Branch (MU3) Forms may require amendment in NMLS:

- As revisions are required by one or more regulators
- As information in your record changes
- As actions occur that require disclosure questions to be updated
- As branch managers are replaced

Many revisions only require updates to the appropriate section of the Branch (MU3) Form in NMLS; other revisions may require Advance Change Notice (ACN) to a regulator with documentation filed through NMLS. The State Licensing Page on the NMLS Resource Center includes Amendment Checklists for each license type in NMLS, selectable by state. Find the Amendment checklist for the license type(s) you are updating to review the state agency’s instructions.

ACN may be required for the categories below. The links below provide specific instructions to make respective ACN changes.

- [Branch Main Address (Identifying Information section)]
- [Other Trade Names Addition]

Review the State Licensing Requirement Amendment checklist(s) to clarify state-specific requirements. Some states may require more or less notice for a given amendment, fees associated to the changes, and/or additional supplemental documentation. Effective Dates for changes may be entered up to 120 days in advance.

**NOTE:** If your state agency does not require you to report an ACN for a given change, enter the date on which a change to a licensee’s NMLS information is intended to be effective as the Effective Date.

Changes to branch managers do not require advance notice, but instructions to make these amendments are available below.

[How to Change Branch Managers]
How to amend the Branch (MU3) Form

Log in to your branch record and follow the steps below:

1. Click the **Filing** tab.

2. Click the **Branch (MU3) Form** link on the submenu.

3. Click the **Create New Filing** button.

   **NOTE:** If you do not see the **Create New Filing** button, you may already have a pending filing; in this instance, click the **Edit** icon (✓) to continue editing the Branch (MU3) filing or the red (✗) to delete the pending filing.

4. Click each section of the Form from the left navigation panel that needs to be amended and save any changes.
5. Click the **Attest and Submit** link from the left navigation panel.

6. If all completeness checks pass, review the attestation language, attest and submit.
Branch Main Address Change (Identifying Information section)

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

1. Log in to your company NMLS account.
2. Click the Filing tab.
3. Click the Branch (MU3) link from the submenu.
4. Click the **Create New Filing** button.

5. Click the **Identifying Information** link from the left navigation panel.

6. Select the box, answering "yes", to *Do you want to amend your main address?*

7. Enter your entity's new address.

8. Enter the change’s **Effective Date**.

9. Click the **Save** button.

10. Click the **Attest and Submit** link from the left navigation panel.

11. If all completeness checks pass, review the attestation language, then attest and submit.
Other Trade Name(s) Addition

The image below highlights the sections of the Other Trade Names screen that trigger an ACN.

1. Log in to your company NMLS account.
2. Click the Filing tab.
3. Click the Branch (MU3) link in the submenu.
4. Click the Create New Filing button.
5. Click the Other Trade Names link from the left navigation panel.
6. Click the Add button.
7. Enter your entity’s new Other Trade Name.
8. Select the Industry Type.
9. Enter the change’s Effective Date.
10. Select the State(s) in which the Other Trade Name will be used. If applicable, check the box under “Forced Name?” for the respective state(s).
11. Click the Save button.

12. Click the Attest and Submit link from the left navigation panel.

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

**Standard Amendment Document Uploads**

1. Log in to your company NMLS account.

2. Click the Filing tab.

3. Click the Company (MU1) link in the submenu.

4. Click the Create New Filing button.

5. Click the Document Uploads link on the left navigation panel.

6. Click the Add button.

7. Select the Document Type.
NOTE: Only select “Advance Change Notice” as the Document Type for changes requiring ACN. See below (Document Uploads for ACN Events) for further instruction.

8. Enter a Comment related to the file as needed.


10. Click the Add button.

Advance Change Notice Document Uploads

11. Log in to your company NMLS account.

12. Click the Filing tab.

13. Click the Company (MU1) link in the submenu.

14. Click the Create New Filing button.

15. Click the Document Uploads link from the left navigation panel.

16. Click the Add button.

17. 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.

18. Enter a Comment related to the file as needed.

19. Browse for the file and click the **Upload & Save** button.

**How to Change Branch Managers**

1. Log in to your company NMLS account.

2. Click the **Filing** tab.

3. Click the **Branch (MU3)** link in the submenu.

4. Click the **Create New Filing** button.

5. Click the **Branch Managers** link from the left navigation panel.

6. Click the **Edit** icon next to the existing branch manager.

### Branch Managers

**Alvarado Mortgage Co., baranco, ME Branch (14339) MU3 filing created 3/4/2014 by AlvaradP.**

Below are branch managers identified for this branch.

<table>
<thead>
<tr>
<th>Entity ID</th>
<th>Name</th>
<th>Industry Type(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mortgage (Kentucky)</td>
</tr>
</tbody>
</table>

6. Each Branch must have a Branch Manager with a completed Form MU2. If desired, a separate Branch Manager can be identified for each industry type in which the Branch conducts business activities. To add a Branch Manager, search the NMLS to determine if the person already has a record in the NMLS. If not, you will need to create a new record for the individual. Click the **Add** button to perform the search.
7. Click the **Delete** button.

8. Click the **OK** button to confirm you wish to delete the existing branch manager.

9. Click the **Add** button to add the new branch manager.

10. Search for the new branch manager by name or NMLS ID number.

   **NOTE:** To add the individual as the branch manager, they must have already granted the company access to their record.

11. Click the individual’s NMLS ID number next to their name.
12. Select the branch manager’s industry type and state.

13. Click the **Save** button.

14. Click the **MU2 Forms** link from the left navigation panel.

15. Click the **Request Attestation** icon next to the new branch manager’s name. This will send the Individual (MU2) Form to the individual for their review/completion and attestation. The individual must attest to the Individual (MU2) Form before the Branch (MU3) Form can be submitted.
16. After you are notified that the new branch manager has attested, repeat steps 1-3.

17. Click the **Edit** icon (✓) to open your pending Branch (MU3) filing.

18. Click the **Attest and Submit** link from the left navigation panel.

19. If all completeness checks pass, attest to and submit the filing.