

INDIVIDUAL (MU2) FORM ATTESTATION

If you are required by your state regulator or your mortgage company to complete your own Individual (MU2) Form, an individual account is required to complete and attest to a filing. See the <u>Create an Individual Account</u> quick guide for instructions.

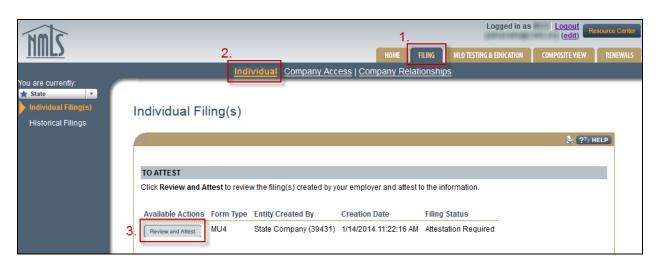
An Individual (MU2) Form is initiated and maintained within the company account. Once the form is created or modified by your company, you must log in to your individual account and attest to the form. You will receive an email notification letting you know that attestation is required. An example of that email is shown below:



Attesting to an Individual (MU2) Form

Once the email above is received, continue with the following steps.

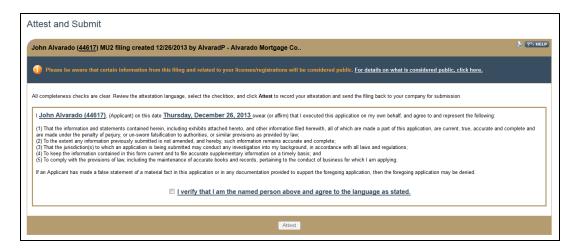
- 1. Click the **Filing** tab.
- 2. Click **Individual** from the sub-menu.
- 3. Click the Review and Attest button.



4. Complete all sections listed on the left navigation panel, starting with *Identifying Information* through *Credit Report Request*. Save all data prior to selecting "Next" to move to the next section of the Form.

NOTE: The credit report or cbc requirement for an Individual (MU2) Form is determined by your state regulator. Consult your <u>state checklists</u> and the <u>CBC Requirements Chart</u> to determine if either is required in NMLS. See the <u>Credit Report Submission Quick</u> <u>Guide</u> or the <u>Completing the Criminal Background Check Quick Guide</u> for further details.

- 5. Click Attest and Submit on the left navigation panel.
- 6. After reviewing the attestation language, select the checkbox next to <u>I verify that I am the</u> <u>named person above and agree to the language as stated.</u>
- 7. Click the Attest button.



NOTE: An Individual (MU2) Form will not require payment after the *Attest and Submit* page.

How do I know if my attestation is complete?

The status on the *Individual Filing(s)* page should display Attested and your company administrator will receive an email notification letting them know you have completed your attestation requirement.



Next Steps:

The attested Individual (MU2) Form will be submitted on your behalf via the company's account on NMLS and you will receive an email confirmation at this time.

For help with system navigation, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).