Batch Upload Process Overview

Institution Account Request

Institution Completes MU1R Filing

Institution Identification of MLOs

Identify Groupings (Optional)
Batch Upload Process Overview

Determine Who Will Pay for MU4R Filing (Institution or MLO)

Determine Who Will Initially Control the MU4R Filing (Institution or MLO)
Batch Upload Process Overview

1. Gather MLO Data Elements
2. Download .csv datasheet from NMLS Resource Center
3. Populate .csv Datasheet
4. Upload .csv Datasheet

System Generates
Base Record (User Name, Password, and NMLS ID)
Pending MU4R Institution Access

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Section 6-4
Batch Upload Process Overview

MLO Receives System Generated Emails For User Name and Password

MLO Receives Attestation Notification

MLO Completes MU4R

Institution Completes MU4R and Sends to MLO for Attestation

Institution Reviews MU4R

Institution or MLO Pays MU4R Fee
Submit Filing
(Institution or MLO)

Pay For Filing
(Institution or MLO)

MLO Submits Fingerprints For Criminal Background Check (CBC)
Institution Reviews Results of Criminal Background Check

Institution Confirms Employment

ACTIVE REGISTRATION
Determine which employees within your institution meet the definition of mortgage loan originator according to the Final Rules and review the registration information required from each individual on Form MUAR (see Form MUAR Requirements).

**Step 7: Choose a workflow**

The registration process can be accomplished several different ways. Three sample workflows have been developed to help institutions develop a process that suits their needs. Review the following sample workflows and choose the one, or a variation of one, that is best.

- Workflow 1: MLO Completes MUAR, Institution Pays Fees
- Workflow 2: Institution Completes MUAR and Pays Fees
- Workflow 3: MLO Completes MUAR and Pays Fees

**Step 8: Gather the necessary data from your MLOs to create their accounts**

NMLS allows institutions to batch upload MLO information in bulk in order to create their accounts on the system. The batch upload process requires that you compile basic identifying and contact information on each MLO. The documents below will help you gather the necessary information required.

- Batch Upload Specifications
- Batch Upload Template (CSV)

Collect the necessary information on your MLOs and build the batch upload file.

**Step 9: Begin registering your MLOs**

The Account Administrators for your institution will receive email confirmation of a successful Form MUAR registration. Once successfully registered, an institution may begin to register mortgage loan originators. Follow the steps of the workflow you have chosen.
Welcome to the Nationwide Mortgage Licensing System & Registry!

The Nationwide Mortgage Licensing System & Registry (NMLS) allows for the creation and maintenance of a single record (Form MU1R) for your institution. Your institution also can create and submit mortgage loan originator (MLO) filings (Form MU1R) and manage employment records for MLOs associated with your institution.

Below please find a list of actions available by tab. Available actions/tabs vary based on user roles assigned.

**FILING**
Choose this tab to complete, amend and/or submit MU1R filings for your Institution or any Federal MLO Registration filings (Form MU1R) for MLOs associated with your Institution. You also can view a list of MLO records your Institution has access to.

**TASKS**
Choose this tab to perform an MLO Batch Upload, view previous MLO Batch Upload files, including information regarding their disposition, or manage Employment Records. Users with the Financial Admin role should choose this tab to access and pay outstanding invoices for MU1R fees.

**COMPOSITE VIEW**
Choose this tab to view your Institution record or the record of any MLO associated with your Institution.

**ADMIN**
Choose this tab to perform administrative functions for your institution’s system users (e.g., resetting passwords, managing user roles and assigning system notifications).

**REPORTS**
Choose this tab to request available reports.

On this page:
- Select My Account above to change your NMLS user settings.
- Select Invoice above to replay failed invoices or view payment history.

Access the Federal Registration page of the NMLS Resource Center for information regarding the registration process that can assist you in using NMLS to create and maintain institution and MLO records to meet federal registration requirements.

**NOTE:** NMLS is the system of record for all information contained within it. Any actions you take on NMLS are governed by the User Agreement and your legal obligations to the regulatory agencies participating in NMLS.
Batch Upload

MLO Batch Upload
Section 7-5

Employment Management
MUIR Payment

This section of NMLS allows you to submit MLO batch files, manage employment records and pay MUIR invoices. Below is a list of actions available by sub-menu. Available actions/sub-menu items vary based on user roles assigned.

MLO Batch Upload
Select this link above to view previously submitted MLO batch files or submit a new batch file.

Employment Management
Select this link above to confirm, reject, request correction to or terminate employment records.

MUIR Payment
Select this link above to submit payment for unpaid MUIR invoices for any of your institution’s system users.
Processed File List and Results

Below is a list of uploaded MLO Batch Files. Select 🔄 to access a copy of the file uploaded. Once processing is complete, you can select the hyperlink under 🔄 to view a list of completed records or select the hyperlink under 📗 to view a list of rejected records. Click 🏁 on the sandbar above to access the Navigation Guide for instructions on reviewing result files.

File processing usually occurs immediately. However, during periods of heavy system usage, processing of batch files may be deferred to a later time. Notification will be sent to the user who uploaded the file when processing is complete.

No batch files have been uploaded.
Upload New Batch File

Click the Browse button to locate a MLO Batch File stored on your computer. The file must be in CSV (Comma Separated Values) format and may not contain more than 10,000 records. Once the file has been selected and description provided (optional), click the Upload button. Click on the sandbox above to access the Navigation Guide for additional instructions and file specifications.

File: [Browse]
Description: [Optional]

To view previously uploaded files, select Processed File List and Results on the left panel.

Upload Cancel
From: NMLS NotificationsTraining@statemortgageregistry.com [mailto:NMLS NotificationsTraining@statemortgageregistry.com]
Sent: Wednesday, January 26, 2011 2:05 PM
To: Grimm, Sarah
Subject: An MLO Batch Upload File has been processed

NMLS has completed the processing of the following MLO Batch Upload File and results are now available in NMLS.

File ID: 1264
File Name: BatchUpload_5.csv
Description: Northwest Branch Upload One
Uploaded On: 1/26/2011
Completed Records: 1
Rejected Records: 3

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Processed File List and Results

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<table>
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<tr>
<th>File ID</th>
<th>File Name</th>
<th>Description</th>
<th>Uploaded On</th>
<th>Uploaded By</th>
<th>Total Records</th>
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<td>BinghamR</td>
<td>4</td>
</tr>
</tbody>
</table>

Batch File 1 - 1 of 1

Successful Uploads
Batch Upload

Processed File List and Results

Below is a list of uploaded MLO Batch Files. Select to access a copy of the file uploaded. Once processing is complete, you can select the hyperlink under to view a list of completed records or select the hyperlink under to view a list of rejected records. Click on the sandbox above to access the Navigation Guide for instructions on reviewing result files.

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Rejected Uploads