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Introduction

This document, the MERS® eRegistry Procedures Manual ("Procedures"), sets forth the operating procedures and Quality Assurance ("QA") Program for the MERS® eRegistry. The Procedures supplement the requirements specified in the MERS® eRegistry Addendum to MERS® System Membership Agreement ("MERS® eRegistry Addendum"). This version of the Procedures replaces and supersedes, in their entirety, any and all previously published Procedures in place up to the effective date noted on the cover page. Each MERS® eRegistry Participant ("Participant") is bound by the Procedures and any amendments made to it.

The MERS® eRegistry is one (1) of multiple functions utilized by Participants to satisfy the control requirement of Section 201(c) of the E-SIGN Act and Section 16(c) of the UETA with respect to a transferable record ("eNote"). Its role is to be the authorized source to identify the party that has Control of the eNote and the Location (i.e., the party that maintains the Authoritative Copy of the eNote). Each Participant is responsible for determining that all the functions, including the MERS® eRegistry as set forth herein, utilized by the Participant and its service provider(s) constitute a system that satisfies the control requirements of Section 201(c) of the E-SIGN Act and Section 16(c) of the UETA.

Note: MERS® eRegistry documentation assumes the current version of all DTDs. If you are using a previous version of any DTD, some requirements may differ from the current documentation; refer to the technical specifications for that DTD for its requirements.

Other sources of instruction and guidelines include, but are not limited to, the following:


- **MERS® eRegistry Integration Series**:
  - **Business Overview**: Provides detailed information on integrating the MERS® eRegistry procedures into your business processes and information on the Integration process.
  - **Technical Integration Overview**: Provides an overview of the MERS® eRegistry technical environment.
  - **Programming Interface**: Provides Digital Signature information and additional information needed to prepare and transmit all MERS® eRegistry transactions.
  - **Business Process Analysis**: Provides specific business processing information that corresponds to the technical information in the Programming Interface, including examples of transfer scenarios.

These documents are available from MERSCORP Holdings’ Member website.

In addition to the data and technical requirements provided in this document, it’s also important to note requirements Participants must satisfy to ensure certain legal aspects of eNotes are met. These are outlined below, and included where appropriate throughout this document.
Requirements for eNotes Registered on the MERS® eRegistry

MERSCORP Holdings has requirements for each eNote registered on the MERS® eRegistry. Each eNote must:

- Be a Transferable Record as defined by ESIGN and UETA
- Contain a valid, unique 18-digit MIN. If a Mortgage for an eNote registered on the MERS® eRegistry is also registered on the MERS® System, the MIN on the MERS® System must match the MIN on the eNote.
- Include language sufficient to definitively identify:
  - The Controller of the eNote
  - The location of the Authoritative Copy of the eNote (i.e., the Location)
  - MERSCORP Holdings, Inc. as the entity maintaining the registry in which the identity of the first Controller and Location of the eNote will be recorded along with the identity of any subsequent Controller and/or Location.

For Companies Providing eVaulting Services for Themselves or Others

The entity maintaining the Authoritative Copy of an eNote must have procedures in place sufficient to identify the single Authoritative Copy of the eNote it maintains from other copies of the eNote that may exist.

For Companies Named as Location

Each party named as Location of an eNote must have procedures in place that ensure it has received a copy of the eNote and has validated the eNote’s Digital Signature against the MERS® eRegistry prior to being named as Location in a Registration or Transfer of Location transaction. Likewise, each Controller must ensure that the party to be named as Location on each of its eNote Records has received a copy of the eNote, prior to being named as Location on the MERS® eRegistry.

Location of Electronic Modifications, Note Addenda, Note Allonges

The terms of an eNote can be changed by electronic modification agreements, addenda and allonges. When this is the case, these electronic documents must be vaulted at the same eVault as the eNote. This helps ensure the Controller meets the legal requirements for retaining Control of the modified eNote.
Servicing-Agent Agreements

For Controllers that have elected to have another company perform certain MERS® eRegistry transactions on the Controller’s behalf, it is expected that an agreement be in place between the Controller and the Servicing Agent. The agreement should specify that the Controller expressly authorizes the Servicing Agent to initiate transactions on the MERS® eRegistry on the Controller’s behalf.

Vendor Agreements

Many MERS® eRegistry Participants use a Vendor to manage their MERS® eRegistry transactions and notices. The agreement between the Vendor and MERS® eRegistry Participant must include language that authorizes the Vendor to initiate MERS® eRegistry transactions on behalf of the MERS® eRegistry Participant as the Submitting Party.

Structure

Each chapter is generally organized into the following sections:

- **Overview:** Gives a brief description of the process or function and how it relates to the MERS® eRegistry.
- **Requirements:** States what information, actions, and access are required to complete the business process.
- **Procedure:** Gives a step-by-step view of the process, including business-related steps and general MERS® eRegistry instruction. The procedure lists information that can be sent to the MERS® eRegistry.
- **Audit Information:** Shows the information reflected on the eNote audit record as a result of the process.

In addition, certain items have special formatting to allow the reader to quickly identify them:

- **Glossary Terms:** Terms defined in the glossary have the first letter of each word in the term capitalized. The first time a glossary term is used in the document, it is formatted as a dotted underline link to the Glossary entry (e.g., Digital Signature).
- **Configuration Options:** MERS® eRegistry configuration options are formatted in bold font (e.g., eRegistry Participant option).
- **Transactions, Notifications, Confirmations, eNote statuses, and Action Types:** MERS® eRegistry Transactions, Notifications, Confirmations, eNote statuses and Action Types are formatted in italic font (e.g., Change Status transaction and PaidOff).
MERS® eRegistry Participation

Overview

To become a MERS® eRegistry Participant, an organization must be a MERS® System Member ("Member") and agree to abide by the terms and conditions set forth in the MERS® eRegistry Addendum and MERS® eRegistry Procedures. Each MERS® System Member that intends to become a Participant goes through an Integration process which is outlined in this chapter.

Requirements

Participation in the MERS® eRegistry requires an Integration process which includes security, System-to-System interface, and business considerations. If you are already a MERS® System Member, some of these requirements may already have been met during your original MERS® System Integration effort.

For more detailed information regarding technical requirements and network connectivity, refer to the Integration Series: Technical Overview.

Procedure: Participation in the MERS® eRegistry

Sign and submit the MERS® eRegistry Addendum to initiate the process.

During Integration, your company or your Vendor will:

- Secure a Digital Certificate from an Issuing Authority approved by MERSCORP Holdings for signing XML transaction requests to the MERS® eRegistry. For details, see Transaction Security Requirements.
- Establish and test connectivity to the MERS® eRegistry.
- In addition, your company may need to implement enhancements to its systems for originating, vaulting, selling, buying, and servicing eNotes, as applicable.
- Document revised business processes to reflect MERS® eRegistry activity.
- Test the enhancements to its systems internally and during the MERS® eRegistry Integration process.
- Obtain access to the MERS® eRegistry OnLine Training region to learn how to view information in MERS® eRegistry OnLine.
- Develop and implement a Quality Assurance program for the MERS® eRegistry.
- Perform a post-implementation review.
Procedure: Setting Up a Controller Delegatee for Transfers Relationship

The Controller Delegatee for Transfers Model allows a Participant to register eNotes on behalf of other Members without access to the MERS® eRegistry so long as that trading partner is an active MERS® System Member with the Broker Line of Business. A Broker’s Investor generally serves as the Delegatee for Transfers, registering eNotes on behalf of the Broker with the Broker named as the Controller and initiating Transfer of Control transactions for the eNote. You can use this procedure if your organization’s trading partners:

- Do not have an interface with the MERS® eRegistry, or
- Require your company to initiate certain transfer transactions on their behalf.

Your organization can continue as the Delegatee for Transfers as long as the Controller Delegatee for Transfers Relationship exists between your organization and the current Controller of the eNote.

If a Trading Partner (Broker) is not a MERS® System Member

- Instruct your trading partner (broker) to submit an online MERS® System Membership Application available at www.mersinc.org. They will be set up as a “Lite-R” Member.
- MERSCORP Holdings creates a new Org ID for the trading partner, and names your organization as a Controller Delegatee for Transfers for that Org ID.
- MERSCORP Holdings notifies you of the trading partner’s new Org ID.
- You run a test transaction in the MERS® eRegistry Integration environment to ensure the new Org ID is set up properly.

If a Trading Partner (Broker) is a MERS® System Member

- Contact the eCommerce Department (ecommercedept@mersinc.org) to obtain a copy of the Consent for MERS® eRegistry Delegatee Form.
- Instruct the trading partner (broker) to complete the Consent for MERS® eRegistry Delegatee Form and submit it to MERSCORP Holdings.
- MERSCORP Holdings updates the trading partner’s Member Profile to allow you to act as their Delegatee for Transfers, and notifies you when this is done.
- You run a test transaction in the MERS® eRegistry Integration environment to ensure the profile has been updated properly.
- You will be billed annually for each Member for which you are a Delegatee for Transfers.
MERS® eRegistry Security

Overview

The MERS® eRegistry security scheme includes safeguards for eNote transactions and online identity validation for viewing eNote Records on which your organization is a rights holder.

As defined by a contractual agreement, your organization may grant security access to the MERS® eRegistry to Vendors to submit transactions on your behalf, to Servicing Agents to submit certain transactions for eNotes on which you are the Controller, and to one (1) or more Controller Delegatee for Transfers to register and transfer control of eNotes on your behalf.

All unsolicited Notifications sent by the MERS® eRegistry are digitally signed with an Organizational Certificate.

Transaction Security Requirements

All incoming XML transactions to the MERS® eRegistry must include a Digital Signature signed with an Individual or Organizational (Medium or High assurance level) Digital Certificate.

Vendors, and Participants setting up their own access to the MERS® eRegistry, must secure a Digital Certificate from an Issuing Authority approved by MERSCORP Holdings for signing transaction requests to the MERS® eRegistry.

For all XML messages, you may use Digital Certificates in one (1) of the following two modes:

1. Sign XML messages with an Organizational Certificate of Medium or High Assurance Level issued by an Issuing Authority approved by MERSCORP Holdings. Strong security practices should be in place to ensure the integrity of the private key related to the Organizational Certificate. Some best practices to follow include, but are not limited to, the following:
   - Securely protecting and controlling access to the private key
   - Securely storing the private key using a mechanism that includes encryption
   - Limiting the number of people authorized to access the private key and passphrase
   - Auditing changes made to the Organizational Certificate and private key
   - Immediately revoking the Organizational Certificate if the private key or certificate has been compromised

2. Sign XML messages with an Individual Certificate of Medium or High Assurance Level issued by an Issuing Authority approved by MERSCORP Holdings. Digital Signatures must be applied locally at the individual user’s workstation and validated by the Participant’s application prior to submission to the MERS® eRegistry. Individual Digital Certificates must not be shared or transferred between individuals and should be stored securely when not in use.

   Additional Digital Certificate requirements:
   - The Organization Unit (‘OU’) attribute from the Subject field of the Digital Certificate in each XML message must match the data in the Organization field on the eRegistry
Certificate Information page of the Member Profile of the Participant sending the transaction. A Registrar sending a transaction on behalf of another Participant as a Vendor would use the Registrar’s Digital Certificate, which would be compared to the Registrar’s Member Profile.

- Participants must implement adequate information security controls to ensure that only its authorized users and automated processes are able to trigger the creation and submission of requests to the MERS® eRegistry.
- Participants must collect sufficient information on the transactions and users to be able to track the user or process that triggered the creation of the requests, and such information must be capable of being produced in a readable format and be retained in accordance with Investor requirements.

MERS® eRegistry OnLine Security Requirements

There are three (3) levels of identity validation within the MERS® eRegistry OnLine security scheme:
- Org ID
- User ID
- User Password

Any attempt to access the MERS® eRegistry OnLine is denied unless all three (3) tiers of security have been satisfied. The Org ID, which identifies your organization, is assigned by MERSCORP Holdings when your MERS® System membership application is approved.

Your MERS® eRegistry System Administrator is responsible for establishing and maintaining the security that controls access to MERS® eRegistry OnLine. Your System Administrator establishes User IDs and passwords to give users access to view information in the MERS® eRegistry. Your System Administrator also resets passwords,reactivates User IDs, and deletes User IDs no longer needed. See the MERS® eRegistry OnLine User Guide for instructions.

Procedure: MERS® eRegistry Security

- Your MERS® Integration Contact identifies a MERS® eRegistry System Administrator.
- You provide your MERS® eRegistry Business Integration Resource (“BIR”) with your MERS® eRegistry System Addresses, Digital Certificate Information (if applicable), and information about Controller Delegatee for Transfers, Servicing Agent, Vendor, and Auto-Confirm Transfer Relationships.
- After your MERS® eRegistry BIR has set up and activated your company on the MERS® eRegistry, your MERS® eRegistry System Administrator assigns each user within your organization a unique User ID in MERS® eRegistry OnLine.
- Your MERS® eRegistry System Administrator resets passwords, deactivates User IDs and deletes User IDs no longer needed.
- Your MERS® System Administrator maintains your Member Profile in the MERS® System, via MERS® OnLine, including address, phone/fax numbers, URL address (your company’s website, separate from the MERS® eRegistry System Addresses, which are maintained by MERSCORP Holdings), and contact list.
Member Information

Overview

Your organization is required to maintain certain portions of its Member Profile to define processing options, billing information, Member relationships, and contact information. Your internal MERS® System Administrator maintains a portion of your organization’s profile, including information that controls access and security for the MERS® eRegistry.

All information in the Member Profile pertaining to the MERS® eRegistry, except for a Participant’s eRegistry Relationships, is updated by MERSCORP Holdings. A Participant must report to MERSCORP Holdings any change to the external system addresses that it uses to interface with the MERS® eRegistry and any change to its Digital Certificate information. All changes to a Participant’s Member Profile are copied to the MERS® eRegistry nightly (except on Sundays). Any change made on a given day generally becomes effective the next calendar day.

You may change the information within your Member Profile at any time; however, MERSCORP Holdings recommends that you designate one (1) person as a contact for these changes.

A Participant must have at least one (1) MERS® eRegistry Contact in its Member Profile. MERSCORP Holdings will add the external system addresses that your organization uses to interface with the MERS® eRegistry, your Delegatee for Transfers, and your Digital Certificate information as provided by your organization.

Requirements

Information in the Member Profile is shared between the MERS® System and the MERS® eRegistry. Therefore, the same value for the following configuration settings in the MERS® System are used in MERS® eRegistry:

- Password Expiration Days
- Minimum Password Length
- Minimum Response Length

Your MERS® System Administrator manages the Member Profile for your organization using MERS® OnLine at www.mersonline.org. Any changes made to your Member Profile in the MERS® System are applied to the MERS® eRegistry that night except for Sunday.

Procedure: Maintaining Member Information

Your MERS® System Administrator can update the following general information in your Member Profile:

- Official Corporate Address
- City
- State
• ZIP code
• Toll Free Phone number
• Corporate Fax number
• Corporate Web address

If your corporate address or telephone number changes, you must also report that change to MERSCORP Holdings using the Member/Affiliate Org ID Information Change Request Form.

