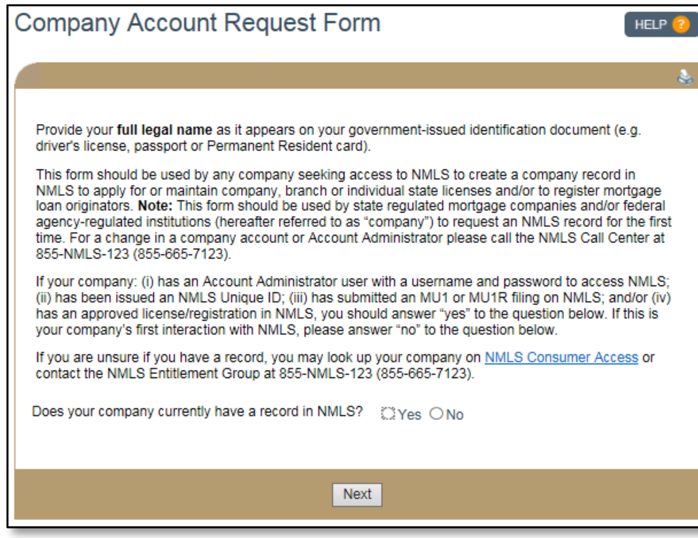
Menu

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.


Company Account Request Form

HELP

Provide your **full legal name** as it appears on your government-issued identification document (e.g. driver's license, passport or Permanent Resident card).

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).

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.

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).

Does your company currently have a record in NMLS? Yes No

Next

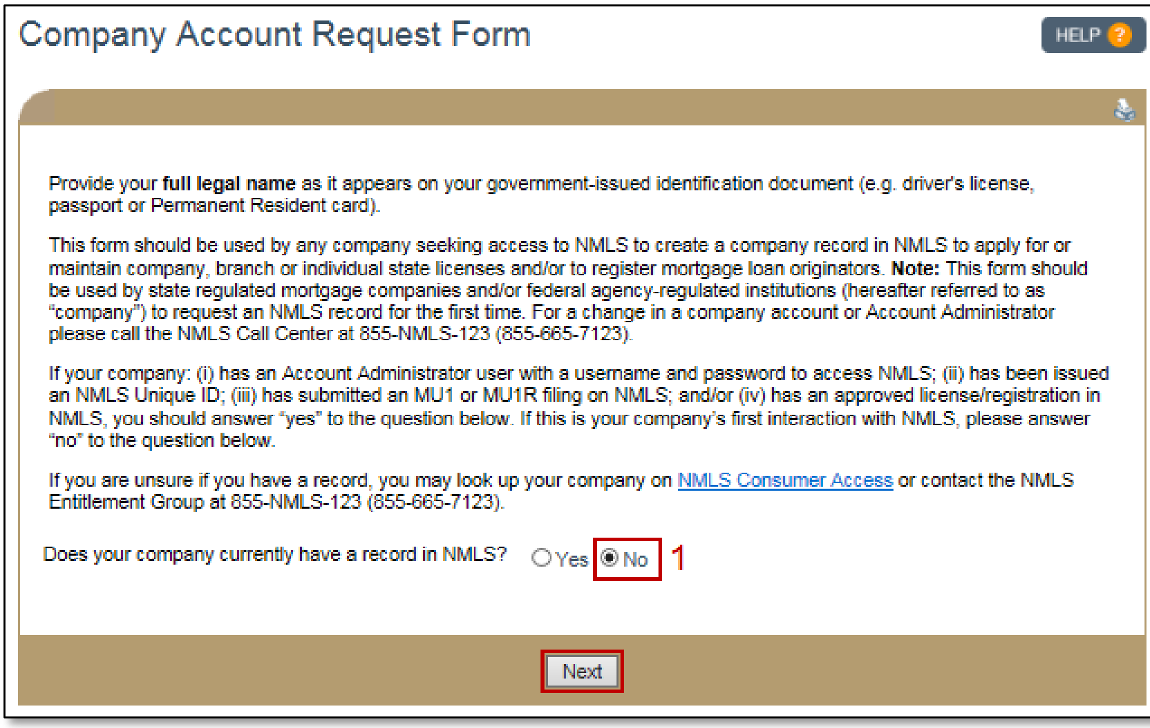
Figure 1: Company Account Request Form

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.

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

HELP ?

