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Policy

A company, institution, or sole proprietor who applies for a state license/registration or federal registration through NMLS must first obtain a company account in NMLS. To do this, a Company Account Request Form must be completed.

Information submitted as part of the account request must be complete and accurate. Failure to comply with this direction will delay the processing of the request.

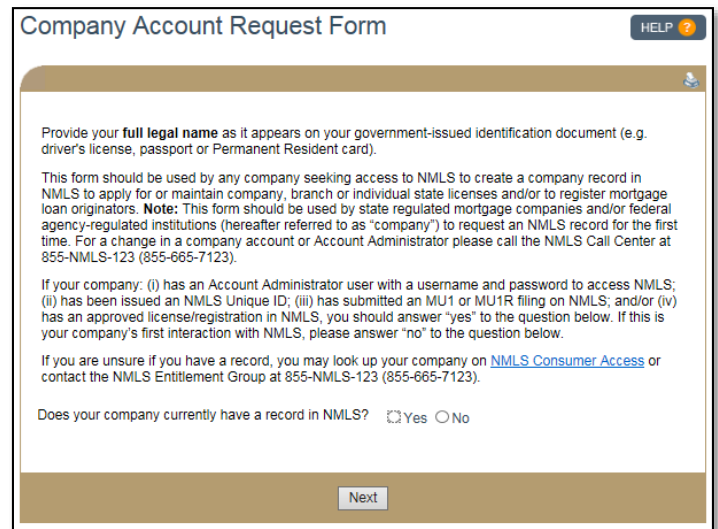


Figure 1: Company Account Request Form

Definitions and Charts

Term	Definition
CAPTCHA	Completely Automated Public Turing Test to Tell Computers and Humans Apart
Contact Person	A person within your company that is authorized to answer questions regarding the company's NMLS record.
Account Administrator	Persons that will have full access to your company's record on NMLS and will be able to fill out and submit a complete company record to any participating state regulator or the federal registry.
Submitter	A person with the legal authority to act on behalf of your company.

Menu

1. Select **No** for the question, “Does your company currently have a record in NMLS?” (see *Figure 2*).

The screenshot shows the 'Company Account Request Form' interface. At the top right is a 'HELP ?' button. The main content area contains several paragraphs of text:

- Paragraph 1: 'Provide your full legal name as it appears on your government-issued identification document (e.g. driver's license, passport or Permanent Resident card).'
- Paragraph 2: 'This form should be used by any company seeking access to NMLS to create a company record in NMLS to apply for or maintain company, branch or individual state licenses and/or to register mortgage loan originators. **Note:** This form should be used by state regulated mortgage companies and/or federal agency-regulated institutions (hereafter referred to as "company") to request an NMLS record for the first time. For a change in a company account or Account Administrator please call the NMLS Call Center at 855-NMLS-123 (855-665-7123).'
- Paragraph 3: 'If your company: (i) has an Account Administrator user with a username and password to access NMLS; (ii) has been issued an NMLS Unique ID; (iii) has submitted an MU1 or MU1R filing on NMLS; and/or (iv) has an approved license/registration in NMLS, you should answer "yes" to the question below. If this is your company's first interaction with NMLS, please answer "no" to the question below.'
- Paragraph 4: 'If you are unsure if you have a record, you may look up your company on [NMLS Consumer Access](#) or contact the NMLS Entitlement Group at 855-NMLS-123 (855-665-7123).'

 Below the text is a question: 'Does your company currently have a record in NMLS?' followed by two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box, with a red '1' next to it. At the bottom center is a 'Next' button, also highlighted with a red box.