You must maintain the contact information for your MERS® eRegistry Contact(s) in your Member Profile and keep all contact names, addresses and telephone numbers current. Contact information includes:

• Contact Type: eRegistry
• Title
  (If your organization has separate contacts for various MERS® eRegistry functions, we suggest you use the Title field to designate the specific role of each eRegistry contact; e.g. Technical, Business, etc.)
• Name
• Phone number and extension
• Email address
• Fax number
• Address
• City
• State
• Zip code

You must report changes to the following eRegistry Relationship information, so MERSCORP Holdings can update your organization’s Member Profile:

• Controller Delegatee for Transfers Relationship Org IDs
  (allows named organizations to register and/or transfer control of eNotes naming you as Controller)
• Vendor Relationship Org IDs
  (allows named Vendors to process MERS® eRegistry transactions on behalf of your organization)
• Auto-Confirm Transfer Relationship Org IDs
  (allows your Confirmation of transfers from named Controller Org IDs to be automatic)

The following configuration settings in the MERS® System are also used in MERS® eRegistry, and must be maintained:

• **Number of Password Expiration Days**: The number of days before a user’s password expires.
• **Minimum Password Length**: Overrides the default 6-character minimum password length. Valid lengths range from 6 to 12 characters.
• **Minimum Response Length**: Overrides the default 8-character minimum length for challenge question responses. Valid lengths range from 6 to 30 characters.
Procedure: Updating Member Information
Maintained by MERSCORP Holdings

MERSCORP Holdings maintains a portion of your organization’s profile in the MERS® System as well. You can view this information; however, you cannot update it. Contact the eCommerce Department to update this information.

- General Member Information:
  - Member Name
  - Member lockout flag
  - Member active flag
  - Parent Org
  - Lines of business
  - Membership date
  - Org ID
  - Automated Password Reset flag
    Allows users to establish challenge responses to be used to log into MERS® eRegistry OnLine if they forget their password.

- eRegistry Options
  MERS® eRegistry Certificate Information from the X509 segment of Digital Certificate (Organization Unit (‘OU’) attribute).
  - Allow Servicing Agent flag
    Allows a Servicing Agent to initiate transactions on eNotes for which your organization is named as Controller.
  - Allow eReports flag
    Allows a Participant to access the eReport functionality. Enabled for all Participants.
  - Auto-Confirm Transfer flag
    Allows your Confirmation of transfers from Controller Org IDs you name in an Auto-Confirm Transfer relationship to be automatic.
  - Confirm All Servicing Agent Transfers flag
    Requires your Confirmation of all transfer transactions that name your organization as the New Servicing Agent.

- Asynchronous Options: The Asynchronous Options are not currently in use.

- Synchronous Options:
  - eRegistry Participant flag
    Grants a Participant access to the MERS® eRegistry.
  - Transfer Notifications flag
    Used to receive Transfer Notifications for eNotes on which your organization is named as a current or pending rights holder.
- Non-Transfer Notifications flag
  Used to receive Notifications for Registration, Change Data, and, Change Status transactions for eNotes on which your organization is named as a rights holder

- MERS® eRegistry System Addresses
  Used for receiving unsolicited XML Notifications from the MERS® eRegistry.
  You can use the same or different URLs for the different addresses:
    - Controller Address
      Used for Notifications regarding eNotes on which your organization is the current or pending Controller.
    - Servicing Agent Address
      Used for Notifications regarding eNotes on which your organization is the current or pending Servicing Agent.
    - Location Address
      Used for Notifications regarding eNotes on which your organization is the current or pending Location.
    - Delegatee for Transfers Address
      Used for Notifications regarding eNotes on which your organization is the current or pending Delegatee for Transfers.

Notify MERSCORP Holdings at least one (1) business day in advance of a URL change because it takes one (1) business day to complete the change.

- eDelivery Options:
  - Asynchronous Options: The Asynchronous Options are not currently in use.
  - Synchronous Options:
    - eDelivery Participant flag
    - eDelivery Address
      (for receiving eDelivery Notifications and distributions)
Member Corporate Name Changes

Overview

Because of mergers, acquisitions, and other business events, an organization’s corporate name as recorded in the MERS® eRegistry may need to change. MERSCORP Holdings is responsible for making corporate name changes on the MERS® eRegistry.

Please review the MERS® System Rules of Membership for policies pertaining to these events. The MERS® System Procedures Manual contains instructions on how to submit a corporate name change request to MERSCORP Holdings.

Corporate name changes are reflected in both the MERS® eRegistry and the MERS® System. Additionally, a Participant must notify MERSCORP Holdings if the Organization Unit (‘OU’) attribute from the Subject field on its Digital Certificate changes by providing the new MERS® eRegistry Certificate information to the eCommerce Department (ecommercedept@mersinc.org).
Mortgage Identification Number (MIN)

Overview

The Mortgage Identification Number ("MIN") is an 18-digit number that uniquely identifies an eNote registered on the MERS® eRegistry. A MIN is permanently assigned to an eNote at registration and cannot be duplicated or reused, but it can be reactivated if it was inactivated by Registration Reversal or by mistake. To process information on the MERS® eRegistry, the MIN associated with eNote must be provided.

The MERS® eRegistry validates MINs at registration by checking for duplicate MINs, ensuring the Check Digit is properly calculated, and that the first seven (7) digits of the MIN match an Org ID set up in Member Information as a Participant, and that the MIN was not used to register a loan on the MERS® System before the MERS® eRegistry release date.

Many loan origination systems and document preparation systems have the MIN generation capability. If you are currently using such a system to create MINs for assignments to Mortgage Electronic Registration Systems, Inc. ("MERS") or MERS as Original Mortgagor ("MOM") security instruments, you can continue to use it to create MINs for your eNotes.

You may also have a MIN generation function built in-house. If you choose to create an in-house function, the instructions are provided later in this chapter.

If you do not have the ability to generate MINs, or your current solution will not work for generating MINs to be included in your SMART Documents, the MERS® eRegistry allows for MIN Generation (MIN Gen) functionality using XML request and response transactions. See the Integration Series: Technical Overview for complete instructions.

Requirements

The MIN used to register a Mortgage loan on the MERS® System must be the same MIN used to register the eNote for that Mortgage on the MERS® eRegistry. If they are different, the MIN on the MERS® System must be corrected to conform to the MIN on the MERS® eRegistry. This would require correcting the MIN on any documents recorded in the county land records, as well as reversing the registration and re-registering the loan on the MERS® System with the correct MIN. This underscores the importance of ensuring that the same MIN used to register the eNote on the MERS® eRegistry is used to register the Mortgage loan on the MERS® System.

Additional information on the MIN, including a discussion on its structure and calculation, is available in the MERS® System Procedures Manual.
eNote Registration

Overview

Registration is the process for submitting information to register an eNote on the MERS® eRegistry. Only MERS® System Members who are activated for use of the MERS® eRegistry can register eNotes. The first Controller named on an eNote Registration must be the Lender named on the eNote.

If the Participant registering an eNote is not named as the Controller, it must have the Delegatee for Transfers Relationship with the Controller.

A Delegatee for Transfers can be any valid Participant. The MERS® eRegistry checks the relationship to determine if a Delegatee for Transfers has authority to initiate a transaction on behalf of a Controller. A Delegatee for Transfers can be named on an eNote Record through a registration or an Update transaction.

The Controller can add, remove, or change the Delegatee for Transfers on an eNote Record, but the Delegatee for Transfers can only remove itself using the Change Data - Update transaction.

A unique, external system address can be maintained for the Delegatee for Transfers such that it receives MERS® eRegistry Notifications. If the Delegatee for Transfers does not require a unique, external system address, the Controller Address is entered for the Delegatee for Transfers Address in the Participant’s Member Profile.

The appropriate party is required to register the eNote on the MERS® eRegistry within one (1) calendar day of the creation, signing, and tamper sealing of the eNote. The MERS® eRegistry audit trail captures the Tamperseal Date and the Registration Date, allowing Investors to audit the elapsed time against their requirements.

Data Requirements

To register an eNote, the Registering Participant must follow these requirements:

- The eNote must have the 18-digit MIN as the unique loan identifier. If a SMART Document is presented with the Registration Request, the MIN on the SMART Document must match the MIN in the Registration Request.
- If present, the SMART Document must be in the MISMO SMART Document version 1.02 format, and must be signed with the SMART Document DTDs present.
- The Request must include the Tamperseal Date of the Digital Signature associated with the eNote being registered
- The Request must include a Digital Signature and must be signed with the Registration DTD present.
- The registration can include the presentation of one (1) or more eNotes with their corresponding Registration Requests in one (1) XML transmission to the MERS® eRegistry.
• The following data must be included for each eNote being registered (either contained within a SMART Document version 1.02, if sent, or contained in the Registration Request for each eNote):
  o Digital Signature of the eNote
  o Loan Data
  o Borrower Type – individual or entity
  o Borrower ID – unique XML identifier for the borrower (example: “1” for first Borrower, “2” for second borrower)
  o Borrower Name(s) – first and last, or entity Name
  o SSN (if individual) or TIN (if entity)
    Street name, city, state, county, zip code of property
  o Lien Priority Type

Note: If the Borrower SSN or TIN is not included in the data section of the SMART Document, the data point payload of the request must include the complete Borrower information for the eNote, including Borrower SSN or TIN, for all Borrowers on the eNote. The Borrower information in the data point payload must exactly match the Borrower information in the data section of the SMART Document, with the sole exception that the Borrower SSN or TIN may be blank for each Borrower in the data section of the SMART Document.

The data elements must have the following characteristics. (See Registration Request and Response Documentation in the Integration Series: Programming Interface for specifics.)

<table>
<thead>
<tr>
<th>Org IDs associated with the Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Element</td>
</tr>
<tr>
<td>Submitting Party</td>
</tr>
<tr>
<td>Requesting Party</td>
</tr>
<tr>
<td>Controller</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Servicing Agent</td>
</tr>
<tr>
<td>Delegatee for Transfers</td>
</tr>
</tbody>
</table>
# Registration Record Data

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vault Identifier</td>
<td>The <strong>Vault Identifier</strong> is optional and provides specific information about where the Authoritative Copy of the eNote is vaulted.</td>
</tr>
<tr>
<td>MIN</td>
<td>Must meet the following criteria:</td>
</tr>
<tr>
<td></td>
<td>• Be an 18-digit number that uniquely identifies the eNote on the MERS® eRegistry.</td>
</tr>
<tr>
<td></td>
<td>• Begin with a valid, active Org ID.</td>
</tr>
<tr>
<td></td>
<td>• End with a valid Check Digit.</td>
</tr>
<tr>
<td>Digital Signature</td>
<td>• Must meet <strong>W3C</strong> specifications.</td>
</tr>
<tr>
<td></td>
<td>• If a SMART Document version 1.02 is presented with the registration, the MERS® eRegistry calculates the Digital Signature of the eNote. Refer to <strong>eNote Digital Signature Generation Options</strong> for details.</td>
</tr>
<tr>
<td>Tamperseal Date</td>
<td>• Must meet <strong>W3C</strong> specifications.</td>
</tr>
<tr>
<td></td>
<td>• Must be valid.</td>
</tr>
<tr>
<td>Lien Priority Type</td>
<td>Either First Lien or Other.</td>
</tr>
</tbody>
</table>

## Borrower Information

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrower ID</td>
<td></td>
</tr>
<tr>
<td>Borrower Type</td>
<td>Y for Entity</td>
</tr>
<tr>
<td></td>
<td>N for Individual Borrower</td>
</tr>
<tr>
<td>First and Last Name of Individual OR</td>
<td>Required if Borrower Type = N</td>
</tr>
<tr>
<td>Entity Name</td>
<td>Required if Borrower Type = Y</td>
</tr>
<tr>
<td>SSN OR TIN</td>
<td>Required if Borrower Type = N</td>
</tr>
<tr>
<td></td>
<td>Required if Borrower Type = Y</td>
</tr>
</tbody>
</table>

## Property Information

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Name</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
</tbody>
</table>
Data Options

The MERS® eRegistry allows one (1) or more eNotes to be included in a single XML Registration Request from a Participant.

A Registration Request can contain a SMART Document in the registration payload if required to meet an Investor’s requirement. If a SMART Document is submitted with a Registration, the MERS® eRegistry processes it and tracks that it was sent but does not store the SMART Document.

If a SMART Document is sent, it must adhere to version 1.02 of the MISMO SMART Document specifications, must be enclosed in an XML envelope which adheres to version 2.3.1 of the MISMO request envelope specifications, and must be signed with the SMART Document DTDs present.

If a SMART Document is not sent at the time of registration, the current Controller or Servicing Agent can present the SMART Document at a later time by using an Update Request. See the Change Data - Update chapter for more information.

eNote Digital Signature Generation Options

The MERS® eRegistry supports the following options for presenting and validating the Digital Signature of an eNote:

1. Include the Digital Signature of the eNote in the Registration Request if no SMART Document is presented at registration.
2. Calculate and present the Digital Signature of the eNote if a SMART Document is presented at registration.
3. Allow the eNote Record to be updated at time of Investor delivery (if required) by presenting the SMART Document for calculation of the eNote’s Digital Signature, and comparison to the value sent at initial registration.

For Options 2 and 3:

- If the presented Digital Signature is not equal to the calculated Digital Signature, the MERS® eRegistry rejects the Update or the Registration Request.
- If accepted, a flag is set to indicate that the eNote has been presented to the MERS® eRegistry for calculation of the Digital Signature.

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Element</strong></td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>
Procedure: eNote Registration

If the SMART Document format is required by the Investor, use SMART Document version 1.02.

Within one (1) calendar day of the creation, signing, and tamper sealing of the eNote, submit a Registration Request to the MERS® eRegistry. The Request must include a Digital Signature, and must be signed with the Registration DTD present.

The MERS® eRegistry verifies that the Digital Certificate included in the Registration Request is valid based on the Issuing Authority’s Certificate Revocation List and matches the certificate information stored in the Submitting Party’s Member Profile.

Once this validation is complete, the MERS® eRegistry checks the Org IDs presented in the Request, and then processes the data in the Request.

The MERS® eRegistry sends a real-time response indicating a warning, success, or failure (error) for each eNote in the Registration Request.

At registration, the MERS® eRegistry:

- Validates that the Requesting Party is an active Participant and is either the Originator (Controller) or the Delegaee for Transfers on the Registration Request. If the Submitting Party does not match the Requesting Party, the MERS® eRegistry validates that the Request can be sent on behalf of the Submitting Party.

- Validates that the MIN:
  - Is 18 numeric digits
  - Begins with a 7-digit valid, active Org ID
  - Ends with a valid Check Digit
  - Is not duplicated on the MERS® eRegistry

- Verifies that the eNote data in the Registration Request does not match the Lien Type, Zip Code, and SSN or TIN of a previously registered eNote. If a match is found, the eNote is registered, and a warning message is returned in the Success Notification.

- Determines if a SMART Document was included.

- Validates that all required data is received.

- Sends a real-time response for all Requests sent to the MERS® eRegistry. The response contains success, error, or warning messages.
  - Success Notifications acknowledge a successful registration on each record that was included in the Registration Request transaction to the MERS® eRegistry.
  - Each response can contain multiple error messages for one (1) registration. Error messages are detailed in the Integration Series: Programming Interface.

- Sends a Notification to any rights holder on the eNote that did not initiate the registration and has the Non-Transfer Notifications option selected.

- For successful registrations, the MERS® eRegistry stores:
  - The Digital Signature of the eNote.
The Borrower Information, Lien Priority Type and Property Information.  

**Note:** If a SMART Document is included in the Registration Request, it is not stored, but a flag is set to show it was presented.

### Procedure: Registration and Transfer of Control (Controller Delegatee for Transfers Model)

If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements supersede the MERS® eRegistry requirements.

