



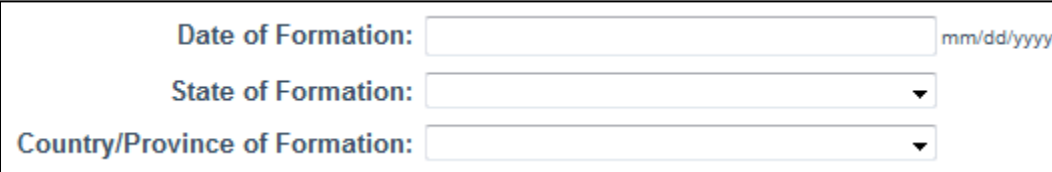
REQUESTING STATE FILING AUTHORITY

Federally registered institutions in NMLS that require access to the state context of NMLS must have an Account Administrator (AA) for your institution use the Request State Filing Authority function.

Once access to the state context of NMLS is granted, an institution's Organization Users (OUs) retain the roles originally set under the Federal Registry; however, AAs must now grant state context-specific user roles for existing OUs. In order to maintain access to the state context a filing must be submitted within 180 days of access granted.

Requesting State Filing Authority

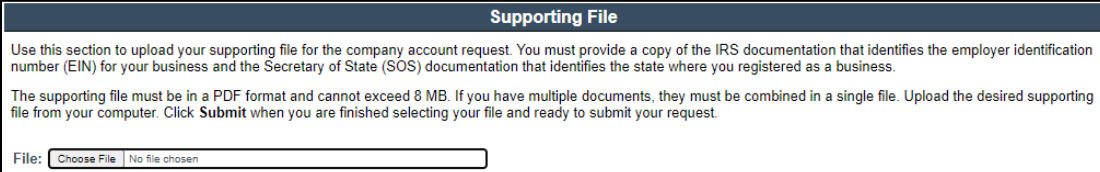
1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Select the **Federal** button and Log in to NMLS.
4. Click the **Admin** tab.
5. Click the **Request Filing Authority** link on the left navigation panel.
6. Click the **State: Non-Depository** checkbox and click the **Next** button.
7. Enter the applicable information below and click the **Next** button.



The form contains three input fields: 'Date of Formation' with a date format hint 'mm/dd/yyyy', 'State of Formation' with a dropdown arrow, and 'Country/Province of Formation' with a dropdown arrow.

Figure 1: Formation Information

8. Verify all data is correct.
9. Upload supporting files, including a copy of the IRS documentation that identifies the employer identification number (EIN) for your business and the Secretary of State (SOS) documentation that identifies the state where you registered as a business. Combine multiple documents into a single PDF file, not exceeding 8 MB.



The section is titled 'Supporting File'. It contains instructions: 'Use this section to upload your supporting file for the company account request. You must provide a copy of the IRS documentation that identifies the employer identification number (EIN) for your business and the Secretary of State (SOS) documentation that identifies the state where you registered as a business. The supporting file must be in a PDF format and cannot exceed 8 MB. If you have multiple documents, they must be combined in a single file. Upload the desired supporting file from your computer. Click **Submit** when you are finished selecting your file and ready to submit your request.' Below the text is a file selection button labeled 'File: Choose File No file chosen'.

10. Click the **Submit** button.

NOTE: If approved, you will receive an email notification from the NMLS Entitlement Group within 2-3 business days of your request. If your request is not approved, you will receive a rejection email indicating the reason(s) for rejection.

For further assistance, please contact the NMLS Entitlement Group at 1-855-NMLS-123
(1-855-665-7123).