






## CHANGING EMPLOYERS


When a Mortgage Loan Originator changes employment from one federal agency-regulated institution to another, the MU4R must be updated to reflect the change. Below are the necessary steps to complete this action.

### ***Terminating an Existing Institution and Adding a New Institution:***

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Select  in the upper right corner.
3. Select the appropriate context: Federal, if applicable, and Log into NMLS.
4. Select  in the top right corner.
5. Select the  sub-menu option.

6. Click **Request New/Update**.


**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.

7. Select **Identifying Information** on the left navigation panel. Make any necessary changes to your contact information and click **Save**.
8. Select **Employment Records** on the left navigation panel.
9. Click  next to the employment record you are terminating.
10. Click **Terminate**.
11. Enter the employment end date and click **Terminate**.

**NOTE:** If your new employer will be managing and paying for the new MU4R submission, consult with your institution to proceed. If you will be paying and submitting the new MU4R, proceed to step 12.

12. Select **Employment Records** on the left navigation panel
13. Click **Add Current**.
14. Click **Yes** to indicate the institution is federal agency-regulated.

**NOTE:** If you select "Yes", you are indicating that you are employed by a federal agency-regulated Institution. Contact your employer if you are unsure whether or not they are federal agency-regulated.

15. Search for your new employer by legal name or NMLS ID number.
16. Click  next to the correct institution and click **Select**.

17. Enter the required information and click **Save**.

### IMPORTANT INFORMATION

#### **Criminal Background Check Requirement**

If you are adding a new federal agency-regulated Institution, you will be required to submit a new Criminal Background Check request. The following steps will help you request your new CBC:

1. Select ***Criminal Background Check Request*** on the left navigation panel.
2. Select **I am requesting a Federal Criminal Background Check**.
3. Click the  button next to the correct Criminal Background Check Method.
4. Click **Save**.

18. Select ***Attest and Submit*** on the left navigation panel.

19. Once you have reviewed the attestation statement, check the box to certify your identity, then click **Submit Filing**.

20. The final step is to remit payment. You must select "I Agree" to the terms and conditions and select a payment method. Acceptable forms of payment are VISA, MasterCard, and ACH.

**NOTE:** Using ACH is simple; all you need is your bank account number and the bank's routing number located on your check. NMLS will guide you through the rest.

For further navigational assistance, please contact your new employer.