



## TRANSITIONING YOUR COMPANY, BRANCH AND LOAN OFFICERS

### **Transitioning Your Company, Branch, and Loan Officer licenses onto the NMLS**

If your company has to transition your existing company license/registration, one or more branch licenses/registrations and one or more loan officer licenses/registrations onto NMLS to meet a state's requirement, the steps below outline the most efficient method for accomplishing this task.

### **Recommended Workflow**

1. Consult the jurisdiction-specific instructions and print the applicable checklist for each license type that you need to transition and begin compiling these materials. The instructions provide information that will help you understand your jurisdictions requirements in regard to certain fields in the NMLS. You can find the instructions and checklists on the NMLS' State Licensing Resource Page at [www.stateregulatoryregistry.com/nmls](http://www.stateregulatoryregistry.com/nmls).
2. Create a new Form MU1 filing for your company.  
  
*Note:* You can create your record before your Jurisdiction goes "live" by skipping the License/Registration screen in NMLS, entering all other information, and returning to the License/Registration screen to select the appropriate licenses when the jurisdiction joins NMLS.
3. A Form MU2 is automatically created as part of your Form MU1 for each Control Person or Qualifying Individual identified. Ensure that a Form MU2 has been created for all Direct Owners, Qualifying Individuals and Control Persons before moving on to the next step. In order to create, you will need basic information about each individual, including their name, date of birth, social security number, title and employment address.  
  
*Note:* You must have your valid license number for each license that you are transitioning onto NMLS in order to avoid paying new application fees.
4. Prior to completing Form MU1, you may have the individual(s) first complete the paper version Form MU2, MU3 and MU4. Paper MU Forms can be found on the MU Forms section of the NMLS website.
5. Complete as much of each Form MU2, MU3 and Form MU4(s) as desired.

*Note:* Do not direct the Control Person, Qualifying Individual, Branch Manager and/or Loan Officer to create an individual account until you've entered the Form MU1, MU2, MU3 and

MU4 information. By the company initiating this action, the company will automatically have access to the individual's record.

6. Direct each Control Person, Qualifying Individual, Branch Manager and/or Loan Officer to go to the NMLS Login page and Create an Individual Account. The "Create an Individual Account Guide" will tell them how to do this. Each individual needs to notify the company when they've completed this step.
7. Send Form MU2, MU3 and MU4s through the NMLS pending filings by clicking on the "Requesting Attestation" Link to each Control Person, Qualifying Individual, Branch Manager and Loan Officer for completion or review and attestation. The "Attestation Quick Guide" will tell them how to do this.
8. Upon receipt and review of all attested Form MU2s, MU3's and MU4's complete any remaining portions of Form MU1. Any edits made during the review process will require attestation again.
9. Mail the appropriate jurisdiction-specific checklist items as noted in #1 above with all required documents for your Company's Form MU1 and MU3(s). Be sure the checklist includes the Company Name and NMLS Unique ID number.
10. Log into NMLS and submit your Form MU1 filing and all Form MU3 filings.
11. After submitting the Company's Form MU1 and all relevant Form MU3(s) AND having received and reviewed all attested Form MU4s from Loan Officers, mail the appropriate jurisdiction-specific checklist items as noted in #1 above for each loan officer's Form MU4.
12. Submit all Form MU4 filings.
13. Log into NMLS and create a *Company Relationship* with all Form MU4 applicants. The "Create Company Relationship Quick Guide" will tell you how to do this.
14. After successfully creating a relationship, *Create Sponsorships* for each loan officer license that your company is sponsoring. The "Create Sponsorships Quick Guide" will tell you how to do this.

### **Next Steps**

Log into the NMLS after 5 business days to check the license status of your submitted filings. A license status of "Approved" for each company, branch and loan officer license means that the regulator accepted that license transition.

For more information about managing the license process after submission, refer to the "Managing Your License Status Quick Guide"

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