COMPANY (MU1) FORM FILING INSTRUCTIONS
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## General Overview
NMLS is the system of record for participating regulatory agencies. Any actions performed in NMLS are governed by the Industry User Agreement, and the company’s or individual’s legal obligation to the regulatory agencies participating in NMLS. In addition to maintaining company records and licensing information, company/organization users may create, access, and/or amend records for control persons (MU2) or for individuals (MU4) that have an existing relationship with a company.

NMLS allows users to create and maintain a single record for each entity or individual required to submit information as part of a state license which may include a company (MU1), an individual (MU2) and/or the company’s branch locations (MU3). For example, a sole proprietorship may need to create a single NMLS Company record in NMLS to manage its “company” license AND a single Individual record in NMLS to provide biographical information.

Each record is used to move from one company to another and apply for, maintain, transition, renew, and/or surrender licenses or registrations with one or more state or federal regulators participating on NMLS.

Each user type requires its own log in. For example:

**Sole Proprietor:**

In the instance where an individual is licensed as a sole proprietor, the owner would request would request the company account, act as the Account Administrator for the company and would also be the individual listed as the Direct Owner/Executive Officer who is personally responsible for the company. In this instance the owner would have two NMLS accounts with two separate user names and passwords; one for the company account and one for the individual's account that contains their biographical information. Each account is set up separately.

**Small Companies (10 or fewer sponsored individuals):**

The owner, partners or officers in a position of control (see definition) may have access to the company account as either an account administrator or organizational user. Each individual must also have an individual account which requires a separate user name and password to log in. In this instance, owners, partners or officers in a position of control will have two accounts, each set up separately.

Companies should begin by consulting the license descriptions and requirements in the State Licensing section of the NMLS Resource Center. Any questions related to the type of license you wish to apply for should be directed to the appropriate state agency. Click here to find your state regulator’s contact information. Each state agency has provided a requirements checklist for the types of licenses that are available on NMLS. The checklist will provide information to help you understand your regulator's requirements for completing the Company (MU1) Form in NMLS. The checklist also includes the documentation your regulator requires to be submitted outside NMLS in order to complete your application. Use the Transition Checklist if you are bringing an existing license onto NMLS, and use the New Application Checklist if you are applying for a certain license for the first time with a state regulator. Click here to view all State License Requirements Checklists.
How to Submit the Company Form (MU1) Filing

Initial Account Login

Follow the steps below once your company account has been created and the account administrators have received their user name and passwords. For instructions on creating a company account for the first time click here.

Tip: If your company does not have an NMLS account, access the Company Account Request Form.

1. From the NMLS Resource Center home page, click the Log into NMLS button.

Tip: An easy way to access the NMLS Resource Center is by using a search engine and searching NMLS. The Resource Center will be the first search result.

2. Enter User Name and the temporary system generated password.

Tip: Copying and pasting is recommended when using a temporary password.

3. Click Log In.

4. After reviewing the Industry Terms of Use, click I Agree.
5. Enter the temporary password in the **Current Password** field.

**Tip:** Copying and pasting is recommended when using a temporary password.

6. Enter a new password in the *New Password* field. And re-enter the new password in the *Confirm New Password* field.

7. Click **Change Password**.
The *Welcome to NMLS Home* screen displays. Necessary changes to an existing password, security question/answer or email address associated with this NMLS record can be completed under the User Profile section of the Home tab.
Company Record (MU1) Filing Process

The NMLS System is a filing based system which means until information is completed and attestation is made the changes are not submitted through NMLS to the regulator. Information can be completed, changes can be made, deletions can occur but until the information is filed or submitted by the applicant or licensee the regulator will not see the information. When a company user creates a Company (MU1) Form for the first time the Create New Filing button will be selected. Once the initial submission is made, the system maintains a historical record of the provided data. Subsequent amendments to the historical record can be filed on an ongoing basis.

The Company (MU1) Form is required to be filed when applying for a license, transitioning an existing license, surrendering an existing license or providing an update to your record by filing an amendment. No submission is complete until you attest and submit. You will receive an email confirming your submission from NMLS once you have successfully submitted the Company (MU1) Form.

