

NMLS

Individual (MU4) Form Filing - Extended

Are you Ready?



If you are required by your state regulator or your mortgage company to complete and submit your own Individual (MU4) Form, the instructions below will help you file, provide access to your company, and follow-up on your license status.

Have the following on hand:

- Residential history, including to and from dates (mm/yy) and addresses for the past 10 years.
- Employment history, including to and from dates (mm/yy) and addresses for the past 10 years.
- All names used since age the age of 18, including alias, aka, maiden name, etc.
- Documentation evidencing that all state specific requirements have been completed.
 These documents can be found in the <u>State Licensing</u>section of the NMLS Resource Center.
- You will be required to pay the applicable fees (licensing, criminal background check, credit report and NMLS processing fees); available payment methods are Visa, MasterCard, or ACH.
- Verify with your Company the States you should be filing with.



Review your State Requirements Checklist



Go to the NMLS Resource Center at:

http://mortgage.nationwidelicensingsystem.org





News & Events Licensees State Licensing Professional Requirements Federal Registration Course Providers

Welcome to the NMLS Resour

The NMLS Resource Center is the official gateway into the news and updates.

ionwide Mortgage Licensing System (NMLS) and provides users with tools, tips,

Getting Started with NMLS...

Companies Mortgage Loan Originators

Course Providers

NMLS streamlines the licensing process by using a single record for all state agencies. Learn how to get an account and set up your company record under Getting Started: Company.

NMLS allows either the company or the individual to manage the licensing process. To learn more and to get set up on NMLS, go to Getting Started: Mortgage Loan Originator.

Apply to become an approved course provider, submit courses, maintain offerings. and report course completions here: Getting Started: Course Provider.

Popular Links

Annual License Renewal

Criminal Background Check

Testing

Getting Started: Mortgage Loan Originator

Education

NMLS Consumer Access

NMLS News & Events

NMLS Introduces Criminal Background Check, MU Form Changes

NMLS has been upgraded incorporating federal criminal background check functionality and changes to the national MU Forms approved by regulators this past fall. Starting January 25, 2010, all new mortgage loan originator application filings will require a federal

State Licensing News

Missouri Announces Participation in NMLS

The Missouri Division of Finance will start accepting new mortgage Ioan originator applications through NMLS starting April 2, 2010. For details see the Missouri Transition Plan.

Texas SML Announces Participation in NMLS

State Licensing Requirements

Find license information for your state



Enter the State Licensing Page





Identify the appropriate license. Consult license description and details.

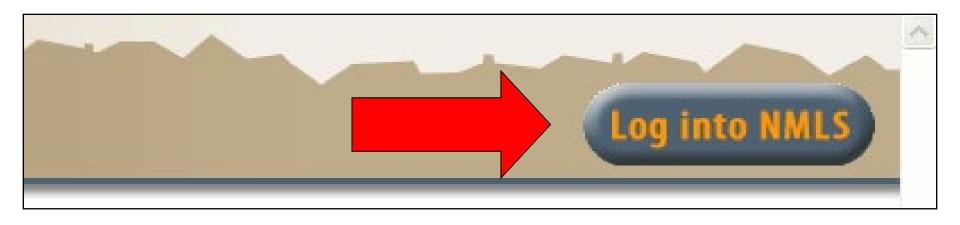
Existing Licensees print "Transition to NMLS" checklist.

7



Request your Individual NMLS Account

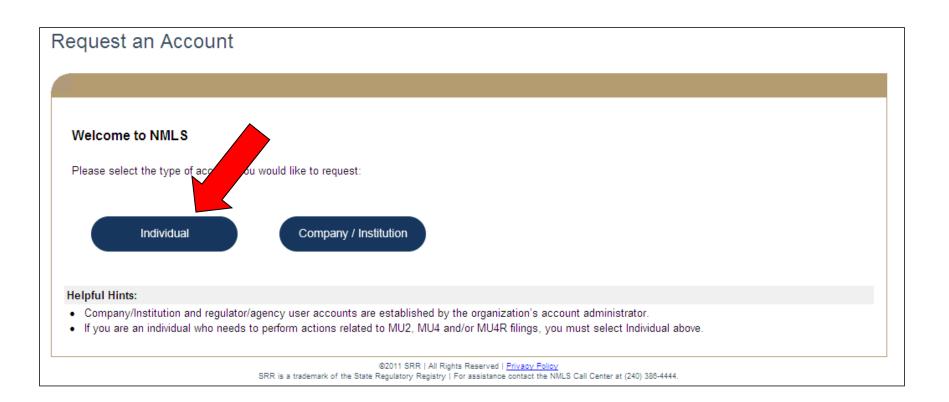




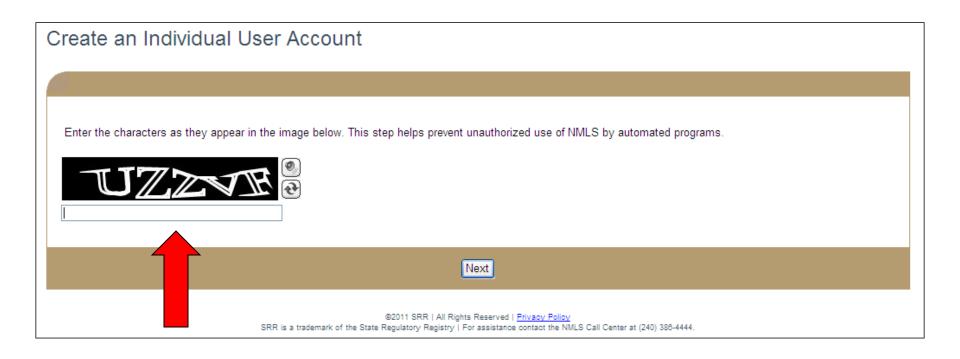
Click the "Log into NMLS" button in the top right corner of the NMLS Resource Center

Login			
Log In User Name: Forgot your User Name? Password: Forgot your password? - OR - Request an Account			
Important System Messages: The NMLS Industry Terms of Use will be updated on August 1, 2011. Changes include: clarification of the definition of "Applicant Data"; additional language regarding an individual's granting access to a company; addition of Privacy Act of 1974 Notice; removal of reference to use of Applicant Data for purposes under Section 603(d) of the Fair Credit Reporting Act; addition of references to SAFE Mortgage Loan Originator Test components in Section 8; addition of right of termination or suspension of access to the system for failure to pay any fees required for services under the Agreement. A redlined version of the changes to the Agreement can be found at: Industry Terms of Use			
Your user name and password were sent to you from NMLS_Notifications@NMLSNotifications.com when your user account was created. If you are not able to locate your user name and/or password and you are a company/institution or regulator/agency user, contact your organization's account			
If you are an individual user and need assistance, contact the NMLS Entitlement Group at (240) 386-4444.			
Log In			

Select "Request an Account."



Select "Individual"



Enter requested information and click Next.

Please complete the following form if you are an Individual who currently holds or is applying for a state license/registration (MU4) or a federal mortgage loan originator registration (MU4R), or a Control Person (MU2 - i.e. executive officer, owner, branch manager, qualifying individual) who needs to attest to your record in NMLS as part of a company or branch license filing.			
If you are not one of the above, you should not create an individual account.			
Provide your full legal name as it appears on your government-issued identification document (e.g. driver's license, passport or Permanent Resident card).			
F1 . 11			
First Name:			
Middle Name:			
Last Name:			
Suffix:			
Date of Birth:		MM/DD/YYYY	
Confirm Date of Birth:		мморгууу	
Social Security Number:		######################################	
Confirm Social Security Number:		######################################	
Mailing Address:			
City:			
State:			
Country/Province:			
Postal Code:		99999 or 99999-9999	
Phone Number:		999-999-999999	
Email Address:			
Confirm Email Address:			
Security Question:			
Security Answer:			
Next			

Fill in all information, be sure to use your Legal Name and click Next.

