



REQUESTING STATE FILING AUTHORITY

Federally registered institutions in NMLS that require access to the state context of NMLS must have an Account Administrator (AA) for your institution use the Request State Filing Authority function.

Once access to the state context of NMLS is granted, an institution's Organization Users (OUs) retain the roles originally set under the Federal Registry; however, AAs must now grant state context-specific user roles for existing OUs. In order to maintain access to the state context a filing must be submitted within 180 days of access granted.

Requesting State Filing Authority

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Select the **Federal** button and Log in to NMLS.
4. Click the **Admin** tab.
5. Click the **Request Filing Authority** link on the left navigation panel.
6. Click the **State: Non-Depository** checkbox and click the **Next** button.
7. Enter the applicable information below and click the **Next** button.

Date of Formation:	<input type="text"/>	mm/dd/yyyy
State of Formation:	<input type="text"/>	▼
Country/Province of Formation:	<input type="text"/>	▼

Figure 1: Formation Information

8. Verify all data is correct and click the **Submit** button.

NOTE: If approved, you will receive an email notification from the NMLS Entitlement Group within 2-3 business days of your request. If your request is not approved, you will receive a rejection email indicating the reason(s) for rejection.

For further assistance, please contact the NMLS Entitlement Group at 1-855-NMLS-123 (1-855-665-7123).