Please note some of the information provided within the Company (MU1) Form, as well as certain license/registration details, will be made viewable to the public via the NMLS Consumer Access website. For details on what data fields are considered public, click here.

8. Click the Filing Tab.

9. Click Company (MU1).

10. Click Create New Filing.

11. Click Add Activity to identify the business activities conducted by your company regardless of the type of license you are applying for.

12. Select the appropriate activities and click Next.
13. Select the appropriate states in which you conduct any of the selected activities and click Next.

14. Associate specific activities to the applicable states and click Next.

15. Confirm selections and click the Request License button.

16. Select the license(s)/registration(s) you need to apply for. Enter your existing license number if you are transitioning a current license as instructed by your regulator; otherwise leave this box blank and click Next. Contact the appropriate state regulator if you have any questions regarding specific licenses types/registrations.

17. Confirm the license(s)/registration(s) selected and click the Continue with Filing button.

18. Each section on the left navigation panel will need to be completed. You can click each section or click Next at the bottom of each page to take you to the next section.
19. In the Direct Owners and Executive Officers section, click **Add Individual**. Each time an individual is added to this section NMLS will first require you to search for the individual to confirm whether an NMLS record already exists for the individual or if a new record needs to be created.

![Direct Owners and Executive Officers](image)

- In this section you must provide information regarding the individuals and/or companies acting as any of the following for your company:
  - direct owners. (For mortgage companies, “direct owners” includes entities with an ownership interest of 10% or more. Applicants in other industries should consult their state regulator for definitions of “direct owners” in those industries.)
  - executive officers
  - control persons. (This excludes indirect owners that must be identified in the Indirect Owners section of this filing.)

See the [NMLS Policy Guidebook](#) for more detailed information regarding the individuals and/or companies that must be listed in this section.

Individuals and/or companies previously identified are listed below. Click **Add Individual** or **Add Company** to identify additional individuals and/or companies.

**No Record found.**

To avoid duplicate records, a search must be conducted before creating a new individual record. You must have access to the individual’s record prior to adding them to the filing. Click the **Add Individual** button to perform the search.

20. When the Individual Search screen appears, search for the individual by their first and last name (legal name). Click **Search**.
Tip: If the individual ALREADY HAS AN INDIVIDUAL ACCOUNT CREATED IN NMLS, click the NMLS ID number next to their name and complete the applicable data fields. Individuals added to this section must grant “Company Access” to their record before the company can view, edit and file on their behalf. See the Providing Access to a Company quick guide.

21. If the individual NMLS account does not yet exist, the search will not return results. Click Create Individual.

Tip: By clicking Create Individual, you will initiate the creation of a base record for the individual being added as the Direct Owner/Executive Officer. By initiating the record you will automatically be granted company access. As noted previously, each individual (Direct Owner, Executive Officer, Control Person) will need their own individual account with their own user name and password to log in. If the company and the individual are the same person, there will be two accounts, one for the company and one for the individual with two separate user names and passwords. The process to complete the individual user name and password is covered separately. Further instructions on this process can be found in Appendix A.

22. Enter all required fields below (use the individual’s legal name) and click Create.
Tip: Make sure to enter the correct SOCIAL SECURITY NUMBER and DATE OF BIRTH. These are not editable fields.

22. Create

23. Enter the Direct Owners and Executive Officers information. Click Save.
Tip: Make sure to note the Individual NMLS (Entity) ID number. Repeat above steps to add additional individuals in this area.

If the state regulator requires a Qualifying Individual for the license/registration type for which you are filing you will follow the same steps as above when completing that particular section of the Company (MU1) Form. To determine whether a Qualifying Individual is required, review the state specific checklist posted by the state for the license type you are submitting on the NMLS Resource Center under State Licensing Requirements.

STOP

24. By successfully adding an individual in the Direct Owners and Executive Officers section or the Qualifying Individual section, the system will automatically generate an Individual (MU2) Form located in the MU2 Forms section on the left navigation panel. This form needs to be reviewed and attested to by the individual before the submission of the Company (MU1) Form can be completed. The individual must have their own individual account with their owner user name and password before the attestation process can begin. The company can complete as much or as little of the MU2 form on behalf of the individual, once the request for attestation is made the individual will be able to review and complete all information and complete any sections that are left incomplete. Further instructions on this process can be found in Appendix A.

