

Add RON Closing Provider LOB to Existing Org ID Quick Start Guide

Thank you for your interest in the MERS® Remote Online Notarization (RON) Video Storage solution, the mortgage industry's reliable, secure, long-term storage repository for the RON eClosing videos associated with mortgage loans registered on MERS® System and/or MERS® eRegistry. This *Quick Start Guide* provides you a roadmap on how to add the RON Closing Provider Line of Business (LOB) to your existing Org ID and prepare to make use of the MERS® RON Video Storage solution.

Which Organizations need to become a MERS® RON Video Storage Member?

Your organization needs to become a MERS® RON Video Storage Member only if it provides remote online notarization services and intends to upload its eClosing videos to the RON Video Storage solution. Otherwise, your existing MERS® System membership allows it to retrieve the RON eClosing videos associated with your registered mortgage loans.

How Does My Organization Become a MERS® RON Video Storage Member?

Follow these steps to become a MERS® RON Video Storage Member:

1. **Notify MERSCORP Holdings, Inc. of your organization's interest in using the RON Video Storage solution.**
 - o Organizations that do not have an existing MERS® System membership submit a [MERS® eApplication](#) to MERSCORP Holdings. See the [Applying for MERS® RON Video Storage Membership Quick Start Guide](#) for instructions.
 - o Organizations with an active MERS® System membership complete a [MERS® Change Request Form](#) to request that the RON Closing Provider LOB be added to their Org ID. For instructions, see [Adding RON Closing Provider LOB to an Existing Org ID](#) below.
2. Execute the *MERS® RON Video Storage Agreement* and submit it to MERSCORP Holdings. You will be sent this *Agreement* once MERSCORP Holdings begins processing your request.
3. Decide how your organization will interface with the RON Video Storage solution:
 - o If your organization will develop an XML API to programmatically transact with the RON Video Storage solution, download the *RON DTDs* and *Technical Integration Guide* from the MERS® Member website and provide these resources to your Development team.
 - o If your organization will use the MERS® System user interface to manually perform RON eClosing Video transactions, download the User Guide from the MERS® Member website and provide it to your users.
4. Fully test your XML API in our Training environment before promoting your code to Production.

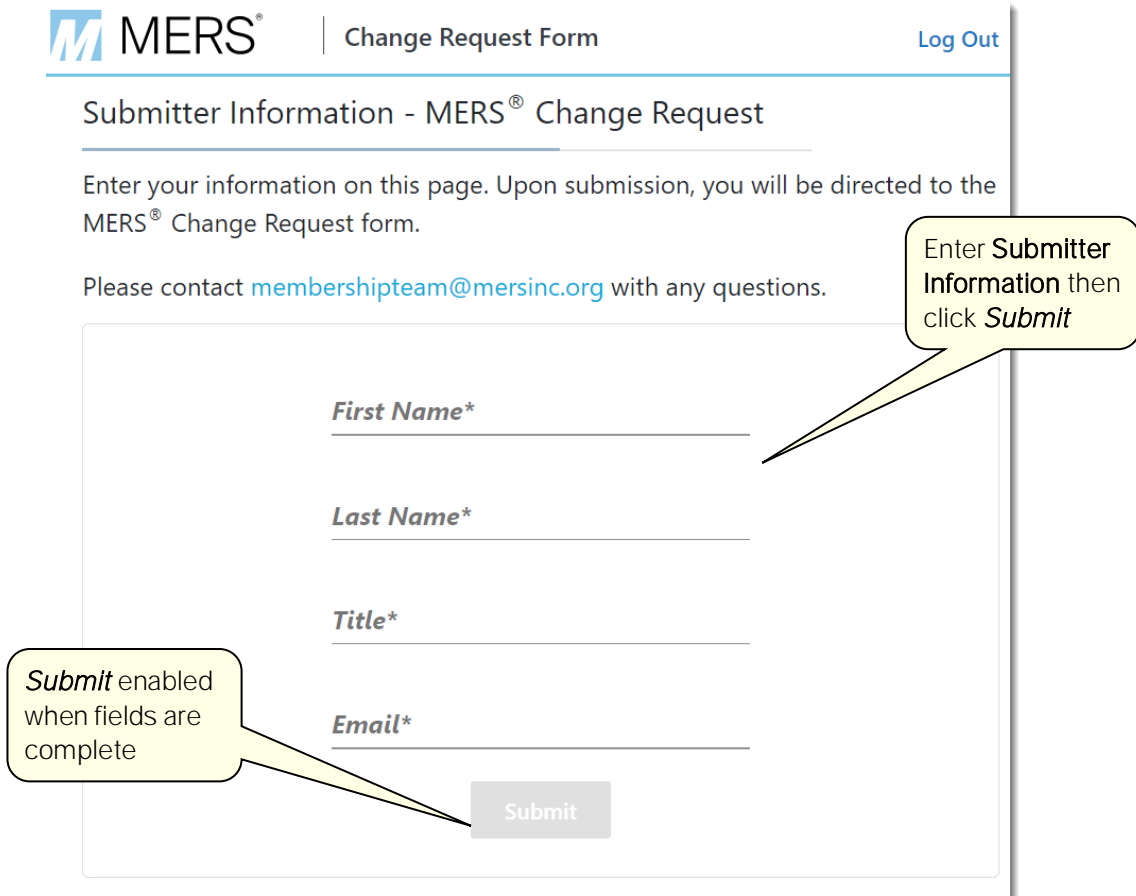
Important: MERSCORP Holdings strongly recommends the following best practices when integrating your internal processes and infrastructure with the RON Video Storage solution:

