Background Information

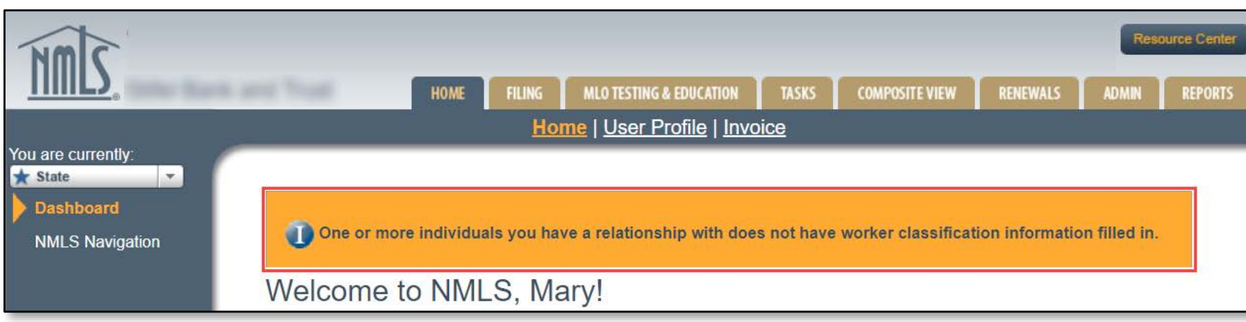
This guide shows you how to access and change an individual's worker classification as it relates to his or her employment relationship with a company.

The Economic Growth, Regulatory Relief, and Consumer Protection Act (S.2155 or the amendments) becomes effective November 24, 2019. The Law added a new section to the federal SAFE Act entitled "Employment Transition of Loan Originators." It permits temporary authority to act as a mortgage loan originator (MLO) provided certain criteria are met.

To be eligible for Temporary Authority, one criterion is that the MLO must be a W2 employee of the sponsoring state-licensed company. This guide shows you how to classify an MLO as either a W2 or Non-W2 employee in NMLS.

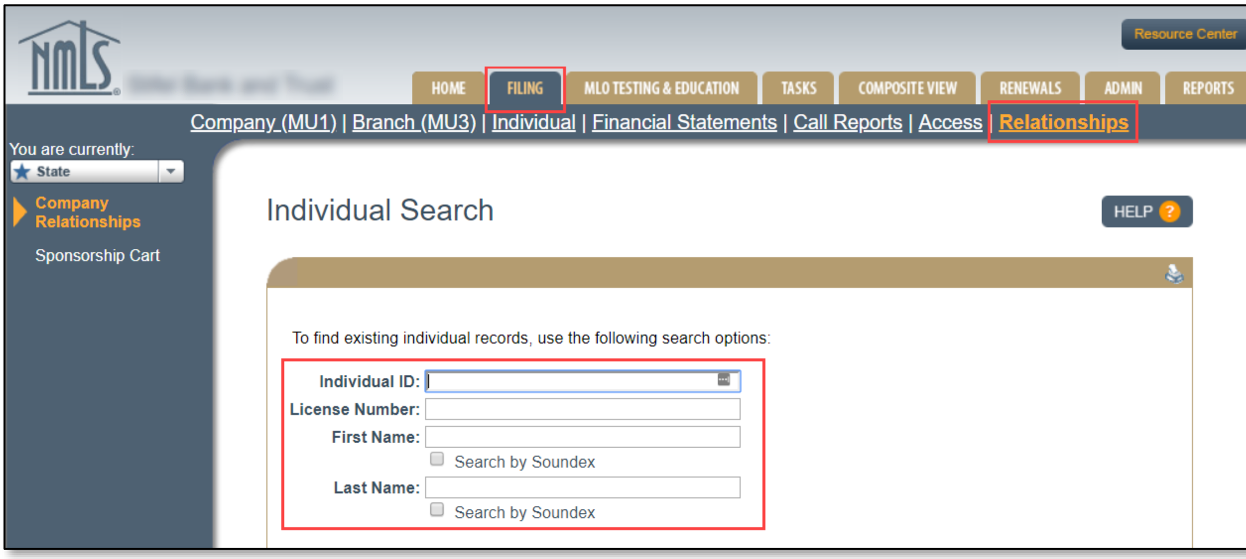
How to Edit an Individual's Worker Classification