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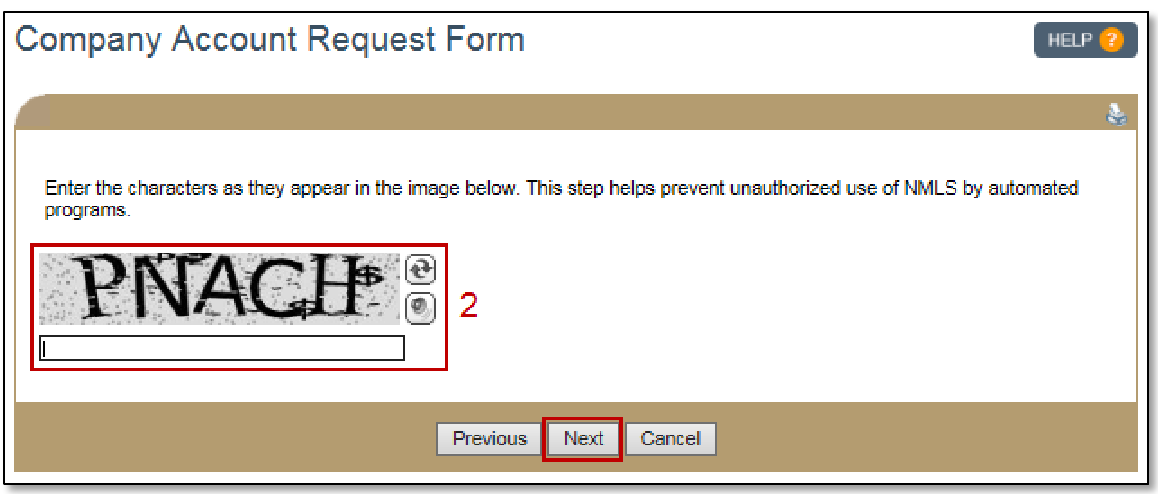
Does your company currently have a record in NMLS? Yes No 1

Next

Figure 2: Current Record Question

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



Company Account Request Form

HELP ?

Enter the characters as they appear in the image below. This step helps prevent unauthorized use of NMLS by automated programs.

