

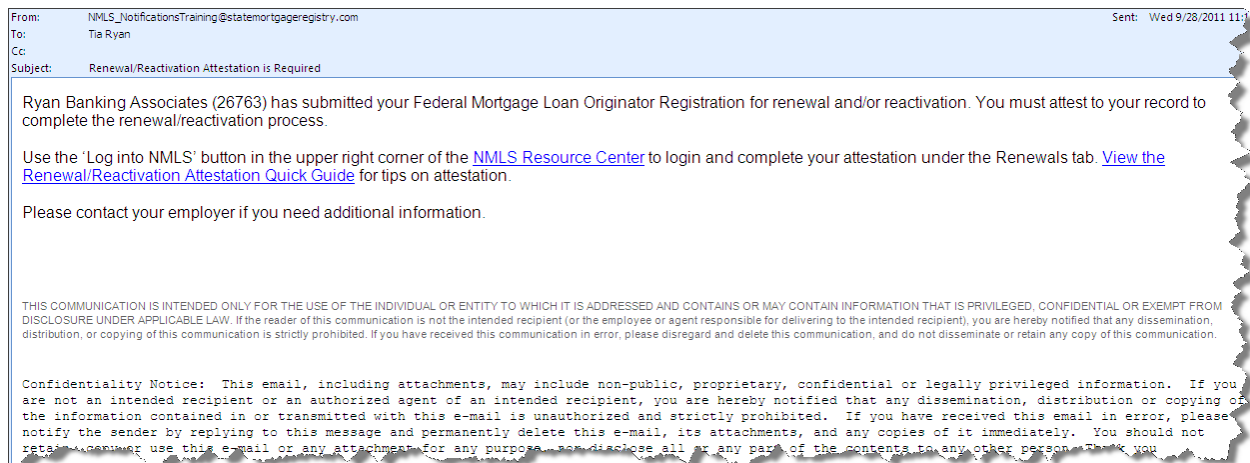


RENEWAL/REACTIVATION ATTESTATION

Individual mortgage loan originator registrants placed in an active status prior to July 1, 2011 must be renewed through NMLS for 2012 in order to maintain an active registration. The institution is responsible for renewing and reactivating employed individual MLOs' MU4R registrations. The individual MLO must log in and attest to their record to renew his or her registration prior to December 31st in order for the registration status to remain active.

If your individual MLO registration status is in an "Inactive Failed to Renew" status, your employing institution can reactivate your registration at any time through NMLS. The institution will have to initiate the process before you can complete the reactivation. Below are steps you should follow to successfully complete the renewal/reactivation process.

Once your institution has initiated the process for your renewal or reactivation, you will receive a system-generated email notification instructing you to log into your account and attest.



When you have received the attestation email notification, you can log into your account to complete the renewal/reactivation process. If you need assistance retrieving your username and password, see the ["My Account Settings"](#) Quick Guide.

1. Log into your individual NMLS account
2. Select the **Renew/Reactivate** tab
3. Review and confirm the attestation language



After reviewing the attestation language, if you determine you need to update your record, refer to the [Amending MU4R Quick Guide](#) for steps to do so.

4. Select Attest and Submit

This completes the renewal/reactivation process.

To confirm your registration renewal status: enter the Composite View tab and select View NMLS MLO Registration List on the left panel.

The screenshot shows the NMLS Federal Registry interface. The header includes the NMLS logo and 'FEDERAL REGISTRY' text. Navigation tabs for 'FILING', 'COMPOSITE VIEW', 'RENEWALS', and 'HOME' are visible. The user is logged in as 'CurtisL'. The left sidebar contains a menu with options like 'View Individual', 'View Personal Information', and 'View NMLS MLO Registration List' (which is highlighted). The main content area is titled 'View NMLS MLO Registration List' and features a sub-header for 'Lee Curtis (36842)'. Below this is a paragraph explaining MLO registration. A table lists registration details for 'Office of the Comptroller of the Currency'. The table has columns for 'Institution(s) Regulated By', 'Registration Status', 'Registration Status Date', 'Renewal Status', 'Renewal Status Date', and 'Renewed Through'. The data row shows 'Active' status with a date of 4/26/2011 and a renewal date of 9/28/2011. Below the table are 'Registration Status Definitions' for Pending, Active, Inactive, Failed to Renew, and Canceled. A footer contains copyright information for 2011 SRR.

Institution(s) Regulated By	Registration Status	Registration Status Date	Renewal Status	Renewal Status Date	Renewed Through
Office of the Comptroller of the Currency	Active	4/26/2011	Renewed	9/28/2011	2012

If you need additional assistance please contact your employer or the NMLS Call Center at 240-386-4444.