Branch Managers

Overview/Policy

NMLS requires the identification of a branch manager. The branch manager must also have a completed Individual (MU2) Form filed at the same time as the Branch (MU3) Form. The branch manager must meet the strictest of all requirements of the states the branch is requesting licensure. There can only be one branch manager for each industry type for each state in which the branch holds a license/registration. For license/registration types that are related to multiple industries, multiple branch managers may be identified.

If a state does not require the identification of a branch manager, consult the state licensing requirements. Typically, these states will allow applicants and licensees to use the qualifying individual identified on their Company (MU1) Form to meet this requirement.

Definitions and Charts

Not Applicable

How To

Add a Branch Manager:

1. From the Branch Managers screen, click Add.
2. Enter either an Individual ID, License Number, or First and Last Name.
3. Click Search.
4. If the individual's NMLS ID is displayed, click the corresponding NMLS ID.
   NOTE: If no search results are returned, create an individual by selecting the Create Individual button and complete the required fields to create the individual. All individual branch managers are required to have their own individual account in NMLS. The individual will need to go through the process to create an account in NMLS.
5. Select the Industry Type(s) associated to the branch manager.
6. Select the **State**.

7. Click **Save**.

8. Repeat steps 1-7 to add an additional Branch Manager or click the Edit icon to edit or delete a Branch Manager.

**Helpful Hints**

1. Individuals listed as a Branch Manager on the Branch (MU3) Form must have an individual NMLS account, and will be required to complete an Individual (MU2) Form.

**Additional Resources:**

- Find State-Specific requirements on the [NMLS Resource Center](#).
- Details regarding information available on NMLS Consumer Access can be found within [Information Viewable on NMLS Consumer Access](#).
- Quick Guides:
  - [Submitting Branch Form (MU3)](#)
  - [Individual Account Creation](#)
  - [Granting Company Access](#)
  - [Attestation](#)

**See Company and Branch Help** [Table of Contents](#)