PNACH

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Previous Next Cancel

Figure 3: CAPTCHA

How to Request a State: Non-Depository Company Account

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

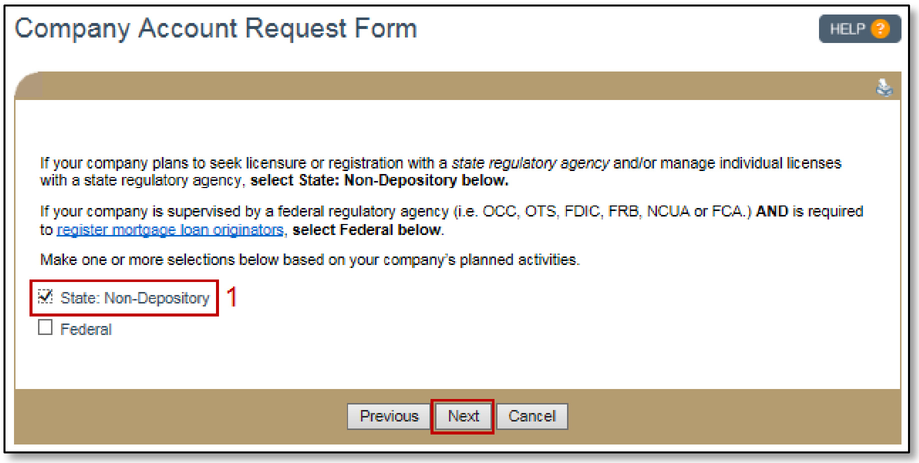


Figure 4: State Non-Depository

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

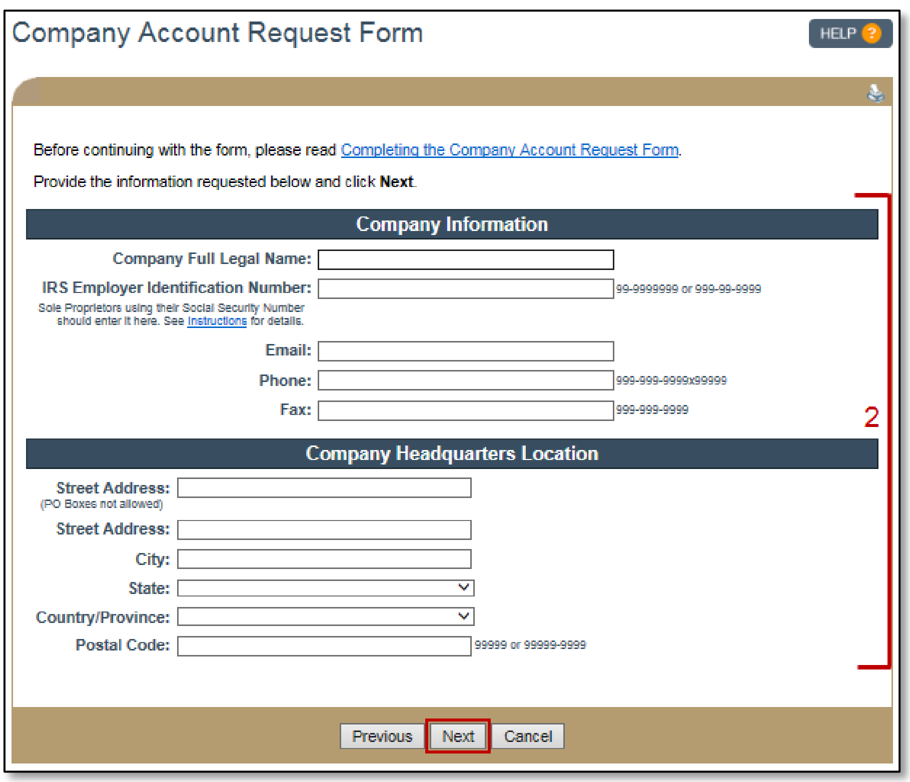


Figure 5: Company Information and Headquarters Location

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