- o Do not use Production data in the Training environment, and do not use test data in the Production environment.
- o Ensure your users are trained to perform RON Video Storage transactions before they begin submitting transactions in Production by testing in the [Training](#) environment.

Adding RON Closing Provider LOB to an Existing Org ID

Perform the following steps to request the RON Closing Provider LOB for an existing MERS® System Org ID:

1. Log on to the MERS® Member website and access the [MERS® Change Request Form](#).
2. Complete the *Submitter Information* page, then click **Submit**.



MERS® | Change Request Form Log Out

Submitter Information - MERS® Change Request

Enter your information on this page. Upon submission, you will be directed to the MERS® Change Request form.

Please contact membershipteam@mersinc.org with any questions.

First Name* _____

Last Name* _____

Title* _____

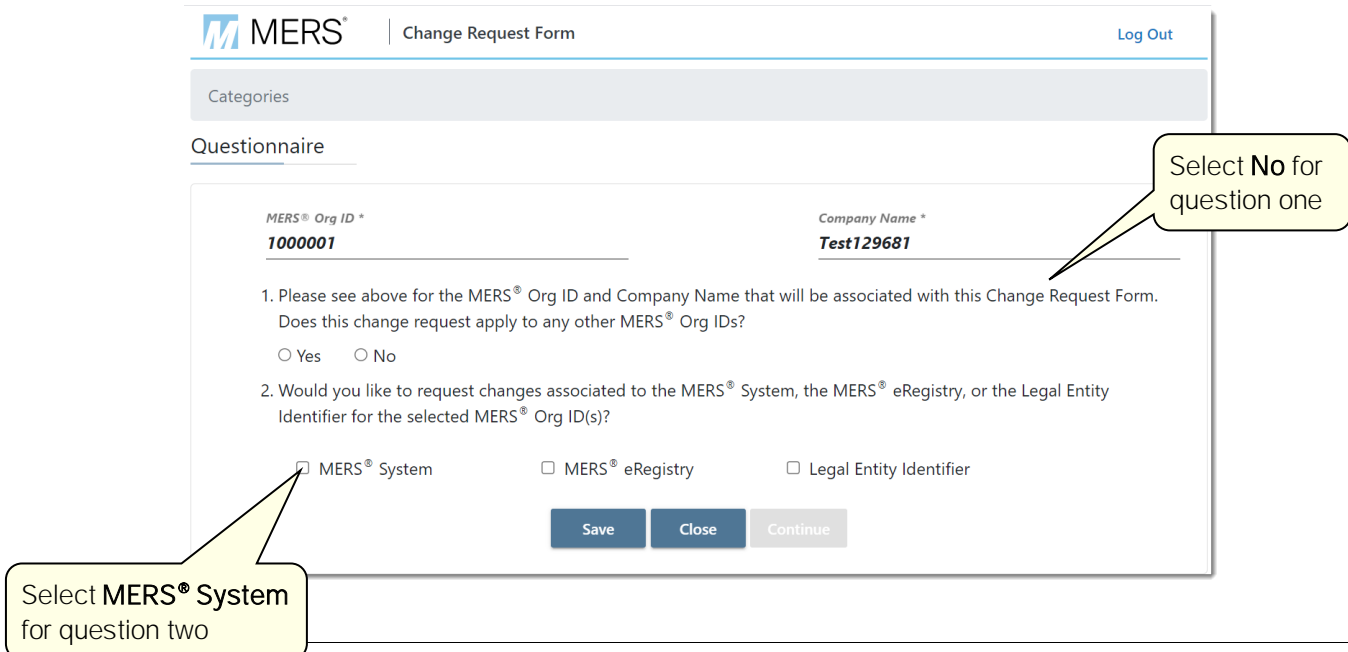
Email* _____

Submit

Submit enabled when fields are complete

Enter **Submitter Information** then click **Submit**

3. Answer the following questions on the *Questionnaire* page, then click **Continue**.



MERS® | Change Request Form Log Out

Categories

Questionnaire

MERS® Org ID * **1000001** Company Name * **Test129681**

1. Please see above for the MERS® Org ID and Company Name that will be associated with this Change Request Form. Does this change request apply to any other MERS® Org IDs?

Yes No

2. Would you like to request changes associated to the MERS® System, the MERS® eRegistry, or the Legal Entity Identifier for the selected MERS® Org ID(s)?

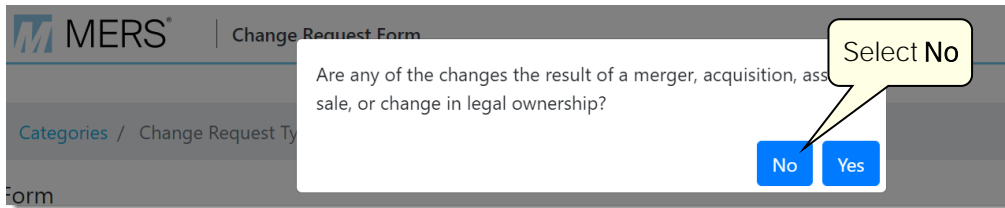
MERS® System MERS® eRegistry Legal Entity Identifier

