or MU4 filing on the individual's behalf or to create a company relationship or license sponsorship with the individual. An individual may remove access rights when they leave a company.

NOTE: If a company creates an individual's record in NMLS for the first time, the company is automatically granted access rights to the individual's record.

Company (MU1) Filing - A Company (MU1) is used by a company to electronically apply for a license/registration, withdraw an application, surrender/cancel a license/registration, or to amend their NMLS record. A Company (MU1) filing includes individual (MU2) filings submitted on behalf of the company's control person(s) and qualifying individual(s).

Company Relationship - Company Relationship is a company's indication of the individual being employed by the company or having a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.

NOTE: The Company Relationship must be established before the company may sponsor the individual's license; however, relationships may be established without any license sponsorship.

Compliance Indicator - An indication that the MLO has or has not met pre-licensure or continuing education requirements under SAFE.

Compliance Year - The calendar year for which the course credit(s) apply and for which pre-licensure education and/or continuing education requirements have been met

Continuing Education (CE) - Course(s) that must be completed or requirements that must be met by a licensed MLO each year in order to maintain and/or renew a license.

Criminal Background Check Request - The event of an individual (or company) submitting an authorization for a Criminal Background Check to be performed on the individual. A request is used to ensure that a Criminal Background Check can be performed using either a new/existing fingerprint record or through a Name Check.

Key Terms

Criminal History Background Check (CBC) - The overall process encompassing the submission of a CBC request, the receipt of a fingerprint record, the submission of the fingerprint record to the FBI, and the receipt of CHRI from the FBI.

Criminal History Record Information (CHRI) - The information provided by the FBI upon the successful completion of a criminal history background check. This includes the fingerprint status and the RAP sheet (if applicable).

Criminal History Record Information (CHRI) Result - The result of 'clear' or 'RAP' received from the FBI following the successful submission and processing of a fingerprint record.

Enrollment - The process of either an Individual or a Company (on behalf of an Individual) selecting and paying for a test component within NMLS. Scheduling an appointment to take the test is coordinated outside of NMLS through either Prometric or Pearson VUE. An enrollment indicates to NMLS that an MLO intends to take a test component.

Enrollment Status - Indicates whether an enrollment window is currently open, closed, or has expired.

Enrollment Window - After creating an enrollment, this is the 180 day timeframe which an MLO is eligible to make an appointment to take a test component.

Financial Statement - The generic reference to a financial statement, either audited or un-audited. The financial statement may contain one or more components: balance sheet, cash-flow statement, statement of income, etc.

Financial Statement Annual Requirement - The jurisdiction requirement on a license type that indicates the classification of financial statement that is required on an annual basis. Not all jurisdictions have a financial statement annual requirement.

Financial Statement Application Requirement - The jurisdiction requirement on a license type that indicates the classification of financial statement that is required in conjunction with an application for a new license (excluding transition requests). Not all jurisdiction have a financial statement application requirement.

Financial Statement Deficiency - The failure to meet either the Financial Statement Application or Annual Requirement of a license type.

Financial Statement Filing - The event of submitting to NMLS a financial statement along with key financial data and other supporting information describing that financial statement (such as the Financial Statement Classification).

Fingerprint Record - An individual's demographic information and an electronic image of the individual's fingerprints.

Key Terms

Illegible Card - A fingerprint card containing fingerprint images which are not clear enough to run an appropriate criminal history background check.

Individual Account - A user account for an individual license/registration applicant (MU4) or an MU2 individual. These accounts can only be created through the self-entitlement process.

Individual Form (MU2) Filing - An electronic application used for reporting administrative information and background disclosures about a control person, qualifying individual or a branch manager. An Individual (MU2) can only be filed as part of a Company (MU1) or Branch (MU3) filing and attestation by the individual is required.

Individual Form (MU4) Filing - An Individual MU4 filing is used by a company or individual to electronically apply for a license/registration, withdraw an application, surrender/cancel a license/registration, or to amend an individual's record. If an MU4 is submitted by a company, attestation by the individual is required.

Invoice - A list of chargeable items (fees) grouped for a single payment by a licensee or registrant. Invoices can be viewed and printed through the NMLS.

License Item - A deficiency or a jurisdiction requirement indicating further action is required by the licensee/applicant to satisfy the regulator's review of the filing. Deficiencies are different from Jurisdiction Requirements in that something is unacceptable versus merely expected.

