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 FILING in the top right corner.
3. Select the MU4R sub-menu option.
4. From the Pending Filing-MU4R page, a list of un-submitted filings will appear. Select Create New Filing 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.
   
   NOTE: The date must be on or before the original confirmation date.
8. Select Attest and Submit on the left navigation panel and click Request Attestation.

   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).