




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 NLMS or for NMLS attestation purposes.

To request an account in NMLS, please follow the simple steps below.

Requesting an account

1. Go to the NMLS website at www.stateregulatoryregistry.org/NMLS and click on the  button in the upper right corner.
2. Click on *Create an Individual Account* link.
3. Retype the security letters & numbers shown on the screen in the space provided and click **Next**.
4. Complete **ALL** of the fields with your information In the *Create an Individual User Account* screen and click **Next**.
5. Confirm the Individual Account information. If correct click **Finish**. If incorrect, click **Previous** and correct any information.
Note: You cannot edit your date-of-birth and social security number once your record is created without contacting the NMLS Call Center
6. After completing this process, you will receive two emails from NMLS_Notifications@statemortgageregistry.com. The first contains your User Name and the second contains your temporary password.
7. 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.
8. 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 in order 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 accounts are NOT to be created for training purposes. For training materials, please access the *Using NMLS* Section of the NMLS Resource Center that provides links to Quick Guides, Tutorials, Navigation Guides and the User Guidebook.