






COMPANIES HIRING A MLO WITH A RECORD IN NMLS

In order to properly manage the individual records for MLO's employed by your company; you will need to have access to their NMLS record. You will need access to ensure each individual's MU4 is up to date and to sponsor their license(s). . The steps below will assist you in the review of any new individual's record as well as the steps which must be taken to establish a relationship and submit a sponsorship request to a regulator in the NMLS.

1. Instruct the MLO to provide your company with access. Send the ["Providing Access to a Company"](#) quick guide to the MLO to assist with this process.
2. Request that the MLO notify you when this action is complete.
3. Log into your company account.
4. Proceed to the  Tab.
5. Select  to confirm that the individual has granted your company access.
6. Proceed to the  tab to review the individual's record and instruct them on any clean-up that needs to occur. In composite view, review the following;

Enter *View Individual Snapshot* to take a quick look at the various sections of the MU4. Confirm that the Employment History section has been updated listing your company as the "current employer". In addition, review the License/Registration and Sponsorship Information along with the Company Relationship Information screens. A quick guide for individual's entitled ["Terminating Access and Relationship"](#) can help MLO's terminate any previous relationships in NMLS.

7. If information such as Employment History or other sections of the MU4 need to be updated, either the company or individual can make these changes and submit them to the regulator. Updates to the MU4 require the creation of a new filing with attestation and submission of the changes. All updates are made through the Filing Tab.

Note: Be sure to review the Amendment Checklist for the appropriate license type to determine whether the regulator(s) require any additional information outside NMLS when changes to an MU4 are made.

8. When the MU4 is up to date and submitted the company must then Create a Relationship with each individual and request sponsorship.
9. Quick guides for Creating a Company Relationship and Sponsorship are located on the [NMLS Resource Center](#).

For more information, please contact the NMLS Call Center at 240-386-4444.