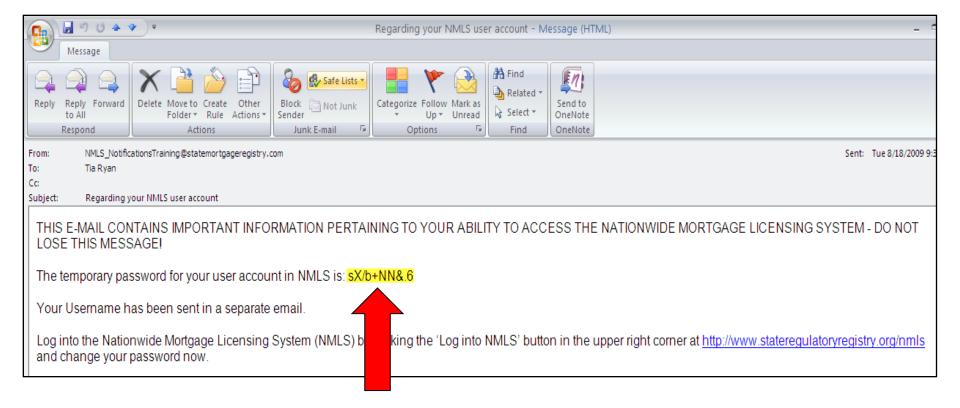
Create an Individual User Account

Click Confirm to establish an Individual User Account using the information below or Cancel to make additional edits. First Name: Lincoln Middle Name: Last Name: Burrows Suffix: Date of Birth: 3/20/1974 Social Security Number: 415-89-5632 Mailing Address: 145 Fox River Road City: Chicago State: IL Country/Province: USA Postal Code: 15623 Email Address: email@email.com Confirm Cancel

Confirm all data entered is correct, then click Confirm.

NOTE: Once you click finish, only the NMLS Call Center can correct the Date of Birth and Social Security Number fields.

This process can take several days.



NMLS_Notifications will send two emails. One will contain your user name. The other will contain your temporary password.

Copy and paste your temporary password

Login to NMLS

Log In User Name: Forgot your User Name? Password: Forgot your Password? - OR - Request an Account			
Important System Messages:			
Updated uniform Licensing Forms for Companies, Branches, and Individuals have been implemented in NMLS and will require submission of a new filing. Tools and Resources are available on the NMLS Resource Center. Workshops are also offered to demonstrate the new fields required and how to submit the filing. NMLS Hours of Operation			
Logging In:			
 If you are a first-time user, your user name and temporary password were sent to you from NMLS_Notifications@NMLSNotifications.com when your user account was created. You should copy and paste the password when entering the temporary password. If you cannot remember your user name and/or password, use the "Forgot your User Name" and/or "Forgot your Password" options to have the information sent to you. You will be logged out after 30 minutes of inactivity. 			
Log In			

When you receive your emails, return to the NMLS login. Type in your user name. Copy and paste in the temporary password.

Click Log In.

Login

Industry Terms of Use

1. Agreement

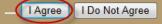
This Industry Terms of Use ("Agreement") constitutes an agreement between You and State Regulatory Registry LLC ("SRR") and governs Your use of this website and the various on-line software applications, materials and services provided by SRR, affiliates of SRR and third parties in connection therewith (referred to as the "Nationwide Mortgage Licensing System and Registry," "Nationwide Multistate Licensing System," "NMLS" or the "System"). You must obtain a username and password and establish an account ("Your Account" or "Applicant's Account") in order to access the System. You are responsible for all access to and use of the System under Your username and password.

2. Definitions

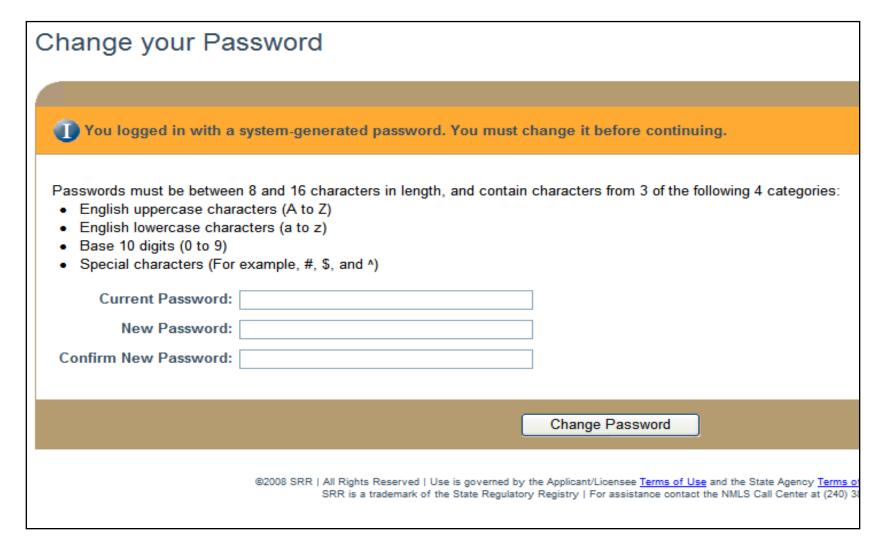
The following terms have the meanings that follow when used in this Agreement:

The terms "Applicant," "You" and "Your" as used in this Agreement mean you as an individual as well as any corporate or other legal entity on whose behalf you are acting.

The term "Applicant Data" as used in this Agreement means (i) the information submitted by Applicants or third parties in connection with an Application or in connection with the renewal or maintenance of a License or a Registration, (ii) information contained in reports of condition submitted by Applicants pursuant to the S.A.F.E. Mortgage Licensing Act of 2008 (Title V of Public Law 110-289) and/or other state or federal law, (iii) the information submitted by a



Review the terms of use and click the "I Agree" button.



After logging in you will be required to change your password. Paste in your temporary password again, then create your new password.

SUBMITTING AN INDIVIDUAL (MU4) Form

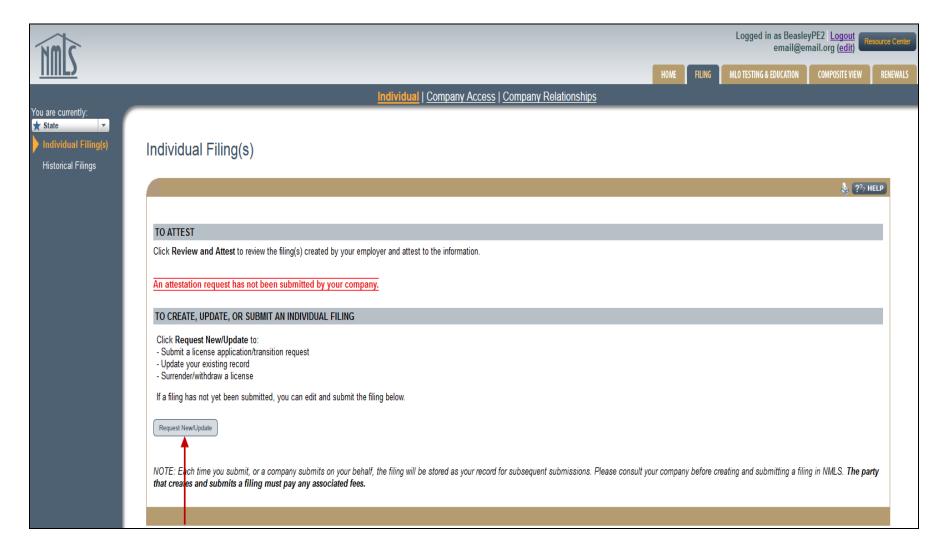


Click on the Filing tab at the top of the screen.

