

Follow these steps to add the NMLS & License Numbers to your lookup tables. Look-Up tables for the Lender, Mortgage Broker, Listing Agent, Selling Agent, Settlement Agent, Title Company and Underwriter can be modified to add the LIC Number and NMLS Number fields.

Each field has a unique field code associated with that field. The name for the active field in ProForm is indicated in the lower right-hand corner of the screen. To determine the name of a specific field in ProForm, first click in the field that you wish to find the name of then look in the lower right-hand corner of the screen. The name for the current field displays here.

1. Before modifying the table, make a note of all fields (and their field codes) that you wish to add to the table.

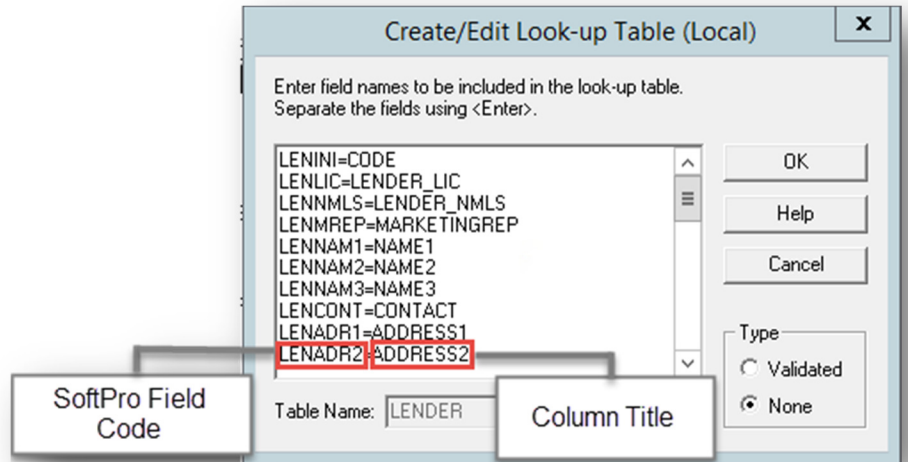
2. To modify a Look-Up table, press **F9** in the selected contact Look-up Code field to access the Look-Up table. Then click the **Modify Table** button.

Key Field: LENINI
Table Name: LENDER

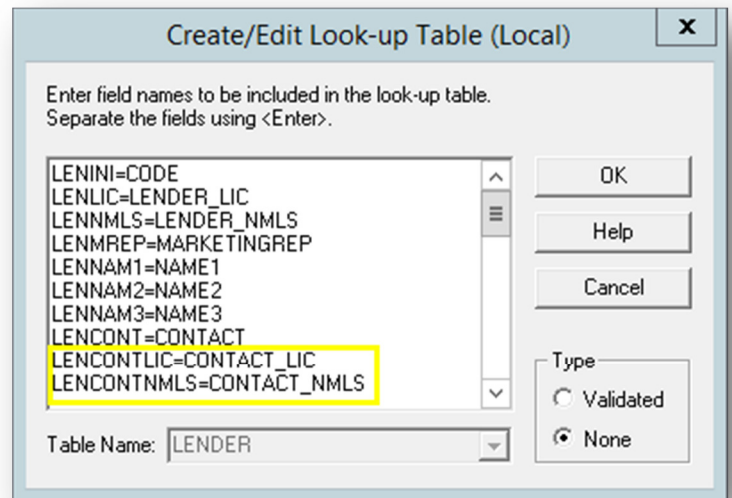
	CODE	LENDER_LIC	LENDER_NMLS	MARKETINGREP	
1	80A123	1234567	987663		Bank
2	FES&L	12345678	9882362	Fran First	First I
3	WFHM	12345	56789		Wellk
4	CITI				CitiM
5	STM				SunT
6	REGIONS				Regi
7	SSB109				Suns
8	BMC				Barcl
9	<End of List>				

Buttons: Insert Entry, Retrieve Entry, Delete Entry, **Modify Table...**, Help, Replace Entry, Retrieve w/o Insert, Delete Table, Print Look-up..., Close

