



COMPLETE AND SUBMIT FORM MU4R

If you are required by your employer to complete and submit your own Form MU4R, the instructions below will help you complete this task.

Getting Started

First time filing with NMLS is easy. Below is a list of information and documentation to have on hand to expedite the process.


- All names used since the age of 18, including alias, aka, maiden name, etc.
- Employment Records, including to and from dates (mm/yy) and addresses for the past 10 years for any financial-services related employment

Note: *Financial-services related employment is defined as: Pertaining to securities, commodities, banking, insurance, consumer lending, or real estate (including, but not limited to; acting as or being associated with a bank or savings association, credit union, Farm Credit System institution, mortgage lender, mortgage broker, real estate salesperson or agent, appraiser, closing agent, title institution, or escrow agent).*

- Current Residential Information


Getting Access

(You can skip this section if you already have a user name and password for NMLS.)

1. Go to the NMLS website at <http://mortgage.nationwidelicensingsystem.org> and click on the  button in the upper right corner of the website.

2. Click on the [Create an Individual Account](#) link.

NOTE: If you already have an account in NMLS, you do not need to create one again.. Proceed to **Step 1** of the next section.






3. Retype the security numbers shown on the screen in the space provided and click “Next”.
4. In the *Create an Individual User Account* screen complete **ALL** of the fields with your information and click the  button.
5. Review the Individual Account information that will be established. If correct, click “Finish”. If not correct, click “Previous” and correct any information.

NOTE: You cannot edit date-of-birth and social security number once your record is created

6. After completing this process, you will receive two emails from NMLS_Notifications@NMLSNotifications.com. The first contains your username and the second contains your temporary password to NMLS.

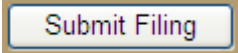
NOTE: If you are logging in for the first time, **copy and paste the temporary password** from your email. You will be prompted to change your password upon logging in. Maintain your user name and password in a safe location. You will use these in the future when you need to access your record in NMLS.

Creating MU4R Record

1. Log in to your NMLS account.
2. In the welcome screen, select the  tab in the upper right hand corner. Select the  link in the blue header (below the houses).
3. Click the  button.
4. Complete each section shown on the left hand navigation guide – starting with “Identifying Information” through “Criminal Background Check.” Click the  button on each screen prior to selecting  to move to the next section of the Form.

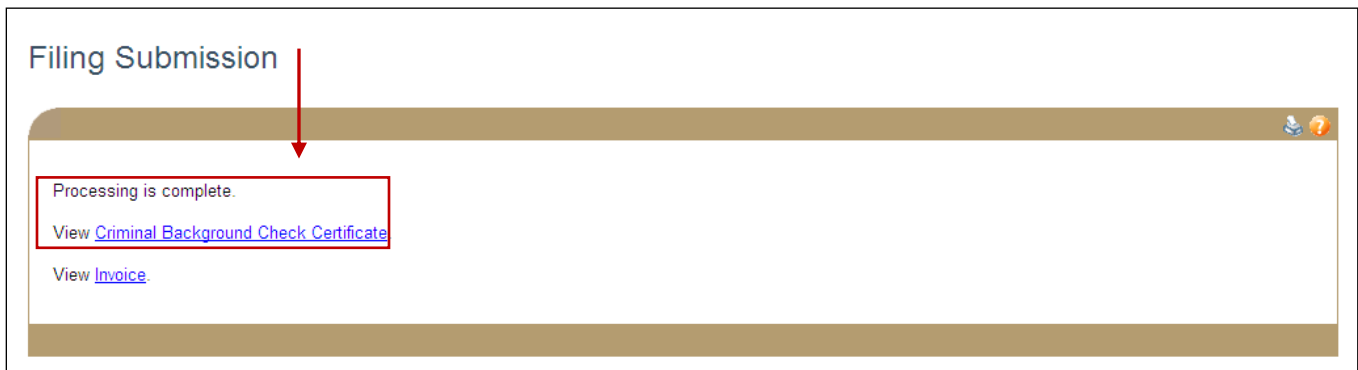
NOTE: When completing the *Employment Records* section, you can search for your company by selecting “Add Current” and entering your company’s name and state or NMLS ID. You can then select your company.

*A Criminal Background Check authorization is required to be completed by all registrants.

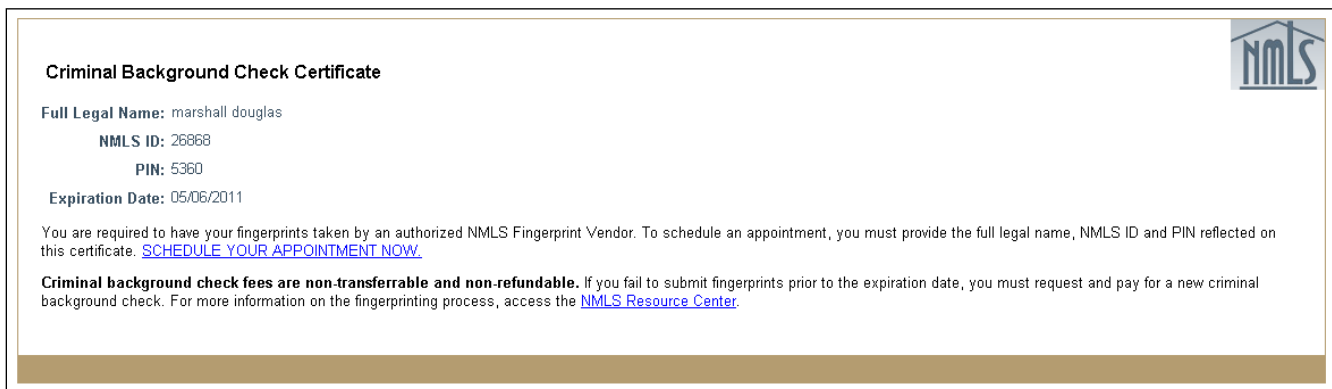
5. Once all information is entered, proceed to the “Completeness Check and Submit” (the last section on the left). A legal attestation will appear. After attestation is complete, click the  button to make your payment.
6. You must select “I Agree” to the terms and conditions and select a payment method. Acceptable forms of payment are VISA, MasterCard, and ACH.

NOTE: Using ACH is simple; all you need is your bank account number and bank’s routing number located on your check. NMLS will guide you through the rest.

- Once the filing is submitted your screen will display a message indicating the filing is processing. Processing may take a few moments. **DO NOT NAVIGATE AWAY FROM THIS PAGE.**
- A link to the *Criminal Background Check Certificate* will appear on the screen after the filing has been processed.



- Click "*Criminal Background Check Certificate*" when the link appears on the screen.
- Print the certificate or write down your NMLS ID and Pin Number. This information is required to schedule your fingerprinting appointment. **DO NOT CLOSE THE CERTIFICATE.**



- If you are ready to schedule an appointment, click the link **SCHEDULE YOUR APPOINTMENT NOW** *Background Check Certificate* to access the scheduling site for the NMLS-authorized fingerprint vendor.
- Follow the instructions on the scheduling site to schedule an appointment at a convenient location and time to have your fingerprints recaptured.

Note: Your registration will not be activated until your finger prints have been taken and background check results are returned to your employer. Your employer completes a review of your MU4R and background check results before activating registration.

For additional assistance, please contact the NMLS Call Center at 240-386-4444.