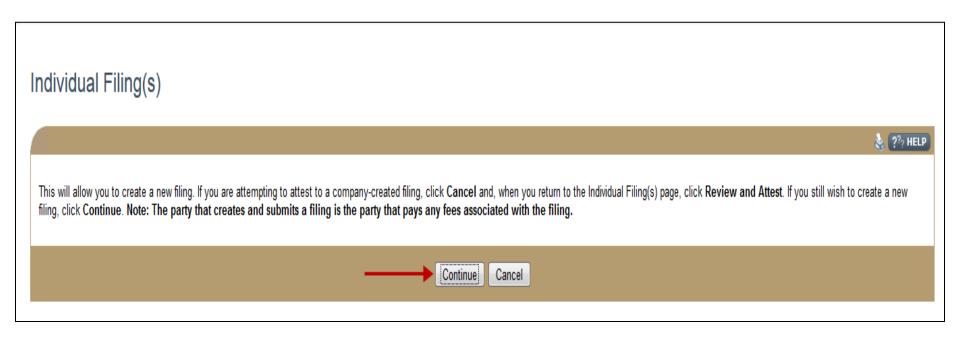


Form Filing Home

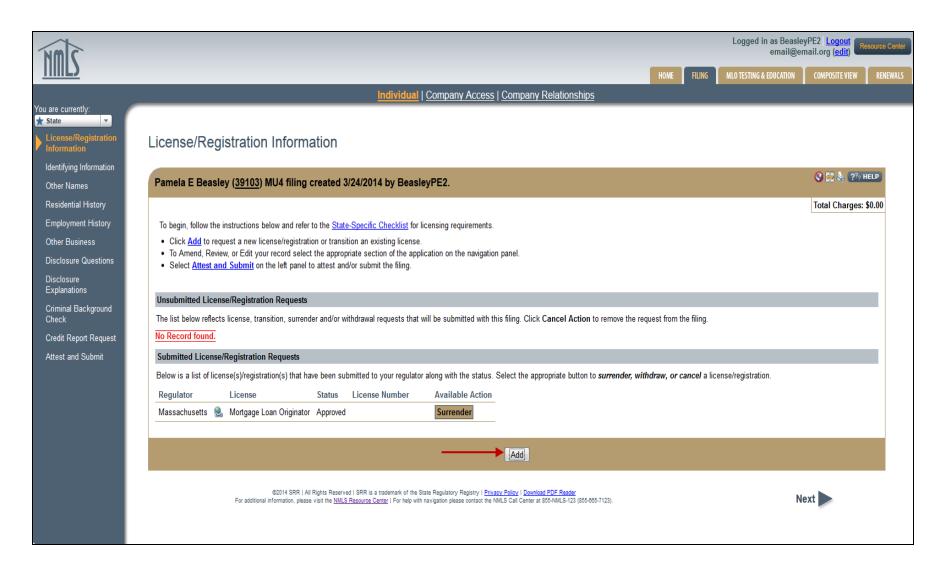
Click on Individual on sub-menu.



Click Request New/Update. If you already have a pending filing, click the Edit button to edit the filing.



Click Continue to proceed with the filing.



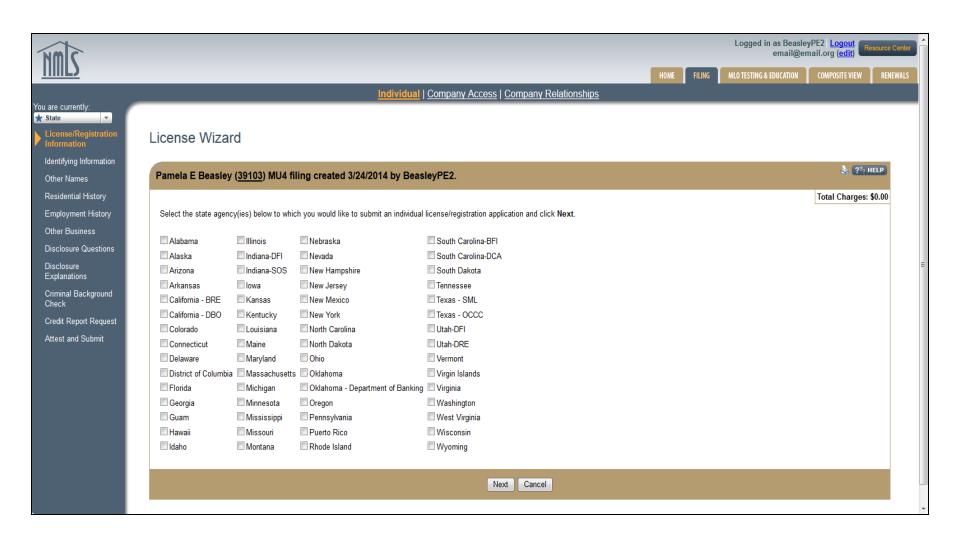
Any existing license filings will appear. Click Add to select additional licenses.



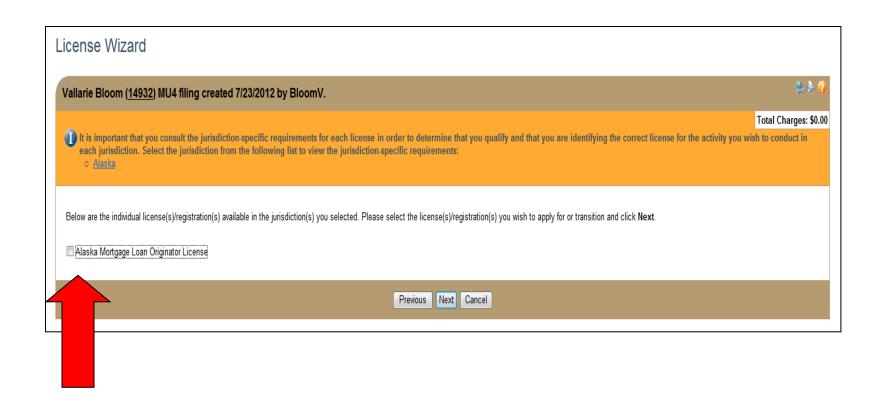
Before you proceed, note:

NMLS will allow you to select all states,
even if your company or branch is not
licensed in those states.

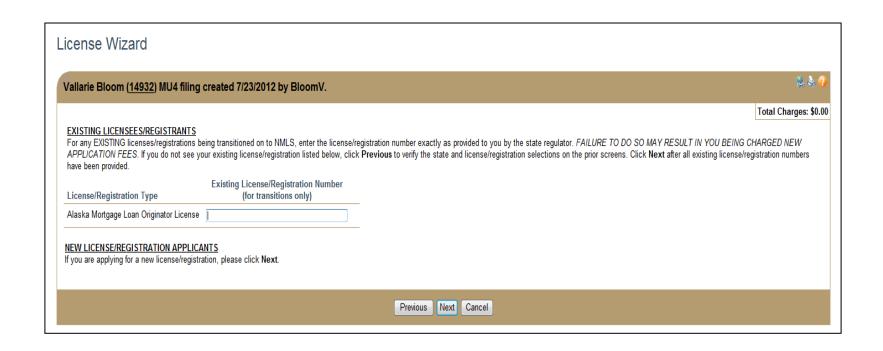
Verify which state licenses you need.
FEES ARE NON-REFUNDABLE



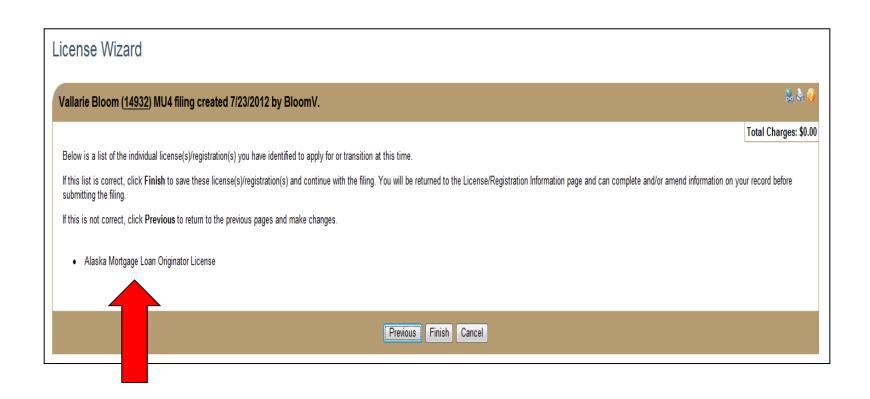
Select only the states you have verified with your company and click Next.



