



## AMENDING EMPLOYMENT START DATE

Once an institution has confirmed employment of an individual MLO, the institution has the ability to amend the employment start date that was originally entered if necessary. The steps below will walk you through amending the employment start date in NMLS.

1. Log into your Institution's NMLS Account.
2. Select  in the top right corner.
3. Select the  sub-menu option.
4. From the **Pending Filing-MU4R** page, a list of un-submitted filings will appear. Select  to create a new filing for the individual you wish to change the employment start date for. (If the individual already has a pending filing, select the edit icon () to amend the existing filing.)
5. Select **Employment Records** on the left-hand navigation panel.
6. Click  next to the present employer.
7. Amend the From Date as appropriate and select Save.
8. Select **Attest and Submit** on the left navigation panel and click



**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.

9. Once the institution receives the attested MU4R, the institution can click  to submit the MU4R filing. If Start Date requires correction the institution can click  to recall the filing. The institution must complete steps 6-9 again.

**NOTE:** There is no fee associated with this type of amendment.

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