

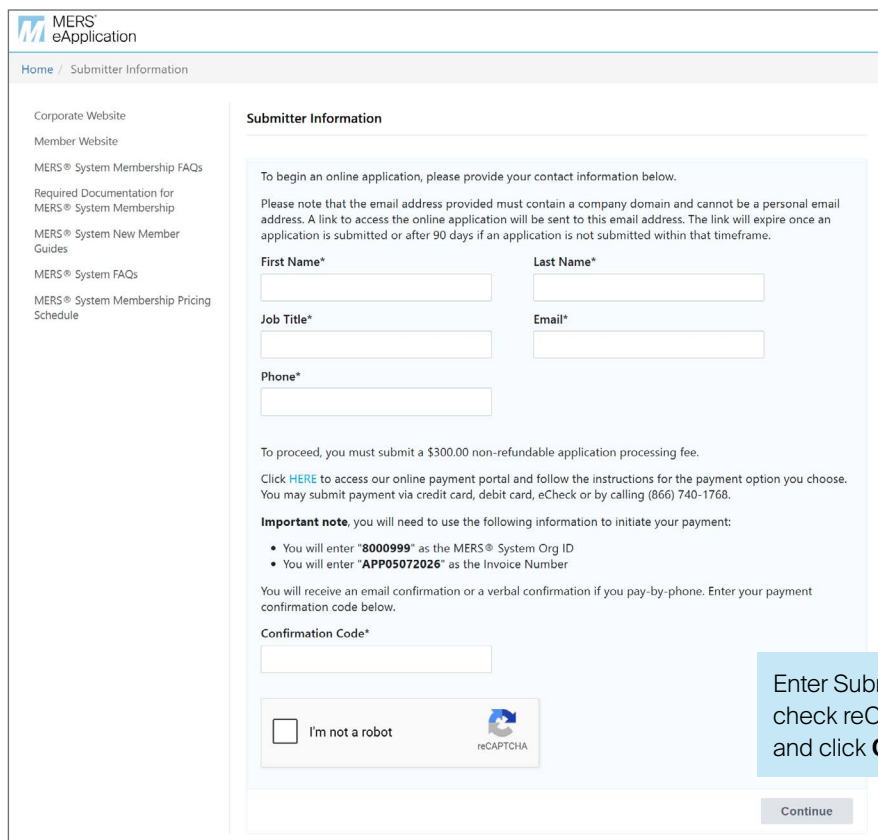
# MERS® RON Video Storage integration guide

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. These application instructions will provide a roadmap for becoming a MERS RON Video Storage Member.

## 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, submit the \$300 non-refundable application fee, enter your payment confirmation code, 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

**Submitter Information**

To begin an online application, please provide your contact information below.

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\* [input]  
Last Name\* [input]  
Job Title\* [input]  
Email\* [input]  
Phone\* [input]


To proceed, you must submit a \$300.00 non-refundable application processing fee.  
Click [HERE](#) to access our online payment portal and follow the instructions for the payment option you choose. You may submit payment via credit card, debit card, eCheck or by calling (866) 740-1768.

**Important note**, you will need to use the following information to initiate your payment:

- You will enter "8000999" as the MERS® System Org ID
- You will enter "APP05072026" as the Invoice Number

You will receive an email confirmation or a verbal confirmation if you pay-by-phone. Enter your payment confirmation code below.

Confirmation Code\* [input]

I'm not a robot 

**Continue**

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](mailto:eApplicationMember@theice.com).
4. Click the link in the email to begin filling out your eApplication.
  - You can save your progress at any point in the process and return at a later time.
  - The link and any unsubmitted eApplication expires 90 days after the link is generated.
  - Required fields are highlighted in red.
  - 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\*

Required fields have an asterisk

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

Address Line 2 is not a required field

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.

DBA checkbox

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

Fields in DBA section display only if the checkbox is selected

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
<input type="text"/>	<input type="text"/>

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 icon (📄) 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accounts Billing*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer Service*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive Sponsor*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operational*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MERS® System Administrator*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality Assurance*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MERS® RON Video Storage Participant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

MERS® RON Video Storage Participant contact is required if Applicant will be a RON Video Storage Participant.