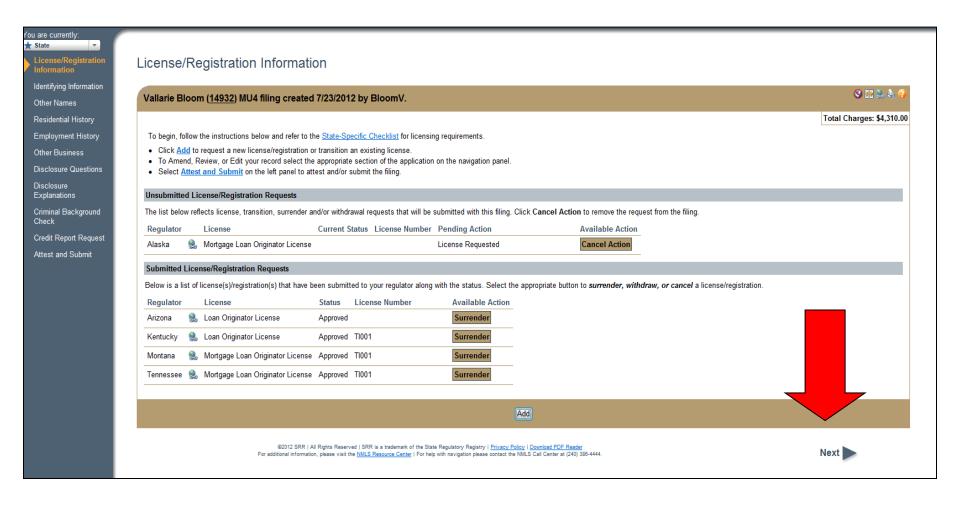
Select the license type you wish to transition or apply for and click Next.



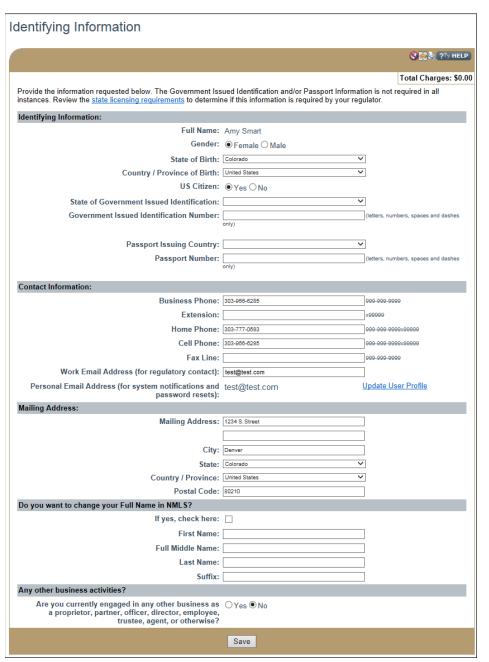
When you are transitioning an existing manager license, enter your current manager license number (e.g. CM99999). If you do not have a current license, leave blank. Click Next.



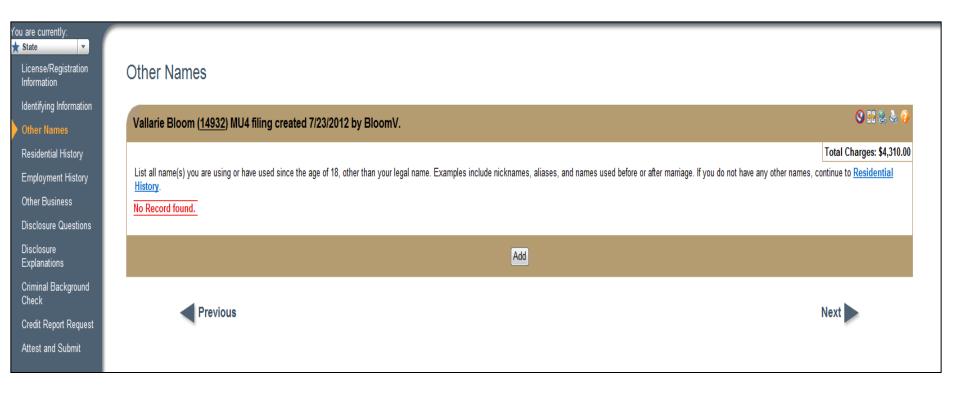
Confirm the license type(s) selected are accurate. Click Finish.



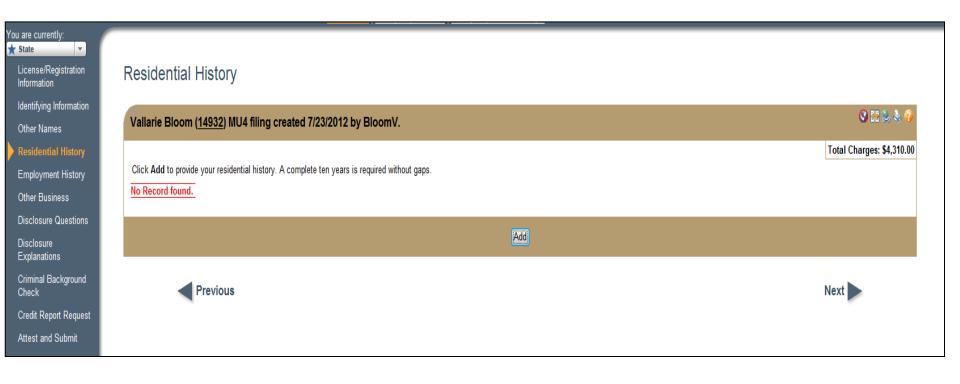
Total Charges appear in the upper right hand corner of the screen. The globe icon will link you back to the State Specific Requirement Checklists. To continue, click Next.



Enter all data. Click Save. Then click Next.

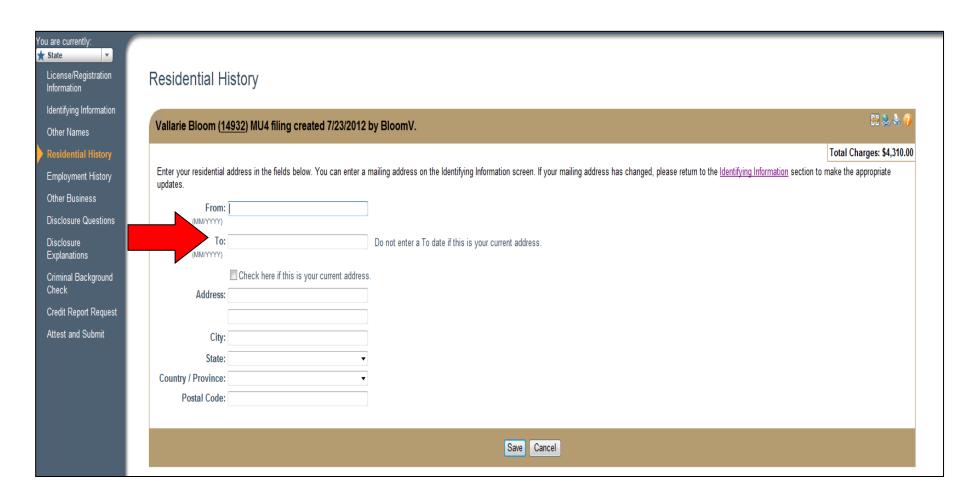


Enter any "other names" you have been known by or used since the age of 18 by clicking the "Add" button. Click Next.

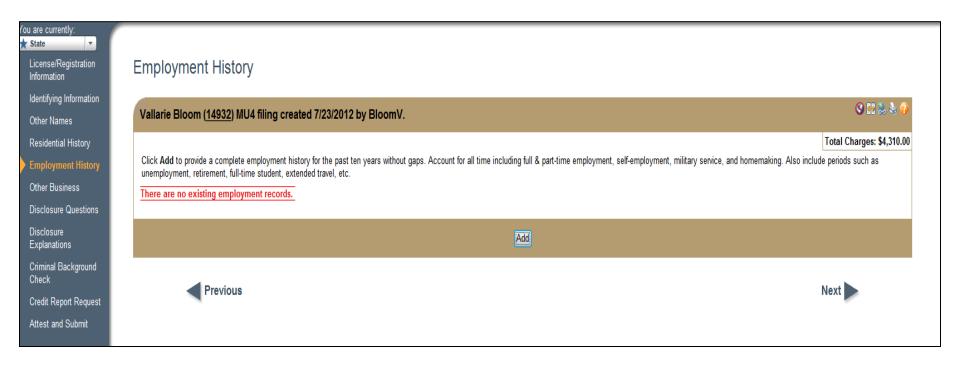


Ten years of residential history with NO GAPS is required. Click Add to enter details for each location.