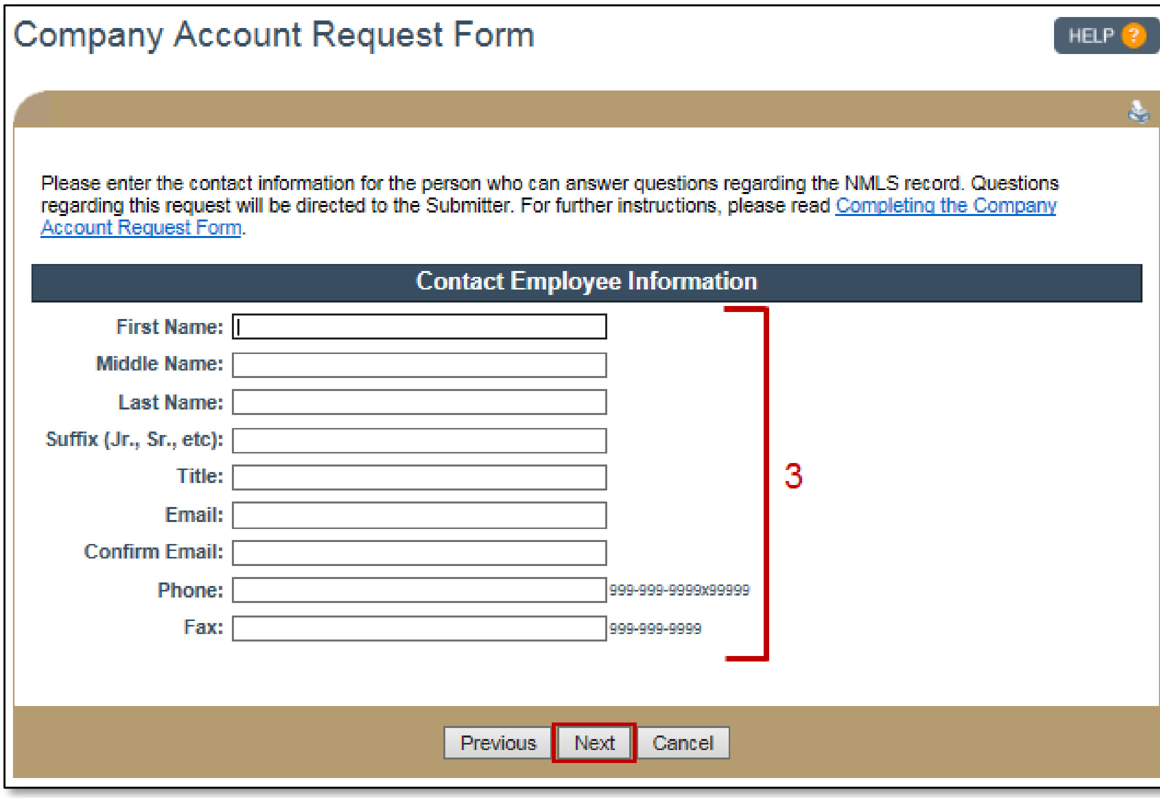


Figure 6: Contact Employee Information

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

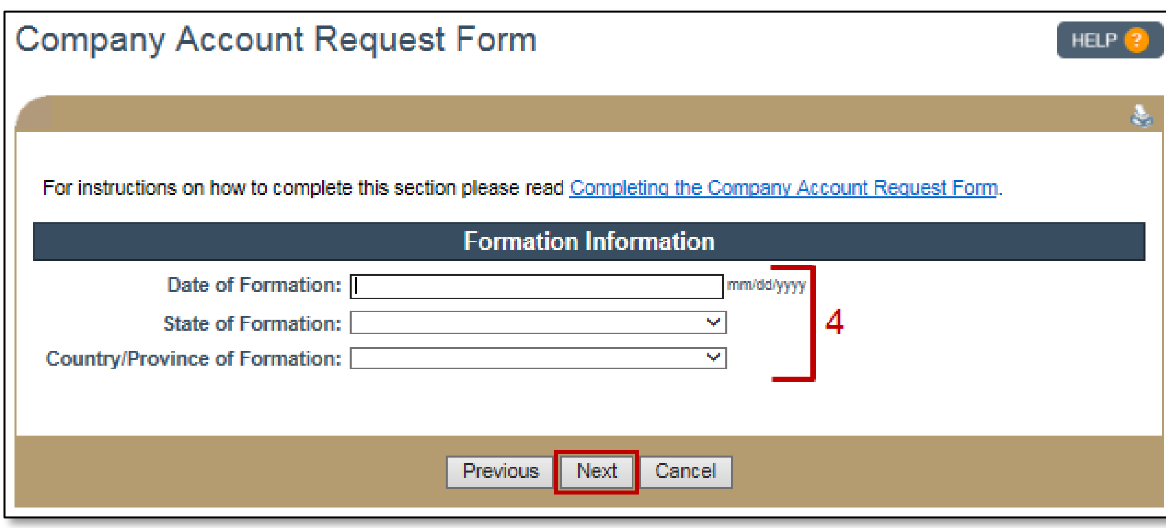


Figure 7: Formation Information

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

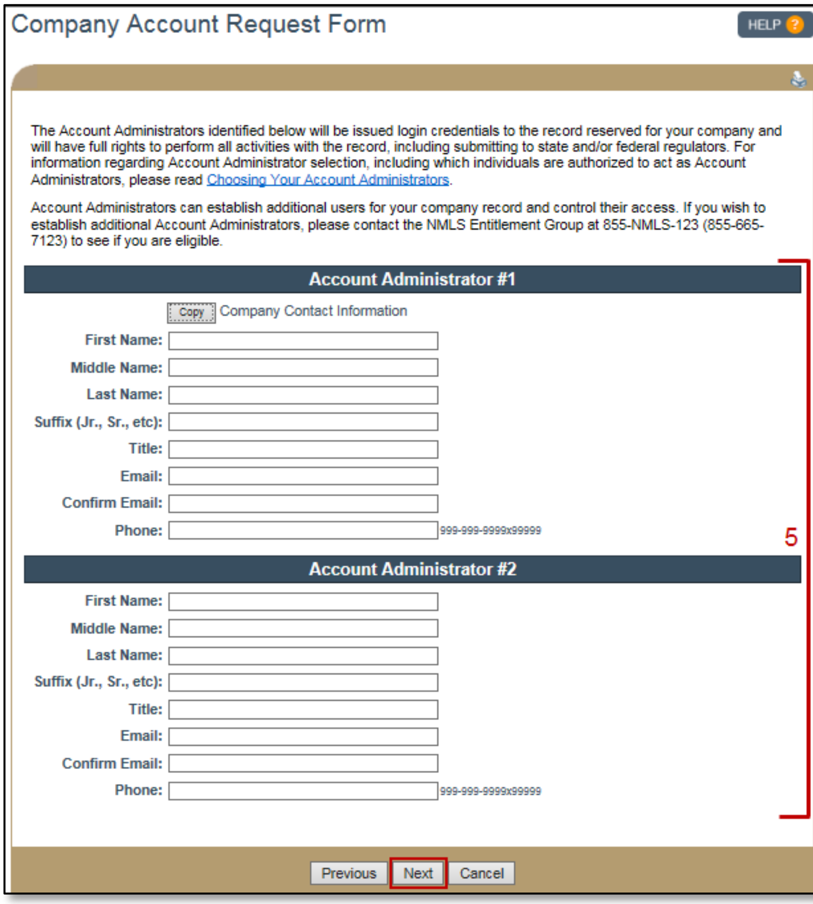


Figure 8: Account Administrator Information

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

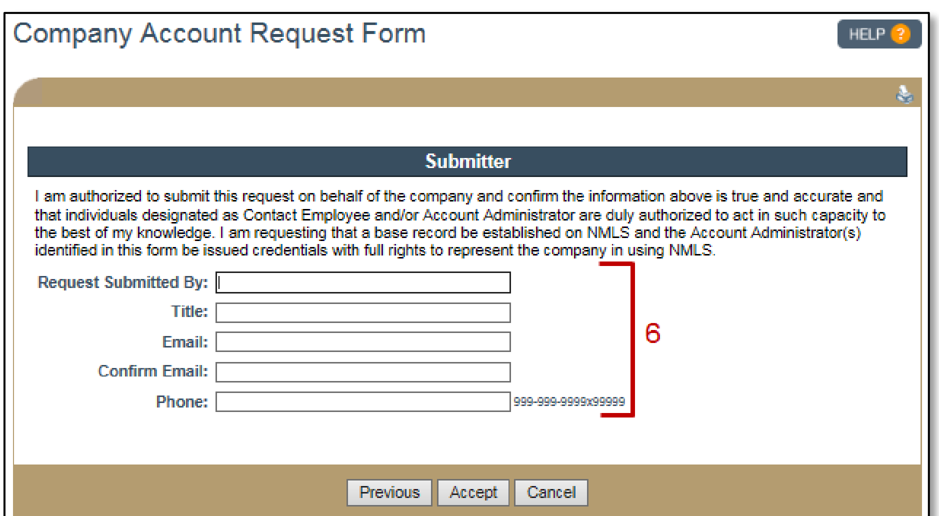


