



## Choosing your Account Administrators

The Account Administrators for your company are persons of your company's choosing that will have full access to your company's record on NMLS and will be able to fill out and submit a complete company record (Form MU1 or MU1R) to any participating state regulator or the Federal Registry. The Account Administrators for your company record will also be able to view information about individuals and mortgage loan originator who have granted your company access to their NMLS record. This access carries important responsibilities under the Industry User Agreement for which your company will be liable.

The Account Administrators are also responsible for establishing and maintaining other system users for your company's NMLS account.

The Account Administrators may be, but are not required to be, officers within your company. Because Account Administrators have full rights and authorities within NMLS, the company must appoint individuals who are qualified to act on behalf of and in the best interest of the company. The Account Administrators are the only persons permitted to request changes to your NMLS base record through the NMLS Call Center.

**Companies seeking state licensure or registration:** NMLS requires at least one Account Administrator but strongly recommends two. The Account Administrators must be employees of the company.

**Institutions and subsidiaries seeking access to the NMLS Federal Registry:** The NMLS Federal Registry requires each federally chartered or insured institution to identify at least two Account Administrators. The Account Administrators must be employees of the federally chartered or insured parent company. Due to federal restrictions that prohibit employees of an institution's subsidiary from receiving or viewing criminal history record information through NMLS, the Account Administrators identified for subsidiaries must be exactly the same as those identified for their parent federally-chartered or insured institution.