

There are various times that Company, Branch, and Individual Forms may require amendment in NMLS:

- As revisions are required by one or more regulators
- As information in your record changes
- As owners/executive officers join or leave your company
- As actions occur that require disclosure questions to be updated
- As ownership or control of your company changes
- As branch managers are replaced

Many revisions only require updates to the appropriate entity Form in NMLS. Other revisions may require pre-notification to a regulator or the submission of additional documentation in addition to an amendment filing in NMLS. The <u>State Licensing</u> Page on the NMLS Resource Center includes Amendment Checklists for each license type in NMLS. Review of the appropriate checklist will provide you with the instructions you need in order to proceed.

To make the change on the applicable entity Form in NMLS, follow the steps below once you are logged into your NMLS Account:

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	Company (MU3) Branch (MU3)   Individual   Financial Statements   MCR   Access   Relationships Lo	gged in as RyanT4   Log
You are currently: State Company Filing Historical Filings	Company Filing	
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	You can manage filings for your company using the actions described below. AVAILABLE ACTIONS FUNCTION  Create New Filing Request a new license, transition an existing license, withdraw a license application, surrender an existing license, or make amendments to your branch record.  If Complete and submit the pending filing.	
	Compare and sound time perioding time; Coulding any pending changes. View Latest Filing Review your Company (MU1) record as it was last submitted by your company. If no pending filing exists.	
	NOTE: A filing will not be submitted until you resolve any outstanding items on the Completeness Check and Submit screen and attest. A submitted filing will be stored as the company's record for subsequent submission	ns.
	There are no pending filings. Use the button below to create a new filing.	
	Create New Filing View Latest Filing	

- 1. Proceed to the FILING tab.
- 2. Select the appropriate Form (Company (MU1), Branch (MU3) and Individual (MU4)).
- 3. Select Create New Filing.

**Note:** If you do not see the "Create New Filing" button, you may already have a pending filing and you will need to select the edit icon ( $\stackrel{[]}{\leq}$ ) to continue editing your MU1 or the red ( $\times$ ) to delete the pending filing that is outstanding.

4. Enter the section of the Form on the left navigation panel that needs to be amended and save any changes.

**Note:** If you need to change a direct owner/executive officer, indirect owner or qualifying individual, select that section of the form and select the edit icon ( $\square$ ) of the individual you wish

to amend or delete. The information can then be edited or deleted by selecting "Delete" at the bottom. To add a new individual in that section, select "Add Individual" and enter the appropriate information. If you need to change a branch manager, select the delete icon ( $\times$ ) of the individual currently listed and then select "Add" to add the correct individual.

NMIC	Require Code		
	FILING MULD TESTING & EDUCIDAN TISKS COMPOSITE VIEW BENERALS ADAMN REPORTS HOME		
	Company (MU1)   Branch (MU3)   Individual   Financial Statements   MCR   Access   Relationships Logged in as Ryan14   Logged		
rou are currently:			
Business Activities	Attest and Submit		
Request License			
License/Registration Information	Rainy Days Mortgage ( <u>14799</u> ) MU1 filing created 7/23/2012 by Ryan T4.		
Identifying Information			
Other Trade Names	Please be aware that certain information from this filing and related to your licensed/registrations will be considered public. For details on what is considered public, click here.		
Resident/Registered Agent	All completeness checks are clear. You can attest to the filing below for submission.		
Web Addresses			
Contact Employees	Subject Fee Type Amount		
Books and Records Information	Total Charges \$0.00		
Approvals and Designations	I Tia Ryan of Rainy Days Mortgage (14799) (Applicant) on this date Monday, July 23, 2012 swear (or affirm) as follows, that I executed this form on behalf, and with the authority, of said Applicant and said Applicant agrees to and represents the following:		
Bank Accounts	(1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the		
Legal Status	penalty of perjury, or un-servin failsfication to authorities, or similar provisions as provided by law; (2) To the extent any information perivative) submitted is not amended, such information remains accurate and complete:		
Affiliates/Subsidiaries	(3) That the jurisdiction(3) to which an application is being submitted may conduct any investigation into the background of the applicant, and any related individuals or entities, in accordance with all laws and regulations for purposes of making a determination on the application.		
Financial Institutions Disclosure Questions	(4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and (5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which the applicant is applying.		
Disclosure Explanations	If the Applicant has knowingly made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.		
Direct Owners and Executive Officers	I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Applicant.		
Indirect Owners			
Qualifying Individuals			
Document Uploads	Attest and Submit		
MU2 Forms			
Attest and Submit			

5. Proceed to the *Attest and Submit* section

**Note:** Some agencies charge an amendment fee when certain information changes. The amendment checklist(s) will provide a complete list of fees.

- 6. If all completeness checks pass, review the attestation language, attest and submit.
- 7. To check your license status, enter the Tasks tab or Composite View.