- If the SMART Document format is required by the Investor, use SMART Document version 1.02, signed with the SMART Document DTDs present.
- Within one (1) calendar day of the creation, signing, and tamper sealing of the eNote, submit a Registration Request with an Action Type of RegistrationAndTransferControl to the MERS® eRegistry. The Request must include a Digital Signature, and must be signed with the Registration DTD present.
- The MERS® eRegistry verifies that the Digital Certificate included in the Registration Request is valid based on the Issuing Authority’s Certificate Revocation List and matches the certificate information stored in the Submitting Party’s Member Profile.
- Once this validation is complete, the MERS® eRegistry checks the Org IDs presented in the Request, and then processes the data in the Request.
- The MERS® eRegistry sends a real-time response indicating a warning, success, or failure (error) for each eNote in the Registration Request.

At registration, the MERS® eRegistry:

- Validates that the Requesting Party is an active Participant, is named as the Delegatee for Transfers on the Registration Request, and that the Request can be sent on behalf of the Controller.
- Validates that the MIN:
  - Is 18 numeric digits
  - Begins with a 7-digit valid, active Org ID
  - Ends with a valid Check Digit
  - Is not duplicated on the MERS® eRegistry.
- Verifies that the eNote data in the Registration Request does not match the Lien Type, Zip Code, and SSN or TIN of a previously registered eNote. If a match is found, the eNote is registered, and a warning message is returned in the Success Notification.
- Determines if a SMART Document was included.
- Validates that all required data is received.

If the request is successful:

- Registers the eNote on the MERS® eRegistry with the Broker as Controller.
Generates an automatic Accept Confirmation of the Transfer of Control for the new Controller.

Immediately transfers Control to the Controller Delegatee for Transfers (new Controller).

Sends a real-time response for all Requests sent to the MERS® eRegistry.

The response contains success, error, or warning messages.

Success Notifications acknowledge a successful registration and Transfer of Control on each record that was included in the Registration transaction to the MERS® eRegistry.

Each response can contain multiple error messages for one (1) registration. Error messages are detailed in the Integration Series: Programming Interface.

Sends a Notification to any rights holder on the eNote that did not initiate the registration and has the Non-Transfer Notifications option selected.

For successful registrations, the MERS® eRegistry stores:

- The Digital Signature of the eNote.
- The Borrower Information, Lien Priority Type and Property Information.

Note: If a SMART Document is included in the Registration Request, it is not stored, but a flag is set to show it was presented.

After Registration

Once an eNote is registered on the MERS® eRegistry, the Controller or Servicing Agent can submit the following Requests:

- Update
- Mark as Modified or Assumed
- Transfer to a pending Controller (only the Controller or Delegatee for Transfers can initiate)
- Transfer to a pending Location or Servicing Agent
- Change the status of an eNote to:
  - Paid Off
  - Charged Off
  - Converted to Paper
- Transferred to a Proprietary Registry
- Registration Reversal
- If the eNote was registered naming a Delegatee for Transfers, the Delegatee for Transfers can initiate a Transfer of Control to itself or any other Participant.

In addition, any Participant can submit an XML Inquiry Request for eNote information for a particular MIN and/or Borrower SSN or TIN, and may include the Digital Signature of an eNote or electronic modification agreement for a particular MIN for validation against the eNote Record on the MERS® eRegistry.

For details on the XML Inquiry Request, see the Integration Series: Programming Interface.
Matching Another eNote Record

If the newly registered eNote Record contains the same borrower, property, and lien type as another eNote Record, a warning will be returned in the registration response indicating the MIN and Servicing Agent (if one is named for the eNote – otherwise the Location) Org ID and Name of the matching eNote Record.

Additionally, both MINs will be reflected on the Duplicate eNote Records Reports (EH and EI) available on the MERS® System, which are distributed to all rights holders on the matching eNote Records. Refer to the MERS® Reports Handbook for details on these reports.

Mis-Match with MERS® System

If the MIN for an eNote record matches a MIN subsequently registered on the MERS® System, and the borrower and property address information do not match, the MIN will be reflected on the Mismatched MINs/eNote Records (EJ) report generated by the MERS® System and is distributed to all rights holders for the MIN on the MERS® System and MERS® eRegistry (see the MERS® Reports Handbook for details). Because the MERS® eRegistry is the System of Record, the Member associated with the MIN on the MERS® System must correct the information there.

Audit Information

Audit information stored for registration includes:

- Registration Date and Time
- Registering Participant
- All Rights Holders

Audit information stored for the automated Transfer of Control includes:

- Transfer Date
- Old and new Controllers
- Automatic Confirmation of the transfer by the new Controller

You can view the Audit information for each eNote Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.

Audit information also is stored for requests for eNote Status or summary information, and for viewing of eNote and eDelivery records.
Registration Reversal

Overview

A reversal is used to reverse the registration of an eNote that has been registered in error. Additionally, if an eNote was registered with significant errors (MIN, Digital Signature, or Controller Org ID), the eNote Record must be reversed and re-registered with the correct values.

If the Controller is incorrect, that Controller must initiate a Transfer of Control back to the Registering Participant; only the current Controller can initiate a Transfer of Control Request. However, if a Delegatee for Transfers is named on the eNote Record, the Delegatee for Transfers can reverse the registration without a Transfer of Control being necessary.

The eNote registration can be reversed regardless of whether any transfers have taken place, but the reversal must be initiated by either the Controller or Delegatee for Transfers currently named on the eNote Record.

For CEMAs:

You cannot reverse the registration of an eNote on which a CEMA modification has occurred until you have reversed the CEMA modification.

If you reverse the registration of the last eNote record in a CEMA chain (the CEMA eNote), you must also reverse the CEMA modification of the eNote it modifies.

Use a Change Status Request to reverse a registration. See the Change Status chapter for complete information.

The Registration Reversal Request must include a Digital Signature.

Once the reversal is complete, the eNote can be re-registered using the same MIN.
Transfers

Overview

To change an "Authorized Rights Holder" of an eNote on the MERS® eRegistry, the appropriate rights holder (depending on the type of transfer) submits a "Transfer Request" from its external system. The "Transfer Request" must include a "Digital Signature". There are six (6) types of transfers:

- Transfer of Control
- Transfer of Location
- Transfer of Servicing Agent
- Transfer of Control and Servicing Agent
- Transfer of Control and Location
- Transfer All (Control, Location and Servicing Agent)

When a "Transfer Initiation Request" is successfully processed, the MERS® eRegistry assigns a unique Transfer Identifier to the pending transfer. The MERS® eRegistry returns the Transfer Identifier in the response to the transfer initiator, includes it in all Notifications regarding the transfer, and requires it for all transfer Confirmations.

Only the current rights holders can view the pending transfer on MERS® eRegistry Online.

The current Controller can change its previously submitted Confirmation (for example, reject or reset a previously accepted Confirmation) any time prior to the "Transfer Effective Date".

If any party to the pending transfer sends a "Reject Confirmation", the transfer is canceled and Notification is sent to all parties to the transfer immediately, even if the Transfer Effective Date has not yet been reached.

If all required "Accept Confirmations" are received before the Transfer Effective Date, the pending transfer is processed at the end of the Transfer Effective Date.

If the last (or only) required "Accept Confirmation" is received on the Transfer Effective Date, the pending transfer is processed immediately upon receipt of the Confirmation.

Pending transfers that are not rejected or completely accepted by the Transfer Effective Date are canceled at the end of the Transfer Effective Date.

The optional Counterparty Org ID field in the "Transfer Initiation Request" allows the current Controller to identify another party associated with an eNote (e.g., original Lender or aggregator) when transferring Control of the eNote to another Controller and is passed to the pending Controller in the "Transfer Pending Notification". This field allows a "Warehouse Lender" to identify the counterparty on whose behalf the Transfer of Control of an eNote is being made to the new Controller.

For CEMAs, only the last eNote record in the CEMA chain can be transferred. To transfer an earlier eNote in the chain, you must first reverse any subsequent CEMA modification.
Requirements

Requirements for Transfer Requests differ according to the type of transfer, but the following apply to all types of transfers:

- The Transfer Request must contain the Action Type of the transfer: TransferControl, TransferLocation, TransferDelegatee, TransferControlAndDelegatee, TransferControlAndLocation or TransferAll (Control, Location and Servicing Agent).
- The MIN must be active on the MERS® eRegistry.
- The Digital Signature of the eNote must be included in the Request, and must match the value stored on the MERS® eRegistry.
- The sending Controller, Delegatee for Transfers, or Servicing Agent must be valid for the eNote registration.
- The Transfer Effective Date can be future-dated within 30 calendar days of the date the MERS® eRegistry accepted the pending Transfer Request. The Transfer Effective Date cannot be retroactive.
- There can be only one (1) pending transfer per MIN at a time. If a second Transfer Request involving the same MIN is received, it is rejected.
- If a transfer is pending, and a Change Status Request for the MIN is received, the Change Status Request is processed. When the Transfer Effective Date is reached, the transfer is rejected, since the MIN has changed to an Inactive Status.
- For the transfer to occur, the pending rights holder(s) (other than Servicing Agent, for which Confirmation is automatic unless the pending Servicing Agent’s Confirm All Servicing Agent Transfers option is selected) must confirm it by sending an Accept Confirmation on or before the Transfer Effective Date. If a rights holder has an Auto-Confirm Transfer relationship with the existing Controller, their Confirmation is automatic. A pending Servicing Agent with the Confirm All Servicing Agent Transfers option selected will need to confirm regardless of whether they have an Auto-Confirm Transfer relationship with the existing Controller.
- The Confirmation request must include the Transfer Identifier assigned by the MERS® eRegistry.
- Accept Confirmations can be reset by a pending rights holder any time before the transfer is processed. Resetting puts the transfer back to its initial status of requiring an Accept Confirmation or Reject Confirmation.
- The pending Controller, Location, and/or Servicing Agent (if allowed) can send a Reject Confirmation for the transfer any time before the transfer processes.
- The Reject Confirmation may include an optional reject reason.
- The Digital Signature of the eNote must be included in the Confirmation, and must match the value stored on the MERS® eRegistry. There are two (2) exceptions to this rule:
  - Reject Confirmations.
  - Accept Confirmations for Transfer of Control only:
    - Inclusion of the eNote’s Digital Signature is an Investor-specific requirement.
Any Transfer Request—including a Transfer of Control—cannot be reversed. If a Transfer Request—including a Transfer of Control—is submitted in error, any party to the transfer can send a Reject Confirmation, or let it expire without accepting it. If the erroneous transfer is accepted, the new Controller (or Delegatee for Transfers) must initiate a new Transfer Request to transfer the eNote registration back to the correct rights holder.

**For Transfers of Control**

To change the Controller of an eNote on the MERS® eRegistry, the current Controller must send a Transfer Request with an Action Type of TransferControl to the MERS® eRegistry. If the Controller is identified as a Broker on the MERS® eRegistry, the Controller’s Delegatee for Transfers can transfer control to itself or another Participant. The following requirements apply:

- If a Delegatee for Transfers initiates a Transfer of Control Request from the Controller to itself, no Confirmation is required; on the Transfer Effective Date the pending Controller becomes Controller, and remains in the Delegatee for Transfers field.
- If a Controller initiates a Transfer of Control Request, or if a Delegatee for Transfers initiates a Transfer of Control Request to a Controller other than itself, the pending Controller must send an Accept Confirmation or Reject Confirmation.
- If the pending Controller has an Auto-Confirm Transfer relationship with the existing Controller, the Accept Confirmation is automatic.
- The Accept Confirmation does not require the Digital Signature of the eNote unless required by the Investor.
- If the pending Controller sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to the current and pending Controller, Location, Delegatee for Transfers (if any), and Servicing Agent (if any) immediately.
- If the pending Controller does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the current and pending Controller, Location, Delegatee for Transfers (if any), and Servicing Agent (if any) at the end of the Transfer Effective Date.
- If the pending Controller sends an Accept Confirmation before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record at the end of the Transfer Effective Date.
- If the pending Controller sends an Accept Confirmation on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record immediately.
- If the Current Controller wants to cancel the pending Transfer, it can send a Reject Confirmation to the MERS® eRegistry. However, the MERS® eRegistry only accepts the Reject Confirmation if the pending Controller has not yet sent an Accept Confirmation.

**For Transfers of Location**

When a change in the Location of the Authoritative Copy of an eNote has occurred, the Controller or Servicing Agent must report this to the MERS® eRegistry using a Transfer Request with an Action Type of TransferLocation. (If both the current and pending Location Org IDs are...
children of the Controller Org ID, the Controller can also use a Change Data transaction – see Change Data - Update.) A pending Vault Identifier may be specified as part of the Request. The Vault Identifier field is not validated by the MERS® eRegistry.

The current Controller or Servicing Agent can initiate this Request.

The MERS® eRegistry sends a Transfer Pending Notification to all parties on the record, with the exception of the requesting Org ID.

The pending Location must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation. The following requirements apply:

- If the pending Location has an Auto-Confirm Transfer relationship with the existing Controller, the Accept Confirmation is automatic.
- If the pending Location sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to the Controller, current and pending Location, Delegatee for Transfers (if any), and Servicing Agent (if any) immediately upon receipt of the Reject Confirmation.
- If the pending Location does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the Controller, current and pending Location, Delegatee for Transfers (if any), and Servicing Agent (if any) at the end of the Transfer Effective Date.
- If the pending Location sends an Accept Confirmation before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record at the end of the Transfer Effective Date.
- If the pending Location sends an Accept Confirmation on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record immediately.
- If the Current Controller wants to cancel the pending Transfer, it can send a Reject Confirmation to the MERS® eRegistry. However, the MERS® eRegistry only accepts the Reject Confirmation if the pending Location has not yet sent an Accept Confirmation.

For Transfers of Servicing Agent

To change the Servicing Agent of an eNote on the MERS® eRegistry, the current Servicing Agent must submit a Transfer Request with an Action Type of TransferDelegatee.

The pending Servicing Agent does not need to send an Accept Confirmation unless they have selected the option to Confirm All Servicing Agent Transfers. The MERS® eRegistry automatically updates the eNote Record to show the new Servicing Agent at the end of the Transfer Effective Date, and sends a Transfer Completion Notification to all rights holders on the eNote Record.

The pending or current Servicing Agent, or the current Controller, can send a Reject Confirmation on or before the Transfer Effective Date, which would reject the Transfer Request. In this event, the MERS® eRegistry sends a Transfer Reject Notification to the current and pending Servicing Agent immediately upon receipt of the Reject Confirmation.
If the pending Servicing Agent has the **Confirm All Servicing Agent Transfers** option selected in their Member Profile, the pending Servicing Agent must send the MERS® eRegistry an **Accept Confirmation** or **Reject Confirmation**, and the following requirements apply:

- If the pending Servicing Agent sends a **Reject Confirmation**, the MERS® eRegistry sends a **Transfer Reject Notification** to the Controller, Location, Deleggee for Transfers, and current Servicing Agent immediately upon receipt of the **Reject Confirmation**.

- If the pending Servicing Agent does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a **Transfer Expiration Notification** to the Controller, Location, Delegtee for Transfers, and current Servicing Agent at the end of the Transfer Effective Date.

- If the pending Servicing Agent sends an **Accept Confirmation** before the Transfer Effective Date, the MERS® eRegistry sends a **Transfer Completion Notification** to all rights holders on the eNote Record at the end of the Transfer Effective Date.

- If the pending Servicing Agent sends an **Accept Confirmation** on the Transfer Effective Date, the MERS® eRegistry sends a **Transfer Completion Notification** to all rights holders on the eNote Record immediately.

