Advance Change Notice (ACN) may be required for the addition, modification, or removal of a Direct Owner/Executive Officer within the Company (MU1) Form. Review the State Licensing Requirements Amendment Checklist(s) for your state agency’s ACN requirements.

The image below highlights the sections of the Direct Owners/Executive Officers screen that trigger an ACN.

The following instructions include steps to complete the below actions in NMLS.

- [How to submit an ACN to Add Direct Owners/Executive Officers](#)
- [How to submit an ACN to Remove Direct Owners/Executive Officers](#)
- [How to modify a pending ACN for Direct Owners/Executive Officers](#)
- [How to cancel a pending ACN for Direct Owners/Executive Officers](#)
- [How to submit an ACN to Change the Ownership of a Company](#)
- [Advance Change Notice Document Upload](#)

**How to submit an ACN to Add Direct Owners/Executive Officers**

1. Log in to your company NMLS account.
2. Click  
3. Click **Company (MU1)** in the sub-menu.
4. Click **Create New Filing**
5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.
6. Click [Add Individual] or [Add Company].

7. If searching for an individual, enter their Name or their NMLS ID#. If searching for a company, enter the Name, NMLS # or Federal Tax ID. Click [Search].

8. Click the entity’s name/NMLS ID.

9. Enter the entity’s Title, Percentage of Ownership and Stock Symbol (only if the entity is a company).

10. Enter the change’s Effective Date.

11. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

   **Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change’s Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

12. Click [Save].

13. Proceed to the *Attest and Submit* section.

   **Note:** Some agencies charge an amendment fee when certain information changes. The respective state’s Amendment Checklist(s) will provide a complete list of fees.

14. If all completeness checks pass, review the attestation language, attest and submit.

**How to submit an ACN to Remove Direct Owners/Executive Officers**

1. Log in to your company NMLS account.

2. Click [FILING].

3. Click *Company (MU1)* in the sub-menu.

4. Click *Direct Owners/Executive Officers* on the left Navigation Panel.

5. Click the Delete ✗ icon next to the Direct Owner/Executive officer you would like to remove.
6. Provide all requested information, including an effective date.

7. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

   **Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change’s Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

8. Click **Save**.

9. Proceed to the **Attest and Submit** section.

   **Note:** Some agencies charge an amendment fee when certain information changes. The respective state’s Amendment Checklist(s) will provide a complete list of fees.

10. If all completeness checks pass, review the attestation language, attest and submit.

**How to modify a pending ACN for Direct Owners/Executive Officers**

1. Log in to your company NMLS account.

2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.

4. Click **Create New Filing**.

5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.

6. Click the edit icon (-pencil).

7. Modify the **Title, Percentage of Ownership** or **Effective Date** as applicable.

8. Click **Save**.
Note: This action will change the “Pending Change Notice Type” to **Amend Creation** and place it in the **Unsubmitted Change Notices** list. To undo the amendment click the undo icon (撤销).

9. Proceed to the **Attest and Submit** section.

10. If all completeness checks pass, review the attestation language, attest and submit.

**How to cancel a pending ACN for Direct Owners/Executive Officers**

1. Log in to your company NMLS account.

2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.
4. Click **Create New Filing**.

5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.

6. Click **Cancel**.

Note: This action will cancel the ACN and place it in the **Unsubmitted Change Notices** list. The **Pending Change Notice Type** will change to **Cancel Creation**. To undo the cancellation click the undo icon (○).

7. Proceed to the **Attest and Submit** section.

8. If all completeness checks pass, review the attestation language, attest and submit.

How to submit an ACN to Change the Ownership of a Company

1. Log in to your company NMLS account.

2. Click **FILING**.

3. Click **Company (MU1)** in the sub-menu.

4. Click **Create New Filing**.

5. Click **Direct Owners/Executive Officers** on the left Navigation Panel.

6. Click the edit icon next to the NMLS ID # of the Current Direct Owner for amendment.
7. Check the box to indicate yes to the question, **Do you want to amend the Percentage of Ownership?**

**Note:** To remove an owner, you must first amend their Percentage of Ownership to 0% with an applicable effective date for the change. The owner may be deleted upon implementation of the change of ownership percentage.

8. Enter the **Effective Date**.

9. Click. Save.

**Note:** This action will add the change to the **Unsubmitted Change Notices** list and make the “Pending Change Notice Type” Modification. To undo the amendment click the undo icon (undo).
10. Click Add Individual or Add Company.

11. If searching for an individual, enter their Name or their NMLS ID#. If searching for a company, enter the Name, NMLS # or Federal Tax ID. Click Search.

12. Click the entity’s name/NMLS ID.

13. Enter the entity’s Title, Percentage of Ownership and Stock Symbol (only if the entity is a company). Enter the change’s Effective Date.

   **Note:** The effective dates for adding a new owner’s percentage of ownership and removing an existing owner and associated percentage must be the same in cases where the addition of a new owner and percentage will add to greater than 100% during the pending period prior to the effective date.

14. Click Save.

15. Click Save or Cancel

   **Note:** This action will add the change to the Unsubmitted Change Notices list and make the “Pending Change Notice Type” Creation. To undo the amendment click the undo icon (undo).

15. Proceed to the Attest and Submit section.
16. If all completeness checks pass, review the attestation language, attest and submit.

   **Note:** Some agencies charge an amendment fee when certain information changes. The respective state’s Amendment Checklist(s) will provide a complete list of fees.

17. The change in ownership will take place in the system on the effective date entered.

**Advance Change Notice Document Uploads**

1. Log in to your company NMLS account.

2. Click ![FILING](image).

3. Click **Company (MU1)** in the sub-menu.

4. Click ![Create New Filing](image).

5. Click **Document Uploads** on the left Navigation Panel.

6. Click ![Add](image).

7. Select the “Advance Change Notice” Document Type.

   **Note:** Advance Change Notice is a new Document Type available for upload. All ACN Document Type submissions are considered proposed documents. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit under Advance Change Notice as of the effective date). If the submission does not meet an existing Document Type, documents must be mailed to the agency.

8. Enter a Comment related to the file as needed.

9. Browse for the file and select ![Upload & Save](image).