Figure 2: Current Record Question

2. Enter the CAPTCHA code and click the **Next** button (see *Figure 3*).

The screenshot shows the 'Company Account Request Form' interface at the CAPTCHA step. At the top right is a 'HELP ?' button. The main content area contains the text: 'Enter the characters as they appear in the image below. This step helps prevent unauthorized use of NMLS by automated programs.' Below this text is a CAPTCHA image showing the characters 'PNACH' with a dollar sign and a small graphic. To the right of the image are two icons: a refresh icon and a volume icon. A red box highlights the CAPTCHA image and the refresh icon, with a red '2' next to it. Below the CAPTCHA is an empty text input field. At the bottom are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

Figure 3: CAPTCHA

Menu

1. Select the **State: Non-Depository** checkbox (see *Figure 4*).

Company Account Request Form

HELP ?

If your company plans to seek licensure or registration with a *state regulatory agency* and/or manage individual licenses with a state regulatory agency, **select State: Non-Depository** below.

If your company is supervised by a federal regulatory agency (i.e. OCC, OTS, FDIC, FRB, NCUA or FCA.) **AND** is required to [register mortgage loan originators](#), **select Federal** below.

Make one or more selections below based on your company's planned activities.

State: Non-Depository 1

Federal

Previous Next Cancel

Figure 4: State Non-Depository

2. Complete the Company Information and Company Headquarters Location sections and click the **Next** button (see *Figure 5*).

NOTE: Individuals without a social security number must contact the NMLS Call Center and provide supporting documentation to obtain an account in NMLS.

Company Account Request Form

HELP ?

Before continuing with the form, please read [Completing the Company Account Request Form](#).

Provide the information requested below and click **Next**.

Company Information

Company Full Legal Name:

IRS Employer Identification Number: 99-9999999 or 999-99-9999
Sole Proprietors using their Social Security Number should enter it here. See [instructions](#) for details.

Email:

Phone: 999-999-9999x99999

Fax: 999-999-9999

Company Headquarters Location

Street Address:
(PO Boxes not allowed)

Street Address:

City:

State:

Country/Province:

Postal Code: 99999 or 99999-9999

Previous Next Cancel

- Complete the Contact Employee Information section and click the **Next** button (see *Figure 6*).

Company Account Request Form HELP ?

Please enter the contact information for the person who can answer questions regarding the NMLS record. Questions regarding this request will be directed to the Submitter. For further instructions, please read [Completing the Company Account Request Form](#).

Contact Employee Information

First Name:

Middle Name:

Last Name:

Suffix (Jr., Sr., etc):

Title:

Email:

Confirm Email:

Phone: 999-999-9999x99999

Fax: 999-999-9999

3

Figure 6: Contact Employee Information

- Complete the Formation Information section and click the **Next** button (see *Figure 7*).

Company Account Request Form HELP ?

For instructions on how to complete this section please read [Completing the Company Account Request Form](#).

Formation Information

Date of Formation: mm/dd/yyyy

State of Formation:

Country/Province of Formation:

4

Figure 7: Formation Information

- Complete the contact information for Account Administrators 1 & 2 and click the **Next** button (see *Figure 8*).

The screenshot shows the 'Company Account Request Form' with a 'HELP ?' button in the top right. Below the title, there is explanatory text about account administrators. The form is divided into two sections: 'Account Administrator #1' and 'Account Administrator #2'. Each section contains a 'Copy' icon and the text 'Company Contact Information'. Below this, there are input fields for: First Name, Middle Name, Last Name, Suffix (Jr., Sr., etc.), Title, Email, Confirm Email, and Phone (with a placeholder '999-999-9999x99999'). At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box. A red bracket on the right side of the form, spanning both administrator sections, is labeled with the number '5'.

