



AMENDING AN MU4R

An MU4R may require amendment for any of the following reasons:

- Revisions are required by an employer.
- Information in your record changes.
- Events occur that require disclosure questions to be updated.

Prior to submitting an amended filing, contact your employing institution if you are unsure of their policy on processing MU4R amendments on NMLS.

Amending your MU4R:

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Select the appropriate context: Federal, and Log in to NMLS.
4. To view MU4R information and determine if information in your record needs to be updated, click the **Composite View** tab.
5. Click the **View Individual** link in the submenu.
6. Click the **Federal Historical Filings** link on the left navigation panel.
7. Click the **View** (📄) icon next to the most recent filing.

Federal Historical Filings HELP ?

Gary Alan Schmidt Jr. (8349)

You may view a single filing by clicking on the view icon 📄 below.
If multiple filings are listed, you may select two boxes and click the **Compare** button to compare in redline mode.

Select Rows to Display

	Filing ID	System Processed	Submitted By	Submitting Entity ID	Submitting Entity	Sections Changed
<input type="checkbox"/> 📄	174217	7/28/2015 3:59:03 PM	SchmidtG	8349	Gary Alan Schmidt Jr.	Click to View
<input type="checkbox"/> 📄	114614	2/26/2015 12:34:27 PM	SchmidtLM4	26756	Phillies Bank, NA	Click to View

Figure 1: Image of Federal Historical Filings

NOTE: If all current information is correct and up to date, no amendment is necessary. If information should be updated or corrected, follow these steps to amend your MU4R:

8. Click the **Filing** tab in the top right corner.
9. Click the **MU4R** link in submenu.
10. Click the **Request New/Update** button.

NOTE: If you do not see the **Request New/Update** button, you may already have a pending filing and will need to select the **Edit** button to continue editing your pending MU4R filing or the **Delete** button to delete the pending filing that is outstanding.

11. Select the links on the left navigation panel that require amendment, make the appropriate changes and click the **Save** button.

NOTE: If you need to update your **work location details**, click the **Edit**  icon in the *Employment Records* section.

12. Once all changes have been completed, click the **Attest and Submit** link on the left navigation panel.
13. Review the attestation statement, select the checkbox to verify your identity and click the **Submit** button.

NOTE: An amendment fee will be assessed when changing employers. For more details, see the [Changing Employers Quick Guide](#).

For further assistance, please contact your employer.