



CHANGE OF EMPLOYER

When employment changes for an individual licensee, the Individual (MU4) Form must be updated to reflect accurate information. Company access, relationships and sponsorships must also be updated. Below are the steps necessary to complete this action. Individuals should also check the [State Licensing Resource Page](#) for amendment checklists that will list any requirements the agency may have outside NMLS.

Update your User Profile

1. Log in to your individual NMLS account.
2. From the **Home** tab, click **User Profile** from the sub-menu.
3. Click **Update User Profile** on the left navigation panel.
4. Confirm that the phone number and email address listed are accurate to ensure you receive all system notifications. Make any appropriate updates and click **Confirm**.

Update Company Relationship, Sponsorship, and Company Access

1. Click the **Filing** tab.
2. Click **Company Relationships** from the sub-menu.
3. Click the **Edit Relationship** icon next to appropriate employer, enter End Date and click the **End Relationship** button to end the relationship with the selected employer.

NOTE: This action will cause any existing sponsorships to be removed, your license status may be affected until your new employer submits a sponsorship request.

4. Click **Company Access** from the sub-menu.
5. Click the **Add** button
6. Search for company, select and click the **Save** button to grant access to new employer.

NOTE: This action will allow employer to establish a relationship and sponsor licenses.

Update your Individual (MU4) Form

1. Click the **Filing** tab.
2. Click **Individual** from the sub-menu.
3. Click the **Request New/Update** button.
4. Click **Identifying Information** from the left navigation panel. Confirm that your phone number and email address are up to date or make any appropriate updates and click **Save**.

5. Click **Employment History** from the left navigation panel.
6. Select the **Edit**  icon and enter the employer you have listed as “current employer” and enter a ‘**To**’ date (mm/yyyy) and uncheck the box that indicates current employer and click **Save**.

NOTE: The ‘To’ date refers to the end date of your employment.

7. Click **Add**.
8. Enter a ‘**From**’ date (mm/yyyy) for your new current employer (no gaps may exist between employers, if there was any period of unemployment, this should be listed).

NOTE: The ‘From’ date refers to the start date of your employment.

9. Leave the ‘**To**’ date blank and check the current employer box. Complete all fields regarding your current employer and click **Save**.

NOTE: Be sure that the name and address listed for the company matches the company record in NMLS.

10. Review all other sections of the Individual (MU4) Form and update as appropriate.
11. Proceed to **Attest and Submit** section on the left hand navigation panel.
12. If all completeness checks pass, review the attestation language and click **Submit Filing**.

You have now submitted an amendment to the state agencies in which you hold a license or have filed a license request. Refer to the state’s [Amendment Checklist](#) on the NMLS Resource Center for any further requirements outside NMLS.

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