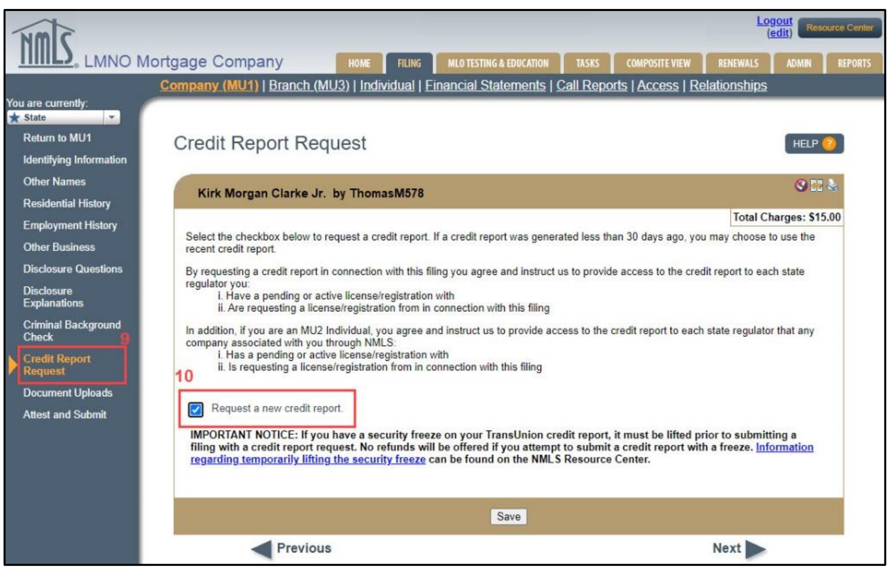
CREDIT REPORT PROCESS FOR MU2 COMPANY PERSPECTIVE

This guide will walk you through the process of requesting a credit report for an MU2 Individual. (Owners, Officers, Branch Managers, Qualifying Individuals).

1. Navigate to the [NMLS Resource Center.]
2. Click the Log in to NMLS button in the upper right corner. NOTE: If given the option, click the State button.
3. Log into your company account.
4. Click the Filing tab.
5. Click Company (MU1) in the submenu.
6. Click the Create New Filing button. NOTE: If there is an un-submitted filing click the Edit icon.
7. Click MU2 Forms in the left navigation panel.
8. Click the Edit Filing icon next to the corresponding individual. NOTE: If the status of the MU2 is Attested, click the Recall Filing icon next to the corresponding individual and then click the OK button within the pop-up box. Next, click the Edit Filing icon.
9. Click Credit Report Request in the left navigation panel.
10. Check the box next to Request a new credit report and click Save



11. Click Attest and Submit on the left navigation panel.
12. Click the Request Attestation button.
13. Once the Individual Form (MU2) has been attested by the individual, the company will receive an email notification reporting the completion.

14. Repeat steps 1 – 4 and click the **Edit** icon to submit the Company Form (MU1).
15. Click Attest and Submit on the left navigation panel. NOTE: All items listed on the Attest and Submit page must be cleared before the Attest button is active at the bottom of the page.
16. Submit payment for all applicable Credit Report requests using the payment screen to finalize the submission.

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