MS Help Document

CREATE AN INDIVIDUAL ACCOUNT

Menu

- <u>Policy</u>
- Definitions and Charts

- How to Create an Individual User Account
- Additional Resources

Policy

You must create an account in NMLS if you are an individual who currently holds or is applying for a state license/registration (MU4) or a federal mortgage loan originator registration (MU4R), or a control person (MU2 – i.e., executive officer, owner, branch manager, or qualifying individual) who needs to attest to your record in NMLS as part of a company or branch license filing.

If you are not one of the above, do not create an individual account.

The information you submit must be accurate, complete and reflect information found on legal documentation.

Definitions and Charts

Term	Definition
САРТСНА	Completely Automated Public Turing Test to Tell Computers and Humans Apart

How to Create an Individual User Account

1. Click the Individual button on the Request an Account page (see Figure 2).



Figure 2: Request an Account



Figure 1: Request an Account

2. Enter the CAPTCHA code and click the **Next** button (see *Figure 3*).

Create an Individual User Account				
Enter the characters as they appear in the image below. This step helps prevent unauthorized use of NMLS by automated programs.				
Next				

Figure 3: CAPTCHA Code

3. Enter all required identifying information and click the Next button (see Figure 4).

Create an Individual U	Jser Account	HELP ?			
		2			
Please complete the following form if you are an Individual who currently holds or is applying for a state license/registration (MU4) or a federal mortgage loan originator registration (MU4R), or a Control Person (MU2 - i.e. executive officer, owner, branch manager, qualifying individual) who needs to attest to your record in NMLS as part of a company or branch license filing.					
If you are not one of the above, you should not create an individual account.					
Provide your full legal name as it appears on your government-issued identification document (e.g. driver's license, passport or Permanent Resident card).					
First Name:					
Middle Name:					
Last Name:					
Suffix:					
Date of Birth:		MM/DD/YYYY			
Confirm Date of Birth:		MM/DD/YYYY			
Social Security Number:		###-##-####			
Confirm Social Security Number:		###-##-####			
Mailing Address:					
		3			
City:					
State:	~ ~	j			
Country/Province:	~]			
Postal Code:		99999 or 99999-9999			
Phone Number:		999-999-9999x99999			
Email Address:					
Confirm Email Address:					
Security Question:					
Security Answer:					
	Next				

Figure 4: Identifying Information

4. Review the information you have provided and click the **Confirm** button (see Figure 5).



Figure 5: Review

5. Receive email confirmation and follow the instructions provided in the notifications (see Figure 6).

Regarding your NMLS user account				
NMLS_Notifications@statemortgageregistry.com				
Sent: Wed1/14/201512:21 PM To:				
THIS E-MAIL CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR ABILITY TO ACCESS NMLS - DO NOT LOSE THIS MESSAGE!				
The temporary password for your user account in NMLS is:				
Your Username has been sent in a separate email.				
Log into NMLS by clicking the 'Log into NMLS' button in the upper right corner of the <u>NMLS</u> <u>Resource Center</u> and change your password now.				
Your new password must meet the following criteria:				
 A password must be between 8 and 16 characters in length. A password can not start with more than 3 characters from the beginning of the user name. A password must contain characters from three of the four following categories: 				
English uppercase characters (A to Z) English lowercase characters (a to z) Base 10 digits (0 to 9) Special characters (For example, #, \$, and ^)				
Your NMLS user account has been created				
MMLS_Notifications @statemortgageregistry.com Sent: We1114/20151221 PM Te:				
THIS E-MAIL CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR ABILITY TO ACCESS NMLS - DO NOT LOSE THIS MESSAGEI				
The username associated to your new NMLS user account is:				
Your password has been sent in a separate email.				
Note: Your NMLS Unique ID may be required for pre-licensure requirements; however, your NMLS Unique ID is not valid until a state license or federal registration has been issued.				

Figure 6: Email Notifications

Additional Resources

<u>Getting Started: State-Licensed MLO</u>