

MERS® RON Video Storage Quick Start Guide

Thank you for your interest in the MERS® Remote Online Notarization (RON) Video Storage solution, the mortgage industry's reliable, secure, long-term storage repository for the RON eClosing videos associated with mortgage loans registered on MERS® System and/or MERS® eRegistry. This *Quick Start Guide* provides you a roadmap for becoming a MERS® RON Video Storage Member.

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

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

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

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

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

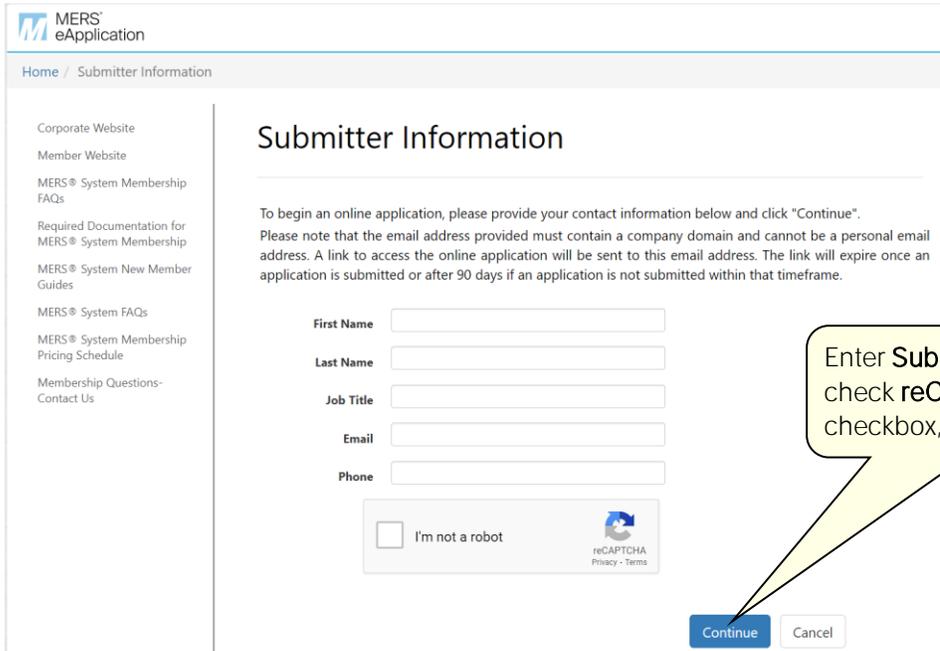
Important: MERSCORP Holdings strongly recommends the following best practices when your organization integrates its internal processes and infrastructure with the RON Video Storage solution:

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

Applying for MERS® RON Video Storage Membership

Perform the following steps to submit your organization's application to become a MERS® RON Video Storage Member:

1. Access [MERS® eApplication](#) and click **Apply**.
2. Complete the *Submitter Information* page, then click **Continue**.



MERS® eApplication

Home / Submitter Information

Corporate Website
Member Website
MERS® System Membership FAQs
Required Documentation for MERS® System Membership
MERS® System New Member Guides
MERS® System FAQs
MERS® System Membership Pricing Schedule
Membership Questions- Contact Us

Submitter Information

To begin an online application, please provide your contact information below and click "Continue".
Please note that the email address provided must contain a company domain and cannot be a personal email address. A link to access the online application will be sent to this email address. The link will expire once an application is submitted or after 90 days if an application is not submitted within that timeframe.

First Name

Last Name

Job Title

Email

Phone

I'm not a robot  reCAPTCHA
Privacy - Terms

Continue Cancel

Enter Submitter Information, check reCAPTCHA checkbox, and click **Continue**

3. MERS® eApplication sends you an email with a link to start your eApplication from the following email address: eApplicationMember@theice.com.
4. Click the link in the email to begin filling out your eApplication.
 - o You can save your progress at any point in the process and return at a later time.
 - o The link and any unsubmitted eApplication expires 90 days after the link is generated.
 - o Required fields are highlighted in red.
 - o The person who completes your eApplication does not have to be the person who submits it to MERSCORP Holdings. The eApplication link can be forwarded to other people in your organization as needed to complete and submit your eApplication.