Save **Close** **Continue**

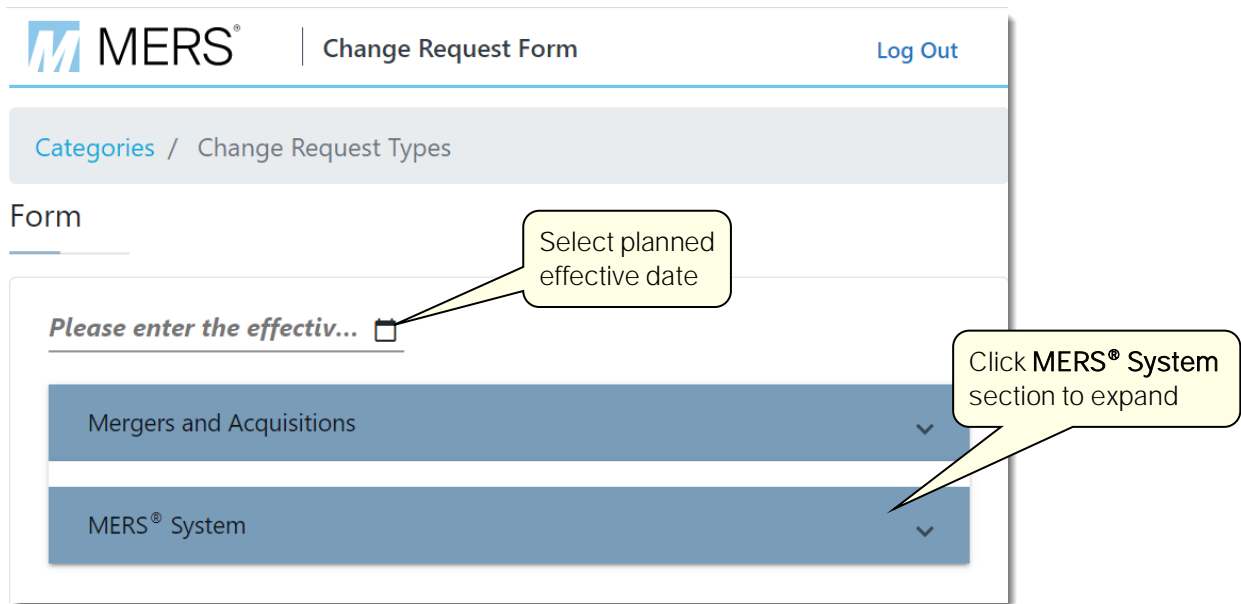
Select **No** for question one

Select **MERS® System** for question two

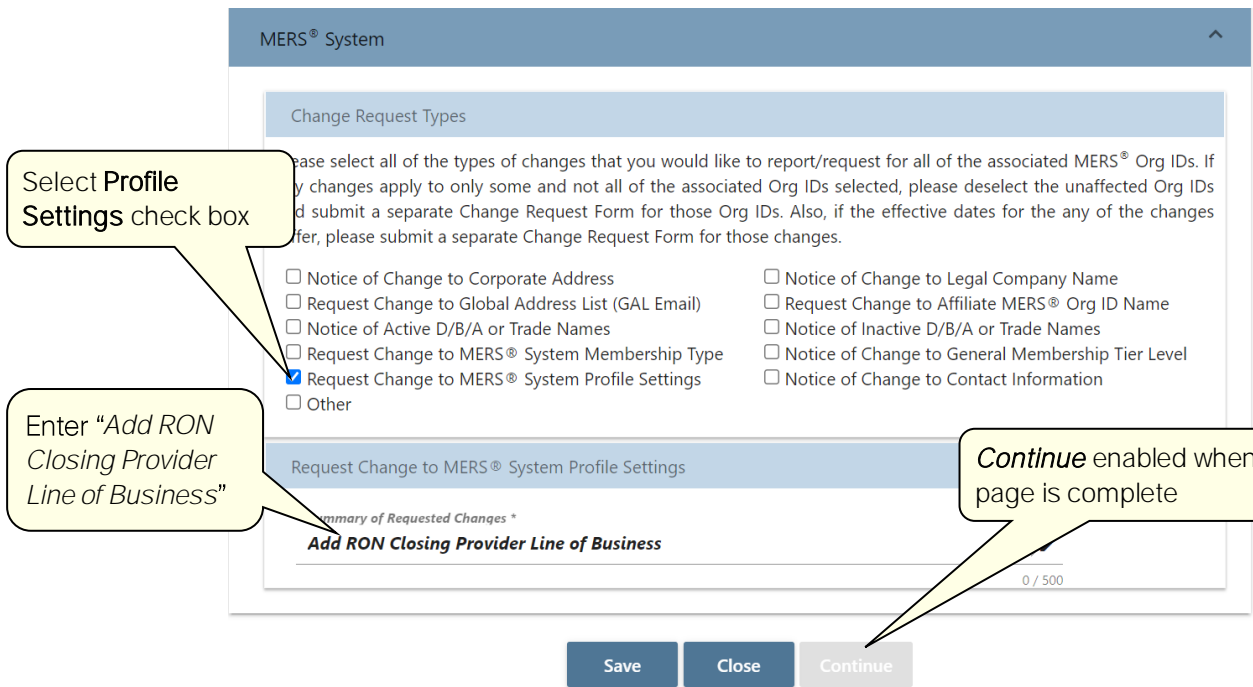
- Respond **No** to the question about whether the requested change is the result of a merger.



- Complete the *Change Request Types* page.



- Select the check box titled **Request Change to MERS® System Profile Settings**.
- In the **Summary of Requested Changes** field, enter the following text: “Add RON Closing Provider Line of Business”.



6. Read the attestation statement on the *Attestation* page.
 - o If you can attest to the statement, select the checkbox at the beginning of the attestation statement, complete the other fields on the page, then click **Submit** to send your *Change Request Form* to MERSCORP Holdings for processing.
 - o If you cannot attest to the statement, do not continue. Make the corrections necessary for you to be able to attest to the statement or have someone else in your organization submit the *Change Request Form* to MERSCORP Holdings for processing.

Attestation

By clicking here, I certify that I am authorized to submit this MERS® Change Request Form ("Change Request Form") on behalf of the organization(s) identified therein. I have read and understand the contents of the Change Request Form, and the information provided in the Change Request Form is true and correct. I knowingly and voluntarily apply my electronic signature to this Change Request Form with the intent to effectuate the requested change(s). I acknowledge that the processing of the requested change(s) is conditioned upon approval by MERSCORP Holdings, Inc.

Complete identifying fields

Current date populated when attestation check box is selected

Submit enabled when page is complete

*First Name ** _____ *Last Name ** _____ *Title ** _____

*Email ** _____ *Date* **October 20, 2021**

Submit

7. When processing your request, MERSCORP Holdings will send you a legal agreement that your organization must execute and return to complete your request.