



## TRANSITIONING AN EXISTING COMPANY LICENSE

To submit a transition request through NMLS, follow the steps below. Note that the Company Filing (MU1) is intended to be completed with your corporate location information. The state regulator will review your transition request, update the License Status, and may set License Items requesting additional information through NMLS. Branch transition requests must be submitted by filing a Branch (MU3) Form and Individual MLO transition requests must be submitted by filing an Individual (MU4) Form. For more information please see the [Transitioning an Existing Branch License Quick Guide](#).

### How to Prepare:

- Locate your Company Transition Checklist on the NMLS Resource Center
  - Visit the [State Licensing Page](#)
  - Select your state from the map of the United States
  - Locate your company license type - Any questions related to the type of license you wish to transition should be directed to the appropriate [state agency](#)
  - Select the Transition to NMLS link under Requirements Checklist

The Transition Checklist provides information to help you understand your regulator's requirements for completing the Company (MU1) Form in NMLS. The checklist also includes the requirements your regulator requires to be submitted outside NMLS in order to complete your transition request.

- Quick guides that may prove helpful when completing the Company (MU1) Form:
  - [Individual \(MU2\) Form Filing](#)
  - [Financial Statement](#)

### Steps taken in NMLS:

1. Log in to your company account in NMLS.  
**NOTE:** If you need to create your company account, complete the [Company Account Request Form](#).
2. Click the **Filing** tab.
3. Click the **Company (MU1)** link from the sub-menu.
4. Click the **Create New Filing** button.
5. Click the **Add Activity** button to identify the business activities conducted by your company.
6. Select the appropriate activities and click **Next**.
7. Select the appropriate state(s) in which you conduct the activities and click **Next**.
8. Associate the activities to the applicable states and click **Next**.
9. Confirm the selections made and click the **Request License** button.

10. Select the checkbox next to your company license type, enter your existing license number, and click **Next**.

Delaware		Existing License Number (for Transitions only)
<a href="#">Delaware Licensing Requirements</a>		Regulator
<input type="checkbox"/> Broker License	Delaware	<input type="text"/>
<input type="checkbox"/> Licensed Lender	Delaware	<input type="text"/>

Figure 1: Request/Transition License(s)

**NOTE:** Leaving the Existing License Number field blank indicates you are applying for a new license; license application costs will apply.

11. Confirm the company license type selected and click the **Continue with Filing** button.
12. The white links located on the left navigation panel represent each section of the Company (MU1) Form. After clicking **Save**, you can select each section or click **Next** in the lower right corner of each page to navigate to the next section.

**NOTE:** Each section of the Company (MU1) Form will have a **HELP** icon to view the policy, definitions, and how-to instructions unique to each page.

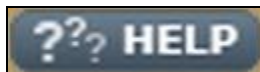


Figure 2: Help button


13. An Individual (MU2) Form is automatically created as part of your Company (MU1) Form for each Control Person or Qualifying Individual identified. Each individual identified will need to establish an individual account and attest to the biographical information entered in the Individual (MU2) Form.

**NOTE:** Do not direct the Control Person or Qualifying Individual to create an individual account until you have identified them on the appropriate section of the Company (MU1) filing. By the company initiating this action, Company Access will be granted automatically.

14. Click the **MU2 Forms** link from the left navigation panel.
15. After all MU2 Statuses display “Attested”, click the **Attest and Submit** link from the left navigation panel (see the table below for status definitions).
16. If all completeness checks pass, click the **Attest and Submit** button to submit the filing. If there are sections listed that require action to be taken, select each section listed and complete the action required as appropriate.

17. Once your filing is submitted, be sure to review all items listed on the Transition Checklist as noted in the “How to Prepare” section above.

**Individual (MU2) filing statuses:**

Status	Action Required
Request Attestation	Click the <b>Request Attestation</b>  icon
Attestation Required	Individual listed under Name must log in to individual account and complete attestation
Attested	Click the <b>Attest and Submit</b> link to submit the Company (MU1) Form

**Next Steps:**

You can check the status of your company transition request at any time by logging in to your NMLS account. See the [Manage License Status](#) Quick Guide for details on reviewing your License Status.

Your regulator may communicate with you through NMLS by placing a License Item (action item) on your record. NMLS account administrators will receive email notifications from NMLS each time your regulator places a License Item and/or updates the status of your license. You also have the ability to review your company’s record under the Composite View tab in NMLS.

For additional assistance with system navigation please contact the NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123).