1. Log into NMLS with your company username and password.
2. Accept the Industry Terms of Use.

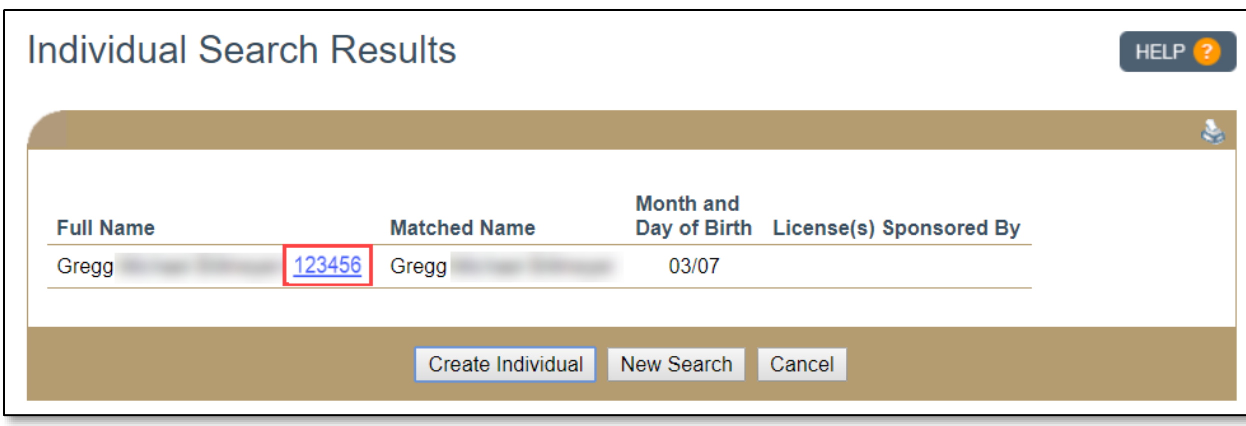


NOTE: The information message, "One or more individuals you have a relationship with does not have worker classification information filled in," continues to appear on the dashboard until every MLO associated with the company has been classified as a W2 employee or Non-W2 Employee.

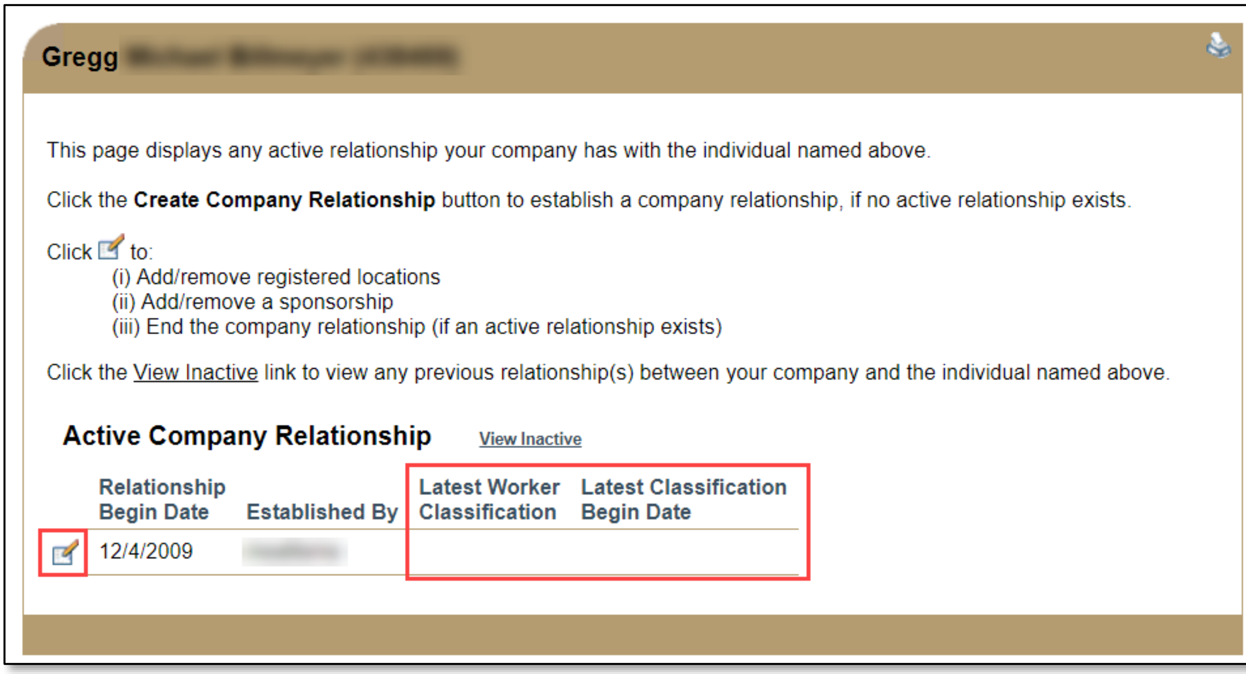
3. Click the **Filing** tab.
4. Click the **Relationships** hyperlink on the submenu.
5. Search for the individual by typing his or her NMLS ID number into the Individual ID field.



