



AMENDING FORM MU4 IN NMLS

*This Quick Guide is intended for **state licensing** purposes. If you are a MLO that is employed by a federal agency-regulated institution please see [Federal Registry: Quick Guides](#)*

There are various times that an MU4 Form may require amendment:

- Change in employment
- Change in residence
- Change in name
- If a deficiency or requirement is set by your regulator
- As actions occur that require disclosure questions to be updated

Many revisions require only the update of information on the MU4 Form in NMLS. Other revisions may require submission of additional documentation in addition to an amendment filing in NMLS. The [State Licensing Requirements Page](#) on the NMLS Resource Center includes Amendment Checklists for each license type in NMLS. Review of the appropriate checklist will provide you with the instructions you need in order to proceed.

Always confirm that your email address is up to date. See the [“My Account”](#) quick guide for instructions.

To make changes on the MU4 Form in NMLS, follow the steps below:

1. Log into your NMLS account select

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2. Select **Individual**.

3. Select **Create New Filing**.

Note: If you do not see the “Create New Filing” button, you may already have a pending filing and you will need to select the edit icon to continue editing your MU4 or the red x to delete the pending filing that is outstanding.

4. Enter the section of the MU4 Form on the left navigation panel that requires amendment and save any changes.

Note: If you are changing your employment information in NMLS, follow the instructions on the [“MLO Change of Employment”](#) Quick guide to make sure you cover all the necessary steps to keep your record accurate.

5. Proceed to the Completeness Check and Submit section.

6. If all completeness checks pass, review the attestation language, attest and submit.

7. To check your license status, enter the Composite View tab in NMLS. See the [Status & Deficiencies Quick Guide](#) for further details.

For additional assistance, call the NMLS Call Center at 240-386-4444.