5. Complete the *Applicant Information* section.

Application Form

Please enter all required fields.

Applicant Information

Legal Name of Organization ("Applicant")

Entity Type

Place of Incorporation/Organization

6. Complete the *Applicant Headquarters Address* section.

Applicant Headquarters Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

State

Zip

Main Phone

Main Fax

Toll Free Number

Website

7. If your organization has a Doing Business As (DBA) name, fictitious name, trade name, or assumed name, select the corresponding check box and enter those names.

Does the Applicant have any d/b/a(s), fictitious names, trade names, or assumed names?

If so, please select checkbox above and enter all names below.

Add DBA Name Save changes

Cancel changes

Company DBA Name

8. If you are applying for a secondary MERS® System membership, complete the following fields to identify your organization’s primary MERS® System membership:

If requesting a Secondary membership under an existing Member, enter the Primary Member Name and Org ID below.

Primary Member Name Primary Member Org ID

9. Enter the contact information for the people who will serve as MERS® System contacts for your organization. See [Appendix A](#) for descriptions of each contact. We strongly recommend that you name different employees to each contact, but you may use the **Copy** button to assign an individual to multiple contacts.

Contact Information

If an individual in your organization is assigned to multiple contact types, use the “Copy” button on the right-hand side of each field to copy/paste contact information.

	First Name	Last Name	Title	Phone	Email	
Integration Contact	<input type="text"/>	<input type="button" value="copy"/>				
Accounts Billing	<input type="text"/>	<input type="button" value="copy"/>				
Customer Service	<input type="text"/>	<input type="button" value="copy"/>				
Executive Sponsor	<input type="text"/>	<input type="button" value="copy"/>				
Legal	<input type="text"/>	<input type="button" value="copy"/>				
Operational	<input type="text"/>	<input type="button" value="copy"/>				
MERS® System Administrator	<input type="text"/>	<input type="button" value="copy"/>				
Quality Assurance	<input type="text"/>	<input type="button" value="copy"/>				
Technical	<input type="text"/>	<input type="button" value="copy"/>				

Technical contact is required if Applicant intends to use a system interface with the MERS® System.

Use **Copy** to reuse previously entered contact information

10. In the *Lines of Business* section, select the check box labelled **Other**, and enter “RON Closing Provider” in the input field.

Lines of Business

Line of Business to be Conducted under this Membership

Originate MERS Loans* Provide services to MERS® System Members (ver
 Sell MERS Loans* Specify services to be offered:
 Purchase MERS Loans*
 Service MERS Loans*
 Subservice MERS Loans*
 Interim Funder / Warehouse
 Lender

Other:

*MERS Loan means a loan for which Mortgage Electronic Registration Systems, Inc. is the mortgagee, beneficiary, or grantee, nominee of the lender, or other secured party.

Input box displays when **Other** check box is selected

11. In the *Trading Partners* section, answer the question about selling loans to Fannie Mae, Freddie Mac, and/or Ginnie Mae.

Trading Partners

Trading Partners: Primary Investors to Which the Applicant Sells MERS Loans

Enter Company Names:
 Click + to add another partner

Does the Applicant sell loans directly to Fannie Mae, Freddie Mac and/or Ginnie Mae? Yes No

Warehouse Lender(s)

Do not forget to answer this question

12. If necessary, complete the following remaining sections of the eApplication:
 - o *Servicers*
 - o *Agency Relationships*
 - o *Loan Origination and Doc Prep System*
 - o *Trading Partners*
 - o *Additional Information*
13. Answer the four questions at the bottom of the page.
 - o If the answer to any question is “Yes”, you must provide an explanatory statement.
 - o When the questions are answered, click **Continue** to proceed to the *Required Documentation* page.
14. On the *Required Documentation* page:
 - o Select **Vendors** from the drop-down.
 - o Use the **Select Files...** button to upload the necessary supporting documentation to verify **your organization’s** legal name.
 - o Click **Continue** to proceed to the *Application Review* page.

