





CREATE AN INDIVIDUAL ACCOUNT

If you are a Mortgage Loan Originator, Control Person, Qualifying Individual or Branch Manager, you will need a NMLS User Name and Password in order to create a record in NMLS or for NMLS attestation process.

Requesting an account

1. On the NMLS website at <http://mortgage.nationwidelicensingsystem.org> click on the  button in the upper right corner.
2. Select the link to *Request an Account*
3. Select 
4. Retype the security letter & numbers shown on the screen in the space provided and click **Next**.
5. Complete **ALL** of the fields with your information in the *Create an Individual User Account* screen and click **Next**.
Note: Be sure you have entered your **FULL LEGAL NAME** (as it shows on a government issued ID) and an **email address** that is readily accessible.
6. Confirm the Individual Account Information. If correct click **Finish**. If incorrect, click **Previous** and correct any information.
Note: Be sure to enter your SSN and DOB correctly. You cannot edit your date of birth and social security number once your record is created without contact the NMLS Call Center.
7. After completing the process, you will receive two emails from NMLS_Notifications@NMLSNotifications.com. The first contains your User Name and the second contains your temporary password.
8. Upon receiving your User Name and temporary password, log into NMLS by typing in your user name and cutting and pasting your temporary password from the email into the login page of NMLS.
9. Once you have gained access to NMLS the first time you will be prompted to change your password. (Please see the "Important Information" section of this guide)



IMPORTANT INFORMATION

User Name and Password:

Maintain your User Name and Password in a safe location. You will use these in the future when you need to access your record in NMLS to attest to your record, give a company access to your record, or terminate a relationship with a company. Mortgage Loan Originators will also need to renew their license.

Individual ID (NMLS Unique ID Number):

Maintain your Individual ID in a safe location. You will need this for:

- Course Enrollment – course provider will require in order to bank your credits
- Test Enrollment
- Criminal Background Authorization
- Credit Report Authorization

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

NOTE: Creating an individual account establishes a permanent record in NMLS. Individual records are NOT to be created for training purposes. For training materials, please access the *State Licensing* Section of the NMLS Resource Center that provides links to Quick Guides, Tutorials, Navigation Guides and the Policy Guidebook.