6. Click the **Search** button.
7. Click the individual's hyperlinked NMLS ID number.



8. Click the **edit icon** to change the active company relationship for this individual.

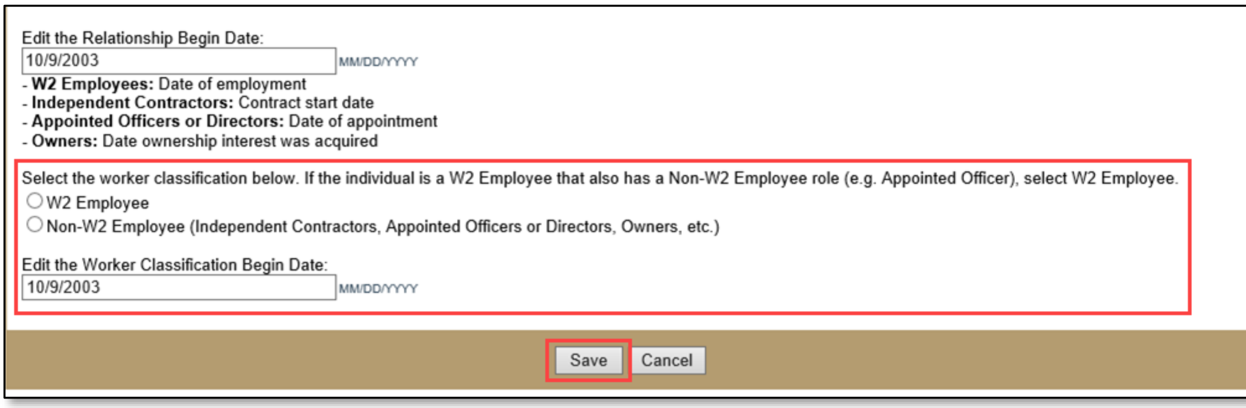


NOTE: The Company Relationships screen shows the details of the individual's relationship with the company, including the worker classification status.

9. Click the **Edit** button.

10. Select the radio button for W2 Employee or Non-W2 Employee.
11. Enter the Worker Classification Begin Date.

    NOTE: The Worker Classification Begin Date is most likely the same as the Relationship Begin Date. However, for example, if the individual changed from a Non-W2 Employee to a W2 Employee after the relationship was established, the corresponding Worker Classification Begin Date would be the date when the individual became a W2 Employee.
12. Click the **Save** button. A message appears confirming the classification was saved.



13. Click the **Cancel** button to return to the Filings page. Or select any other tab to navigate to the desired section in the record.

Questions? Contact the NMLS Call Center at 1-855-665-7123.