All selected files are converted to PDF format upon upload.

Instructions for Uploading Required Documentation

The MERS® System membership application includes supporting [documentation requirements](#) based on your organization type and line(s) of business. To upload the supporting documents:

- Click on the “Select files” button to select the file you wish to upload.
- To view the uploaded document, click on the file to open.
- You can remove any uploaded items by selecting “X” on the file.

If you require assistance identifying and/or uploading documents, please contact the MERSCORP Holdings [Membership Department](#).

Select a category of a company you belong to

Vendors

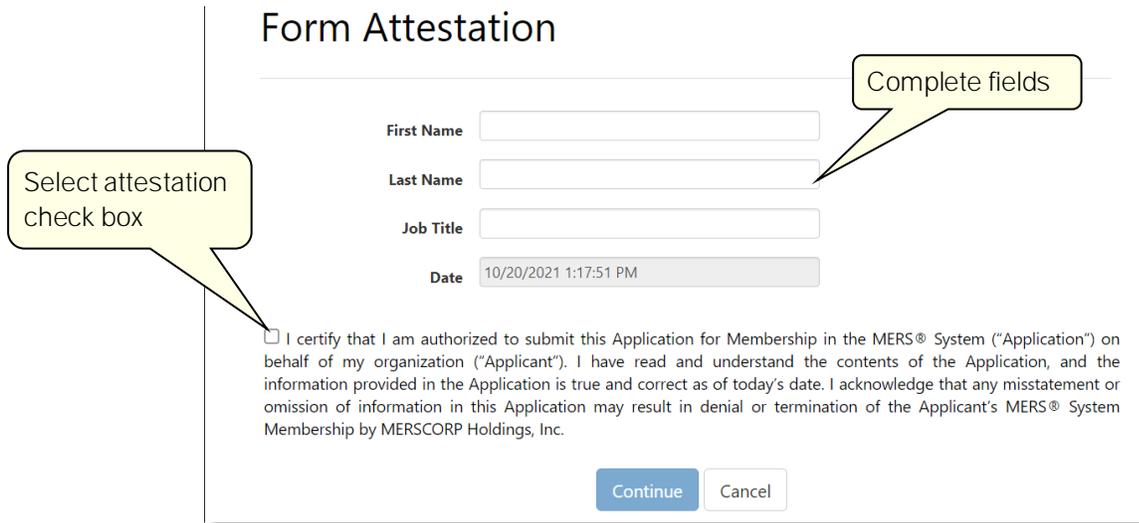
1. Verification of Applicant’s legal name, as supported by regulatory or other official documentation (e.g., articles of incorporation/organization, lender’s license, etc.)

Select files...

Cancel Continue

15. On the *Application Review* page, review the information entered on your application.
 - o Use the **Edit** buttons to make corrections as needed.
 - o When your review is complete, click **Continue** to proceed to the *Form Attestation* page.