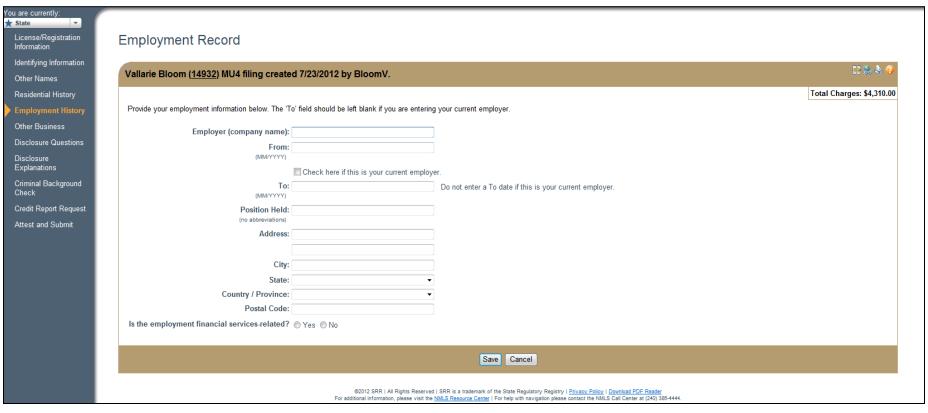
Once complete, click Next.



When entering your CURRENT address, leave the "To" field blank. The format for any dates input should be "MM/YYYY."



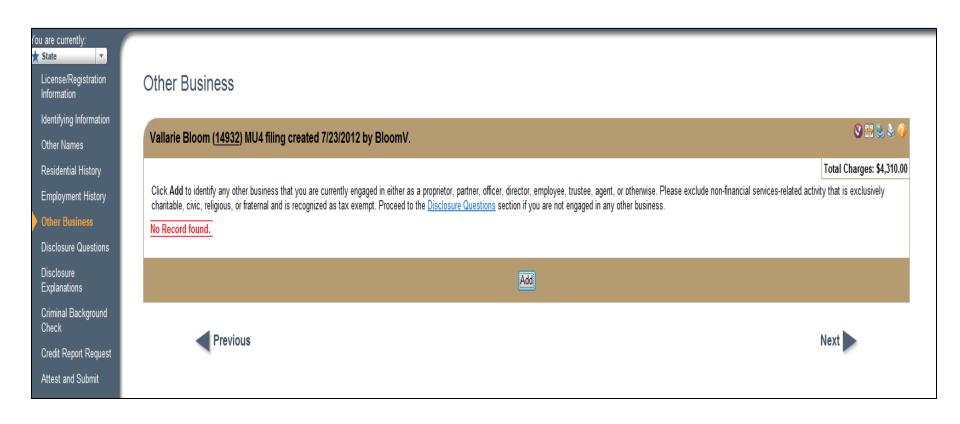
Ten years of employment history with NO GAPS is required. Click Add to enter details for each period. Once complete, click Next.



If a student, enter school name and address.

If unemployed, enter "Unemployed" in "Position Held" field and list home address.

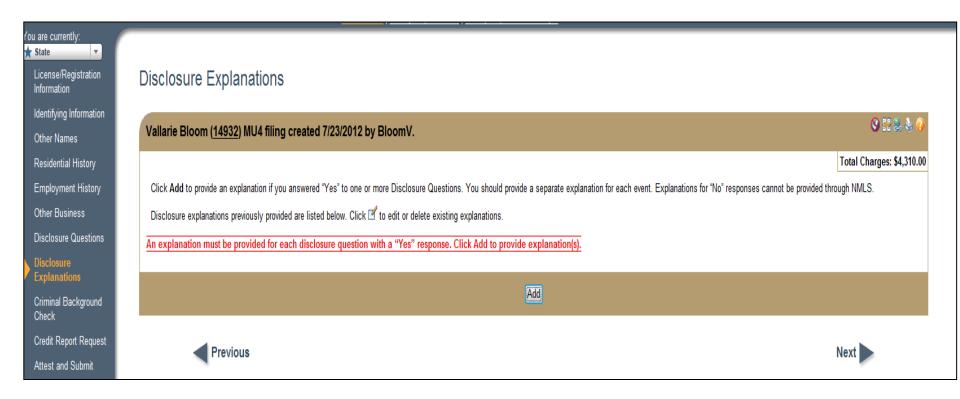
Indicate at the bottom of the screen if the position held is financial services related. Click Save.



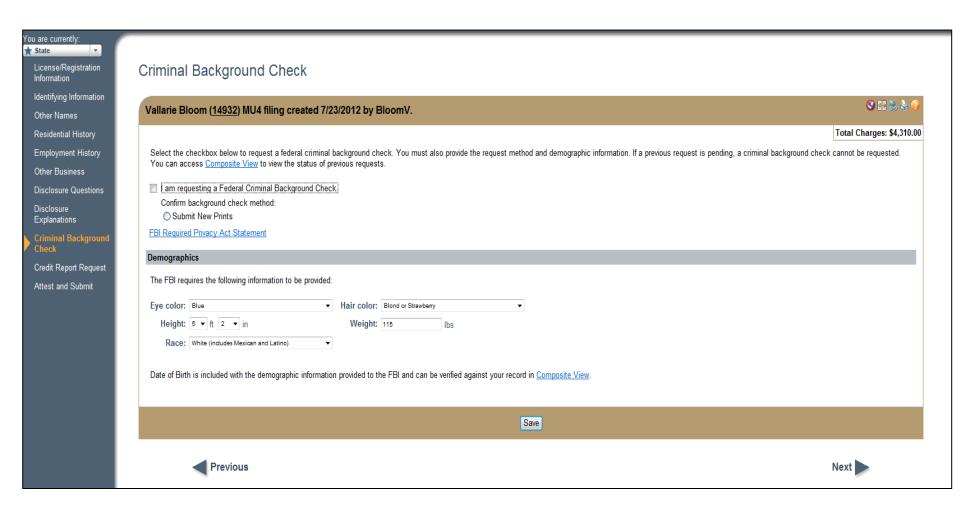
Add any "Other Business" you are involved in. If none, click Next.



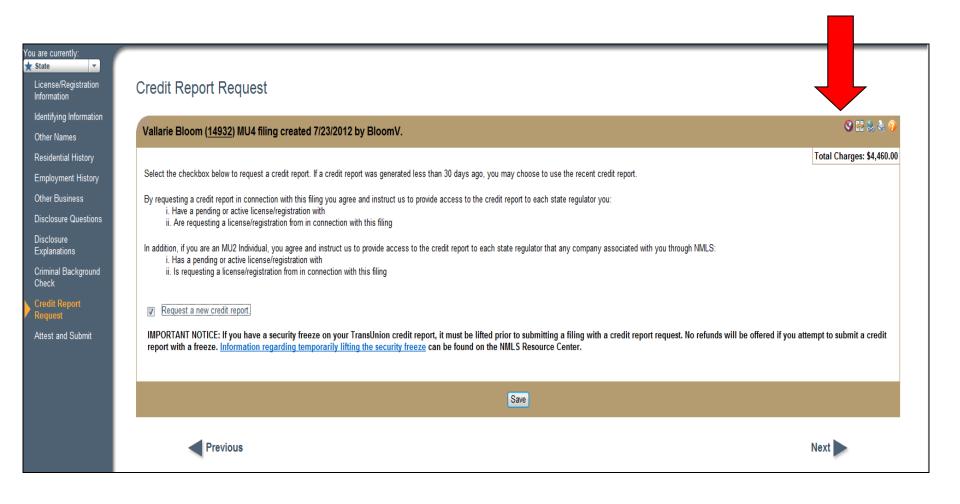
Answer all disclosure questions. Any "yes" answer will require explanation to be provided in the Disclosure Explanations section.