**For Transfers of Control and Servicing Agent in the Same Request**

To change the Controller and the Servicing Agent of an eNote on the MERS® eRegistry, the current Controller must initiate a **Transfer Request** with an Action Type of **TransferControlAndDelegatee**.

Only the current Controller can initiate this Request.

The Transfer Effective Date must be the same for both transfers.

The MERS® eRegistry sends a **Transfer Pending Notification** to the pending Controller, and to the pending Servicing Agent if the pending Servicing Agent has selected the option to **Confirm All Servicing Agent Transfers**.

The pending Controller must send the MERS® eRegistry an **Accept Confirmation** or **Reject Confirmation**. The following requirements apply:

- **Transfer of Control and Servicing Agent** Requests are accepted or rejected in full. That is, you cannot accept the **Transfer of Control** and not the **Transfer of Servicing Agent**.

- If the pending Controller has an Auto-Confirm Transfer relationship with the existing Controller, the **Accept Confirmation** is automatic.

- If the pending Controller sends a **Reject Confirmation**, the MERS® eRegistry sends a **Transfer Reject Notification** to the current and pending Controller and current and pending Servicing Agent immediately upon receipt of the **Reject Confirmation**.

- If the pending Controller sends an **Accept Confirmation** before the Transfer Effective Date, the MERS® eRegistry sends a **Transfer Completion Notification** to the Location and old and new Controllers and Servicing Agents at the end of the Transfer Effective Date.

- If the pending Controller sends an **Accept Confirmation** on the Transfer Effective Date, the MERS® eRegistry sends a **Transfer Completion Notification** to the Location and old and new Controllers and Servicing Agents immediately.
If the Current Controller wants to cancel the pending Transfer, it sends a Reject Confirmation to the MERS® eRegistry. However, the MERS® eRegistry only accepts the Reject Confirmation if the pending Controller has not yet sent an Accept Confirmation.

If the pending Controller does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the current and pending Controller and current and pending Servicing Agent at the end of the Transfer Effective Date.

If the pending Servicing Agent has the Confirm All Servicing Agent Transfers option selected in their Member Profile, the pending Servicing Agent must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation regardless of whether it has an Auto-Confirm Transfer relationship with the existing Controller. The following requirements apply:

- If the pending Servicing Agent sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to the Controller, Location, Delegatee for Transfers (if present), and current Servicing Agent immediately upon receipt of the Reject Confirmation.
- If the pending Servicing Agent does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the Controller, Location, Delegatee for Transfers (if present), and current Servicing Agent at the end of the Transfer Effective Date.
- If the pending Servicing Agent sends an Accept Confirmation before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record at the end of the Transfer Effective Date.
- If the pending Servicing Agent sends an Accept Confirmation on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record immediately.

For Transfers of Control and Location in the Same Request

To change the Controller and Location of an eNote on the MERS® eRegistry, the current Controller must initiate a Transfer Request with an Action Type of TransferControlAndLocation.

A pending Vault Identifier may be specified as part of the Request. The Vault Identifier field is not validated by the MERS® eRegistry.

Only the current Controller or Delegatee for Transfers can initiate this Request.

The Transfer Effective Date must be the same for both transfers.

The MERS® eRegistry sends a Transfer Pending Notification to all current and pending Org IDs on the record, with the exception of the requesting Org ID.

The pending Controller and Location must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation. The following requirements apply:

- Transfer of Control and Location Requests are accepted or rejected in full. The pending Controller and pending Location BOTH must send an Accept Confirmation by the Transfer Effective Date.
• If the pending Controller has an Auto-Confirm Transfer relationship with the existing Controller, the pending Controller’s Accept Confirmation is automatic.

• If the pending Location has an Auto-Confirm Transfer relationship with the existing Controller, the pending Location’s Accept Confirmation is automatic.

• If either the pending Controller or Location sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to the current and pending Controller, current and pending Location, Delegatee for Transfers (if any) and Servicing Agent (if any) immediately upon receipt of the Reject Confirmation.

• If both the pending Controller and pending Location send Accept Confirmations before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to the old and new Controller, old and new Location, Delegatee for Transfers (if any) and Servicing Agent (if any) at the end of the Transfer Effective Date.

• If the last required Accept Confirmation is sent on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to the old and new Controller, old and new Location, Delegatee for Transfers (if any) and Servicing Agent (if any) immediately.

• If the Current Controller or Location wants to cancel the pending Transfer, it can send a Reject Confirmation to the MERS® eRegistry. However, the MERS® eRegistry only accepts the Reject Confirmation if the pending Controller has not yet sent an Accept Confirmation.

• If the pending Controller, pending Location, or both, does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the current and pending Controller, current and pending Location, Delegatee for Transfers (if any), and Servicing Agent (if any) at the end of the Transfer Effective Date.

For Transfer All (Control, Location and Servicing Agent) in the Same Request

To change the Controller, Location, and Servicing Agent of an eNote on the MERS® eRegistry, the current Controller must initiate a Transfer Request with an Action Type of TransferAll.

A pending Vault Identifier may be specified as part of the Request. The Vault Identifier field is not validated by the MERS® eRegistry.

Only the current Controller can initiate this Request.

The Transfer Effective Date must be the same for all three (3) transfers.

The MERS® eRegistry sends a Transfer Pending Notification to all current and pending Org IDs on the record, with the exception of the requesting Org ID.

The pending Controller and Location must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation. The pending Servicing Agent does not need to send an Accept Confirmation unless they have selected the option to Confirm All Servicing Agent Transfers. The following requirements apply:

• Transfer of Control, Location and Servicing Agent Requests are accepted or rejected in full. All parties must send an Accept Confirmation by the Transfer Effective Date.
• If the pending Controller has an Auto-Confirm Transfer relationship with the existing Controller, the pending Controller’s Accept Confirmation is automatic.

• If the pending Location has an Auto-Confirm Transfer relationship with the existing Controller, the pending Location’s Accept Confirmation is automatic.

• If either the pending Controller or Location sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to all Org IDs immediately upon receipt of the Reject Confirmation.

• If both the pending Controller and pending Location send Accept Confirmations before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all Org IDs at the end of the Transfer Effective Date.

• If the last required Accept Confirmation is sent on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all Org IDs immediately.

• If the Current Controller or Location wants to cancel the pending Transfer, it can send a Reject Confirmation to the MERS® eRegistry. However, the MERS® eRegistry only accepts the Reject Confirmation if the pending Controller has not yet sent an Accept Confirmation.

• If the pending Controller, pending Location, or both, does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to all Org IDs at the end of the Transfer Effective Date.

• If the pending Servicing Agent has the Confirm All Servicing Agent Transfers option selected in their Member Profile, the pending Servicing Agent must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation regardless of whether it has an Auto-Confirm Transfer relationship with the existing Controller. The following requirements apply:
  o If the pending Servicing Agent sends a Reject Confirmation, the MERS® eRegistry sends a Transfer Reject Notification to the Controller, Location, Delegatee for Transfers (if present), and current Servicing Agent immediately upon receipt of the Reject Confirmation.
  o If the pending Servicing Agent does not send any Confirmation by the Transfer Effective Date, the MERS® eRegistry sends a Transfer Expiration Notification to the Controller, Location, Delegatee for Transfers (if present), and current Servicing Agent at the end of the Transfer Effective Date.
  o If the pending Servicing Agent sends an Accept Confirmation before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record at the end of the Transfer Effective Date.
  o If the pending Servicing Agent sends an Accept Confirmation on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Completion Notification to all rights holders on the eNote Record immediately.

Procedure: Transfers

If the eNote being transferred has been modified, the Transfer Pending and Transfer Completion Notifications will contain information about the Modification.
To change one (1) or more Authorized Rights Holders to a registered eNote, the appropriate party must submit a Transfer Request. The following outlines the procedures:

- **Transfer Requests** received by 1:50 AM UTC, Tuesday – Sunday are processed the same day. **Transfer Requests** received after the cutoff are processed the next day.

- The **Transfer Request** must contain:
  - An active MIN
  - Digital Signature of the eNote
  - Transfer Effective Date (must be a future date within 30 calendar days of the date the MERS® eRegistry accepted the pending **Transfer Request**)
  - The Action Type of the transfer: TransferControl, TransferLocation, TransferDelegatee, TransferControlAndDelegatee, TransferControlAndLocation or TransferAll (Control, Location and Servicing Agent)
  - Org ID for the pending Controller/Location/Servicing Agent, as appropriate for the Transfer Action Type
  - Optional: pending Vault Identifier
  - Optional: Registry Transaction Identifier
  - Optional: Counterparty Org ID

- The MERS® eRegistry validates the MIN and the Digital Signature of the eNote and that all named Org IDs are active and have appropriate authority for the Request.
  - If the validations do not pass, the MERS® eRegistry sends a real-time response to the Requesting Party to indicate receipt and rejection of the **Transfer Request**.
  - If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party to indicate receipt, validation, and acceptance of the **Transfer Request**, and a Transfer Pending Notification to all current and pending parties except the Requesting Party.

- The pending Controller, Location and/or Servicing Agent, as appropriate, must submit a Transfer Confirmation with the appropriate Confirmation type (Accept, Reject or Reset) no later than the Transfer Effective Date.

- The exception to this is for a Transfer of Servicing Agent. The pending Servicing Agent does not need to send a Confirmation unless the Participant has the option to Confirm All Servicing Agent Transfers selected. Otherwise, the Transfer is auto-confirmed, and the MERS® eRegistry is updated at the end of the Transfer Effective Date. If, however, the pending Servicing Agent sends a Reject Confirmation, the transfer is rejected.

- If the pending Controller has an Auto-Confirm Transfer relationship with the existing Controller, the pending Controller’s Accept Confirmation is automatic.

- If the pending Location has an Auto-Confirm Transfer relationship with the existing Controller, the pending Location’s Accept Confirmation is automatic.

- If the pending Servicing Agent has the Confirm All Servicing Agent Transfers option selected in their Member Profile, the pending Servicing Agent must send the MERS® eRegistry an Accept Confirmation or Reject Confirmation regardless of whether it has an Auto-Confirm Transfer relationship with the existing Controller.
The Transfer Confirmation must contain:

- The MIN.
- The Transfer Identifier assigned by the MERS® eRegistry.
- The Digital Signature of the eNote, except for Reject Confirmations.
- Accept Confirmations for Transfer of Control only, if the Investor does not require the Digital Signature of the eNote to be included in the Confirmation.
- The Action Type of the transfer: TransferControl, TransferLocation, TransferDelegatee, TransferControlAndDelegatee, TransferControlAndLocation or TransferAll (Control, Location and Servicing Agent).
- The Confirmation Type: Accept, Reject, or Reset.

If all required Accept Confirmations are received before the Transfer Effective Date, the MERS® eRegistry sends a Transfer Complete Notification to the old and current parties, and makes the changes to the eNote Record, at the end of the Transfer Effective Date.

If the last required Accept Confirmation is received on the Transfer Effective Date, the MERS® eRegistry sends a Transfer Complete Notification to the appropriate parties, and makes the changes to the eNote Record, immediately.

If a Reject Confirmation is received, the MERS® eRegistry sends a Transfer Reject Notification to the appropriate parties immediately upon receipt of the Reject Confirmation.

If no Confirmation is received from one (1) or more pending rights holders (other than Servicing Agent unless the Participant has the option to Confirm all Servicing Agent Transfers selected), the MERS® eRegistry sends a Transfer Expiration Notification to the appropriate parties at the end of the Transfer Effective Date.

For Seasoned Transfers of control (with or without Transfer of Location or Servicing Agent), the requesting Participant is billed the Seasoned Transfer of Control fee.

**Processing: Transfers**

Once the MERS® eRegistry has received the Request, it sends a response to the Requesting Party acknowledging that it has received, validated, and accepted the Request.

The MERS® eRegistry also sends a Transfer Pending Notification to the existing and pending rights holders but not the Requesting Party, which may include the Org ID of another party associated with an eNote in the Counterparty Org ID field if provided in the Transfer Initiation Request. The pending parties then send an Accept Confirmation or Reject Confirmation.

If a Reject Confirmation is received, the MERS® eRegistry sends Notification on the day the Reject is received, indicating the transfer was rejected. Otherwise, the MERS® eRegistry sends Notification on the Transfer Effective Date indicating the transfer was processed (if all necessary Accept Confirmations were received) or expired (if any necessary Accept Confirmation has not been received).

For seasoned transfers of control (with or without Transfer of Location or Servicing Agent), the requesting Participant is billed the Seasoned Transfer of Control fee.
Transfers Due to a Repurchase or Registration Error

If an Investor requires a Participant to repurchase an eNote, the Investor (as the Current Controller) must initiate a Transfer of Control to name that Participant as Controller for the eNote. The Participant must then send an Accept Confirmation no later than the Transfer Effective Date.

Also, if an eNote was registered naming the wrong Controller Org ID, that Controller must initiate a Transfer of Control back to the Registering Participant. This is necessary because only the current Controller can submit a Transfer of Control Request, and only the current Controller can reverse a Registration. The Registering Participant must then reverse the registration and re-register the eNote correctly.

In either case, the MIN involved must not be part of another pending transfer.

Audit Information

The Audit trail captures all data for Transfer Requests, including:

- Old and New Org IDs associated with the transfer
- Type of transfer
- Confirmation date(s) and type(s) (including automatic Confirmations)
- Value changes
- Request, Confirmation, and Transfer Date stamps
- Counterparty Org ID, if provided in the Transfer Initiation Request
Change Data - Update

Overview

The MERS® eRegistry allows updates to an eNote Record to be reported and tracked. Changes may include presentation of a SMART Document, or updates to loan data, Vault ID, Location, Delegatee for Transfers, or Servicing Agent.

The Controller or Servicing Agent may submit an Update transaction. The Delegatee for Transfers may only submit an Update transaction to remove itself from the eNote record.

An Update cannot be used to change the MIN, Digital Signature or Controller. If any of these values are incorrect, the eNote Record must be reversed and re-registered with the correct values. However, if the Controller is incorrect, that Controller must initiate a Transfer of Control to the Registering Org ID so the registering organization can reverse the registration.

If no SMART Document has been presented, the MERS® eRegistry accepts updates to any loan data. If a SMART Document was previously submitted, only updates to borrower SSN or TIN are allowed.

In certain circumstances, the current Controller can use a Change Data Request to update the Delegatee for Transfers, Servicing Agent, Location, or Vault Identifier.

After a CEMA modification, Delegatee for Transfers, Servicing Agent and/or Location can be updated only on the last eNote record in the CEMA chain.

Vault ID may be updated regardless of CEMA position or whether a SMART Document has been presented.

All Change Data Requests must be sent from the appropriate party’s system. The Change Data Request must include a Digital Signature.

Change Data Requests should be sent within one (1) calendar day of discovering an error in the eNote registration information.

Requirements for Updating Loan Data or Vault ID, or for Presenting SMART Documents after Registration

The following requirements apply to Update Requests other than changes to Location, Delegatee for Transfers, or Servicing Agent.

Only the current Controller or Servicing Agent can submit an Update to correct loan data, update the Vault ID, or present a SMART Document. If a Servicing Agent sends the Update, the associated Controller must have “Allow Servicing Agents” selected in its Member Profile.

The Request must indicate it is a Change Data Request, with the Action Type of Update.

