






## AMENDING AN MU4R



An MU4R may require amendment for any of the following reasons:

- Revisions are required by an employer.
- Information in your record changes.
- Events occur that require disclosure questions to be updated.

Prior to submitting an amended filing, contact your institution for their policy regarding the processing amendments to your MU4R.

### ***Amending your MU4R:***

1. Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: State: Non-depository or Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.
5. Select the  sub-menu option.
6. Click **Create New Filing**.

**NOTE:** If you do not see the **Create New Filing** button, you may already have a pending filing and will need to select  (edit) to continue editing your pending MU4R filing or the  (delete) icon to delete the pending filing and allow you to create a new filing.

7. Select the sections on the left navigation panel that require amendment, make the appropriate changes and click **Save**.
8. Once all changes have been completed, select **Completeness Check and Submit** on the left navigation panel.
9. Review the attestation statement, check the box to verify your identity and click **Submit**.

**NOTE:** An amendment fee will be assessed when changing employers. For further assistance, see the [Changing Employers on the Federal Registry](#) quick guide.

For further assistance, please contact your employer.