




## INSTRUCTIONS FOR ATTESTATION

If you are a Control Person, Branch Manager, Qualifying Individual or Loan Officer and your company has initiated a Form MU2 or a Form MU4 on your behalf, you will need to log into NMLS, review and confirm that your information is true and accurate.

### **Confirming your Form MU2 or MU4 Information**

1. Upon receipt of an email from "[NMLSnotifications@stateregulatoryregistry.com](mailto:NMLSnotifications@stateregulatoryregistry.com)" indicating that your company has sent you a filing for attestation, go to the NMLS website at

[www.stateregulatoryregistry.org/nmls](http://www.stateregulatoryregistry.org/nmls) and click the  button in the upper right corner of the website.

2. Click "Log in"


3. Input your User Name and Password and select the box agreeing to the "Applicant/Licensee Agreement."

*Note:* If you do not have a user ID and password refer to the "Create an Individual Account Quick Guide" to create your individual account.

4. In the welcome screen, select the  tab in the upper right hand corner.

5. In the *Form Filing Home* screen, select [Individual](#) link in the blue header below the houses at the top of the screen.

6. In the *Pending Filings* screen see the **Attestation Requested Filings** box. You should see a filing with your company's name under *Applicant Name* that should read *Attestation Requested* in the *Status* column. If you do not, contact your company's NMLS representative.

7. Click on the *Edit Filing* Icon  and review the information for accuracy by clicking on each section on the navigation panel on the left. If you find uncompleted sections or inaccuracies, make any changes necessary.

8. Once you have confirmed that all information is accurate, select the *Completeness Check and Submit* link in the left hand column. All outstanding items found during the completeness check must be cleared before the system will allow you to attest.

9. Upon clearing any completeness items, click the oath box and then the "Attest" button that appears at the bottom of the page.

10. An email will be automatically sent to your company notifying them that you attested to your information in NMLS.

For further assistance, please contact the NMLS Call Center at 240-386-4444.