







INSTITUTION INITIATED MU4R

If you are a mortgage loan originator (MLO) and your institution has initiated a MU4R Form on your behalf, but you will be paying the registration fee, you will need to log into your NMLS account, review the filing, submit your MU4R Form, and remit payment.

Confirming your MU4R Information

1. Upon receipt of an email from NMLS_Notifications@NMLSNotifications.com indicating that an MU4R Form has been created on your behalf, 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. Under “**To Create, Update, or Submit and MU4R**” on the *MU4R Filing(s)* screen, you should see a filing established with an Unsubmitted Status.
7. Select  to open the MU4R Form.
8. Review each section on the left navigation panel. If you find uncompleted sections or inaccuracies, make any necessary changes.
9. Select **Attest and Submit** on the left navigation panel. Once any and all outstanding items on this page are addressed a legal attestation will appear.
10. Select the check box next to the verification and select **Submit Filing** to complete the attestation and begin filing submission.
11. The final step is to remit payment. You must select “I Agree” to the terms and conditions, select a payment method, provide all required information and complete the payment process. Acceptable forms of payment are VISA, MasterCard, and ACH.
NOTE: Using ACH is simple; all you need is your bank account number and routing number located on your check. NMLS will guide you through the rest.
12. Access the [Quick Guide: Scheduling your Fingerprinting Appointment](#) to continue the Criminal Background Check process unless your employer has made other arrangements to have your fingerprints captured.