



## REQUESTING FEDERAL REGISTRY FILING AUTHORITY

State-licensed companies in NMLS that require access to the federal context of NMLS must have two Account Administrators (AA) identified for your company to use the Request Federal Registry Filing Authority function.

When requesting Federal Registry filing authority, ensure all company information, such as the legal name, address, RSSD ID, etc., match the [National Information Center \(NIC\) Database](#) website. Requests may be rejected if company information does not match the NIC Database.

Once access to the federal context of NMLS is granted, a company's Organization Users (OUs) retain the roles originally set under the state context; however, AAs must not grant federal context-specific user roles for OUs. In order to maintain access to the federal context a filing must be submitted within 180 days of access granted.

### **Requesting Federal Filing Authority:**

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Select the **State: Non-Depository** 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 **Federal** checkbox and click the **Next** button.
7. Enter the applicable information below and click the **Next** button.

RSSD ID:	<input type="text"/>
Primary Federal Agency:	<input type="text"/>
Are you a Subsidiary?	<input type="radio"/> Yes <input type="radio"/> No
Parent RSSD ID:	<input type="text"/>

*Figure 1: Information for Federal Institutions*

**NOTE:** If entity is a subsidiary, the parent entity (if not a holding company) must be NMLS entitled before the federal authority request can be submitted. Also, there must be two AAs on the parent company that match the AAs on this subsidiary account.

8. Verify all data is correct and click the **Submit** button.
  - If approved, you will receive an email notification from the NMLS Entitlement Group within 2-3 business days of your request.
    - Once granted, each company user is required to use two factors of authentication to access the Federal Registry. An access credential must

be acquired directly from the NMLS-approved two-factor authentication vendor, [Symantec](#) (formerly known as VeriSign).

- 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).