



## INDIVIDUAL (MU4) AMENDMENTS

This quick guide is intended for an Individual MLO 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:

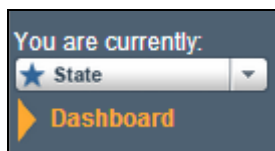
- Change in residence
- Change in name
- If a deficiency or requirement is set by your regulator
- As actions occur that require disclosure questions to be updated

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:





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.

View Historical Filings

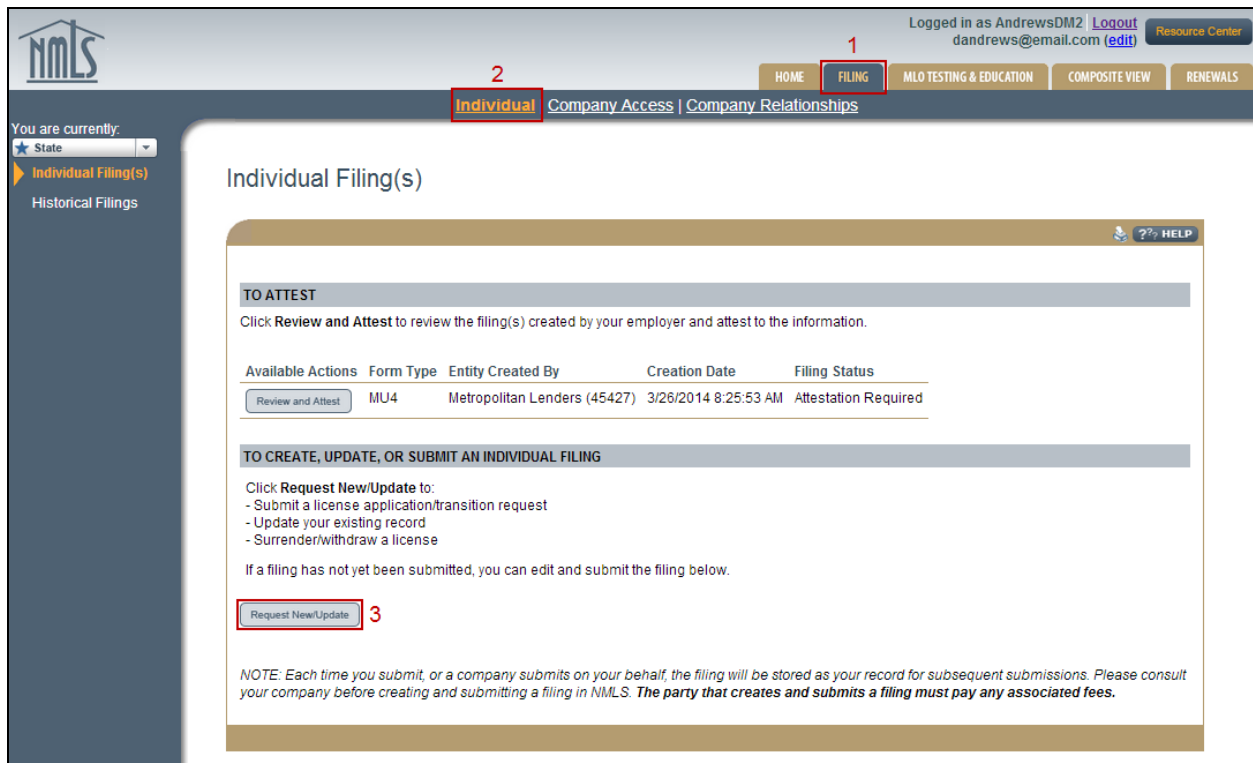
You may view a single filing by clicking on the view icon  below.  
If multiple filings are listed, you may select two boxes and click the **Compare** button to compare in redline mode.

Filing ID	System Processed	Submitter	Submitting Entity ID	Submitting Entity	Sections Changed
 103544	4/19/2013 1:36:45 PM	SchmidtLM	8054	Schmidt Mortgage Co.	Click to View
 103532	4/11/2013 1:35:12 PM	SchmidtJE	8063	Jeffrey E. Schmidt	Click to View

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.



Logged in as AndrewsDM2 | Logout | Resource Center  
dandrews@email.com (edit)

HOME **FILING** MLO TESTING & EDUCATION COMPOSITE VIEW RENEWALS

**Individual** Company Access | Company Relationships

You are currently: State

Individual Filing(s)  
Historical Filings

### Individual Filing(s)



**TO ATTEST**  
Click **Review and Attest** to review the filing(s) created by your employer and attest to the information.

Available Actions	Form Type	Entity Created By	Creation Date	Filing Status
<input type="button" value="Review and Attest"/>	MU4	Metropolitan Lenders (45427)	3/26/2014 8:25:53 AM	Attestation Required

**TO CREATE, UPDATE, OR SUBMIT AN INDIVIDUAL FILING**  
Click **Request New/Update** to:  
- Submit a license application/transition request  
- Update your existing record  
- Surrender/withdraw a license  
If a filing has not yet been submitted, you can edit and submit the filing below.

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NOTE: Each time you submit, or a company submits on your behalf, the filing will be stored as your record for subsequent submissions. Please consult your company before creating and submitting a filing in NMLS. The party that creates and submits a filing must pay any associated fees.

**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.

The screenshot shows the NMLS website interface. At the top right, it indicates the user is logged in as 'AndrewsDM2' with a 'Logout' link and an 'edit' link for the email 'dandrews@email.com'. A 'Resource Center' link is also present. Below the header is a navigation bar with tabs for 'HOME', 'FILING', 'MLO TESTING & EDUCATION', 'COMPOSITE VIEW', and 'RENEWALS'. The 'Individual' tab is selected, and sub-links for 'Company Access' and 'Company Relationships' are visible.

On the left side, there is a vertical navigation menu under the heading 'You are currently:'. The menu items include: 'State' (with a dropdown arrow), 'License/Registration Information', 'Identifying Information', 'Other Names', 'Residential History', 'Employment History', 'Other Business', 'Disclosure Questions', 'Disclosure Explanations', 'Criminal Background Check', and 'Credit Report Request'. The 'Attest and Submit' item is highlighted with a red box and a small '5' next to it.

The main content area is titled 'Attest and Submit'. At the top of this area, it says 'Dave Michael Andrews (45432) MU4 filing created 3/26/2014 by AndrewsDM - Metropolitan Lenders.' followed by a 'HELP' icon. Below this is a warning icon and text: 'Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.' Below the warning, it states 'All completeness checks are clear. You can attest to the filing below for submission.'

The main body of the page contains a sworn statement: 'I Dave Michael Andrews (45432). (Applicant) on this date Wednesday, March 26, 2014 swear (or affirm) that I executed this application on my own behalf, and agree to and represent the following:' followed by a numbered list of five statements:

- (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, accurate and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;
- (2) To the extent any information previously submitted is not amended and hereby, such information remains accurate and complete;
- (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into my background, in accordance with all laws and regulations;
- (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 I am applying.

Below the list, it states: 'If an Applicant has 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.'

At the bottom of the main content area, there is a checkbox with the text: 'I verify that I am the named person above and agree to the language as stated.'

At the very bottom of the page, there is an 'Attest' button.

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).