





REQUESTING FEDERAL FILING AUTHORITY (ACCOUNT ADMINISTRATORS ONLY)

If your institution is already state-licensed on NMLS, your company can not submit a new company account request to gain federal registry filing authority. In order to gain access to the Federal Registry, an Account Administrator will need to Request Filing Authority for the Federal Registry. The **Request Filing Authority** function allows all entitled company users to request access to the Federal Registry. Company users will retain roles originally set under the state perspective, but Account Administrators will need to grant specific Federal Registry user roles for existing users to gain access to functionality in the Federal Registry.

Requesting Federal Filing Authority:

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 **Request Filing Authority** on the left navigation panel
6. Check the box next to Federal and click **Next**
7. Enter the applicable information below and click **Next**

RSSD ID:	<input type="text"/>
Primary Federal Agency:	<input type="text"/>
Are you a Subsidiary?	<input type="radio"/> Yes <input type="radio"/> No
Parent RSSD ID:	<input type="text"/>

8. Verify all data is correct and click **Submit**

NOTE: If approved you will receive email notification when the NMLS Entitlement Group grants your filing authority within 2 – 3 business days of your request. If not approved, you will receive a rejection email indicating the reason for rejection. Once granted, each institution user will be required to use two factors of authentication to access the Federal Registry. Credentials must be acquired directly from the NMLS approved two-factor authentication vendor, [VeriSign](#).

For further assistance, please contact the NMLS Entitlement Group at 240-386-4444.