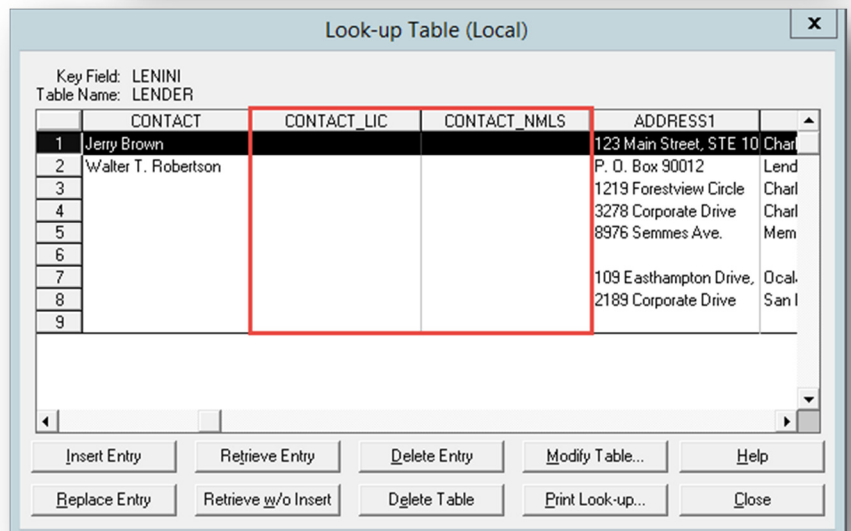
- The current fields saved in the Look-Up table will display in the **Create/Edit Look-Up Table** window. The field code name displays first and the description after the = sign is the label that represents the field in the column title of the Look-Up table.



- Enter the field code names of the fields you wish to add along with the name of how you would like it to display in the table. In the example below, the Lender Contact License Number and NMLS Number field have been added after the Lender Contact Field.



- Click **OK**. The Fields have now been added to the Look-Up Table and entries can be updated.



See below for a list of the codes you can copy and paste from in order to add the license fields.

Lookup table Structure Gallery

Copy and Paste the codes as you see below (do not include titles of sections i.e. Settlement Agent Lookup Structure, etc.) Keyboard shortcuts for copy CTRL+C and for paste CTRL+V

Settlement Agent LOOKUP STRUCTURE

FIRMLIC=FIRMLIC
FIRMNMLS=FIRMNMLS
FIRMCONTLIC= FIRMCONTLIC
FIRMCONTNMLS= FIRMCONTNMLS

Title Company LOOKUP STRUCTURE

TITLLIC= TITLLIC
TITLNMLS= TITLNMLS
TITLCONTLIC= TITLCONTLIC
TITLCONTNMLS= TITLCONTNMLS

Underwriter LOOKUP STRUCTURE

UNDLIC= UNDLIC
UNDNMLS= UNDNMLS
UNDCONTLIC= UNDCONTLIC
UNDONTNMLS= UNDOTNMLS

Lender LOOKUP

LENLIC= LENLIC
LENNMLS= LENNMLS
LENCONTLIC= LENCONTLIC
LENCONTNMLS= LENCONTNMLS

Mortgage Broker

MTBLIC= MTBLIC
MTBNMLS= MTBNMLS
MTBCONTILIC= MTBCONTILIC
MTBCONTNMLS= MTBCONTNMLS

Loan Servicer

SVRLIC= SVRLIC
SVRNMLS = SVRNMLS
SVRCONTILIC= SVRCONTILIC
SVRCONTNMLS= SVRCONTNMLS



Listing Agent

AG701CONTLIC= AG701CONTLIC

AG701CONTNMLS= AG701CONTNMLS

AG701LIC= AG701LIC

AG701NMLS= AG701NMLS

Selling Agent

AG702CONTLIC= AG702CONTLIC

AG702CONTNMLS= AG702CONTNMLS

AG702LIC= AG702LIC

AG702NMLS= AG702NMLS