



### **Branch Attest and Submit**

# Overview/Policy

The "Attest and Submit" button will only appear if the Branch Form (MU3) passes all completeness checks, including Individual Form (MU2) attestations.

The Attestation must include the name of a natural person after the "I". The applicant or licensee's name should appear after the "of".

When clicking the "Attest and Submit" button, applicants and licensees are making a legal attestation to all states in which they are applying for or maintaining a license through NMLS.

Certain states may require designated individuals attest to and submit the branch filing. Please consult state licensing requirements to ensure the appropriate individual is performing this function.

#### **Definitions and Charts**

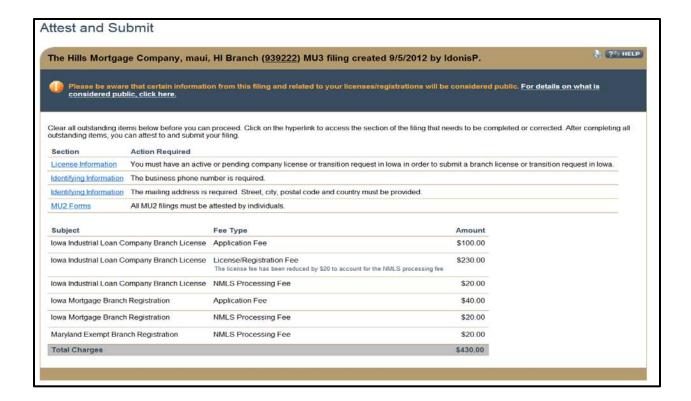
Not Applicable

#### **How To**

#### Correct Completeness Check Errors

- 1. Click on the **section link** with the error.
- 2. Correct the Completeness Check error.
- 3. Proceed to the Attest and Submit section again to attempt to submit the filing.
- 4. Repeat steps 1 through 3 until all errors have been resolved.





## Attest and Submit Branch Form (MU3):

- 1. Select the **checkbox** next to <u>I verify that I am the named person above and agree to the language as stated.</u>
- Click Attest and Submit.

## **Helpful Hints**

- 1. All completeness check items must be cleared before a filing can be submitted. Follow the instructions under the "Action Required" section to complete the error.
- 2. After clicking the "Attest and Submit" button, the applicant or licensee is taken to a one-time payment page to make an electronic payment for the filing. Once the payment information has been successfully submitted the filing becomes viewable by the regulator(s). NMLS only accepts payment by credit card (Visa or Mastercard only) or ACH transfer.

#### **Additional Resources:**

- Find State-Specific requirements on the <u>NMLS Resource Center</u>.
- Details regarding information available on NMLS Consumer Access can be found within <u>Information Viewable on NMLS Consumer Access.</u>
- Quick Guides:
  - o Submitting Branch Form (MU3)

# See Company and Branch Help <u>Table of Contents</u>