You can send a SMART Document to be presented to the MERS® eRegistry, if it had not already been presented at Registration or with an earlier Update Request.
When you present a SMART Document, the MERS® eRegistry calculates the Digital Signature and compares it to the value provided at registration. If they do not match, the MERS® eRegistry overrides the value presented at Registration and accepts the Digital Signature from the SMART Document.

Loan data may be updated to correct certain fields so that they agree with the equivalent information on the eNote. See the Change Data - Update DTD information in the Integration Series: Programming Interface for detailed information.

The following loan data can be updated if no SMART Document has been previously submitted:

- Loan Priority Type
- Borrower Information  
  (NOTE: All borrower information must be re-submitted.)  
- Property Information

The only loan data that can be updated if a SMART Document has been previously presented is Borrower SSN or TIN. All borrower information must be re-submitted, and must exactly match existing borrower information except for SSN or TIN.

**Requirements for Updating Delegatee for Transfers, Servicing Agent, or Location**

The following requirements apply to Update Requests changing Location, Delegatee for Transfers, or Servicing Agent.

The Controller named on the eNote Record can use Update to add, modify or remove a Delegatee for Transfers or Servicing Agent, or to change Location.

After a CEMA modification, Delegatee for Transfers, Servicing Agent, and/or Location can be updated only on the last eNote record in the CEMA chain.

To use an Update to change the Location, both the Org ID currently in the Location field and the Org ID being entered in the Location field must be identified in the Controller’s Member Profile as children of the Controller. If either Location Org ID is not a child of the Controller, the Controller must initiate a Transfer of Location Request to complete the change.

The Delegatee for Transfers may submit an Update transaction only to remove itself from the eNote record.

**Procedure: Change Data - Update**

- The current Controller, Servicing Agent, or Delegatee for Transfers can initiate a Change Data Request.
- Only the Controller may initiate a Change Data request changing Location, Delegatee for Transfers, or Servicing Agent.
- The Delegatee for Transfers may submit an Update transaction only to remove itself from the eNote record.
• The MERS® eRegistry validates the MIN and Digital Signature of the eNote, that all named Org IDs are active and have appropriate authority for the Request, and performs any other validations need for the particular Change Data Request.
  o If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
  o If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party indicating the Update was successfully received.
• The MERS® eRegistry also sends a Notification to any rights holder named on the eNote that did not initiate the update and has the Non-Transfer Notifications Member option selected.

Audit Information

For Audit purposes, the following data is captured and stored:
• Org IDs associated with the Request
• Time/Date Stamp
• Type of Request
• Before and After values of the Update

You can view the Audit information for each Note Registration Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
Change Data - Modification

Overview

A MERS® eRegistry eNote Record can be changed to report a modification.

All Modification Requests must be sent from the appropriate party’s system. The Modification Request must include a Digital Signature. Modification Requests must be sent within one (1) calendar day of the modification date for electronic modifications, and within 3 days for Paper Modifications.

Once a modification to an eNote has been reported, any Transfer Pending and Transfer Completion Notifications for that eNote will include information about the modification.

Requirements

The following requirements apply to all types of Modification Requests: paper modifications, electronic modifications, and CEMAs.

The Request must indicate it is a Change Data Request, with the Action Type of Modification.

Only the current Controller or Servicing Agent can submit a Modification. If the Servicing Agent sends the update, the associated Controller must have “Allow Servicing Agent” selected in its Profile.

Requirements specific to Paper Modifications

The MIN on the paper modification must match the MIN on the MERS® eRegistry.

The Request must have a Loan Modification Type of “Paper”.

The eNote Record on the MERS® eRegistry is flagged to indicate a paper modification.

For paper Consolidation, Extensions and Modification Agreements (“CEMAs”) used in many loan refinances in New York State, the MERS® eRegistry record must be deactivated using the Converted to Paper transaction.

Requirements specific to Electronic Modifications

The Request must have a Loan Modification Type of “Electronic”.

The Request must contain the MIN and Digital Signature of both the original eNote and the electronic modification agreement.

The values for the electronic modification agreement may be present either in a Base64 encoded SMART Document or as data points in the request (if both are included, the data point value is ignored).

If the Borrower SSN is not included in the data section of the SMART Document, the data point payload of the request must include the complete Borrower information for the eNote, including Borrower SSN, for all Borrowers on the eNote. The Borrower information in the data
point payload must exactly match the Borrower information in the data section of the SMART Document, with the sole exception that the Borrower SSN or TIN may be blank for each Borrower in the data section of the SMART Document.

The electronic modification agreement must contain the same MIN as the original eNote.

The Modification status indicator for the original eNote Record indicates the loan has been modified electronically.

The Digital Signature of the modification agreement is added to the original eNote Record.

The original eNote Record remains in an Active status on the MERS® eRegistry.

The Electronic modification agreement must be vaulted at the same eVault as the eNote.

**Requirements specific to CEMA Modifications**

The CEMA eNote must be registered, and the original eNote must be transferred to the Controller of the CEMA eNote, before the Modification Request is processed.

The CEMA eNote must contain a new MIN.

The Request must have a Loan Modification Type of “CEMA”, and contain the new MIN and Digital Signature of the CEMA eNote.

The original Registration record remains in an Active status on the MERS® eRegistry with the flag set indicating the eNote has been modified. The MIN and Digital Signature of the original eNote is cross-referenced on the new eNote Record.

Any further update or change to the loan must be performed on both active records. Subsequent Requests are validated against the MINs and Digital Signatures of both eNote Records.

No further modifications may be processed on the original MIN, and its registration cannot be reversed, unless the CEMA modification is first reversed.

**Procedure: Change Data - Modification**

- The current Controller or Servicing Agent can initiate a Change Data (Modification) Request.

- The MERS® eRegistry validates the MIN and Digital Signature of the eNote, that all named Org IDs are active and have appropriate authority for the Request, and performs any other validations need for the particular Change Data (Modification) Request.
  - If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
  - If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party indicating the Modification was successfully received.

- The MERS® eRegistry also sends a Notification to each rights holder named on the eNote that did not initiate the update and has the Non-Transfer Notifications Member option selected.
Audit Information

For Audit purposes, the following data is captured and stored:

- Org IDs associated with the Request
- Time/Date Stamp
- Type of Request
- Type of Loan Modification
- Before and After values of the Modification
- For CEMA modifications, both MINs

You can view the Audit information for each eNote Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
Change Data - Assumption

Overview

An **Assumption** is any change to the borrowers on the eNote. The Controller or Servicing Agent must report these changes to the MERS® eRegistry within three (3) calendar days.

All Assumptions must be sent from the appropriate party’s system. The **Change Data** Request must include a **Digital Signature**.

Requirements

The following requirements apply to Assumptions:

- After a CEMA modification, an Assumption can be performed only on the last eNote record in the CEMA chain.
- The Request must indicate it is a **Change Data** Request, with the Action Type of **Assumption**.
- The assumption request must contain the MIN, pending borrower(s) name(s), and SSN(s) or TIN(s).
- No SMART Document is presented to report an Assumption.
- Only the current Controller or Servicing Agent can report an Assumption. If the Servicing Agent sends the update, the associated Controller must have “Allow Servicing Agents” selected in its Profile.
- The MIN and Digital Signature of the eNote in the Request are compared to the values on the MERS® eRegistry.
- If this is the first Assumption, the MERS® eRegistry moves the old Borrower information into the **Original Borrower** fields.
- For subsequent Assumptions, the Original Borrowers do not change, but the new Borrower information becomes the Current Borrowers, and the “old” borrower information is stored in the audit history.
- The eNote Record is flagged to indicate an Assumption occurred.

Procedure: Change Data - Assumption

The following outlines the procedures:

- The current Controller or Servicing Agent can initiate a **Change Data** (Assumption) Request.
- The MERS® eRegistry validates the MIN and Digital Signature of the eNote, and that all named Org IDs are active and have appropriate authority for the Request, and performs any other validations needed for the particular **Change Data** (Assumption) Request.
  - If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party indicating the Assumption was successfully received.

- The MERS® eRegistry also sends a Notification to each rights holder named on the eNote that did not initiate the update and has the Non-Transfer Notifications Member option selected.

**Audit Information**

For Audit purposes, the following data is captured and stored:

- Org IDs associated with the Request
- Time/Date Stamp
- Type of Request
- Before and After values associated with the Assumption

You can view the Audit information for each eNote Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
Change Data – Add Document

Overview

A MERS® eRegistry eNote Record can be changed to record the document type and Digital Signature of a document associated with that eNote (e.g. appraisal, title policy, etc.).

Documents can be added to any eNote in a CEMA chain.

The Add Document Request must include a Digital Signature.

Requirements

The following requirements apply to all Add Document Requests for all document types:

- The Request must indicate it is a Change Data Request, with the Action Type of AddDocument and a valid Document Type.
- Only the current Controller or Servicing Agent can submit an Add Document request. If the Servicing Agent sends the update, the associated Controller must have “Allow Servicing Agents” selected in its Profile.
- The Request must contain the Digital Signature of both the original eNote and the document being added.
- The Digital Signature of the document being added cannot match any other document of the same type for that eNote record.
- The document type and Digital Signature of the document is added to the original eNote Record.

Procedure: Change Data – Add Document

- The current Controller or Servicing Agent can initiate a Change Data (Add Document) Request.
- The MERS® eRegistry validates the Digital Signature of the original eNote, the Digital Signature and Document Type of the document being added, and performs any other validations needed for the particular Change Data (Add Document) Request.
  - If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
  - If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party indicating the document was successfully added.
- The MERS® eRegistry also sends a Notification to each rights holder named on the eNote that did not initiate the update and has the Non-Transfer Notifications Member option selected.

The added document is listed on the MERS® eRegistry OnLine Document Information page for that eNote record.
Audit Information

For Audit purposes, the following data is captured and stored:

- Org IDs associated with the Request
- Time/Date Stamp
- Type of Request
- Type of Document

You can view the Audit information for each eNote Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
Change Status

Overview

Once an eNote is successfully registered, its eNote Record status is Active. The appropriate party must submit a Change Status Request to report when any of the following events happens to an eNote in Active status, changing the status to Inactive:

- Paid Off
- Charged Off
- Transferred to Proprietary Registry
- Converted to Paper
- Registration Reversal

Change Status requests on the last eNote record in a CEMA chain are cascaded to all earlier eNote Records in that CEMA chain.

An eNote Record with an Inactive status of Registration Reversal is changed back to Active status by re-registering it. An eNote Record in any of the other Inactive statuses can be changed back to an Active status without re-registering it for reason of:

- Reversal of Paid Off Request
- Reversal of Charged Off Request
- Reversal of Transferred to Proprietary Registry Request
- Reversal of Converted to Paper Request

Paid Off and Charged Off Change Status Requests must be sent within five (5) calendar days of the date that the Participant’s internal records show that the pay-off or charge-off occurred on the eNote. An incorrect, Inactive status on an eNote should be corrected on the MERS® eRegistry as soon as the incorrect status is discovered.

Reversals to Assumptions, Modifications, and Documents are also considered Change Status Requests and are covered in this chapter. These reversals should also be sent to the MERS® eRegistry as soon as the incorrect status is discovered.

All Change Status Requests must be sent from the appropriate party’s system. The Change Status Request must include a Digital Signature.

Requirements

Change Status from Active to Inactive or Inactive to Active

The Request must indicate it is a Change Status Request with the appropriate Action Type (Paid Off, Reversal of Paid Off, etc.).

Only the current Controller or Servicing Agent can submit this Request.
The MERS® eRegistry compares the MIN and Digital Signature in the Request to the MIN and Digital Signature on the eNote Record.

If the MIN submitted is the last MIN in a CEMA chain, the status change will be cascaded to all earlier MINs in that CEMA chain.

If the MIN submitted is part of a CEMA chain but is not the last MIN in the chain, the request will be rejected. To change the status of such a MIN, you must either perform the Change Status on the last MIN in the chain so that it cascades to all earlier MINs, or reverse the CEMA modification that created the chain (see Reverse a Previous Modification).

The eNote Record must be in Active status to successfully report the following Change Status Action Types:

- Paid Off
- Charged Off
- Transferred to Proprietary Registry
- Converted to Paper
- Registration Reversal

If a Paid Off, Charged Off, Transferred to Proprietary Registry, or Converted to Paper Request is submitted in error, submit the appropriate Reversal Request. This places the eNote Record back into an Active status.

In the case of Registration Reversals, the eNote Record is placed in Inactive status. If the eNote is then re-registered, its status reverts to Active.

Reverse a Previous Assumption

The Request must indicate it is a Change Status Request with the Action Type of Assumption Reversal.

The current Controller or Servicing Agent can initiate this Request.

The MERS® eRegistry compares the MIN and Digital Signature in the Request to the MIN and Digital Signature on the eNote Record.

The eNote Record must be in a status of Active, and have an indicator of Assumed.

After a CEMA modification, an Assumption can be reversed only on the last MIN in the CEMA chain.

An Assumption Reversal only reverses the last assumption applied to the eNote. If multiple assumptions have occurred, the same number of Assumption Reversals must be sent to revert back to the original borrowers.

The Indicator of Assumed is removed. However, if multiple Assumptions were processed, the Assumed Indicator remains on unless all Assumptions are reversed.

Reverse a Previous Modification

The Request must indicate it is a Change Status Request with the Action Type of Modification Reversal.
The current Controller or Servicing Agent can initiate this Request.

To reverse a CEMA modification, both MINs and their Digital Signatures must be supplied.

The MERS® eRegistry compares the MIN and Digital Signature in the Request to the MIN and Digital Signature on the eNote Record.

The original eNote Record must be in a status of Active, and have an indicator of Modified.

For a CEMA Modification:

- The MERS® eRegistry removes the reference to the original eNote Record from the CEMA eNote Record, and the reference to the CEMA eNote Record from the original eNote Record.
- After the modification is reversed, the appropriate party must reverse the registration for the CEMA eNote.

A Modification Reversal only reverses the last modification applied to the eNote. If multiple modifications have occurred, the same number of Modification Reversals must be sent to revert back to the original eNote terms.

If this is the only modification for this eNote, the Modified Indicator is removed from the eNote Record.

Reverse a Document

The Request must indicate it is a Change Status Request with the Action Type of Document Reversal.

The current Controller or Servicing Agent can initiate this Request.

The MERS® eRegistry compares the MIN and Digital Signature in the Request to the MIN and Digital Signature on the eNote Record.

The original eNote Record must be in a status of Active.

A Document Reversal only reverses the last document of that type added to the eNote record. If multiple documents of that type have been added, the same number of Document Reversals must be sent to remove all documents of that type.

Reversed documents do not appear on the MERS® eRegistry OnLine Document Information page.

Procedure: Change Status (Active to Inactive / Inactive to Active)

The status of an eNote Record must be changed to reflect certain events that can happen to an eNote. These events are Paid Off, Charged Off, Transferred to a Proprietary Registry, and Converted to Paper. If such an event is reported in error, the appropriate party uses a Reversal Request to correct it. Change Status is also used to correct a Registration done in error.

All Change Status Requests must be sent from the appropriate party’s system. The Change Status Request must include a Digital Signature.

The following outlines the procedures:
• The current Controller or Servicing Agent can initiate a Change Status Request. The Request must include the appropriate Action Type.

• The MERS® eRegistry validates the MIN and Digital Signature, that all named Org IDs are active and have appropriate authority for the Request, and performs any other validations needed for the particular Change Status Request.
  o If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
  o If the validations pass, the MERS® eRegistry:
    ▪ Sends a real-time response to the Requesting Party indicating the Change Status Request was successful
    ▪ Changes the status on the record
    ▪ If the request is for the last MIN in a CEMA chain, cascades the status change to all earlier MINs in that CEMA chain
    ▪ Sends a Notification to any rights holder on the MIN who did not initiate the transaction and has the Non-Transfer Notifications option selected.