Deficiency - A type of license item set by the regulator or the system to inform the applicant that a license/application is **lacking required** information or documentation provided is insufficient or incorrect and further action is required by the licensee. Only certain deficiencies can be set by the by the system (e.g. Funds Pending, Financial Statement Net Worth, Financial Statement Insufficient and Financial Statement Not Submitted). Deficiencies set by the system can be cleared by the regulator with the exception of the Funds Pending Deficiency.

Jurisdiction Requirements - A type of license item set by the regulator or the system to inform the applicant that additional information/documentation is required. This additional information must be sent to the regulator outside NMLS before the regulator can approve the filing.

License Sponsorship - A company's indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual's license and the company must already have an established relationship with the individual in the system. License sponsorship must be approved by the regulator.

License Status - Indicates the status of the license or registration. The system sets the first license status upon submission of the filing, the regulator sets the subsequent license status(es) over the life of the license.

Key Terms

Mortgage Call Report (MCR) - A single report which may contain one or both of corporate and state specific information, through the Financial Condition (FC) Report and one or more Residential Mortgage Loan Activity (RMLA) Reports. The MCR may be Expanded (E-MCR) or Standard (S-MCR).

Mortgage Loan Originator (MLO) - An individual that has or intends to pursue a license/registration in the mortgage industry and has an NMLS ID.

Name Check - The process whereby the FBI will compare an Individual's demographics, for the purpose of conducting a criminal history background check. This process is used when the Individual is not able to provide a set of fingerprints which the FBI deems clear enough to be used for a criminal history background check.

National Test - A standardized test component, required by the SAFE Act, that covers general and federal topics and is not specific to any one jurisdiction.

Net Worth - Entered by the Company as the Owner's Equity value.

Net Worth Deficiency - The failure to meet the Net Worth Minimum defined for a license type either when submitting a new license application on an MU1 or when submitting an Annual Financial Statement. Not all jurisdictions may have a Net Worth Minimum.

Net Worth Minimum - The minimum net worth value that a company is expected to maintain in support of license applications and on an annual basis for the specific license type. Not all jurisdictions may have a Net Worth Minimum.

Official Result - The test result, as recorded in NMLS, that is recognized as the final result for an MLO for a particular test component.

Period End Date - The period end date that corresponds to the Financial Statement and MCR filing. This date should also be aligned with the classification of the financial statement and the Fiscal Year End of the Company. For instance, a Financial Statement Filing classified as Annual for a company with a Fiscal Year End of 12/31 would specify a Period End Date of 12/31/2008. This indicates that the financial statement covers 1/1/2008 through 12/31/2008.

Pre-Licensure Education (PE) - Courses that must be completed or requirements that must be met, by an MLO seeking a license, before the license can be approved by the regulatory agency.

Record of Arrest and Prosecution (RAP) Sheet - An individual's criminal identification, arrest, conviction, and incarceration information, as compiled by the FBI. The RAP sheet also contains information on felonies and misdemeanors, and may also contain municipal and traffic offenses if reported by an agency.

Secure and Fair Enforcement for Mortgage Licensing Act (SAFE) - This Federal Law set forth procedures, requirements, education, testing, and standards including mandatory federal registration and state licensing/registration of mortgage loan originators through the creation of a Nationwide Mortgage Licensing System & Registry (NMLS).

Key Terms

State Regulatory Action - Includes public and non-public disciplinary and enforcement regulatory actions brought against a Company or Individual and recorded by a state regulator.

Submitted Filing - A filing in a status of 'Submitted'. The applicant can only view the filing in read-only mode. Submitted filings have not yet been acted upon by the system but can no longer be edited by the applicant.

Test - Generic reference to a test component that may represent a National test component or Unique State test component.

Test Appointment - The date and time the MLO elected to take the test. A test appointment can be scheduled at a test center after an enrollment window has been created.

Test Center - A location within the U.S. or its territories where an MLO may take a scheduled SAFE Mortgage Loan Originator test component.

Test Result - Final Score (# out of 100) and Pass/Fail grade of a test component that was taken by a candidate.

Unique State Test - A standardized test component, required by the SAFE Act, that applies to one specific state or jurisdiction.