



## ACN - Main Address

Advance Change Notice (ACN) may be required for a change to a company or branch Main Address within the Company (MU1) Form or Branch (MU3) Form. Review the [State Licensing Requirements](#) Amendment Checklist(s) for the respective state agency's ACN requirements.

The image below highlights the sections of the Identifying Information screen that trigger an ACN.

### Identifying Information

**Main address (Do not use a PO Box):**  
Number & Street: 1101 Duke Street  
City: Alexandria  
State: Virginia  
Country / Province: United States  
Postal Code: 22314

**Do you want to amend your main address?**  
If yes, check here:

**New main address (Do not use a PO Box):**  
New Number & Street:   
New City:   
New State:   
New Country / Province:   
New Postal Code:   
Effective Date:  (MM/DD/YYYY)

**Mailing address:**  
 Main Address  
PO Box or Number & Street: 901 Semmes Avenue  
City: Richmond  
State: Virginia  
Country / Province: United States  
Postal Code: 23224

**Business phone, fax and email address:**  
Business Phone: 804-291-0025  
Fax Line: 804-291-0276  
Email Address: test@test.com



**ACN Amendment**

The following instructions include steps to complete the below actions in NMLS.


- [How to submit an ACN for a company or branch Main Address change](#)

- [How to modify a pending ACN for a company or branch Main Address change](#)
- [How to cancel a pending ACN for a company or branch Main Address change](#)
- [Advance Change Notice Document Upload](#)

### How to submit an ACN for a company or branch Main Address Change

1. Log in to your company NMLS account.
2. Click .
3. To change the Main Address of the Company, click **Company (MU1)** in the sub-menu. For changes to the Main Address of a specific Branch, click **Branch (MU3)** in the sub-menu.
4. Click .
5. Click **Identifying Information** on the left Navigation Panel.
6. Check the box, answering “yes”, to **Do you want to amend your main address?**

**Do you want to amend your main address?**

**6.** If yes, check here:  

7. Enter your entity’s new address.
8. Review the State Agency Checklist applicable to the state and license being changed for instructions on documentation required as part of this change.

**Note:** If your state agency does not require you to report an ACN for this change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date. If your state agency does require you to report an ACN for this change, enter the appropriate future date as the change’s Effective Date. The Effective Date must be a current or future date of up to 120 days. Review the Amendment Checklist for the state and license type for ACN requirements.

Do you want to amend your main address?

If yes, check here:

New main address (Do not use a PO Box):

New Number & Street:

7. New City:

New State:

New Country / Province:

New Postal Code:

8. Effective Date:  (MM/DD/YYYY)

9. Click .

10. Proceed to the **Attest and Submit** section.

**Note:** Some agencies charge an amendment fee when certain information changes. The respective state's Amendment Checklist(s) will provide a complete list of fees.

11. If all completeness checks pass, review the attestation language, attest and submit.

### How to modify a pending ACN for a company or branch Main Address change

1. Log in to your company NMLS account.

2. Click .

3. To change the Main Address of the Company, click **Company (MU1)** in the sub-menu. For changes to the Main Address of a specific Branch, click **Branch (MU3)** in the sub-menu.

4. Click .

5. Click **Identifying Information** on the left Navigation Panel.

6. Modify the New Main Address or Effective Date as needed.

7. Click .

**Do you want to amend your main address?**

If yes, check here:

**New main address (Do not use a PO Box):**

**New Number & Street:** 456 Main Street

**New City:** Bedford Falls

**New State:** New York

**New Country / Province:** United States

**New Postal Code:** 12346

**Effective Date:** 08/31/2013 (MM/DD/YYYY)


**Note:** This action will change the “Pending Change Notice Type” to **Amend Creation** and place it in the **Unsubmitted Change Notices** list. To undo the amendment click the undo icon (↶).

8. Proceed to the **Attest and Submit** section.
9. If all completeness checks pass, review the attestation language, attest and submit.

### How to cancel a pending ACN for a company or branch Main Address change

1. Log in to your company NMLS account.
2. Click **FILING**.
3. To change the Main Address of the Company, click **Company (MU1)** in the sub-menu. For changes to the Main Address of a specific Branch, click **Branch (MU3)** in the sub-menu.
4. Click **Create New Filing**.
5. Click **Identifying Information** on the left Navigation Panel.
6. Uncheck the box, answering “yes”, to **Do you want to amend your main address?** This will cancel the pending change.

**Do you want to amend your main address?**




**6.** If yes, check here:  

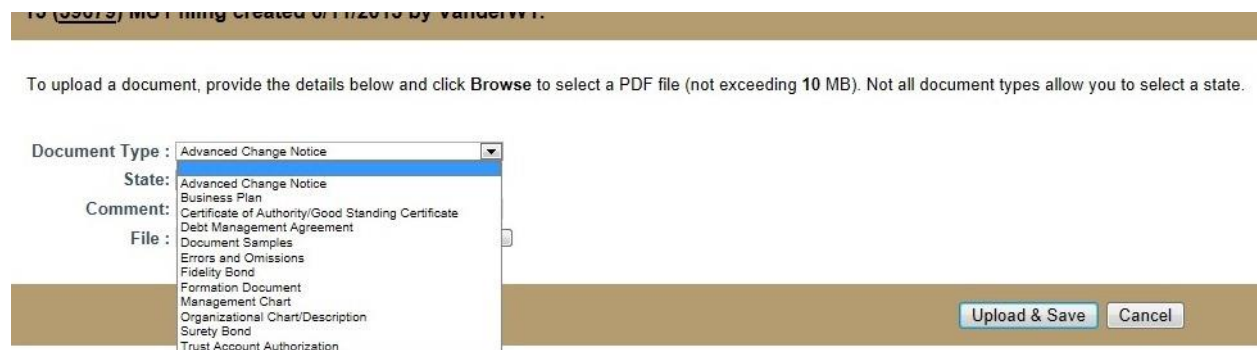
7. Click **Save**.

**Note:** This action will cancel the ACN and place it in the **Unsubmitted Change Notices** list. The **Pending Change Notice Type** will change to **Cancel Creation**. To undo the cancellation click the undo icon (↶).

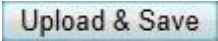
8. Proceed to the **Attest and Submit** section.
9. If all completeness checks pass, review the attestation language, attest and submit.

### Advance Change Notice Document Uploads

1. Log in to your company NMLS account.
2. Click .
3. Click **Company (MU1)** in the sub-menu.
4. Click .
5. Click **Document Uploads** on the left Navigation Panel.
6. Click .
7. Select the "Advance Change Notice" Document Type.



**Note:** Advance Change Notice is a new Document Type available for upload. All ACN Document Type submissions are considered proposed documents. Upon the effective date of the change, documents must be re-submitted under the appropriate Document Type (do not re-submit under Advance Change Notice as of the effective date). If the submission does not meet an existing Document Type, documents must be mailed to the agency.

8. Enter a Comment related to the file as needed.
9. Browse for the file and select .