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Policy

The Update User Profile screen allows users to update their contact information at any time. The displayed User Profile information can be modified for any NMLS user.

Changes made to the User Profile do not impact the Company (MU1) Form, Branch (MU3) Form, or Individual (MU2/MU4) Form. Adjustments to NMLS Form information must be done under the Filing tab.

For individual users, the email address listed on this page must be a personal email address directly and continually accessible by the individual whose name and SSN are associated with that account.

This email address should be the address an individual may use in the case of an employment change or other events that would normally remove their ability to access NMLS.

All System users are directed to the *Update User Profile* page the first time they log in after the start of each calendar quarter to confirm/update user profile information, including the email address associated with the user account.

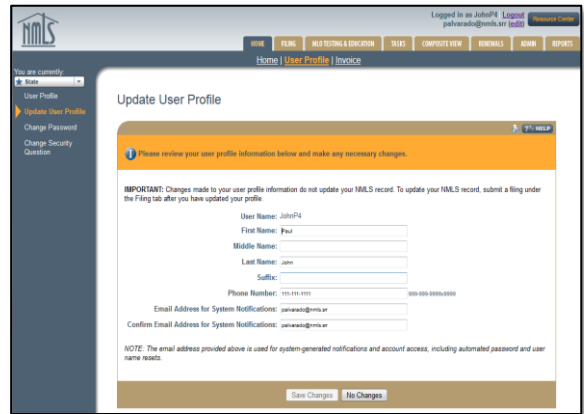


Figure 1: Update User Profile Page

Definitions and Charts


Not Applicable

How to Update the User Profile

1. Review and edit the desired information.
2. Click the **Save Changes** button or click the **No Changes** button if no changes are necessary (see *Figure 2*).

NOTE: Changes to the First Name, Middle Name, or Last Name data fields do not change your user name.

Update User Profile

 [?? HELP](#)

I Please review your user profile information below and make any necessary changes.

IMPORTANT: Changes made to your user profile information do not update your NMLS record. To update your NMLS record, submit a filing under the Filing tab after you have updated your profile.

User Name:	JohnP4	
First Name:	Paul	1
Middle Name:		
Last Name:	John	
Suffix:		
Phone Number:	111-111-1111	
Email Address for System Notifications:	palvarado@nmls.sr	999-999-9999x9999
Confirm Email Address for System Notifications:	palvarado@nmls.sr	

NOTE: The email address provided above is used for system-generated notifications and account access, including automated password and user name resets.

Save Changes
No Changes

Figure 2: Updating the User Profile

Additional Resources

- [How to Log in to NMLS](#)