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.

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**Policy**

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**Definitions and Charts**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPTCHA</td>
<td>Completely Automated Public Turing Test to Tell Computers and Humans Apart</td>
</tr>
<tr>
<td>Contact Person</td>
<td>A person within your company that is authorized to answer questions regarding the company’s NMLS record.</td>
</tr>
<tr>
<td>Account Administrator</td>
<td>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.</td>
</tr>
<tr>
<td>Submitter</td>
<td>A person with the legal authority to act on behalf of your company.</td>
</tr>
</tbody>
</table>

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**Figure 1: Company Account Request Form**
How to Initiate the Request

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

![Company Account Request Form](image1)

*Figure 2: Current Record Question*

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

![Company Account Request Form](image2)

*Figure 3: CAPTCHA*
How to Request a State: Non-Depository Company Account

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

![Figure 4: State Non-Depository]

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

![Figure 5: Company Information and Headquarters Location]
3. Complete the Contact Employee Information section and click the **Next** button (see *Figure 6*).

![Company Account Request Form: Contact Employee Information](image)

*Figure 6: Contact Employee Information*

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

![Company Account Request Form: Formation Information](image)

*Figure 7: Formation Information*
5. Complete the contact information for Account Administrators 1 & 2 and click the **Next** button (see Figure 8).

![Figure 8: Account Administrator Information](image)

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

![Figure 9: Submitter Information](image)
7. Review the completed Company Account Request Form and click the **Submit** button (see *Figure 10*).

![Figure 10: Review](image)

---

**How to Request a Federal Institution Account**

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

![Figure 11: Federal](image)
2. Complete the Contact Employee Information section and click the **Next** button (see *Figure 12*).

![Figure 12: Contact Employee Information](image)

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

![Figure 13: Information for Federal Agency-Regulated Institutions](image)
4. Complete the contact information for Account Administrators 1 & 2 and click the **Next** button (see **Figure 14**).

![Figure 14: Account Administrator Information](image)

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

![Figure 15: Submitter Information](image)
6. Review the completed Company Account Request Form and click the **Submit** button (see *Figure 16*).