Tip: Applicants/Licensees are required to legally attest to the accuracy of the information with each submission.

Individual Record (MU2) Attestation Request

Once individuals have created their own account - MU2 Attestation Request

25. After the individual user has completed the Individual Account creation process they should notify you. The company user can then log back into the company account and access the unsubmitted Company (MU1) Form filing.

26. Click the Filing tab.

27. Click Company (MU1) from the sub-menu.
28. Click the **Edit Filing** icon ( ![icon](image) ).

![Create a Company Filing](image)

29. Click **MU2 Forms** on the left navigation panel.

30. If the company user is going to fill out all or a portion of the Individual (MU2) Form, click the **Edit Filing** icon ( ![icon](image) ).

![MU2 Forms](image)
31. After completing some or all of the Individual (MU2) Form, click **Attest and Submit**, the last link on the left navigation panel.

32. Click **Request Attestation**. This will electronically send the Individual (MU2) Form to the Individual’s NMLS account for completion and/or attestation.
33. If the company user is NOT going to fill out the Individual (MU2) Form, attestation can be requested without editing (going into) the filing by clicking the Request Attestation icon ( ). By completing this action, the system will electronically send the Individual (MU2) Form to the individual’s NMLS account for review, completion and attestation.

The individual will receive an email notification from the system informing them that their attestation is required. An example of that email is shown below.

```
From: NMLS_NotificationsTraining@statemortgageregistry.com
To: Stephanie.Russom
Cc: 
Subject: Attestation is required

Main Street Mortgage (39292) has created an MU2 filing on your behalf that requires your attestation. Use the ‘Log into NMLS’ button in the upper right corner of the NMLS Resource Center to login and attest to your MU2.

View the Attestation Quick Guide for tips on attestation. Please contact your employer if you need additional information.
```
Before the Company (MU1) Form can be submitted, the individual must log in to his or her individual account and complete and/or attest to their Individual (MU2) Form. The steps must be completed by the individual. Further instructions on this process can be found in the Appendix B.

After the individual completes their attestation to the Individual (MU2) Form, the company user will receive an email notification from the system. An example of that email is shown below. After you receive this email, you must log back into the company account and complete the Company (MU1) Form submission.
**Company Record (MU1) Submission**

35. The company user must log back into the company account and access the unsubmitted Company (MU1) filing.

36. Click the Filing tab.

37. Click Company (MU1) from the sub-menu.

38. Click the Edit Filing icon (✍️).

39. Click Attest and Submit on the left navigation panel.

40. Check the box to verify the attestation language.

41. Click Attest and Submit.

### Attest and Submit

**Main Street Mortgage (39292) MU1 filing created 12/11/2012 by SmithM15.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecticut Mortgage Broker</td>
<td>NMLS Processing Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Nevada Mortgage Banker License</td>
<td>Application Fee</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Nevada Mortgage Banker License</td>
<td>License Registration Fee</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Total Charges</td>
<td></td>
<td>$30,100.00</td>
</tr>
</tbody>
</table>

**Attest and Submit**

40. ✔️ verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.

41. **Attest and Submit**

42. Once your filing is submitted and any payment required has been remitted, be sure to mail all required items on the appropriate checklist not submitted through NMLS to the appropriate state regulator. Be sure the checklist includes the Company’s legal name and NMLS ID. Checklist items should be mailed to the state within 5 business days of the electronic submission of the Company (MU1) Form through NMLS. Checklists can be found on the NMLS Resource Center through the [State Licensing Page](#).

**Tip:** Some state regulators require a Financial Statement upload to NMLS before the initial Company (MU1) Form can be submitted. More information on this process can be found in Appendix C.
You will receive an email notification informing you that the Company filing has been processed. This notification does not mean that any items submitted outside of NMLS have been successfully received. An example of the email is show below.