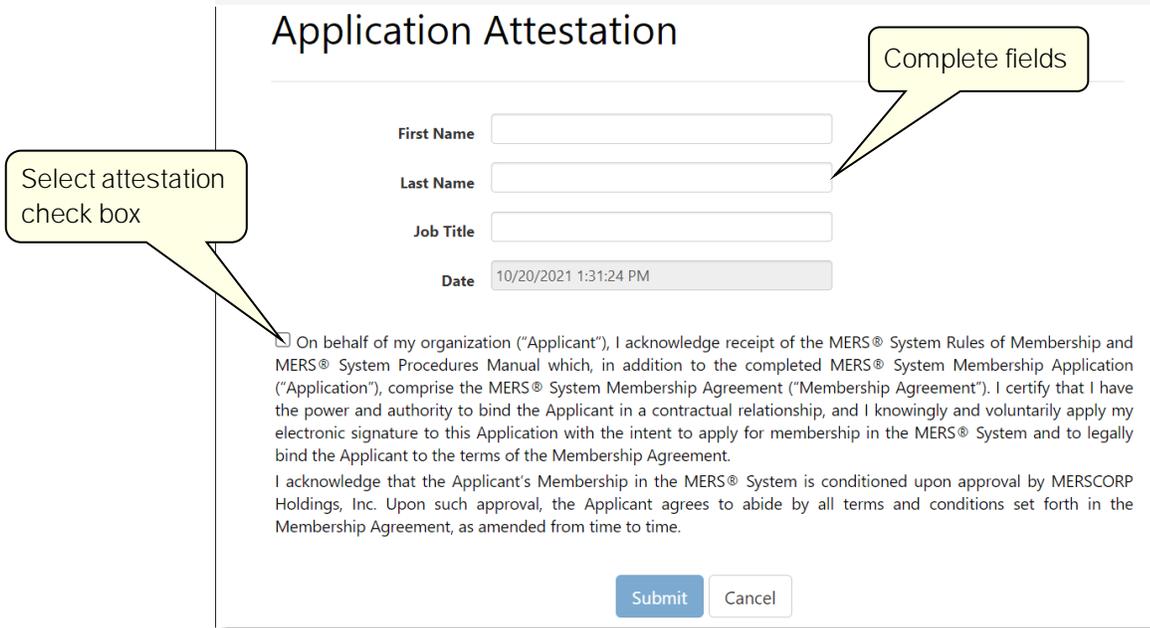
16. On the *Form Attestation* page:
 - a) Complete the identifying information fields.
 - b) Read the attestation statement.
 - If you can attest to the statement, select the checkbox and click **Continue**.
 - If you cannot attest to the statement, do not continue. Make the corrections necessary for you to attest to the statement, select the checkbox, and click **Continue**.



The screenshot shows the 'Form Attestation' page. It features a title 'Form Attestation' at the top. Below the title are four input fields: 'First Name', 'Last Name', 'Job Title', and 'Date'. The 'Date' field is pre-filled with '10/20/2021 1:17:51 PM'. A callout box labeled 'Complete fields' points to the 'Last Name' field. Below the input fields is a checkbox with the following text: 'I certify that I am authorized to submit this Application for Membership in the MERS® System ("Application") on behalf of my organization ("Applicant"). I have read and understand the contents of the Application, and the information provided in the Application is true and correct as of today's date. I acknowledge that any misstatement or omission of information in this Application may result in denial or termination of the Applicant's MERS® System Membership by MERSCORP Holdings, Inc.' A callout box labeled 'Select attestation check box' points to the checkbox. At the bottom of the form are two buttons: 'Continue' (in blue) and 'Cancel' (in white).

17. Once the *Form Attestation* page is submitted, the *Rules and Procedures* page displays.
 - o Download the *Rules and Procedures* and save them for your records. These documents, along with your MERS® eApplication, comprise **your organization's** MERS® System Membership Agreement.
 - o Click **Continue** to proceed to the final *Application Attestation* page.
18. The person submitting your organization's eApplication to MERSCORP Holdings completes the *Application Attestation* page:
 - a) Complete the identifying information fields.
 - b) Read the attestation statement.
 - If you can attest to the statement, select the checkbox and click **Submit** to upload your **organization's eApplication to MERSCORP Holdings for processing**.
 - If you cannot attest to the statement, do not click **Submit**. Make the corrections necessary for you to attest to the statement, select the checkbox, and click **Submit** or have someone else in your organization submit your eApplication.

Important: The person submitting your eApplication to MERSCORP Holdings must have the authority to bind your organization to the terms of the eApplication.