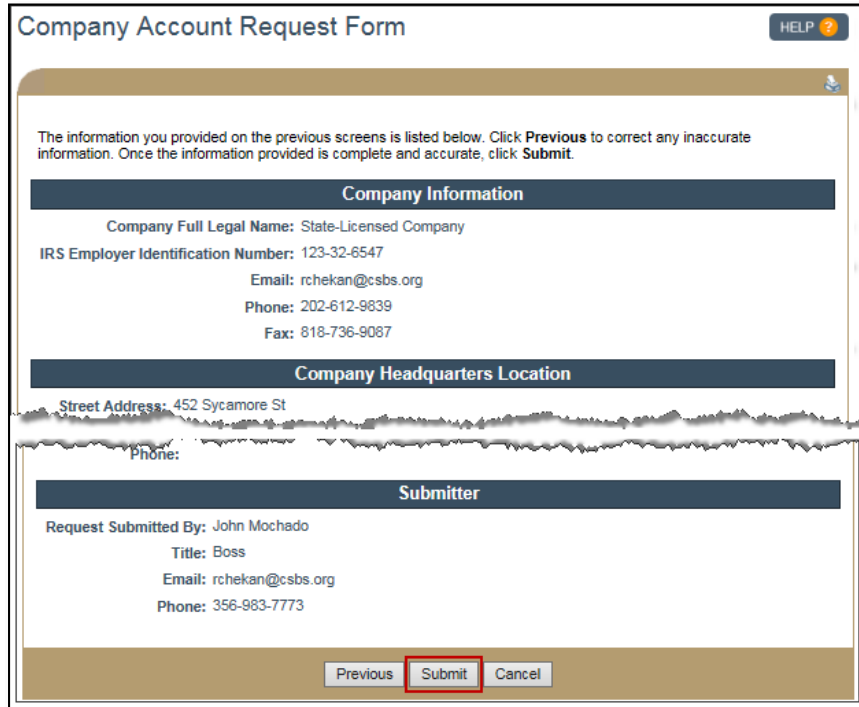
Figure 8: Account Administrator Information

- Complete the Submitter section and click the **Accept** button (see *Figure 9*).

The screenshot shows the 'Company Account Request Form' with a 'HELP ?' button in the top right. Below the title, there is a section titled 'Submitter'. It contains a paragraph of text: 'I am authorized to submit this request on behalf of the company and confirm the information above is true and accurate and that individuals designated as Contact Employee and/or Account Administrator are duly authorized to act in such capacity to the best of my knowledge. I am requesting that a base record be established on NMLS and the Account Administrator(s) identified in this form be issued credentials with full rights to represent the company in using NMLS.' Below this text are input fields for: Request Submitted By, Title, Email, Confirm Email, and Phone (with a placeholder '999-999-9999x99999'). At the bottom of the form, there are three buttons: 'Previous', 'Accept', and 'Cancel'. The 'Accept' button is highlighted with a red box. A red bracket on the right side of the form, spanning the submitter section, is labeled with the number '6'.

Figure 9: Submitter Information

- Review the completed Company Account Request Form and click the **Submit** button (see *Figure 10*).



Company Account Request Form HELP ?

The information you provided on the previous screens is listed below. Click **Previous** to correct any inaccurate information. Once the information provided is complete and accurate, click **Submit**.

Company Information

Company Full Legal Name: State-Licensed Company
 IRS Employer Identification Number: 123-32-6547
 Email: rchekan@csbs.org
 Phone: 202-612-9839
 Fax: 818-736-9087

Company Headquarters Location

Street Address: 452 Sycamore St
 Phone:

Submitter

Request Submitted By: John Mochado
 Title: Boss
 Email: rchekan@csbs.org
 Phone: 356-983-7773

Figure 10: Review

Supporting File

In the Supporting File section of the company account request form, you must provide a copy of the IRS documentation that identifies the employer identification number (EIN) for your business and the Secretary of State (SOS) documentation that identifies the state where you registered as a business. For sole proprietors using their SSN as the EIN, they will need to provide the SSN card for the owner but do not need to include SOS documentation as that is not applicable.

There are only two documents that we accept from the IRS, the SS-4 Letter or the 147C letter. The SS-4 letter is only issued to you once when your EIN is first established by the IRS and the 147C letter acts as a replacement if you do not have your SS-4 letter. If you need the 147C letter, please contact the IRS' Business & Specialty Tax Line (800-829-4933) for assistance. The SOS documentation can also be referred to as certificate of existence and it identifies the structure of your business as well as the legal name.

