







INSTITUTION INITIATED MU4R – MLO PAYING

If you are an MLO and your institution has initiated a Form MU4R on your behalf, but you will be paying the registration fee, you will need to log into your NMLS account, review the filing, submit your MU4R filing, and remit payment.

Confirming you MU4R Information

1. Upon receipt of an email from NMLS_Notifications@NMLSNotifications.com indicating that an MU4R filing has been created on your behalf, Navigate to the [NMLS Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.
5. Select the  sub-menu option.
6. Under **My MU4R Filings** on the *Pending Filings* screen, you should see a filing with your name under Applicant Name and Unsubmitted in the Status column.
7. Click  and review the information for accuracy by clicking on each section on the left-hand navigation panel. If you find uncompleted sections or inaccuracies, make any necessary changes.
8. Select **Completeness Check and Submit** on the left navigation panel. Once any outstanding items on this page are addressed a legal attestation will appear.
9. Select the check box next to the verification and click **Submit Filing** to complete the attestation and begin filing submission.
10. The final step is to remit payment. You must select “I Agree” to the terms and conditions, select a payment method, provide all required information and complete the payment process. Acceptable forms of payment are VISA, MasterCard, and ACH.

NOTE: Using ACH is simple; all you need is your bank account number and bank’s routing number located on your check. NMLS will guide you through the rest.

11. Access the [Scheduling Your Fingerprinting Appointment](#) quick guide to continue the Criminal Background Check process unless your employer has made other arrangements to have your fingerprints captured.

For further assistance, please contact your employer.