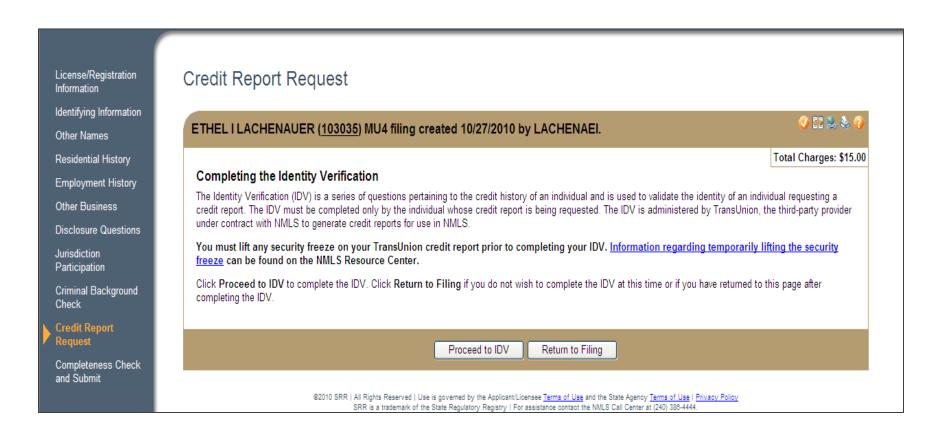
An explanation is required for each disclosure question with a 'Yes' response. Explanations cannot be provided for 'No' responses. Select Add to provide an explanation if necessary. For more details on completing disclosure explanations, see the Disclosure Explanations
Reference Guide.



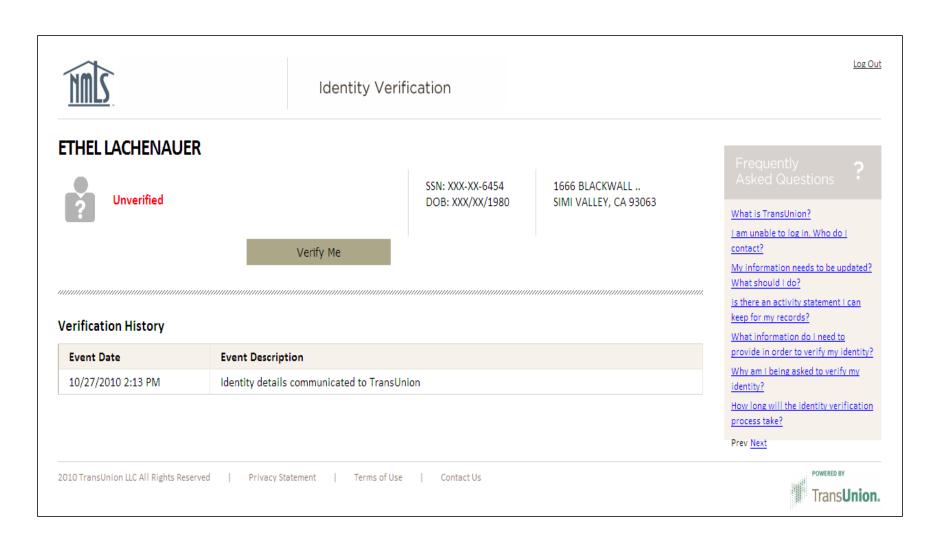
Indicate if you are requesting a Federal Criminal Background Check. Complete the demographic information and click Save. Select Next to continue with the filing.



Select that you are requesting a new credit report. Turn on the Completeness Check icon () to generate the Identify Verification link. Select the Identify Verification (IDV) link in the yellow bar.



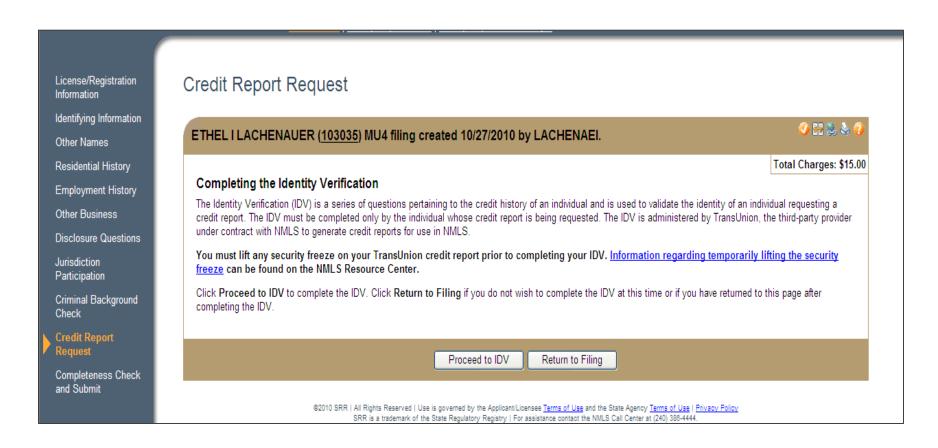
Select "Proceed to IDV" to complete the Identify Verification Process.



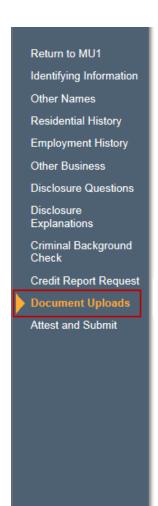
Select "Verify Me" to proceed to the verification questions.

Answer the questions appropriately and select Continue.

Proceed back to NMLS to complete the MU4 filing.

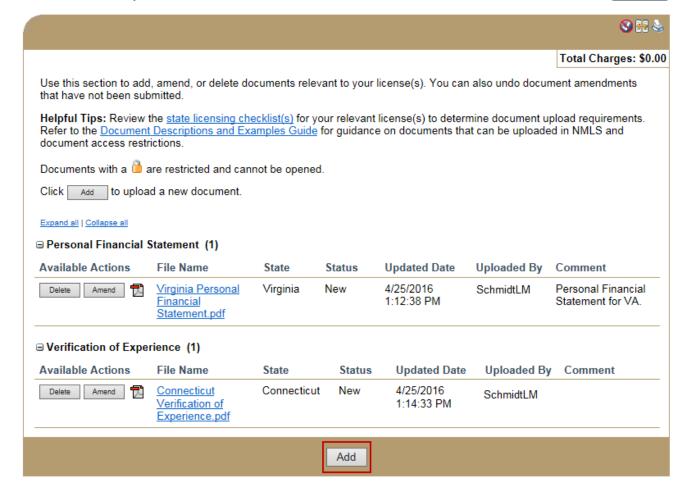


Select "Return to Filing" to complete the Individual Filing (MU4).