Procedure: Assumption, Modification and Document Reversal

If a Modification, Assumption, or Add Document Request was sent in error, use a Reversal to correct it. The Reversal should be sent as soon as the error is discovered.

All Modification or Assumption Reversals must be sent from the appropriate party’s system. The Reversal Request must include a Digital Signature.

The following outlines the procedures:

• The current Controller or Servicing Agent can initiate a Modification, Assumption, or Document Reversal.

• Reversals received by 1:50 AM UTC, Tuesday – Sunday are processed the same day. Requests received after the cutoff are processed the next day.

• The MERS® eRegistry validates the MIN and Digital Signature, that all named Org IDs are active and have appropriate authority for the Request, and performs any other validations need for the particular Reversal Request.
  o If the validations do not pass, the MERS® eRegistry sends a real-time response containing an error message to the Requesting Party.
  o If the validations pass, the MERS® eRegistry sends a real-time response to the Requesting Party indicating the Reversal was successful.

• The MERS® eRegistry also sends a Notification to any rights holder named on the eNote that did not initiate the transaction and has the Non-Transfer Notifications Member option selected.
• For Modification Reversals, only the most recent modification may be reversed. If it is the only modification, the MERS® eRegistry removes the Modification Indicator from the eNote Record.

• For an Assumption Reversal, the MERS® eRegistry removes the Assumption Indicator only if the reversal restores the original borrowers as the current borrowers.

• For Document Reversals: Only the document of the specified type added most recently is reversed. To reverse a document of that type sent earlier, you must first reverse all subsequent documents of that type.

• Reversed documents do not appear on the MERS® eRegistry OnLine Document Information page.

• For CEMA Modification Reversals: After the modification is reversed, the appropriate party must reverse the registration for the CEMA eNote.

Audit Information

For Audit purposes, the following data is captured and stored:

• Org IDs associated with the Request
• Time/Date Stamp
• Type of Request
• Before and After values associated with the Change Status Request

You can view the Audit information for each Note Registration Record to which your organization has rights. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
eNote Information

Overview

Information about eNotes registered on the MERS® eRegistry is available in MERS® eRegistry OnLine, and via XML Inquiry Request.

MERS® eRegistry OnLine includes two (2) options for finding eNote information:

- Find eNote Registration option, which you can use to display summary information about eNotes on which your organization is an authorized rights holder; and
- eReports option, which you can use to request an extract of information for the eNotes on which your organization is a Rightsholder.

Find eNote Registration

The Find eNote Registration option in MERS® eRegistry OnLine displays summary information for eNote Records on which your organization is a current or previous rights holder, or the Registrar. Current rights holders can access all information about the eNote, previous rights holders all information up to and including the transaction that removed them as a rights holder, and registers all information up to and including the first Transfer of Control.

You can search by MIN, or by any or all of the following criteria:

- Borrower information
- Name
- Social Security Number (SSN)
- Tax ID Number (TIN)
- Property Information
- Address
- County
- Rights holder Information
- Controller
- Location
- Servicing Agent
- Delegatee for Transfers
- Registering Org ID
- Vault Identifier
- Status

For more information about the Find eNote Registration option, see the MERS® eRegistry OnLine User Guide.
**eReports**

The eReports option in MERS® eRegistry OnLine allows you to request an extract of information for the eNotes on which your organization is a Rightsholder. When an extract is complete, a Notification is sent to an email address you specify when submitting the extract request. You can then download and manipulate the text file using your internal systems.

For more information about the eReports option, see the MERS® eRegistry OnLine User Guide.

**XML Inquiry Request**

The XML Inquiry Request allows you to retrieve status or summary information about an eNote for a particular MIN and/or borrower SSN or TIN.

Summary information available to current rights holders includes:

- MIN
- Status (*Active or Inactive*) and reason if inactive
- Tamperseal Date
- Org ID and Name of Registering Participant
- Servicing Agent Org ID and Name, if present on eNote Record
- Delegatee for Transfers Org ID and Name, if present on eNote Record
- Property Address and County
- Borrower Name and SSN or TIN (masked except for last 4 digits)
- Lien Type
- Registration Date
- Vault Identifier
- Assumption Indicator
- Modification Information
- Transfer Identifier and Effective Date, if transfer pending
- SMART Document Indicator and Version
- Org ID and Name of Current Controller and Location

Summary information available to previous rights holders includes:

- MIN
- Status (*Active or Inactive*)
- Servicing Agent Org ID and Name, if present on eNote Record
- Property Address and County
- Borrower Name
- Registration Date
Only status information is available to non-rights holders, including:

- MIN
- Status (Active or Inactive)
- Servicing Agent Org ID and Name, if present on eNote Record
- Registration Date

Within either a status or summary request, and regardless of whether you are a rights holder on the eNote, you can validate the Digital Signature for an eNote, electronic modification agreement, or other document type associated with an eNote, using the Digital Signature, document type, and MIN.

For more information about the XML Inquiry Request, see the Integration Series: Programming Interface.

Audit Information

Audit information stored for requests for eNote Status or summary information, and requests for validation of a Digital Signature, includes:

- Requesting Participant
- Information requested

This information is not available in MERS® eRegistry OnLine.
Verify Connectivity

Overview

To verify connectivity after system maintenance or a system outage, a Participant may submit a Connectivity Request, and the MERS® eRegistry will respond with both a synchronous response and an asynchronous Notification.

The Connectivity transaction is intended to be used for single requests to verify connectivity after maintenance or outage, and not for persistent requests to the MERS® eRegistry; MERSCORP Holdings will disable this transaction for any Participant who overuses it.

The Connectivity request must be signed with a Digital Certificate issued by an Issuing Authority approved by MERSCORP Holdings. The Notification from the MERS® eRegistry also will be digitally signed.

Procedure: Verify Connectivity

The Connectivity Request must contain:

- Request Type of Initiation
- System Address to which Notification is to be sent; either:
  - eRegistry System Address (Notification will be sent to the Controller System Address) or
  - eDelivery System Address
- Optional: Registry Transaction Identifier

The MERS® eRegistry validates that:

- The request contains all required elements, and all submitted elements are valid
- The request is digitally signed with the Submitting Party's Digital Certificate
- The requesting and submitting Org IDs are active and have appropriate authority for the Request

If the validations do not pass:

- The MERS® eRegistry sends a real-time response to the Requesting Party to indicate receipt and rejection of the Connectivity Request
- If a Registry Transaction Identifier was included in the initiation request, it is included in the response

If the validations pass:

- The MERS® eRegistry sends a real-time response to the Requesting Party to indicate receipt, validation, and acceptance of the Connectivity Request
- The MERS® eRegistry sends a Connectivity Notification to the external system address of the Requesting Party in the Participant’s Member Profile
  - If a Registry Transaction Identifier was included in the initiation request, it is included in both the response and the Notification
MERS® eDelivery

Overview

*MERS® eDelivery* provides a method for distributing eMortgage packages from one (1) Participant to another, using the existing MERS® eRegistry infrastructure and transaction security requirements. Transactions use the same standard MISMO request/response envelope messaging and eMortgage Packaging standards and specifications currently used by the MERS® eRegistry. Only Participants that are activated for participation in MERS® eDelivery can use this function.

A Participant will deliver one (1) or more eMortgage packages using an *eDelivery Initiation* Request with a list of Participants who should receive each eMortgage package. Each recipient may accept or reject distribution. If any recipient accepts distribution, the initiating Participant is billed for the transaction.

After accepting distribution, each recipient may use an *Approval* Request to indicate to the sender their approval, disapproval, or conditional approval of the distribution. User defined reason codes and descriptions may be included for each MIN.

Data Requirements

There is a pre-defined size limit of 5MB for each Request.

Each eMortgage package must be identified by a MIN.

The MIN must be registered on the MERS® eRegistry, or must have been reserved or registered on the MERS® System at least one (1) processing day prior.

Up to ten recipients may be named in each Initiation Request

Recipients must be MERS® eDelivery participants

Initiator may include itself as a recipient

The *Initiation* Request must contain:

- Requestor Org ID
- Recipient Org ID(s)
- MIN(s)
- Base64 encoded eMortgage Package(s)

The *Distribution Approval* Request must contain:

- Recipient Org ID
- Tracking Number
- Approval Type: (Approve, Disapprove, or Conditional)
Data Options

The *Initiation* Request may contain a destination value.

The MERS® eDelivery allows one (1) or more eMortgage packages with their corresponding eDelivery Requests to be included in one (1) XML transmission.

The *Approval* Request may optionally contain:

- MIN
- Reason Code (up to 10 alphanumeric characters)
- Reason Description (up to 100 alphanumeric characters)

---

### Procedure: MERS® eDelivery

Participant submits eDelivery *Initiation* Request to MERS® eDelivery.

The MERS® eDelivery checks the Org IDs presented in the Request to ensure they are active MERS® eDelivery Participants.

If a Submitting Party is named, the Requesting Party must have an existing Vendor relationship with the Submitting Party in its Member Profile.

Each MIN must be reserved on the MERS® System or registered on the MERS® System and/or the MERS® eRegistry.

If at least one (1) valid recipient and at least one (1) valid MIN are included in the request, MERS® eDelivery processes the data in the Request.

Note: Requests received after midnight UTC are processed on the next calendar day.

MERS® eDelivery sends a real-time response indicating success or failure for each record in the eDelivery Request to the Requesting Party.

If the request is unsuccessful, MERS® eDelivery returns a fail response with the error conditions and any warnings, and no further processing occurs.

Each response can contain multiple error messages for one (1) eDelivery package. Error messages are detailed in the Integration Series: Programming Interface.
If the request is successful, MERS® eDelivery returns a successful response containing the unique Tracking Number associated with the delivery. If multiple requests are sent in one (1) message, each request will be identified by a separate Tracking Number.

MERS® eDelivery sends an eDelivery Pending Notification to the eDelivery Address of each named recipient Org ID. This Notification notifies the recipient that a pending eDelivery exists, and contains:

- Requestor Org ID
- Tracking Number
- MIN(s)
- Destination value, if provided by the requestor

The Recipient sends an eDelivery Confirmation to accept or reject distribution of the eMortgage package(s) by the Tracking Number.

eDelivery Confirmations must be completed prior to 8:00 AM UTC for a pending eDelivery Initiation Request received from the previous day.

If multiple MINs are included in the same Tracking Number, the recipient must accept or reject for the entire Tracking Number.

If the eDelivery Confirmation request from the recipient Org ID is reject, the MERS® eDelivery creates an eDelivery Completion Notification to indicate the recipient Org ID has rejected the distribution and sends it to the Requesting Party.

An optional reason code and description may be included in the Reject Confirmation, and will be included in the eDelivery Completion Notification sent to the requestor.

**Note:** These codes and descriptions are not defined by MERS® eDelivery, but by the eDelivery participant. You will need to contact the recipient that supplied the code and/or description if you need further explanation.

Once a reject has been sent, the recipient Org ID cannot send an eDelivery Confirmation to accept distribution.

If the eDelivery Confirmation from the recipient Org ID is to accept distribution, the MERS® eDelivery sends an eDelivery Distribution Request to the recipient Org ID, containing the eMortgage package(s), and sends an eDelivery Completion Notification to the Requesting Party indicating the recipient Org ID has accepted distribution.

The requestor may send an eDelivery Confirmation with a type of cancel for the Tracking Number any time before distribution is complete.

Any eDelivery Confirmations for that Tracking Number received after cancellation will be rejected with an error message that the requestor canceled the Tracking Number.

Recipients that have already accepted are not impacted as they have already received distribution.

At 8:00 AM UTC any pending eDelivery Requests from the previous day will expire.

The previous day activity is defined from 00:00:00 to 23:59:59 UTC.
Any recipient Org ID that did not send an eDelivery Confirmation will receive an eDelivery Completion Notification indicating expiration.

The Requesting Party will receive an eDelivery Completion Notification indicating expiration for each recipient Org ID that did not send an eDelivery Confirmation.

If any recipient accepts a MERS® eDelivery distribution, the requestor is billed for each eMortgage package within the Tracking Number.

The billing appears on the MERS® System.

The Billing Reconciliation Report (LB) and Monthly Billing Transaction Report (LD) will contain the billing code for MERS® eDelivery transactions along with the MINs.

Within 30 days of the original distribution, any recipient who has accepted the distribution may send a Distribution Approval Request to MERS® eDelivery.

Approval Type applies to the entire Tracking Number and may be:

- Approve
- Disapprove
- Conditional

**Note:** These Types are not defined by MERS® eDelivery, but by the eDelivery participant. You will need to contact the recipient that supplied the approval if you need further explanation.

Reason Code(s) and/or Description(s) may be included for each MIN, and will be included in the eDelivery Approval Notification sent to the requestor.

Each MIN in the request must be included in that Tracking Number.

Any MIN included must have one (1) or more Reason Code(s) and/or Description(s)

Any Reason code and/or Description included must be associated with a MIN

**Note:** These codes and descriptions are not defined by MERS® eDelivery, but by the eDelivery participant. You will need to contact the recipient that supplied the code and/or description if you need further explanation.

The MERS® eDelivery checks to ensure the Org ID sending the Request is a Recipient for the Tracking Number included.

If a Submitting Party is named, the Requesting Party must have an existing Vendor relationship with the Submitting Party established in its Member Profile.

MERS® eDelivery sends a real-time response indicating success or failure of the Distribution Approval Request.

If the request is unsuccessful, MERS® eDelivery returns a fail response to the Requesting Party with the error conditions and any warnings, and no further processing occurs.

If the request is successful, MERS® eDelivery returns a success response to the Requesting Party. MERS® eDelivery sends an eDelivery Approval Notification to the eDelivery Address of the Requestor Org ID for that Tracking Number. This Notification contains:

- Recipient Org ID
• Tracking Number
• Approval Code
• MIN(s), Reason Code(s) and Description(s), if included in the Distribution Approval Request

Audit Information

• Audit information stored for MERS® eDelivery includes:
  • Requestor
  • Recipients
  • MIN(s)
  • All Confirmations
  • Completion status
  • Recipient Approval Information
• You can view the information for each eDelivery made by or to your organization. See the MERS® eRegistry OnLine User Guide for instructions on how to access the information.
Overview

The MERSCORP Holdings Help Desk serves as a point of contact for MERS® eRegistry Participants regarding the use of the MERS® products and services, including:

- Distribution of corporate communications from MERSCORP Holdings.

  Note: Participants should whitelist helpdesk@mersinc.org to ensure that they receive communications sent from this email address.

- Mailroom document processing.
- Functional and procedural questions about the MERS® eRegistry and MERS® eDelivery.
- Technical support, including MERS® eRegistry and MERS® eDelivery connectivity.

Other highlights of the MERSCORP Holdings Help Desk include:

- After-hours technical support for emergency technical issues.
- Forwarding enhancement requests to MERSCORP Holdings for review.

Contacting the MERSCORP Holdings Help Desk

- A Participant contacts the MERSCORP Holdings Help Desk by phone at 1-888-680-MERS (6377) from 8 a.m. to 10 p.m. ET, Monday through Friday or by email at helpdesk@mersinc.org.

- Once the Participant provides its Org ID to the Help Desk representative, a Case Number is assigned to track the inquiry and ensure a timely resolution.

- The Case is worked and a response is provided to the Member.

