



Michigan Workflow Creating & Submitting Loan Officer Registration Form MU4 through NMLS

The steps below outline the most efficient method for accomplishing this task.

Recommended Workflow

1. Consult the Michigan jurisdiction-specific instructions and print the Michigan Loan Officer Registration checklist. You can find the checklist on the NMLS' *State Licensing Resource Page* at <http://mortgage.nationwidelicencingsystem.org>.
2. Create an individual account in NMLS if you do not already have one.
3. Complete Form MU4 and submit.
4. If you already have an individual account or once it is created, provide your company access to your record. The "Providing Access to a Company" quick guide located on the NMLS Resource Center under the "Getting Started: Loan Officer" can walk you through this process at the following link;
<http://mortgage.nationwidelicencingsystem.org/licensees/resources/LicenseeResources/Providing-Access-to-a-company.pdf>

Note: The company must have an account in NMLS before the individual can provide access. The company can request a company account through the NMLS Resource Center under the "Getting Started: Company" at the following link;
<http://mortgage.nationwidelicencingsystem.org/licensees/companies/Pages/default.aspx>

5. The company must have access to the individual's record in NMLS and the individual should verify this access by completing the following steps:
 - Print the company access screen listed under the "Filing" tab
 - Highlight the company name on the list
 - Send the highlighted page with the executed FIS 2080
6. Mail the appropriate Michigan Loan Officer Registration checklist along with all required documentation. Be sure the checklist includes your NMLS Unique ID number.
7. Michigan OFIR will communicate status updates and requirements or deficiencies that need to be cleared through NMLS.

Note: You will receive automatic emails from the NMLS when Michigan OFIR has placed any requirements or deficiencies on your record. You will also receive emails when the registration status has been changed.

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