



INDIVIDUAL REACTIVATION

If your individual MLO registration status is “Inactive – Failed to Renew,” your employing institution can reactivate your registration through NMLS. The institution must initiate the process before you can complete Reactivation. Follow the steps below to complete the reactivation process:

Individual Reactivation (Initiated by Employing Institution)

- Once your institution has initiated the reactivation process, you receive a system-generated email notification instructing you to log in to your account and attest (see *Figure 1*).

Subject: Doug Harris (NMLS ID 5458) Renewal/Reactivation Attestation is Required

ABC Bank NA (2915) has submitted your Federal Mortgage Loan Originator Registration for renewal or reactivation. You must attest to your record to complete the renewal/reactivation process.

Use the ‘Log in to NMLS’ button in the upper right corner of the [NMLS Resource Center](#) to log in and complete your attestation under the RENEW/REACTIVATE tab. View the [Individual Renewal](#) or [Individual Reactivation](#) Quick Guides for assistance.

Please contact your employer if you need additional information.

Figure 1: Sample Reactivation Notification

NOTE: Attestation reminders are sent via email notifications if reactivation attestation is not completed after 5, 10, and 15 calendar days (see *Figure 2*).

Subject: Sharon S Scott (NMLS ID 912837) Pending Renewal Attestation for Federal MLO Registration

The renewal of your federal MLO registration has been in a Pending Attestation status for the past 15 days. See below for further details.

Primary Federal Regulator: Board of Governors of the Federal Reserve System
Current Registration Status: Active
Current Renewal Status: Pending Attestation
Renewal Status Date: 1/28/2015

Please log in to NMLS and attest to complete the renewal process.

Figure 2: Attestation Reminder Notification

When you have received the attestation email notification, you can log in to your account to complete the Renewal/Reactivation process. If you need assistance retrieving your user name and password, see the [Managing User Profile Quick Guide](#).

- After receiving the attestation email notification, navigate to the [NMLS Federal Registry Resource Center](#).
- Click the **Log in to NMLS** button in the upper right corner.

4. Verify that the “You are currently” drop-down menu reflects “Federal”. Also, if you see the “Federal Registry” watermark to the right of the NMLS logo, you are in the Federal context. If there is no watermark to the right of the NMLS logo you are in the State context.
 5. Click the **Renew/Reactivate** tab.
 6. Review and confirm your MU4R and the attestation language.
- NOTE:** After review, if you determine that you need to update your record, click the **Amend Record Information** button.
7. Click the **Attest and Renew** button. This completes the reactivation process.
 8. You receive a system-generated email notification confirming you have completed the required steps (see *Figure 3*).

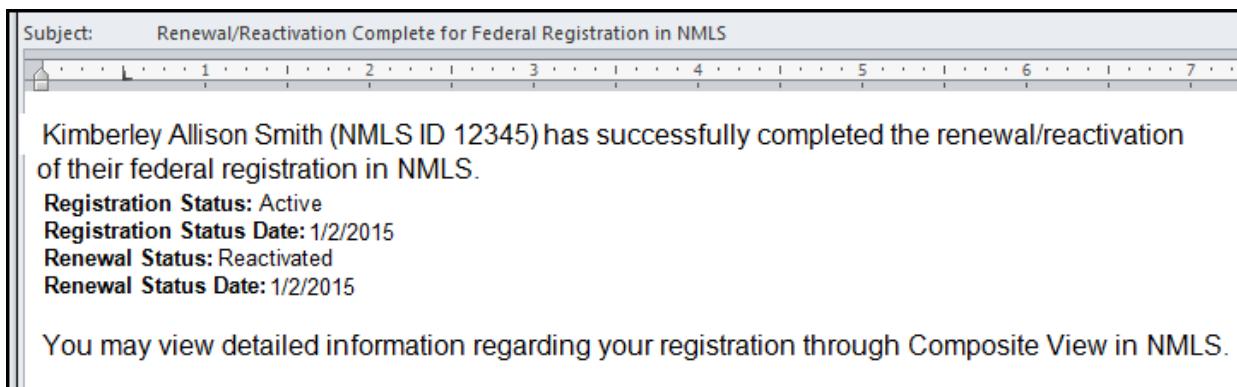


Figure 3: Reactivation Confirmation Notification

NOTE: To confirm your registration renewal status, click the **Composite View** tab and then click the **View NMLS MLO Registration List** link on the left navigation panel.

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