The legal name of your business on the SOS documentation must match the legal name that is listed on the IRS documentation with the only exceptions being punctuation marks such as periods and commas. Your request may be rejected if the names do not match and then you would need to make the request again with the proper information.

The supporting documentation file must be in a PDF format and cannot exceed 8 MB. If you have multiple documents, they must be combined in a single file.

How to Request a Federal Institution Account

1. Select the **Federal** checkbox (see *Figure 11*).

The screenshot shows a web form titled "Company Account Request Form" with a "HELP ?" button in the top right corner. The form contains the following text:

If your company plans to seek licensure or registration with a *state regulatory agency* and/or manage individual licenses with a state regulatory agency, **select State: Non-Depository below.**

If your company is supervised by a federal regulatory agency (i.e. OCC, OTS, FDIC, FRB, NCUA or FCA.) **AND** is required to [register mortgage loan originators](#), **select Federal below.**

Make one or more selections below based on your company's planned activities.

State: Non-Depository

Federal **1**

At the bottom of the form, there are three buttons: "Previous", "Next", and "Cancel". The "Next" button is highlighted with a red box.

Figure 11: Federal

- Complete the Contact Employee Information section and click the **Next** button (see *Figure 12*).

Company Account Request Form HELP ?

Please enter the contact information for the person who can answer questions regarding the NMLS record. Questions regarding this request will be directed to the Submitter. For further instructions, please read [Completing the Company Account Request Form](#).

Contact Employee Information

First Name:

Middle Name:

Last Name:

Suffix (Jr., Sr., etc):

Title:

Email:

Confirm Email:

Phone: 999-999-9999x99999

Fax: 999-999-9999

Previous **Next** Cancel

Figure 12: Contact Employee Information

- Complete the Information for Federal Agency-Regulated Institutions section and click the **Next** button (see *Figure 13*).

Company Account Request Form HELP ?

The information below is required by the Federal Agencies.

If regulated by more than one federal agency, please select the federal agency that is primarily responsible for regulating your institution. If you answer yes to "Are you a subsidiary of a depository institution or a Farm Credit System institution?", provide the RSSD ID number for your parent depository institution or Farm Credit System institution in the "Parent RSSD ID" field. For further instructions on how to complete this section, please read [Completing the Company Account Request Form](#).

If your company does not have an RSSD ID number, please [contact your primary federal regulator](#). A company is not eligible for an NMLS record with a federal agency association if it does not have an RSSD ID number. If you cannot obtain an RSSD ID number, Please return to the [first page of the Company Account Request Form](#) and de-select the Federal checkbox.

Information for Federal Agency-Regulated Institutions

RSSD ID:

Primary Federal Agency:

Are you a subsidiary of a depository institution or a Farm Credit System institution? Yes No

Parent RSSD ID:

Previous **Next** Cancel

Figure 13: Information for Federal Agency-Regulated Institutions

- 4. Complete the contact information for Account Administrators 1 & 2 and click the **Next** button (see *Figure 14*).

The screenshot shows a web form titled "Company Account Request Form" with a "HELP ?" button in the top right. Below the title is a paragraph of text explaining that account administrators will be issued login credentials and have full rights. It also provides contact information for the NMLS Entitlement Group. The form is divided into two sections: "Account Administrator #1" and "Account Administrator #2". Each section contains a "Copy" button and a "Company Contact Information" label, followed by input fields for First Name, Middle Name, Last Name, Suffix (Jr., Sr., etc.), Title, Email, Confirm Email, and Phone. The "Next" button at the bottom is highlighted with a red box. A red bracket on the right side of the form is labeled with the number "4".