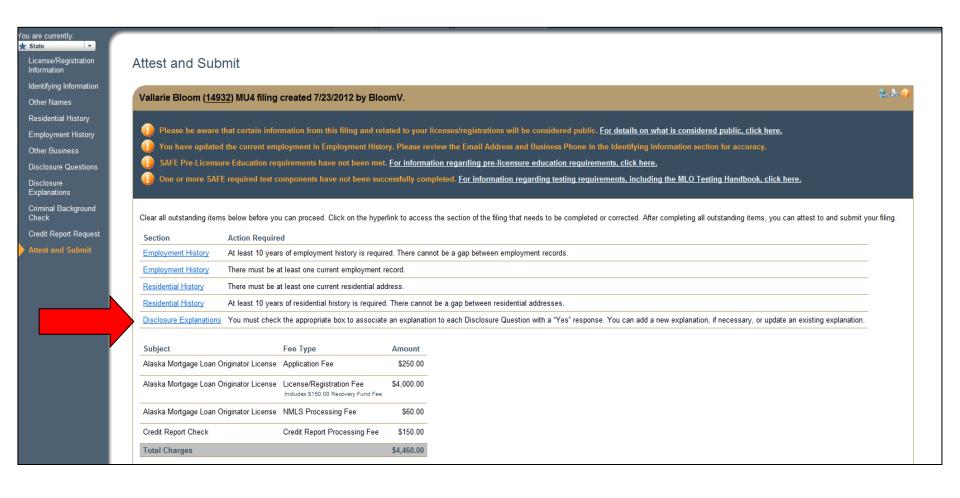


Document Uploads

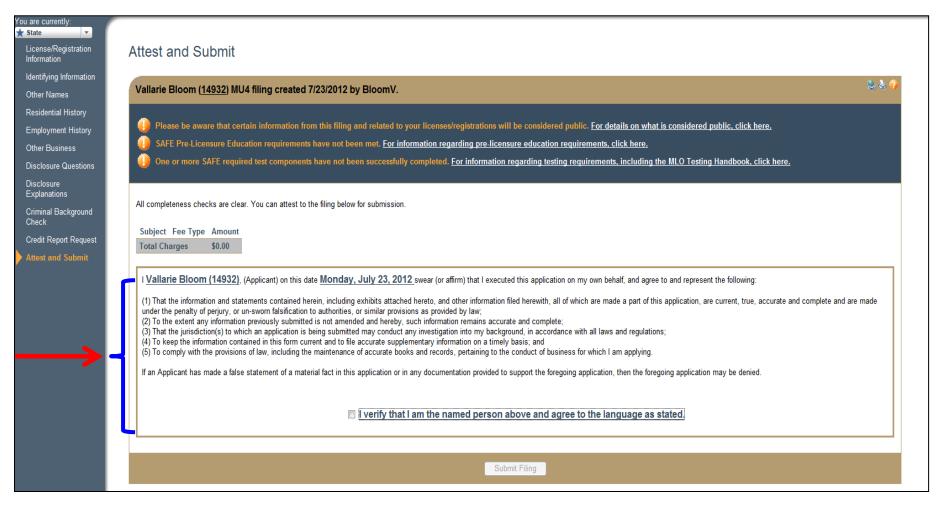




Upload any required documentation listed in your state licensing checklist. Refer to the <u>Individual Document Upload</u> quick guide for assistance. The <u>Document Descriptions and Examples Guide</u> explains the documents that can be uploaded and access restrictions.

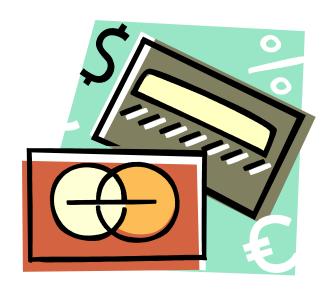


The completeness check will list any incomplete areas of the MU4. Click on the link to go to an incomplete area. When all outstanding items are satisfied, click on the Attest and Submit section again to see a breakdown of fees, attestation language, and submit.



Once complete and all Jurisdiction Specific Requirements have been dropped in the mail, review the legal attestation and click Submit Filing. If you submitted a new fingerprint CBC request, wait for the filing to process and select the link to schedule your fingerprint appointment.





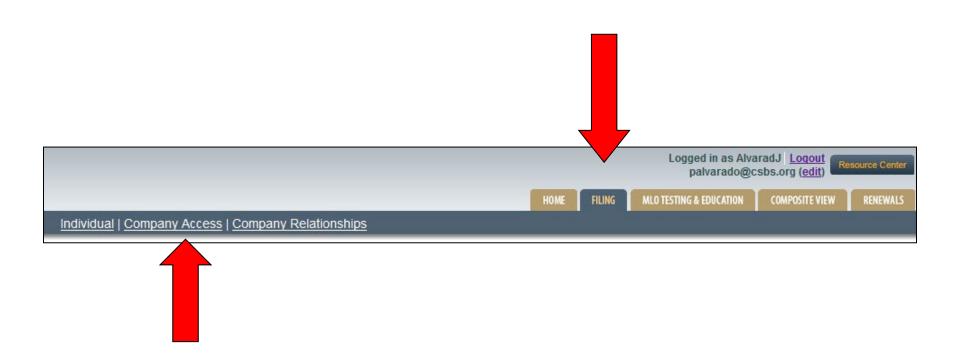
You can pay the licensing and processing fees by Visa, Master Card or ACH. Once you pay, you will receive a payment confirmation number. Print the confirmation number for your records.

Next Steps



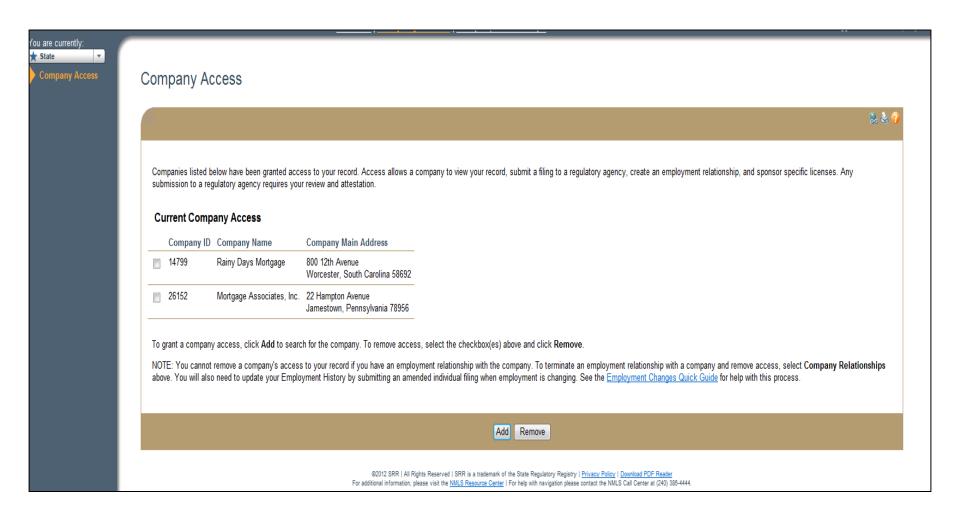
- 1. Provide your company access to your NMLS record so that they can sponsor your license (if their license is managed through NMLS).
- 2. Follow-up on your license status.

The next few slides will show you how.



To provide Company Access to your NMLS record:

- 1. Login to NMLS
- 2. Click the Filing tab
- 3. Click Company Access



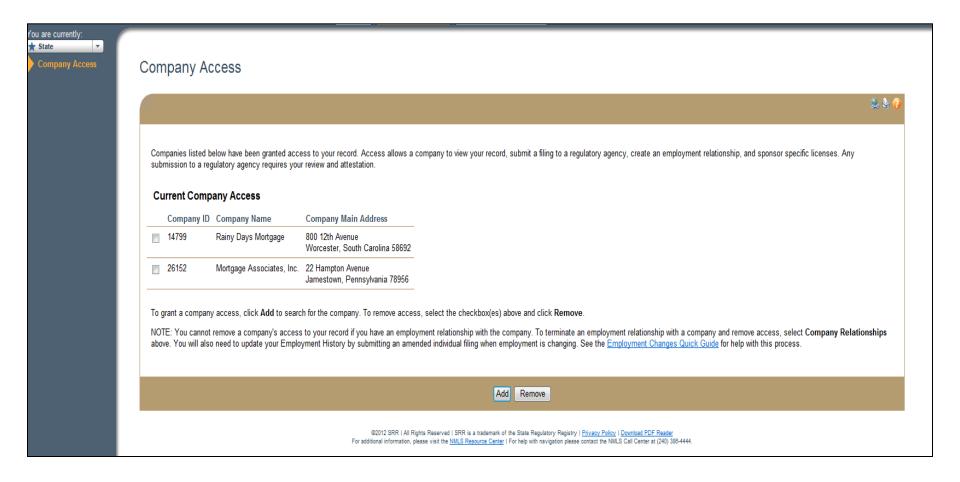
Click Add.



Obtain the NMLS ID from your company. Enter the company NMLS ID number or the company exact name and click Search.