- The Help Desk confirms with the Participant that it has received the response.
The intent of the MERS® eRegistry Quality Assurance ("QA") Program is to assure that each Participant has policies and procedures in place to ensure compliance with the requirements set forth in the Membership Agreement.

Key components of the MERS® eRegistry QA Program include the following:

- **MERS® eRegistry section of your MERS® System QA Plan**: Confirms that a Participant has reviewed and is in compliance with the requirements set forth in the Membership Agreement. For details, refer to MERS® eRegistry QA Plan.

- **Data Reconciliation**: A Participant must reconcile all required records on the MERS® eRegistry against its internal records on a quarterly basis. For details, refer to Data Reconciliation.

**Requirements: MERS® eRegistry QA Program**

- Each Participant is required to have policies and procedures in place to ensure compliance with the requirements set forth in the Membership Agreement and integrate these requirements into its daily business practices.

- When a Participant identifies a data mismatch between its internal records and the MERS® eRegistry, the mismatch must be corrected within 30 calendar days.

**MERS® eRegistry QA Plan**

Each Participant with the ability to perform transactions on the MERS® eRegistry is required to have in place a current QA Plan using MERSCORP Holdings’ QA Plan template. By submitting a QA Plan, the Participant confirms that it is in compliance with the requirements set forth in the Membership Agreement as of a given date. A submitted QA Plan covers the Participant’s activity since its last submitted QA Plan and may include activity from the prior calendar year.

Each Participant must monitor and audit its performance against the requirements set forth in the Membership Agreement using a random sample of its loans with the results meeting or exceeding these requirements.

**Requirements: MERS® eRegistry QA Plan**

Each Participant with the ability to perform transactions on the MERS® eRegistry is required to:

- Have a current QA Plan in place for each active Org ID, which also covers any associated Affiliate Org ID, using MERSCORP Holdings’ QA Plan template,

- Submit its completed QA Plan by December 31st of the current year,

- Save a copy of its completed QA Plan for its records,

- Review its QA Plan at least annually for accuracy and effectiveness,

- Monitor its performance against its current QA Plan,
• Use a random sample of its loans when self-auditing its performance against its QA Plan with the results meeting or exceeding the requirements in the Membership Agreement.

**Procedure: MERS® eRegistry QA Plan Submission**

Only individuals listed as MERS® System mandatory contacts for an Org ID are authorized to complete and submit the Participant’s MERS® eRegistry QA Plan to MERSCORP Holdings using the **eQAPlan** tool on the Member website.

If MERSCORP Holdings has questions or concerns about a Participant’s QA Plan, it will contact the Participant’s Quality Assurance Officer and/or Executive Sponsor.

To help protect the confidentiality of Member information, the **eQAPlan** tool does not email a copy of an accepted QA Plan to a Participant.

**Data Reconciliation**

Each Participant named as the Controller or Servicing Agent on the MERS® eRegistry is required to perform quarterly data reconciliations as detailed in this section.

A Participant can access the data from the MERS® eRegistry required for this reconciliation by requesting a Reconciliation eReport in MERS® eRegistry Online. Refer to the MERS® eRegistry OnLine User Guide for details on requesting this report.

**Requirements: Data Reconciliation**

• Each Participant named as the Controller or Servicing Agent on one (1) or more active eNote Records is required to perform quarterly data reconciliations.

• The data on the MERS® eRegistry for all of the Participant’s active eNote Records must match the corresponding data in the Participant’s internal records.

**Controller Data Reconciliation Requirements**

Each Participant named as the Controller on one (1) or more active eNote Records must reconcile:

• The list of all active eNotes for which the Participant’s internal records identify the Participant as being in Control of the Authoritative Copy of the eNote against

• The list of all active eNote Records from the MERS® eRegistry that name the Participant as Controller.

In addition, the Controller must reconcile:

• The custodian of the Authoritative Copy of the eNote for all active eNotes that the Participant’s internal records identify the Participant as being in Control against

• The Location field from the list of all active eNote Records from the MERS® eRegistry that name the Participant as Controller.
Servicing Agent Data Reconciliation Requirements

Each Participant named as the Servicing Agent on one (1) or more active eNote Records must reconcile:

- The list of all active eNotes for which the Participant’s internal records identify the Participant as being the Servicing Agent against
- The Servicing Agent field from the list of all active eNote Records from the MERS® eRegistry that name the Participant as the Servicing Agent.

In addition, Servicing Agents must verify that their Paid Off and Charged Off transactions were submitted to the MERS® eRegistry within five (5) calendar of the servicing event that triggered the pay-off or charge-off by reconciling:

- The Servicing Agent’s internal records showing when the pay-off or charge-off occurred against
- The date when the corresponding Paid Off or Charged Off transactions was reported to the MERS® eRegistry.

Data Review

In addition to the Data Reconciliation requirement, Participants may be required to complete an annual Data Review with MERSCORP Holdings. In a Data Review, a Participant provides a file containing data from its internal records, which MERSCORP Holdings uses for the review.

- For Controllers, MERSCORP Holdings verifies that:
  - The Participant is named as the Controller on the appropriate active eNote Records, and
  - The Location field shows the correct party.
- For Servicing Agents, MERSCORP Holdings verifies that the Participant:
  - Is named as the Servicing Agent on the appropriate active eNote Records, and
  - Has reported any Paid Off or Charged Off transaction timely in the prior 12 months.

The outcome of a Data Review may include an action plan for the Participant to address.

MERS® eRegistry Quality Assurance Review

To ensure compliance with the MERS® eRegistry QA Program, MERSCORP Holdings compares the data from a Participant’s eNote Records to the documentation provided by the Participant from its internal records.

MERS® eRegistry Processing Standards

Uniform processing standards for registering and maintaining eNotes are critical for the MERS® eRegistry because it is the System of Record for establishing the party with Control of eNotes and the Location of the Authoritative Copy of each eNote registered on the MERS® eRegistry.

The MERS® eRegistry processing standards for eNote Records, and data integrity follows.
eNote Registration Processing Standards

- The eNote must conform with the standards set forth in Requirements for eNotes Registered on the MERS® eRegistry.
- The eNote must be registered on the MERS® eRegistry within one (1) calendar day of the creation, signing, and tamper sealing of the eNote.
- In the Controller Delegatee for Transfers Model, a Controller with no access to the MERS® eRegistry must not be named in the Controller field for more than one (1) calendar day.
- In all cases where an Investor’s requirements are more stringent than MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.

Modification Processing Standards

- For electronic modifications, the Controller or Servicing Agent must submit an Update transaction to modify the eNote Record that includes the electronic modification agreement within one (1) calendar day of the creation, signing, and tamper sealing of the electronic modification agreement.
- For paper modifications, the Controller or Servicing Agent must submit an Update transaction to modify the eNote Record within three (3) calendar days of the date that the modification agreement was signed.
- For CEMA modifications, the Controller or Servicing Agent must:
  - Register the CEMA eNote on the MERS® eRegistry using a new MIN within one (1) calendar day of the creation, signing, and tamper sealing of the eNote and
  - Submit an Update transaction to modify the eNote Record that includes the electronic CEMA modification on the same day that the CEMA eNote was registered.
- For paper CEMAs, the Controller or Servicing Agent must deactivate the eNote Record using the Converted to Paper transaction within five (5) calendar days of the modification.
- If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.

Assumption Processing Standards

- The Controller or Servicing Agent must submit an Update transaction with the new borrower information to the MERS® eRegistry within three (3) calendar days of the date that the new borrower signed the Assumption documents.
- If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.

Paid Off Processing Standards

- The Controller or Servicing Agent must change the eNote Record status to Paid Off within five (5) calendar days of the date that the Participant’s internal records show that the payoff occurred on the eNote.
- If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.
Charged Off Processing Standards

- The Controller or Servicing Agent must change the eNote Record status to Charged Off within five (5) calendar days of the date that the Participant’s internal records show that the charge-off occurred on the eNote.
- If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.

Member Information Update Standards

- The external eRegistry System Addresses in the MERS® OnLine Member Profile for the Participant’s Org ID must be available to accept unsolicited XML Notifications from the MERS® eRegistry.
- For MERS® eDelivery Participants, the external eDelivery Addresses in MERS® OnLine Member Profile for the Participant’s Org ID must be available to accept unsolicited XML Notifications from the MERS® eRegistry.
- The contact information for the eRegistry Contact on MERS® System must be current and accurate.

Data Integrity Standards

- The current borrower name(s) on the eNote Record must match the borrower name(s) on the eNote.
- For assumed loans, the current borrower name(s) on the eNote Record must match the borrower name(s) on the Assumption documents, and the original borrower name(s) on the eNote Record must match the borrower name(s) on the eNote.
- The borrower SSN or TIN on the eNote Record must match the SSN or TIN reported to the IRS on Form 1098.
- The property address on the eNote Record must match the property address on the eNote unless the subject address has been changed by governmental decree.
- The Tamperseal Date on the eNote Record must match the Note Date specified in the eNote.
- If an Investor’s requirements are more stringent than the MERS® eRegistry requirements, its requirements take precedence over the MERS® eRegistry requirements.
Glossary

