This quick guide is intended for an individual licensee making amendments to their existing Individual (MU4) Form other than changing employers. For instructions on how to change employers, follow the steps listed in the Change of Employer Quick Guide.

There are various times that an Individual (MU4) Form may require an amendment:
- Change in residence
- Change in name
- If a deficiency or requirement is set by your regulator
- As actions occur that require disclosure questions to be updated

Many revisions require only the update of information on the Individual (MU4) Form in NMLS. Other revisions may require submission of additional documentation in addition to an amendment filing in NMLS. The State Licensing Requirements 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.

Always confirm that your email address is up to date. See the Account Management Quick Guide for instructions.

Viewing Your Individual (MU4) Form:

1. Navigate to the NMLS Resource Center.
2. Click the Log into NMLS button in the upper right corner.
3. Select the appropriate context: State, and Log in to NMLS.
4. Verify that the appropriate context was selected by looking at the upper left corner of the screen:

![You are currently: State Dashboard]

5. To view Individual (MU4) Form information and determine if your record needs to be updated, click the Composite View tab.
6. Click View Individual on the sub-menu.
7. Click View Historical Filings on the left navigation panel.
8. Click the View icon next to the most recent filing.

If all current information is correct and up to date, no amendment is necessary. If information should be updated or corrected, follow these steps to amend your Individual (MU4) Form:

**Amending Your Individual (MU4) Form:**

1. Click the Filing tab.
2. Click Individual on the sub-menu.
3. Click the Request New/Update button.

**NOTE:** If you do not see the Request New/Update button, you may already have a pending filing and you will need to select the Edit button to continue editing your Individual (MU4) Form or the Delete button to delete the pending filing that is outstanding.
4. Click the section of the Individual (MU4) Form on the left navigation panel that requires amendment and save any changes.

5. Click **Attest and Submit** on the left navigation panel. If all completeness checks pass, review the attestation language and submit the filing. If items are still outstanding, satisfy the requirement and submit the filing.

![Attest and Submit](image)

To check your license status, enter the Composite View tab in NMLS. See the **Individual License Status Quick Guide** for further details.

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