Figure 9: Submitter Information

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

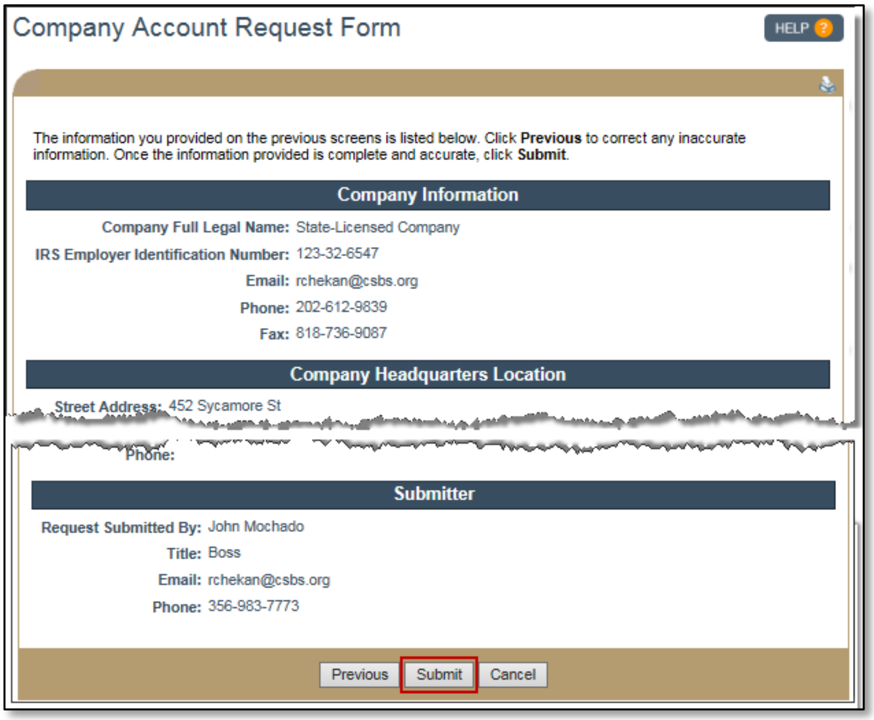


Figure 10: Review

How to Request a Federal Institution Account

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

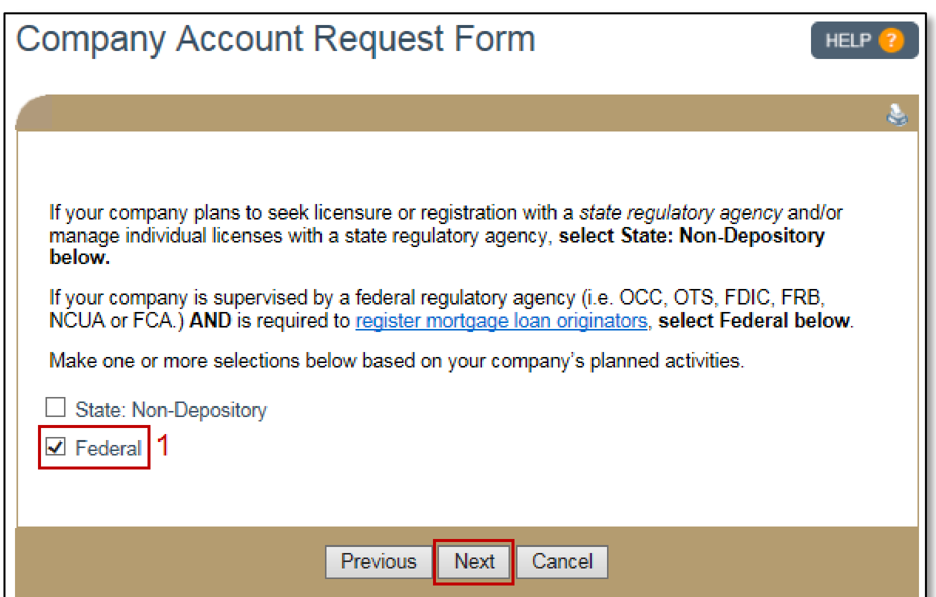


Figure 11: Federal

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

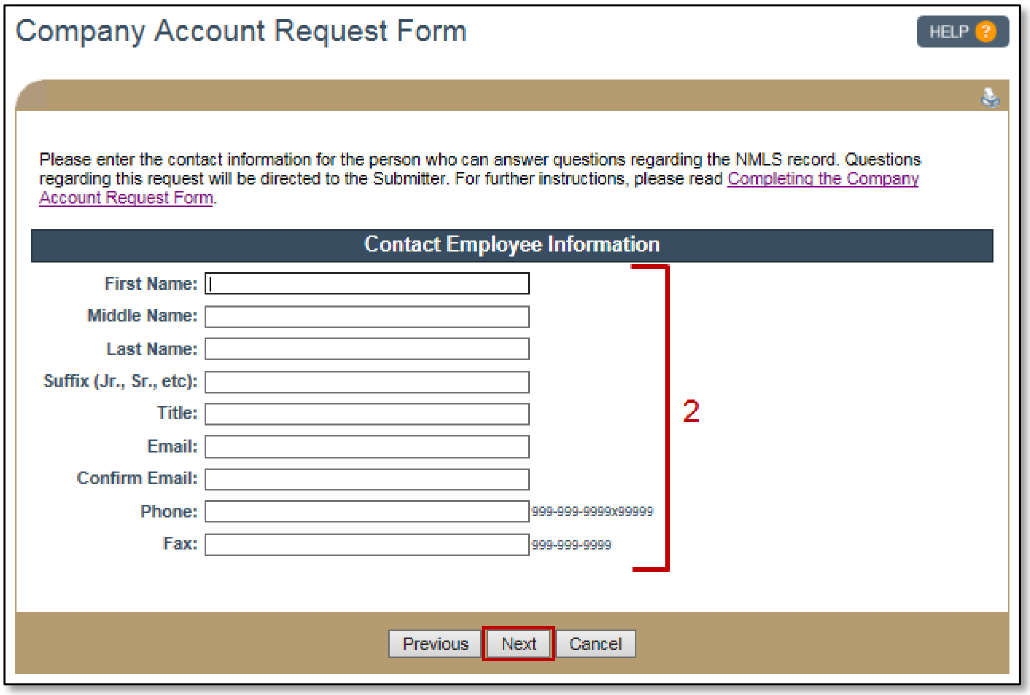


Figure 12: Contact Employee Information

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