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

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

**Lines Of Business\***  
 Line of Business to be Conducted under this Membership.

<input type="checkbox"/> Originate MERS Loans**	<input type="checkbox"/> Provide services to MERS® System Members (vendor). Specify services to be offered
<input type="checkbox"/> Sell MERS Loans**	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Purchase MERS Loans**	<input type="text" value="RON Closing Provider"/>
<input type="checkbox"/> Service MERS Loans**	
<input type="checkbox"/> Subservice MERS Loans**	
<input type="checkbox"/> Interim Funder / Warehouse Lender	
<input type="checkbox"/> RON Closing Provider (Required to upload videos)	
<input type="checkbox"/> RON Video Storage Participant (Member option)	

\*\*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

Trading Partner Name  +  
 Click + to add another partner

Warehouse Lender(s)

Does the Applicant sell loans directly to Fannie Mae, Freddie Mac and/or Ginnie Mae?\*

Yes  
 No

Do not forget to answer this question

12. If necessary, complete the following remaining sections of the eApplication:

- Servicers
- Agency relationships
- Loan origination and doc prep system
- Trading partners
- Additional information

13. Answer the four questions at the bottom of the page.

- If the answer to any question is “Yes,” you must provide an explanatory statement.
- When the questions are answered, click **Continue** to proceed to the Required Documentation page.

14. On the Required Documentation page:

- Select **Vendors** from the drop-down.
- Use the **Select Files...** button to upload the necessary supporting documentation to verify legal name.
- Click **Continue** to proceed to the Application Review page.

The screenshot shows the 'Required Documentation' page. At the top, there is a title 'Required Documentation'. Below it is a section titled 'Instructions For Uploading Required Documentation' which explains that the application includes supporting documentation requirements based on organization type and line(s) of business. It lists three instructions: click 'Select files' to upload, click the file to view, and select 'X' to remove items. It also provides contact information for the MERSCORP Holdings Membership Department. Below the instructions is a 'Category Of Company\*' dropdown menu with 'Vendors' selected. A callout box on the left points to this dropdown with the text 'Select Vendor from the drop-down'. Below the dropdown is a list item: '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.)'. A callout box on the left points to the 'Select files...' button with the text 'Upload supporting documentation'. The button is located in a grey box that also contains the text 'Drop files here to upload'. At the bottom right of the page is a blue 'Continue' button.

15. On the Application Review page, review the information entered on your application.

- Use the **Edit** buttons to make corrections as needed.
- When your review is complete, click **Continue** to proceed to the Form Attestation page.

**16.** On the Form Attestation page:

- Complete the identifying information fields.
- 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 a web form titled "Form Attestation". It contains four input fields: "First Name\*", "Last Name\*", "Job Title\*", and "Date\*". The "Date\*" field is pre-filled with "5/7/2026 12:25:38 PM". Below the fields is a checkbox that is checked, followed by a paragraph of attestation text. At the bottom right is a "Continue" button. Two callout boxes are present: one on the left pointing to the checkbox with the text "Select attestation check box", and one on the right pointing to the input fields with the text "Complete fields".

**17.** Once the Form Attestation page is submitted, the Rules and Procedures page displays.

- Download the Rules and Procedures and save them for your records. These documents, along with your MERS eApplication, comprise MERS System Membership Agreement.
- 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:

- Complete the identifying information fields.
- 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**

<b>First Name*</b>	<b>Last Name*</b>
<input type="text"/>	<input type="text"/>
<b>Job Title*</b>	<b>Date*</b>
<input type="text"/>	5/7/2026 12:27:27 PM

By clicking here, I acknowledge on behalf of my organization ("Applicant") 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 Governing Documents ("Governing Documents"). 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 Governing Documents. I agree on behalf of the Applicant that this Application may be electronically signed and that the electronic signature(s) appearing on this Application are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. 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 Governing Documents, as amended from time to time.

Select attestation check box

Complete fields

19. The Application Submitted page displays to confirm that your eApplication was submitted.
- Use the download link to save a copy of your eApplication to your computer and preserve this file for your records.

**Application Submitted**

[Click here to download your application.](#) **Download a copy of your submitted 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](mailto: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
<b>Integration contact</b>	Person responsible for the implementation of the RON Video Storage solution in your organization's operations.
<b>Accounts billing</b>	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.
<b>Customer service</b>	Person responsible for handling public inquiries concerning your organization's use of the RON Video Storage solution.
<b>Executive Sponsor</b>	Senior executive responsible for your organization's RON Video Storage solutions operations.
<b>Legal</b>	Person responsible for coordinating communication between the MERSCORP Holdings Law department and your organization's legal counsel.
<b>Operational</b>	Person responsible for conducting the day-to-day RON Video Storage functions for your organization and keeping your Member Information on MERS System current.
<b>System administrator</b>	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.
<b>Quality assurance</b>	Person responsible for your organization's MERS System Quality Assurance Program.
<b>Technical</b>	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.



**Questions?** Contact the Training Department at [HelpDesk@MERSInc.org](mailto:HelpDesk@MERSInc.org)

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