The following defined terms are intended to provide a general vocabulary for communication among MERSCORP Holdings and MERS® System Members in connection with their use of the MERS® eRegistry. The terms below are not intended to modify, alter, amend, supplement, nullify, or supersede the legal meaning of these same terms under the Electronic Signatures in Global and National Commerce Act (E-SIGN) and the Uniform Electronic Transactions Act (UETA), as may be amended from time to time, or other applicable law.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Servicing Agents</td>
<td>A Member Profile option in MERS® OnLine that determines if the Participant allows Servicing Agents to submit MERS® eRegistry transactions on its behalf.</td>
</tr>
<tr>
<td>Assumption</td>
<td>A Change Data Request transaction on the MERS® eRegistry reflecting a change to one (1) or more borrowers in a specified eNote.</td>
</tr>
<tr>
<td>Assumption Reversal</td>
<td>The transaction used to reverse an Assumption transaction that was done in error.</td>
</tr>
<tr>
<td>Authoritative Copy (AC)</td>
<td>The unique copy of the Transferable Record (eNote) maintained within the Control environment established by the Controller.</td>
</tr>
<tr>
<td>Authorized Rights Holders</td>
<td>Participants that are currently associated with the eNote Record on the MERS® eRegistry (Control, Location, and Servicing Agent).</td>
</tr>
<tr>
<td>Business Integration Resource (BIR)</td>
<td>The MERSCORP Holdings employee who helps a MERS® System Member incorporate the MERS® eRegistry into its business processes.</td>
</tr>
<tr>
<td>Broker</td>
<td>An LOB that allows a MERS® System Member to originate eNotes for sale to a Participant that will act as Delegatee for Transfers for the Broker, registering the eNote on the MERS® eRegistry on behalf of the Broker and then immediately processing a Transfer of Control from the Broker to the Delegatee for Transfers.</td>
</tr>
<tr>
<td>CEMA</td>
<td>A New York Consolidation, Extension, and Modification Agreement (&quot;CEMA&quot;) allows a lender and a borrower to combine any and all notes and mortgages that a borrower may have, including a new note and mortgage, into one consolidated loan obligation, and only pay mortgage tax on the new loan obligation.</td>
</tr>
<tr>
<td>Certificate Revocation List (CRL)</td>
<td>A periodically (or exigently) issued list, digitally signed by an Issuing Authority, of identified Digital Certificates that have been revoked prior to their expiration dates. The list generally indicates the CRL issuer’s name, the date of issue, the date of the next scheduled CRL issue, the revoked Digital Certificates’ serial numbers, and the specific times and reasons for revocation.</td>
</tr>
<tr>
<td>Change Data</td>
<td>A MERS® eRegistry transaction used to request a change of data on the eNote Record.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Change Status</strong></td>
<td>A MERS® eRegistry transaction used to request a change to the current status of the eNote Record.</td>
</tr>
<tr>
<td><strong>Charged Off</strong></td>
<td>In the context of these Procedures, a <em>Change Status</em> transaction and eNote status on the MERS® eRegistry used to report a charge-off when the borrower is no longer obligated to make payments or satisfy any other terms or conditions required by the eNote. The status change of an eNote to Charged Off on the MERS® eRegistry will not occur contemporaneously with the Participant’s write off of the debt on its balance sheet.</td>
</tr>
<tr>
<td><strong>Check Digit</strong></td>
<td>The final digit of the MIN calculated using the MOD 10 Weight 2 algorithm.</td>
</tr>
<tr>
<td><strong>Confirmation</strong></td>
<td>The MERS® eRegistry transaction used by a Controller, Location, Servicing Agent, and/or Delegatee for Transfers to indicate if a transfer should be accepted, rejected, or re-set in the pending transfer.</td>
</tr>
<tr>
<td><strong>Control</strong></td>
<td>A <em>Person</em> has control of a Transferable Record if a system employed for evidencing the transfer of interests in the Transferable Record reliably establishes that Person as the Person to which the Transferable Record was issued or transferred pursuant to Section 16 of UETA and Section 201 of E-SIGN.</td>
</tr>
<tr>
<td><strong>Controller</strong></td>
<td>The Person named on the MERS® eRegistry that has Control of the eNote and its Authoritative Copy</td>
</tr>
<tr>
<td><strong>Controller Delegatee for Transfers Model</strong></td>
<td>The Controller Delegatee for Transfers Model is used to allow Participants to submit registrations on behalf of Brokers who do not have access to the MERS® eRegistry.</td>
</tr>
<tr>
<td></td>
<td>The Controller Delegatee for Transfers Relationship Org IDs must be named on the Broker’s Member Profile. When a Participant submits a Registration on the Broker’s behalf, the MERS® eRegistry checks that the Org ID of the Participant is listed as a Controller Delegatee for Transfers relationship. If so, the registration data will be reviewed to determine if it can be successfully completed. If the Org ID of the Participant is not identified in the Controller Delegatee for Transfers Relationships, the registration will fail.</td>
</tr>
<tr>
<td><strong>Converted to Paper</strong></td>
<td>A <em>Change Status</em> transaction and eNote status that indicates the eNote has been converted to a paper note.</td>
</tr>
<tr>
<td><strong>Delegatee for Transfers (DT)</strong></td>
<td>A Participant that is authorized by the Controller to perform certain MERS® eRegistry transactions on the Controller’s behalf. The DT can initiate registrations and transfers of control, but may not initiate <em>Change Status</em> transactions, or <em>Change Data</em> transactions except to remove itself as DT.</td>
</tr>
<tr>
<td><strong>Digital Certificate</strong></td>
<td>A computer-based file that, at least, states the name or identifies the Issuing Authority, identifies the Subscriber, contains the Subscriber’s public key, identifies the Digital Certificate’s Operational Period, contains a Digital Certificate serial number, and is digitally signed by the Issuing Authority.</td>
</tr>
</tbody>
</table>
| **Digital Signature**               | A digital code, generated by a series of algorithms, that establishes the authenticity of an electronic message or document. When a Digital Signature
<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>is used in a transaction, it authenticates the identity of the sender and ensures the integrity of the data in the transaction. It can also be used to verify that no changes have been made to the document since the signature was applied. Also known as a “Tamper-Evident Digital Signature” or “Tamperseal”.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DTD</strong></td>
<td><strong>Acronym for</strong> Document Type Definition. A file that defines the structure of an XML document and describes the data in the XML document. The MERS® eRegistry XML Interface is defined by a set of DTD files.</td>
</tr>
<tr>
<td><strong>eNote</strong></td>
<td>A Transferable Record that is registered on the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>eNote Modification</strong></td>
<td>A Change Data transaction on the MERS® eRegistry reflecting a change to one (1) or more provisions of a specified eNote.</td>
</tr>
<tr>
<td><strong>eNote Record</strong></td>
<td>The data record that is created when a Participant registers an eNote on the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>eNote Status</strong></td>
<td>The field reflecting the current status of an eNote registered on the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>eRegistry Contact</strong></td>
<td>A MERS® System contact who is responsible for responding to MERS® eRegistry questions on behalf of a Participant.</td>
</tr>
<tr>
<td><strong>E-SIGN</strong></td>
<td><strong>Acronym for Electronic Signatures in Global and National Commerce Act.</strong> A federal statute that establishes the legal validity and enforceability of electronic signatures, contracts, and other records in interstate and foreign commerce transactions, if not superseded by certain state laws otherwise authorizing such activities.</td>
</tr>
<tr>
<td><strong>eVault</strong></td>
<td>An application that serves as an electronic repository for delivery and storage of eNotes and other mortgage-related files.</td>
</tr>
<tr>
<td><strong>Executive Sponsor</strong></td>
<td>Mandatory MERS® System contact responsible for an organization’s MERS® eRegistry operations.</td>
</tr>
<tr>
<td><strong>Help Desk</strong></td>
<td>The point of contact regarding the use of the MERS® products and services. Phone: (888) 680-MERS, Email <a href="mailto:helpdesk@mersinc.org">helpdesk@mersinc.org</a>.</td>
</tr>
<tr>
<td><strong>Integration</strong></td>
<td>The process by which a Participant completes the required procedural changes, training, system testing, and unit testing of transactions prior to being live in the MERS® eRegistry production environment.</td>
</tr>
<tr>
<td><strong>Investor</strong></td>
<td>As it pertains to the MERS® eRegistry, the entity that is the owner of the Mortgage Loan represented by the eNote.</td>
</tr>
<tr>
<td><strong>Issuing Authority</strong></td>
<td>An entity authorized to issue, manage, revoke, and renew Digital Certificates.</td>
</tr>
<tr>
<td><strong>Lender</strong></td>
<td>The payee on the eNote.</td>
</tr>
<tr>
<td><strong>LOB</strong></td>
<td><strong>Acronym for Line of Business.</strong> The types of business in which a Member is active on the MERS® System. These are listed on the Member Profile.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Location</td>
<td>The Person named on the MERS® eRegistry that maintains the Authoritative Copy of the eNote, and any electronic documents that modify the terms of the eNote, either as Controller or as a custodian on behalf of the Controller.</td>
</tr>
<tr>
<td>Member Profile</td>
<td>Information about a Member that is required at the time of initial setup on the MERS® System. The Member Profile information is contained in MERS® OnLine.</td>
</tr>
<tr>
<td>Membership Agreement</td>
<td>The MERS® System Membership Application, Rules of Membership, and Procedures Manual collectively constitute the Membership Agreement. If a Member elects to become a Participant, it is also bound by the MERS® eRegistry Addendum to MERS® System Membership Agreement.</td>
</tr>
<tr>
<td>MERS</td>
<td>Acronym for Mortgage Electronic Registration Systems, Inc., a Delaware corporation and wholly-owned subsidiary of MERSCORP Holdings.</td>
</tr>
<tr>
<td>MERS®</td>
<td>The registered trade name used by MERSCORP Holdings and MERS to identify their products and services.</td>
</tr>
<tr>
<td>MERS® eDelivery</td>
<td>A secure method for distributing eMortgage packages from one (1) Participant to another, using the existing MERS® eRegistry infrastructure and transaction security requirements.</td>
</tr>
<tr>
<td>MERS® eRegistry</td>
<td>The System of Record that identifies the owner (Controller) of a registered eNote and the custodian (Location) of the Authoritative Copy of the eNote.</td>
</tr>
<tr>
<td>MERS® eRegistry OnLine</td>
<td>Browser-based inquiry access to the MERS® eRegistry. URL: <a href="https://www.merseregistryonline.org">https://www.merseregistryonline.org</a>.</td>
</tr>
<tr>
<td>MERS® eRegistry Participant (“Participant“)</td>
<td>A MERS® System Member that has signed and submitted the MERS® eRegistry Addendum to MERS® System Membership Agreement to MERSCORP Holdings and completed its Integration to the MERS® eRegistry.</td>
</tr>
<tr>
<td>MERS® Integration Contact</td>
<td>Person responsible for managing the implementation and Integration of the MERS® eRegistry process into the Participant’s operations.</td>
</tr>
<tr>
<td>MERS® OnLine</td>
<td>The browser-based interface to the MERS® System used to view and update registered Mortgage loans. URL: <a href="https://www.mersonline.org">https://www.mersonline.org</a>.</td>
</tr>
<tr>
<td>MERS® System</td>
<td>The national electronic registry owned and operated by MERSCORP Holdings that tracks changes in Mortgage servicing rights and beneficial ownership interests in loans secured by residential real estate.</td>
</tr>
<tr>
<td>MERSCORP Holdings</td>
<td>MERSCORP Holdings, Inc. (formerly known as MERSCORP, Inc.), a Delaware corporation that owns and operates the various MERS® products and services including the MERS® eRegistry and MERS® eDelivery. MERSCORP Holdings is the parent company and service provider to MERS.</td>
</tr>
<tr>
<td>MIN</td>
<td>Acronym for Mortgage Identification Number, a unique 18-digit number permanently assigned to an eNote registered on the MERS® eRegistry or a Mortgage loan registered on the MERS® System.</td>
</tr>
<tr>
<td>MISMO</td>
<td>Acronym for Mortgage Industry Standards Maintenance Organization, a non-profit subsidiary corporation of the Mortgage Bankers Association.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>(MBA)</td>
<td>(MBA), created in October 1999. The mission of MISMO is to develop, promote, and maintain voluntary electronic commerce standards for the Mortgage industry.</td>
</tr>
<tr>
<td>Modification</td>
<td>The act of changing the terms of an eNote registered on the MERS® eRegistry.</td>
</tr>
<tr>
<td>Modification Reversal</td>
<td>The transaction used to reverse a Modification transaction that was done in error.</td>
</tr>
<tr>
<td>MOM</td>
<td>A loan secured by a MERS as Original Mortgagee security instrument. The language written into a MOM Security Instrument establishes MERS as the Mortgagee and Nominee for the Lender, its successors and assigns.</td>
</tr>
<tr>
<td>Mortgage</td>
<td>An interest in or a lien against property created by a written instrument providing security for the repayment of a debt and/or the performance of a duty. References herein include deed(s) of trust, Mortgages and security deeds, and any other form of security instrument under applicable law.</td>
</tr>
<tr>
<td>Mortgagee</td>
<td>The party that takes, holds, or receives a pledge of an interest in or lien against property as security for the payment of debt; the pledge is evidenced by a Mortgage and recorded in the applicable public land records. References herein to “Mortgagee” include the named beneficiary or nominee of the lender under a deed of trust in those jurisdictions where deeds of trust are used to secure loans, and any similar status as used in connection with any other form of security instrument under applicable state law.</td>
</tr>
<tr>
<td>Notification</td>
<td>An unsolicited XML message generated by the MERS® eRegistry to inform the appropriate parties named on an eNote that a pending transaction is awaiting their review and decision, or that an event or action has occurred. Notification are sent to a Participant’s application using the external system addresses defined in the Member Profile of each party. See the Programming Interface for the complete list of Notifications generated by the MERS® eRegistry.</td>
</tr>
<tr>
<td>Nominee</td>
<td>A person or entity designated to act for another as representative in a limited sense; the agency relationship specifically expressed in the terms of the Fannie Mae / Freddie Mac Uniform security instruments identifying MERS as Original Mortgagee (MOM).</td>
</tr>
<tr>
<td>Org ID</td>
<td>Acronym for Organization Identification Number, a seven (7) digit number uniquely identifying a Member of the MERS® System and optionally a Participant of the MERS® eRegistry.</td>
</tr>
<tr>
<td>Original Borrower</td>
<td>The Person(s) listed as the borrower on the original note. In the case of an Assumption, this field on the MERS® eRegistry reflects the Person(s) who were originally named as the borrowers on the associated eNote.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Paid Off</td>
<td>A <em>Change Status</em> transaction and eNote status on the MERS® eRegistry reflecting a payoff of a specified eNote.</td>
</tr>
<tr>
<td>Paper Modification</td>
<td>The Modification Agreement is done on a paper instrument, instead of electronically. The MERS® eRegistry must be updated to reflect that the paper modification exists.</td>
</tr>
<tr>
<td>Person</td>
<td>An individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or any other legal or commercial entity.</td>
</tr>
<tr>
<td>PKI</td>
<td>Public Key Infrastructure. A cryptographic framework that provides the basis for establishing and maintaining a trustworthy networking environment through the generation and distribution of keys and Digital Certificates. This is also the foundation technology for providing enhanced Internet security.</td>
</tr>
<tr>
<td>Quality Assurance Officer</td>
<td>Mandatory MERS® System contact responsible for the Participant’s MERS® eRegistry QA Program.</td>
</tr>
<tr>
<td>Registrar</td>
<td>A third-party to whom a Participant has contracted certain business activities such that the Registrar is the initiator of the business activity that gives rise to a transaction on the MERS® eRegistry on behalf of the Participant.</td>
</tr>
<tr>
<td>Registration</td>
<td>The transaction used to send the required information to the MERS® eRegistry to report that an eNote exists that was originated with the MERS® eRegistry language.</td>
</tr>
<tr>
<td>Registration Reversal</td>
<td>The transaction used to remove an eNote from the MERS® eRegistry that was registered in error or to correct significant errors in an eNote Record (incorrect MIN, Digital Signature, or Controller Org ID).</td>
</tr>
<tr>
<td>Requesting Party</td>
<td>The Requesting Party is Participant that submitted the transaction to the MERS® eRegistry.</td>
</tr>
<tr>
<td>Seasoned Transfer</td>
<td>A billing designation for a transfer transaction with a Transfer Date that is more than 270 calendar days after the eNote’s Registration Date. The seasoned loan transfer fee is charged to the Participant initiating the transaction.</td>
</tr>
<tr>
<td>Servicing Agent</td>
<td>A Participant that is authorized by the Controller to perform certain MERS® eRegistry transactions on the Controller’s behalf. The Servicing Agent on an eNote record can submit <em>Change Data</em> and <em>Change Status</em> transactions.</td>
</tr>
<tr>
<td>SMART Document</td>
<td>An electronic document created to conform to a specification standardized by MISMO. A SMART Document locks together data and presentation in such a way that it can be programmatically validated to guarantee the integrity of the document. A version number is assigned to a SMART Document. The MERS® eRegistry accepts SMART Documents in the MISMO SMART Document version 1.02 format.</td>
</tr>
<tr>
<td>SSN</td>
<td>Acronym for Social Security Number.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
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</tr>
<tr>
<td><strong>Submitting Party</strong></td>
<td>The Submitting Party is a Participant that makes a request for a service on behalf of the Requesting Party.</td>
</tr>
<tr>
<td><strong>System of Record</strong></td>
<td>Authoritative system recognized to establish <a href="#">Control</a> and <a href="#">Location</a> of the <a href="#">Authoritative Copy</a> of the <a href="#">eNote</a>.</td>
</tr>
<tr>
<td><strong>System-to-System</strong></td>
<td>A method of transmitting data directly between a Participant’s or Vendor’s external system and the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>Tamperseal Date</strong></td>
<td>The date and time a Digital Signature was applied to an electronic document. Also known as a Tamper-Evident Digital Signature Date.</td>
</tr>
<tr>
<td><strong>TIN</strong></td>
<td>Acronym for Tax Identification Number.</td>
</tr>
<tr>
<td><strong>Transfer All</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Controller, Location, and Servicing Agent.</td>
</tr>
<tr>
<td><strong>Transfer Effective Date</strong></td>
<td>The date a pending transfer transaction will be processed by the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>Transfer of Control</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Controller.</td>
</tr>
<tr>
<td><strong>Transfer of Control and Location</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Controller and Location.</td>
</tr>
<tr>
<td><strong>Transfer of Control and Servicing Agent</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Controller and Servicing Agent.</td>
</tr>
<tr>
<td><strong>Transfer of Location</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Location.</td>
</tr>
<tr>
<td><strong>Transfer of Servicing Agent</strong></td>
<td>A MERS® eRegistry transfer transaction used to request a change to the current Servicing Agent.</td>
</tr>
<tr>
<td><strong>Transferable Record</strong></td>
<td>An Electronic Record under E-SIGN and UETA that (1) would be a note under the Uniform Commercial Code if the Electronic Record were in writing; (2) the issuer of the Electronic Record expressly has agreed is a Transferable Record; and (3) for purposes of E-SIGN, relates to a loan secured by real property. A Transferable Record is also referred to as an eNote.</td>
</tr>
<tr>
<td><strong>Transferred to Proprietary Registry</strong></td>
<td>A <a href="#">Change Status</a> transaction and eNote status that indicates the eNote has been transferred out of the MERS® eRegistry to another registry.</td>
</tr>
<tr>
<td><strong>UETA</strong></td>
<td>Uniform Electronic Transaction Act. A uniform form of statute that various states have enacted to establish the legal validity and enforceability of electronic signatures, contracts, and other records within the enforcing state.</td>
</tr>
</tbody>
</table>
| **UTC**                             | Coordinated Universal Time. UTC is also referred to as GMT (Greenwich Mean Time) and is the global standard for time. All date and time data submitted to, sent by, and recorded in the MERS® eRegistry must be represented using the UTC time standard.  
  Example: Wednesday, midnight UTC is equivalent to Tuesday, 8:00 PM EDT |
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<tr>
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<tr>
<td>(UTC-4 hours) and Tuesday 5:00 PM PDT (UTC-7 hours).</td>
<td></td>
</tr>
<tr>
<td><strong>Vault Identifier</strong></td>
<td>Provides additional information for locating the authoritative copy of an eNote.</td>
</tr>
<tr>
<td><strong>Vendor</strong></td>
<td>A Participant that has been contracted by an Authorized Rights Holder to facilitate submitting transactions for the eNote.</td>
</tr>
<tr>
<td><strong>Warehouse Lender</strong></td>
<td>A Participant with an interim funding interest in an eNote prior to the transfer of the eNote to an Investor.</td>
</tr>
<tr>
<td><strong>W3C</strong></td>
<td>World Wide Web Consortium. The World Wide Web Consortium was created to lead the World Wide Web to its full potential by developing common protocols that promote its evolution and ensure its interoperability.</td>
</tr>
<tr>
<td><strong>X509</strong></td>
<td>The standard that defines the format of the public certificates (i.e., Digital Certificates) in the Public Key Infrastructure (“PKI”) used by the MERS® eRegistry to encrypt data transmitted to/from the MERS® eRegistry and digitally sign the XML messages sent to/by the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>XML</strong></td>
<td>Acronym for <strong>Extensible Markup Language</strong> which, in the context of the Procedures, defines the set of rules for encoding synchronous System-to-System transactions to or from the MERS® eRegistry.</td>
</tr>
<tr>
<td><strong>XML Interface</strong></td>
<td>The synchronous <strong>System-to-System</strong> interface that uses XML Requests and Responses to transact with the MERS® eRegistry. The XML Requests and Responses are defined by the MERS® eRegistry <strong>DTDs</strong>.</td>
</tr>
</tbody>
</table>