

Account Administrators and Company Users

*This Quick Guide is intended for **state licensing** purposes. If you are a Federal Institution please see Federal Registry Quick Guides.*

The *Primary* or *Secondary Account Administrators* are the only individuals that can create and manage other *Company Users* with access to the company's NMLS record. Only two account administrators are permitted per company. These other users can be assigned various roles in managing the company's NMLS record.

Note: Company users created by an *Account Administrator* can work within the company record, and do not need an individual account within NMLS unless they play a **dual role** with the company or require licensure.

Special circumstances:

Sole Proprietors

A **Sole Proprietor** will always have a dual role in NMLS and require two accounts with two login names and passwords.

1. NMLS treats sole proprietors as "companies" and requires the completion of a Form MU1. Thus the Sole Proprietor will likely need access as an *Account Administrator* or a *Company User* to the "company's" Form MU1.
2. The sole proprietor will also be identified as a *Control Person* and thus requires the completion of a Form MU2. Thus the sole proprietor will need to Create an Individual Account for themselves as an individual person.

Note: If a sole proprietor is also required to hold an individual license (i.e. loan officer license), they do not need another NMLS account. Their individual record in NMLS can be used to make both Form MU2 and Form MU4 filings.

Control Persons

When an *Account Administrator* is also a **Control Person** for the company, the individual will need to Create an Individual Account in order to attest to Form MU2.

When a *Company User* (who is not an account administrator) is also a **Control Person** or requires licensure, the individual will need to create an individual account in order to attest to Form MU2 or MU4.

For a complete overview of the Account Administration process, see the Navigation Guide on [Account Administration](#) located on the [NMLS](#) website.