






## PAYING MU4R FEES FOR INSTITUTION SUBMITTED MU4R FILINGS

When MU4R filings are submitted by an institution on behalf of an MLO, payment can be submitted using one of two methods.

### ***Paying MU4R Fees through the Filing Tab:***



Account Administrators or Institution Users with the *Federal Filings - Pay MU4R Fees* role can remit payment under the Filing tab for MU4R filings submitted by the user making payment.

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  sub-menu option.
6. Select ***Pay MU4R Fees*** on the left navigation panel.
7. To pay for the items in the cart, click **Pay Invoice**.
8. 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; all you need is your bank account number and bank’s routing number located on your check. NMLS will guide you through the rest.

### ***Paying MU4R Fees through the Tasks Tab:***

Account Administrators or Institution Users with the *Tasks-Pay MU4R Fees* role can remit payment under the Tasks tab for MU4R filings submitted by any single Institution User.

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. From the *Welcome* screen, select  in the top right corner.
5. Select the [MU4R Payment](#) sub-menu option.
6. Select the appropriate Username hyperlink to access the invoice.

**NOTE:** Invoices are specific the user that submitted the MU4R filings.

7. To pay for the items in the cart, click **Pay Invoice**.
8. 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; 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.