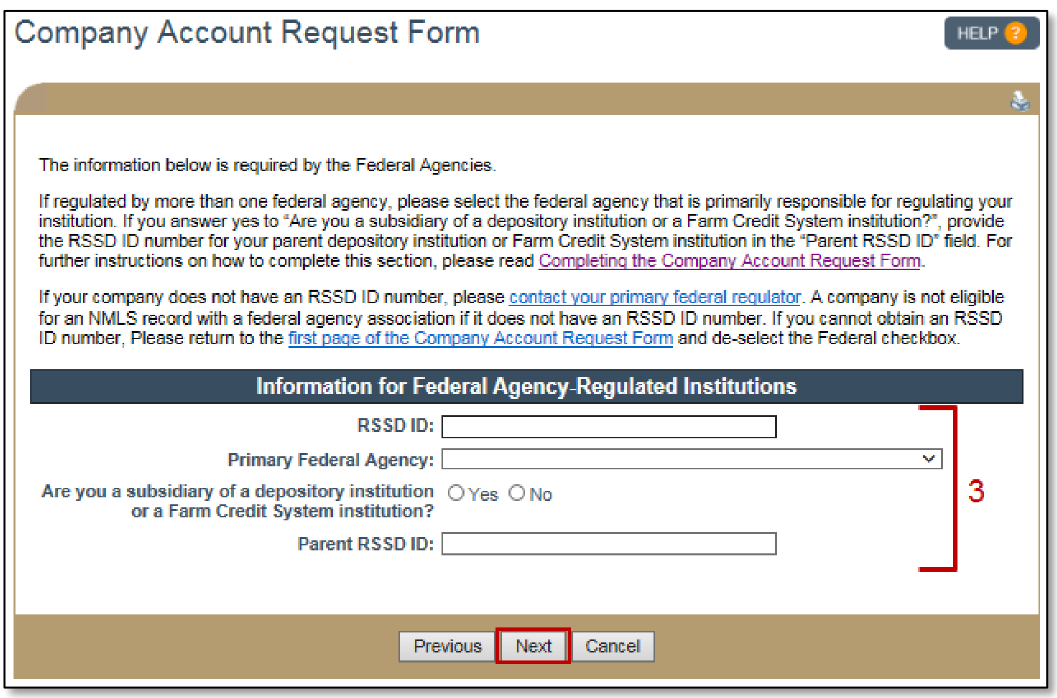
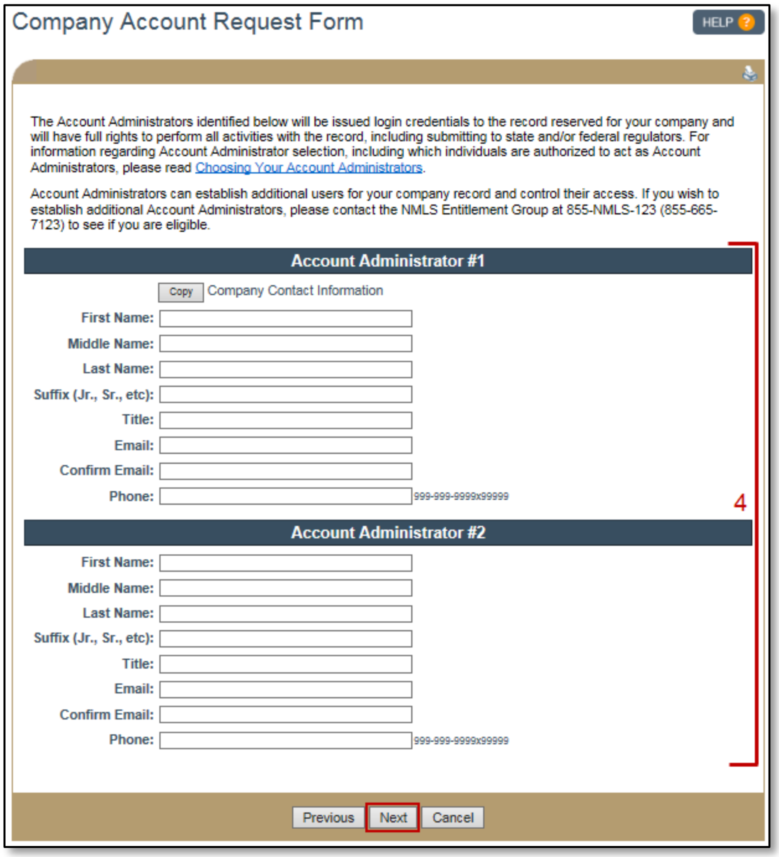


Figure 13: Information for Federal Agency-Regulated Institutions

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


Company Account Request Form

HELP

The Account Administrators identified below will be issued login credentials to the record reserved for your company and will have full rights to perform all activities with the record, including submitting to state and/or federal regulators. For information regarding Account Administrator selection, including which individuals are authorized to act as Account Administrators, please read Choosing Your Account Administrators.

Account Administrators can establish additional users for your company record and control their access. If you wish to establish additional Account Administrators, please contact the NMLS Entitlement Group at 855-NMLS-123 (855-665-7123) to see if you are eligible.