**Next Steps**

You can check the status of your license request at any time by logging into your NMLS account. For instruction on reviewing license statuses and license items, [click here](#).

The regulator will communicate with you through NMLS by placing a license item on your record. You will receive an email notification from NMLS each time a license item is placed on your record or any time the license status is changed.

To review the status of your license request….

1. Click the **Composite View** tab.
2. Click **View Company** in the submenu bar.
3. Click **View License/Registration List** on the left navigation panel.
4. The current status will show in the **Status** column. Any license items set by the regulator will show in the **License Items** column. If you click the number in the column, you can view the detailed notes provided by the regulator related to the license item.
Appendices

Appendix A

Individual Account Creation for Direct Owners, Executive Officers, Control People (MU2)

2. Click the Request an Account link.
3. Click Individual.

Welcome to NMLS!

Please select the type of account you would like to request:

- Individual
- Company / Institution

Helpful Hints:
- Company/Institution and regulator/agency user accounts are established by the organization's account administrator.
- If you are an individual who needs to perform actions related to MU2, MU4 and/or MU4R filings, you must select Individual above.
4. Follow the instructions on the *Create an Individual User Account* screen to complete the CAPTCHA Test.

5. Click **Next**.

6. Enter the biographical information. Make sure to put in the **Social Security Number** and **Date of Birth** correctly, so it matches the information from the base record creation.

7. Click **Next**.
8. Make sure that information inputted is accurate and click **Confirm**.

![Create an Individual User Account](image)

9. Clicking Confirm will fully create the individual’s account and generate emails sent to the individual with their username and password.

10. The company user will then need to log back into their company account and request the individual’s attestation on their MU2 by completing the steps outlined on pages 10 – 12 of this document.
Appendix B

MU2 Attestation

1. Log in to the individual NMLS account.
2. Click Filing.
3. Click Individual.
4. Click Review and Attest.
5. Review the sections of the filing on the left navigation panel and complete and/or make any updates.
6. Click Attest and Submit, the last link on the left navigation panel.
7. **Check the box** to verify the attestation language

8. **Click Attest**

9. Your company will be notified via email that you have attested to your Individual (MU2) Form.
Appendix C

Financial Statement

NMLS provides functionality for the electronic submission of company financial statements via NMLS. This functionality allows companies to submit financial statements without additional processing fees for all NMLS participating states.

Some license types require a Financial Statement uploaded to NMLS before their initial Company (MU1) Form can be submitted. If the license you are applying for or transitioning requires a Financial Statement you will see the completeness check, shown below, in the Attest and Submit section of the Company (MU1) Form. The form will not be able to be submitted until the Financial Statement requirement has been satisfied.

To upload a Financial Statement:

1. Click the Filing tab.
2. Click Financial Statements in the sub-menu bar.
3. Click the Create Filing button.
4. Select the Period Type from the dropdown list that corresponds to the financial statement you are submitting. To meet the requirement to submit your Company (MU1) Form, you must select ‘Annual/Initial.’
5. Enter the Fiscal Year for the financial statement being attached and click Create.
6. **Complete** each section listed on the left navigation panel.

7. In the **Attest and Submit** section, **check the box** to verify the attestation language and then click **Attest**.

8. Your **Financial Statement** will be attached to your record. To complete your pending Company (MU1) Form, you will need to navigate back to the **Filing** tab and continue with the form.
Glossary

CONTROL – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any person that (i) is a general partner or executive officer, including Chief Executive Officer, Chief Financial Officer, Chief Operations Officer, Chief Legal Officer, Chief Credit Officer, Chief Compliance Officer, director, and individuals occupying similar positions or performing similar functions; (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; (iii) in the case of an LLC, Managing Member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

LICENSE ITEM – A notice of deficiency from the state regulator informing the applicant or licensee that they may need to complete something regarding the process of their application or license. License items can be set as deficiencies or requirements. An email notification is sent to the account holder when a license item is placed on a record.

QUALIFYING INDIVIDUAL – A person that must meet certain requirements and is responsible for the actions of the company. Different terms are used in different states, such as Qualified Person In Charge or Managing Principal. The individual may be the branch manager in some cases if they meet the state’s requirements.