Application Attestation

Complete fields

Select attestation check box

First Name

Last Name

Job Title

Date 10/20/2021 1:31:24 PM

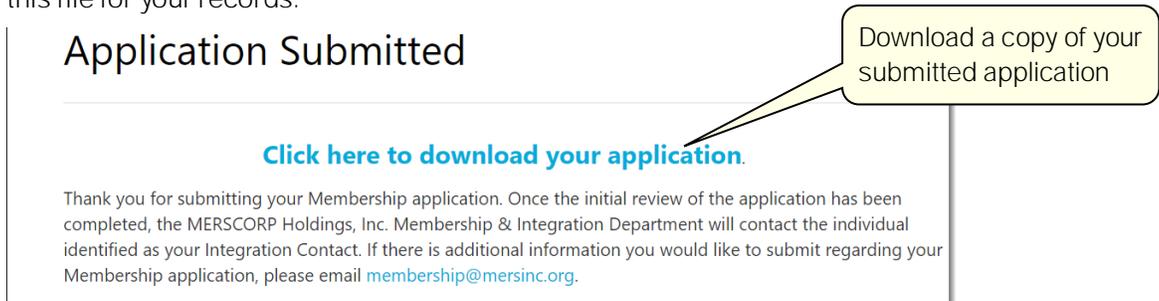
On behalf of my organization ("Applicant"), I acknowledge receipt of the MERS® System Rules of Membership and MERS® System Procedures Manual which, in addition to the completed MERS® System Membership Application ("Application"), comprise the MERS® System Membership Agreement ("Membership Agreement"). I certify that I have the power and authority to bind the Applicant in a contractual relationship, and I knowingly and voluntarily apply my electronic signature to this Application with the intent to apply for membership in the MERS® System and to legally bind the Applicant to the terms of the Membership Agreement.

I acknowledge that the Applicant's Membership in the MERS® System is conditioned upon approval by MERSCORP Holdings, Inc. Upon such approval, the Applicant agrees to abide by all terms and conditions set forth in the Membership Agreement, as amended from time to time.

Submit Cancel

19. The *Application Submitted* page displays to confirm that your eApplication was submitted.

- o Use the download link to save a copy of your eApplication to your computer and preserve this file for your records.



Application Submitted

Download a copy of your submitted application

[Click here to download your application.](#)

Thank you for submitting your Membership application. Once the initial review of the application has been completed, the MERSCORP Holdings, Inc. Membership & Integration Department will contact the individual identified as your Integration Contact. If there is additional information you would like to submit regarding your Membership application, please email membership@mersinc.org.

20. As part of the eApplication process, MERSCORP Holdings will send you a legal agreement that your organization must execute and return to complete your eApplication.

Appendix A: MERS® System Contact Type Descriptions

Contact Type	Description
Integration Contact	Person responsible for the implementation of the RON Video Storage solution in your organization's operations.
Accounts Billing	Person responsible for receiving monthly invoices for your organization's use of the RON Video Storage solution and responding to billing inquiries from MERSCORP Holdings.
Customer Service	Person responsible for handling public inquiries concerning your organization's use of the RON Video Storage solution.
Executive Sponsor	Senior executive responsible for your organization's RON Video Storage solution operations.

Contact Type	Description
Legal	Person responsible for coordinating communication between the MERSCORP Holdings Law department and your organization's legal counsel.
Operational	Person responsible for conducting the day-to-day RON Video Storage functions for your organization and keeping your Member Information on MERS® System current.
System Administrator	Person responsible for setting up a unique User ID for each employee in your organization that needs access to the RON Video Storage solution or the Member website and maintaining User IDs and Roles.
Quality Assurance	Person responsible for your organization's MERS® System Quality Assurance Program.
Technical	Person responsible for ensuring that your internal system is and remains compatible with the RON Video Storage solution. This contact is required only if your organization will use an XML API to interface with the RON Video Storage solution.