



HIRING AN EXISTING MLO

To properly manage the individual records for MLOs employed by your institution, you must first be granted Intuition Access by the individual. This access allows you to view the individuals full record, pay for a filing if needed and confirm employment. The steps below will assist you in the review of any new individual records as well as the steps which must be taken to reactivate their registration.

To Grant Access:

1. Instruct the MLO to provide your institution with access. Send the [Quick Guide: Granting Institution Access](#) to the MLO to assist with this process.
2. Request that the MLO notify you when this action is complete.
3. Log into your institution account.
4. Select the **Filing** tab.
5. Select the **Institution Access** submenu option to confirm the individual granted access to your institution.

NOTE: Once the individual has granted access to your institution, the MU4R will need to be resubmitted with updated information and a subsequent Criminal Background Check request. If your institution will be paying the fees associated with an employment change (\$71.25), continue to **Institution-Managed Employment Change** below. If the individual MLO is paying the fees associated with an employment change reference the [Quick Guide: Changing Employers](#).

Institution Managed Employment Change:

1. Batch upload the applicable individuals to create the pending MU4R. See the [Quick Guide: Creating, Uploading, and Reviewing a MLO Batch File](#) for instructions.

NOTE: If you do not wish to utilize the Batch Upload functionality, you can create a pending MU4R filing manually for the individual by going to the Filing > MU4R and selecting "Create New Filing". Proceed to Step 5.

2. Select the **Filing** tab.
3. Select the **MU4R** submenu option.
RESULT: A list of unsubmitted MU4R filings appears.
4. Select the **Edit** (✎) icon next to the appropriate filing.
5. Select the **Identifying Information** section on the left navigation panel.
6. Make the necessary changes.
7. Select **Save**.
8. Select the **Employment Records** section on the left navigation panel.
9. Add your institution as a current employer.
10. Select **Save**.
11. Select the **Criminal Background Check** section on the left navigation panel.
12. Select **"I am requesting a Federal Criminal Background Check."**
13. Select the desired criminal background check method.
14. Select **Save**.
15. Select the **Attest and Submit** section on the left navigation panel.
16. Select **Request Attestation**.

NOTE: The MU4R receives an email so they can attest. When the individual attests, they must terminate any confirmed employments as applicable. Once the MLO has

attested, you receive an email and can log in to NMLS to complete the submission of the MU4R.

17. Once you receive the attested MU4R, review all information to ensure accuracy.
18. Select the **Stamp** (👤) icon to submit the MU4R.
19. Remit payment. See the [Quick Guide: Paying MU4R Fees](#) for instructing.

To Confirm Employment:

1. Log into your institution account.
2. Select the **Tasks** tab.
3. Select the **Employment Management** submenu option.
4. Select **Manage Employment Records Pending Confirmation** on the left navigation panel.
5. Select the **Edit** (✎) icon next to the desired individual's name.
6. If the Employment Start Date is blank, enter the correct start date.
7. Select **Update Date**.

NOTE: When an MU4R is submitted and attested to by the MLO and the institution subsequently submits or changes the employment date, the institution must obtain the MLO's attestation to the accuracy of the employment start date provided by the institution.

8. Select **Confirm**.
9. Check the box next to "I certify that I agree to the above."
10. Select **Attest and Confirm**.

To Reject Employment:

WARNING: Rejecting an employment record will move the employment record to the MU4R employment record history where it cannot be edited and the registration status becomes "Canceled." In addition, your institution will no longer have access to the MLO's NMLS record. Once the record is rejected, to reestablish the employment record the new employment record must be created by submitting an MU4R and paying the associated fees. If corrections need to be made to the employment information, use the request correction process instead of rejecting their employment record.

1. Log into your institution account.
2. Select the **Tasks** tab.
3. Select the **Employment Management** submenu option.
4. Select **Manage Employment Records Pending Confirmation** on the left navigation panel.
5. Select the **Edit** (✎) icon next to the desired individual's name.
6. Select **Reject**.
7. Enter an explanation of why the employment is being rejected (optional).
8. Select **Reject**.
9. Select **OK** in the pop-up window.

NOTE: The MLO receives an email saying the employment was rejected.

For further assistance please contact the NMLS Call Center at
1-855-665-7123