




## MLO EMPLOYMENT CHANGES IN NMLS

*This Quick Guide is intended for **state licensing** purposes. If you are a MLO that is employed by a federal agency-regulated institution please see [Federal Registry: Quick Guides](#)*

When employment changes for a Mortgage Loan Originator the MU4/Individual record in NMLS must be updated and access, relationships and sponsorships must be updated to reflect accurate information. Below are the steps necessary to complete this action. Individuals should also check the [State Licensing Resource Page](#) for amendment checklists that will list any requirements the agency may have outside NMLS.

1. Log into your Individual Account with your user name and password.
2. From the home tab, enter **My Account** and confirm that the phone number and email address listed are accurate to ensure you receive all system notifications. Make any appropriate updates and save.
3. Proceed to the **FILING** Tab.
4. Select **Company Access** - Remove access from any employer you no longer have an employment relationship with and provide access to any new employer that will need to sponsor your license(s).
5. Select **Company Relationships** – Terminate the relationship with any former employer listed.  
  
**Note:** This action will cause any existing sponsorships to be terminated, your license status may be affected until your new employer submits a sponsorship request.
6. Select **Individual** in the submenu.
7. Select **Create New Filing**.
8. From the left navigation panel select **Identifying Information**. Confirm that your phone number and email address are up to date or make any appropriate updates and save.
9. From the left navigation panel select Employment History.
10. Select the edit icon  and enter the employer you have listed as “current employer” and enter an end date (mm/yyyy) and uncheck the box that indicates current employer and save.
11. Select Employment History again from the left hand navigation panel and click Add.
12. Enter a start date (mm/yyyy) for your new current employer (no gaps may exist between employers, if there was any period of unemployment, this should be listed).

13. Leave the end date blank and select the current employer box. Complete all fields regarding your current employer and save. *Be sure that the name and address listed for the company matches the company record in NMLS.*
14. Review all other sections of the MU4 and update as appropriate.
15. Proceed to the Completeness Check and Submit on the left hand navigation panel.
16. If all completeness checks pass, review the attestation language and select Submit Filing.

You have now submitted an amendment to the state agencies in which you hold a license or have filed a license request.

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