Account Administrator #1

Copy Company Contact Information

First Name:
Middle Name:
Last Name:
Suffix (Jr., Sr., etc):
Title:
Email:
Confirm Email:
Phone: 999-999-9999x99999

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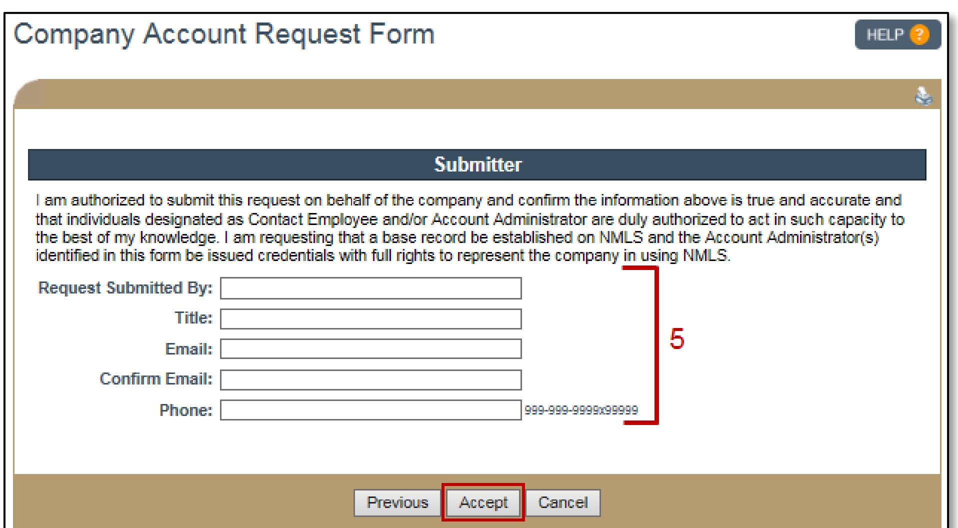
Account Administrator #2

First Name:
Middle Name:
Last Name:
Suffix (Jr., Sr., etc):
Title:
Email:
Confirm Email:
Phone: 999-999-9999x99999

Previous Next Cancel

Figure 14: Account Administrator Information

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


Company Account Request Form

HELP

Submitter

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.

Request Submitted By:
Title:
Email:
Confirm Email:
Phone: 999-999-9999x99999

5

Previous Accept Cancel

Figure 15: Submitter Information

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

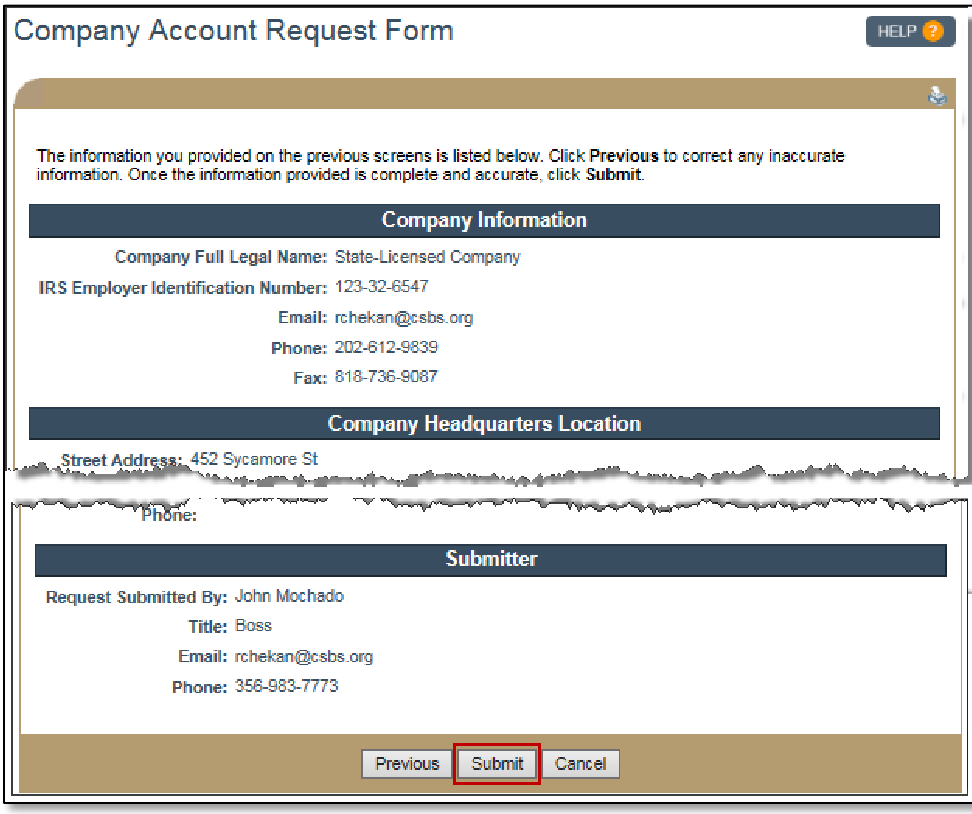


Figure 16: Review

Additional Resources

- [Completing the Company Account Request Form]()