



MU4R ATTESTATION

If you are a Mortgage Loan Originator (MLO) and your employer has initiated a MU4R filing on your behalf, you will need to log into NMLS and review and confirm your information is true and accurate before your employer can submit the filing. You will receive an e-mail from NMLS_Notifications@NMLSNotifications.com when your employer sends you a MU4R filing for attestation.

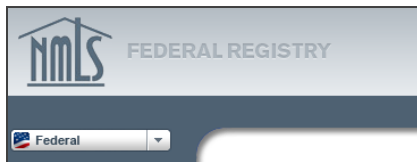
Confirming your MU4R Filing Information and Attesting:


1. Once you receive notification that your employer has sent you a filing for attestation, 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.

Note: Be sure you are in the Federal context by selecting “Federal” from the toggle. Your screen should display the Federal Registry watermark as shown below.




4. Select  to confirm your personal identifying information.

5. Select [View Individual](#).

6. Confirm that your personal information is correct (Social Security Number, Date of Birth).

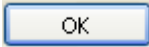

7. Select **View Personal Information**

8. Select  in the top right corner.

9. Select the  sub-menu option.

Note: DO NOT HIT CREATE NEW FILING. If create new filing has already been hit:

a. Select the  sub-menu option again.

- b. Scroll down to the **My MU4R Filings** section and click the red ✕ to delete the record.
 - c. Click the  button when the pop up window opens.
10. On the *Pending Filings* screen there is an **Attestation Requested Filings** section. You should see a filing with your employer's name under *Applicant Name* in an *Attestation Requested* status.
 11. Select  (edit) next to the appropriate filing.
 12. Click each section on the navigation panel on the left. On each page make any additions and/or changes necessary. These sections include 'Identifying Information', 'Other Names', 'Employment Record', 'Current Residence', 'Disclosure Questions', and 'Criminal Background Check'
 13. Select the **Completeness Check and Submit** link on the left navigation panel. All items listed on the completeness check page must be cleared before the **Attest** button will be active at the bottom of the page.
 14. Click the oath box and **Attest** at the bottom of the page to complete your attestation. NMLS will notify your employer that you have completed your attestation.

For further assistance, please contact your employer.