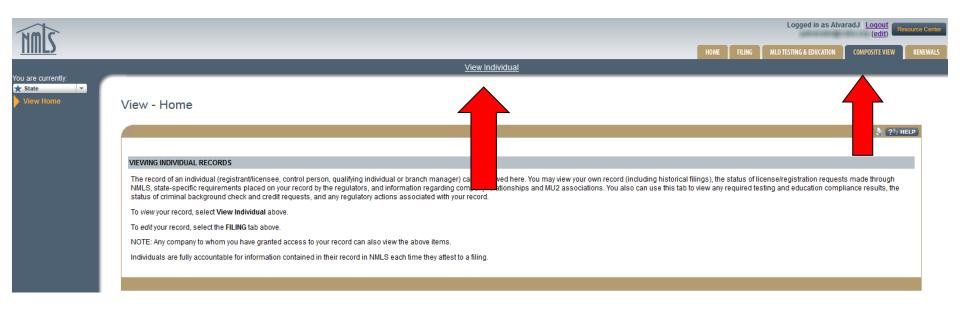
Check the box next to the company or branch you are associated with and click Save.



The company selected now has access to your NMLS record.

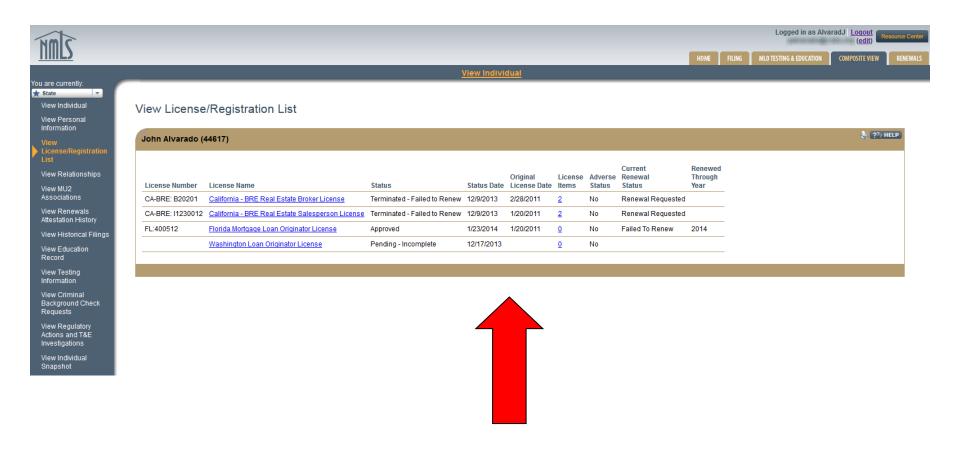
Notify your company that access has been granted so they can sponsor your license.





To check your license, test, CBC, and education status:

- 1. Click the Composite View tab
 - 2. Click View Individual

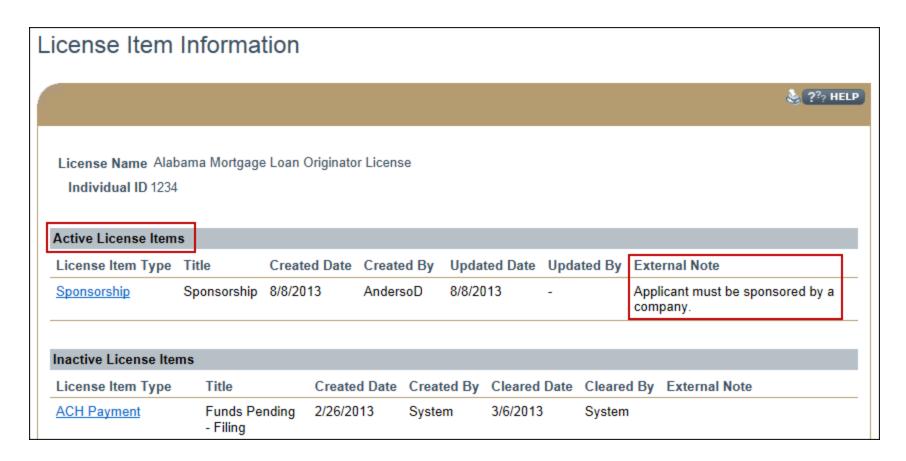


Click View License/Registration List on the left navigation panel.

Filings you have submitted will appear with the current status.

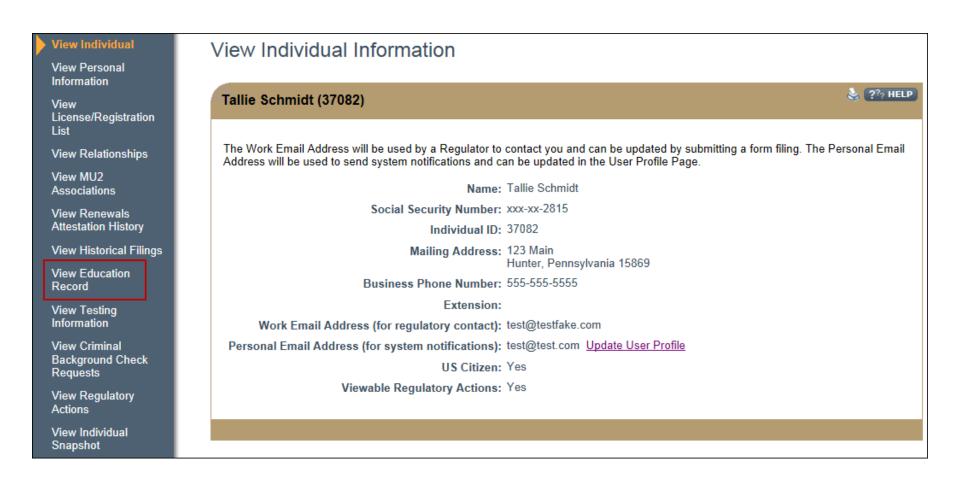
Click on the link under License Items to see Requirements or Deficiencies noted by the Regulator.

A Pending-Incomplete Status will appear for all new applicants and a Transition Requested Status will appear for those transitioning until the regulator changes₆₇ the status during the review process.

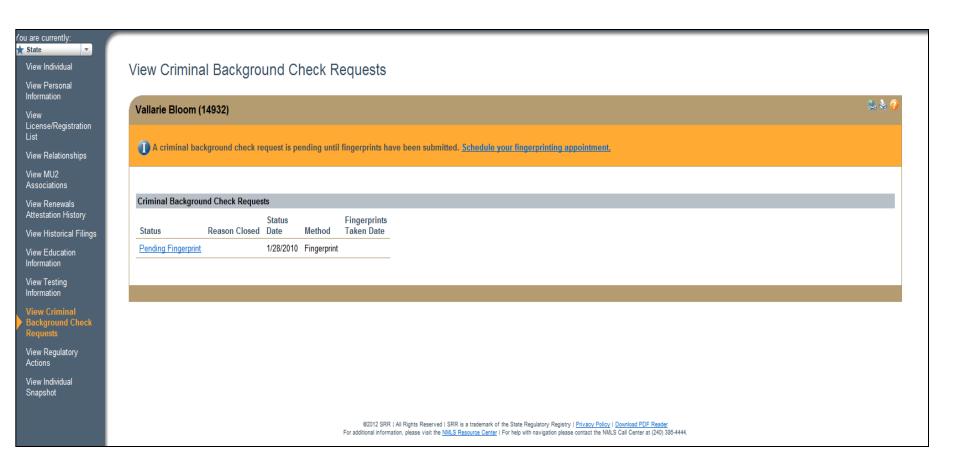


The regulator will indicate items needed to resolve Deficiencies.

A common Deficiency is Company Sponsorship. Once you have submitted your MU4 filing, alert your company so they can create a sponsorship request.



Select "View Education Record" from the left hand navigation panel to determine PE and CE compliance details.



Select "View Criminal Background Check Requests" from the left hand navigation panel to view pending fingerprint requests and closed requests.

Final Notes



- 1. Monitor your license status until Approval is confirmed.
- Keep your record up to date.
 Amendments to your record require a new filing to your form.
- 3. Additional Quick Guides can be found on the NMLS Resource Center.
- 4. For additional assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).