



## HIRING AN EXISTING MLO

In order to properly manage individual records for MLOs employed by your company, you will need to have access to their NMLS record. The steps below will assist you in the review of any new individual's record as well as the steps which must be taken to establish a Company Relationship and submit a Sponsorship Request to a regulator in NMLS.

### Confirming and Updating Individual (MU4) Form

1. Confirm that your company has access to an individual's record by reviewing the Access section located sub-menu in NMLS.

Step 1: Click the **Filing** tab.

Step 2: Click the **Access** link in the sub-menu.

Step 3: Filter to obtain the list of individuals who have granted your company access.

Below is a list of Individual records to which your company has access for the date range indicated. You can change the date range to a period not exceeding one year or filter by the Individual's Last Name or NMLS ID. Select the checkbox in the Remove column and click **Remove** at the bottom of the page to remove access to an Individual record(s) for which your company does not have an active Company Relationship, Sponsorship, MU2 Association, or Federal Employment.

Access, which allows you to submit filings on behalf of the Individual, create test enrollments for the Individual and/or view their record within NMLS, is obtained when your company creates the Individual's record in NMLS or the Individual expressly grants your company access to their record.

**Filtering Options**

Date Access Granted

From: 3/18/2014 To: 3/25/2014

NMLS ID: Last Name:

**3** Filter

Remove	NMLS ID	Individual Name	Year of Birth	SSN	Active Relationship?	Active Sponsorship?	Active MU2 Association?	Active Federal Employment?	Date Access Granted
<input type="checkbox"/>	45432	Andrews, Dave Michael	1984	xxx-xx-4555	No	No	No	No	3/25/2014 9:52:06 AM
<input type="checkbox"/>	45540	Lynn, Mike	1984	xxx-xx-2415	No	No	No	No	3/24/2014 9:24:02 AM

Remove

**NOTE:** If the individual you wish to manage has not given your company access, instruct them to do so. You can provide them with the [Providing Access to a Company Quick Guide](#) to assist with this process.

2. Review the individual's record in Composite View tab by following the steps below and instruct them on any clean-up that needs to occur.

Step 1: Click the **Composite View** tab.

Step 2: Click the **View Individual** link in the sub-menu.

Step 3: Click the **View Individual Snapshot** on the left navigation panel.

Step 4: Select the appropriate sections to view or "select all".

Step 5: Click the **View Snapshot** button.

The screenshot displays the NMLS Composite View interface. At the top, the user is logged in as AndrewsDM (andrewsdm@lender.org). The navigation bar includes tabs for HOME, FILING, MLO TESTING & EDUCATION, TASKS, COMPOSITE VIEW (selected), RENEWALS, ADMIN, and REPORTS. Below the navigation bar, there are links for View Individual (highlighted with a red box and labeled '2'), View Company, and View Branch. The left navigation panel lists various options, with View Individual Snapshot (highlighted with a red box and labeled '3') selected. The main content area is titled 'Individual Snapshot' for Dave Michael Andrews (45432). It contains a list of sections to view, with 'select all' (highlighted with a red box and labeled '4') selected. The sections listed are: Identifying Information, License/Registration and Sponsorship Information, Company Relationship Information, MU2 Association Information, Other Names, Residential History, Employment History, Other Business, Disclosure Questions, Disclosure Explanations, Education Record, Testing Information, Criminal Background Check Information, and Credit Report Request. At the bottom of the main content area, there is a 'View Snapshot' button (highlighted with a red box and labeled '5').

Enter *View Individual Snapshot* to review the various sections of the Individual (MU4) Form:

- Confirm that the Employment History section has been updated listing your company as the "current employer".
  - Review the License/Registration and Sponsorship Information along with the Company Relationship Information screens. Individuals can reference [Removing Access and Ending a Relationship Quick Guide](#) to help end any previous Company Relationships in NMLS.
3. If information such as Employment History or other sections of the Individual (MU4) Form need to be updated, either the company or individual can make these changes and submit them to the regulator. Updates to the Individual (MU4) Form require the creation of a new filing with attestation and submission of the changes. All updates are made through the Filing tab. The steps below will walk you through creating a new Individual (MU4) Form from the company perspective.

## Company Perspective

Step 1: Click the **Filing** tab.

Step 2: Click the **Individual** link in the sub-menu.

Step 3: Click the **Create New Filing** button and search for the individual MLO by name or NMLS ID.

The screenshot shows the NMLS Company Perspective interface. The top navigation bar includes tabs for HOME, FILING (1), MLO TESTING & EDUCATION, TASKS, COMPOSITE VIEW, RENEWALS, ADMIN, and REPORTS. The sub-menu below the FILING tab includes Company (MU1), Branch (MU3), Individual (2), Financial Statements, MCR, Access, and Relationships. The left sidebar shows 'You are currently:' with a 'State' dropdown and 'Individual Filing(s)' selected. The main content area is titled 'Individual Filing(s)' and contains a 'Filtering Options' form with fields for Filing ID, Individual ID, Created By, Applicant Last Name, and Filing Status. A message states 'There is no pending filing.' The 'Create New Filing' button (3) is located at the bottom of the page.

**NOTE:** Be sure to review the Amendment Checklist for the appropriate license type to determine whether the regulator(s) require any additional information outside NMLS when changes to an Individual (MU4) Form are made.

4. Once the Individual (MU4) Form has been updated and reviewed, click the **Attest and Submit** link on the left navigation panel.
5. Click the **Request Attestation** button. The individual must log in and attest to the Individual (MU4) Form before you are able to submit the Form from the company account. Refer to the [Attestation Quick Guide](#) for instructions on how to attest.

**NOTE:** If the Individual (MU4) Form is submitted from the company account, a relationship must first be established before the filing can be submitted. See the [Creating Relationships & Sponsorships Quick Guide](#) for steps on this process.

6. When the filing has been submitted to the regulator, you can request sponsorship of the MLO's license through the Filing tab.

For more information, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).