








CREATING AND SUBMITTING THE INTITAL MU1R

An MU1R filing must be submitted by each institution that has been entitled through the Nationwide Mortgage Licensing System & Registry (NMLS) to facilitate their MLO's registration process. Institutions will not be able to register their MLOs through NMLS until they have attested, paid for, and submitted an MU1R filing.

Submitting the MU1R:

1. Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: Federal, if applicable, and Log into NMLS. If this is your first login attempt, access the [Registering a Credential](#) quick guide for instructions on how to set up your second factor of authentication.
4. Click  in the top right corner.
5. Select the  sub-menu option.
6. Click **Create New Filing**.
7. Enter the required information and confirm the accuracy of pre-populated data.
NOTE: Most of the data will pre-populate from the *Company Account Request Form*.
8. Click **Save** and then click  at the bottom of the screen.
9. Complete the Contact Employee Information.
10. Click **Save** and then click  at the bottom of the screen.
11. Once you have reviewed the attestation statement, check the box to verify your identity, then click **Attest and Submit**.
12. The final step is to remit payment. 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 but *can take 7 to 10 days for the payment to process*. All you need is your bank account number and bank's routing number located on your check. NMLS will guide you through the rest.

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