



INSTITUTION INITIATES MU4R

An institution can opt to complete any or all sections of the MU4R first and then send it to the MLO for attestation. Once attestation is completed by the MLO, the institution receives an email to proceed with the process. The institution can then review the MU4R for any changes (which will show in red line) and if acceptable, file and pay for the MU4R.

Initiating MU4R Process

1. Navigate to the [NMLS Federal Registry Resource Center](#).
 2. Click the  button.
 3. If prompted, select Federal and log in to NMLS.
 4. Click the  tab.
 5. Click  on the submenu.
 6. A list of unsubmitted filings displays on the *Pending Filing-MU4R* screen.
 7. Click the  button to initiate a MU4R filing for an individual.
or
Click the  icon to edit a filing for an individual that has previously been initiated either through bulk upload or Steps 1-7.
 8. Complete the fields you have information for by clicking on each section on the left navigation panel.
 9. Click the **Attest and Submit** link on the left navigation panel.
 10. Click the  button.
- NOTE:** The MU4R will be released so the MLO can attest. The MLO will also receive an email. Once the MLO has attested, the institution user will receive an email and can log in to NMLS to complete the submission of the MU4R.
11. Once the institution receives the attested MU4R, the institution can review (in red line) if all information is accurate. The institution can click  to submit the MU4R filing. If information requires correction, the institution can click  to recall the filing. The institution must then complete Steps 6 and 7 again.
 12. Once submitted, the final step is to remit payment. See [Paying MU4R Fees for Institution Submitted MU4R Filings Quick Guide](#) for further instructions.

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).