



COMPANY SUBMISSION OF MLO CREDIT REPORT


The instructions below will walk a company through the process of submitting a credit report request in NMLS on behalf of a MLO(s). Upon requesting a credit report for the first time, the MLO will be required to complete an identity verification (IDV) process in which a series of questions will be asked regarding to the individuals credit history and attest to the filing prior to company being able to pay for the credit report request.






Submitting a Credit Report Request:


1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log into NMLS** button in the upper right corner.
3. Click the **Filing** tab.
4. Click **Individual** from the sub-menu.
5. Search for the MLO by NMLS ID or First and Last Name.
6. You will need to click either the **Create New Filing** button or the **Edit** icon if you have a pending filing outstanding.
7. Click *Credit Report Request* from the left navigation panel.
8. Select the “*Request a new credit report*” checkbox and click the **Save** button.
9. Click *Attest and Submit* from the left navigation panel.
10. Click the **Request Attestation** button.

The MLO will be notified via email to go into NMLS and complete the necessary steps to attest to the filing and complete an Identity Verification (IDV) process for the credit report. Individuals can use the MLO Credit Report Submission Quick Guide for further instructions.

The company will receive an email notification once the individual has completed attestation. The company will now need to submit the filing on the individual’s behalf. To complete this task, follow the steps below.

1. Click the **Filing** tab.
2. Click **Individual** from the sub-menu.
3. Click the **Submit** icon () to submit the filing.

Available Actions	Filing ID	Creation Date	User Created By	Entity Created By	Status
    	97023	8/3/2012 1:08:04 PM	RyanT4	Tabor, Tobey (14909)	Attested

If you wish to review the filing first, click the **View Filing** () icon prior to submitting.

4. After reviewing the attestation language, select the checkbox next to I verify that I am the named person above and agree to the language as stated.
5. Complete necessary payment screens.

For additional navigational assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).