





## GRANTING INSTITUTION ACCESS

In order to give your employer or prospective employer the ability to facilitate the registration process on your behalf, you will need to grant them access to your account. Institution access to your record will continue until you remove access or the employment has been terminated.

**NOTE:** Once your institution confirms employment and your registration is active, you cannot remove access unless you or the institution terminates your employment record.

### ***Granting Institution Access:***

1. Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: State: Non-depository or Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.
5. Select the [Institution Access](#) sub-menu option.
6. Click **Add** to search for the institution you want to grant access to your record. You can search by the institution's NMLS ID number or legal name.
7. Select the correct institution by checking the box next to the name, and click **Save**.
8. Once access had been granted, the institution is able to view your composite information and process MU4R filings on your behalf.

**NOTE:** The system will reflect the institution you selected under *Current Institution Access* and the institution will receive notification that you have granted them access.

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