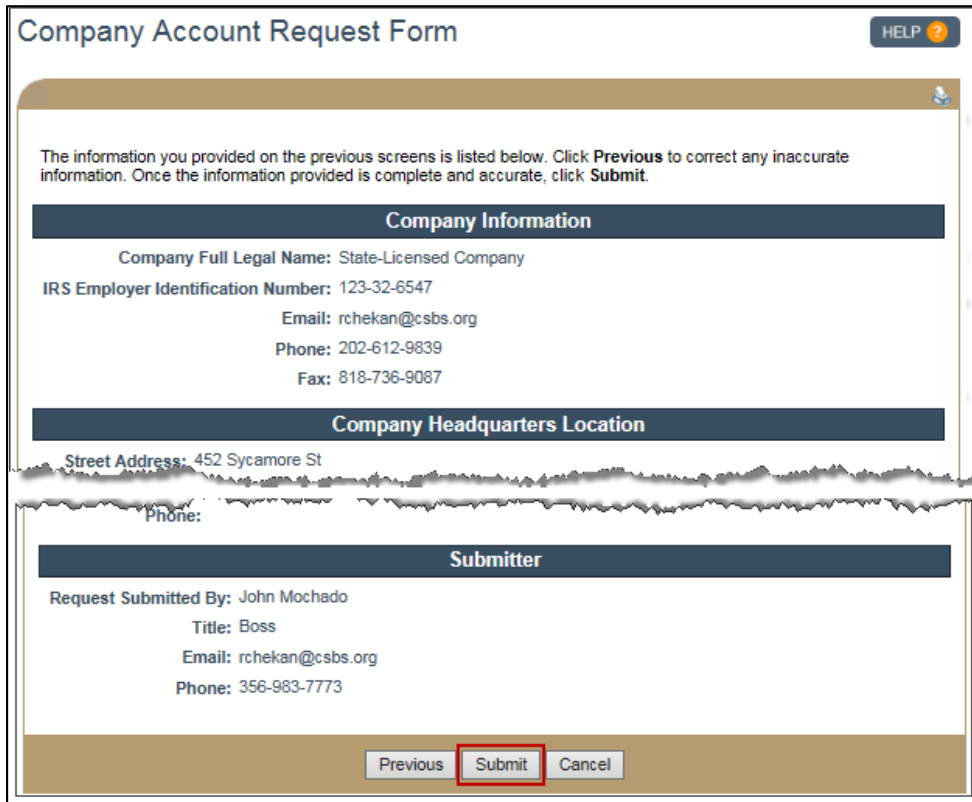
Figure 14: Account Administrator Information

- 5. Complete the Submitter section and click the **Accept** button (see *Figure 15*).

The screenshot shows the "Company Account Request Form" with the "Submitter" section highlighted. Below the section title is a paragraph of text stating that the submitter is authorized to submit the request on behalf of the company and confirm the information above is true and accurate. It also requests that a base record be established on NMLS. Below the text are input fields for Request Submitted By, Title, Email, Confirm Email, and Phone. The "Accept" button at the bottom is highlighted with a red box. A red bracket on the right side of the form is labeled with the number "5".

Figure 15: Submitter Information

6. Review the completed Company Account Request Form and click the **Submit** button (see *Figure 16*).



Company Account Request Form HELP ?

The information you provided on the previous screens is listed below. Click **Previous** to correct any inaccurate information. Once the information provided is complete and accurate, click **Submit**.

Company Information

Company Full Legal Name: State-Licensed Company
 IRS Employer Identification Number: 123-32-6547
 Email: rchekan@csbs.org
 Phone: 202-612-9839
 Fax: 818-736-9087

Company Headquarters Location

Street Address: 452 Sycamore St
 Phone:

Submitter

Request Submitted By: John Mochado
 Title: Boss
 Email: rchekan@csbs.org
 Phone: 356-983-7773

Figure 16: Review

Additional Resources

- [Completing the Company Account Request Form](#)