The instructions below will walk you through the process of attesting to your MU2 filing with a credit report request. An MU2 form is automatically generated for you when a company indicates you are a control person of the company (i.e. direct owner/executive officer, indirect owner, qualifying individual and/or branch manager). Prior to submission of your MU2 form with a filing requiring you to provide a credit report, you must to log in to your individual account, request a credit report and complete the Identity Verification (IDV) process, and attest to your filing.

Attest to your MU2 Form and Request a Credit Report

1. Log in to your individual account.

2. Click the Filing tab.

3. Click Individual on the sub-menu.

4. Click the Review and Attest button to edit the MU2 form.

5. Review all sections, list on the left navigation panel, of the MU2 Form for accuracy.

6. In the Credit Report Request section, select the checkbox to Request a new credit report.
7. Click **Attest and Submit** on the left navigation panel.

8. Select the **Identify Verification (IDV)** link to proceed to the verification process.

<table>
<thead>
<tr>
<th>Section</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Report Request</td>
<td>Individual must complete an <strong>Identity Verification (IDV)</strong> prior to submitting this filing.</td>
</tr>
</tbody>
</table>

**NOTE:** The IDV process is only required on the initial submission of the credit report. Once the IDV process is completed, it is not required to be completed for each credit report submission thereafter.

9. Click the **Proceed to IDV** button.

![TransUnion Identity Verification website](image)

10. You will be directed to the **TransUnion Identity Verification website**. Confirm that the information listed is accurate and click the **Verify Me** button.

11. Read the instructions and select **Continue**.

**NOTE:** You will be required to answer a series of questions to verify your identity. The questions will be generated from your TransUnion credit report and/or past demographic information. (i.e. your most recent auto loan, mortgage, previous address)

*If you have a security freeze on your TransUnion© credit profile and this is not lifted at the time of the credit report request, the MU4 Filing and payment made will be voided and you will need to resubmit the filing once the security freeze has been lifted. Access TransUnion’s [Security Freeze Page](#) for information on how to lift security freeze. Two options are provided, a global lift or a specific third party lift, you must select **global lift**.*

12. Answer the identity verification questions and click **Continue**.

13. Click **Finish**.

14. Close the browser window to return to NMLS to complete and attest to your MU2 filing.

15. Click **Attest and Submit** on the left navigation panel to complete the attestation.

16. Review and verify the attestation language and click **Attest**.
Once the MU2 has been attested to, the filing will be sent back to your company for submission.

For additional assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).