



THE MORTGAGE FIRM

— *Closing Simplified.* —

Mortgage Loan Originators NMLS Updates:

The Mortgage Firm, Inc. – NMLS ID: 189233

Mortgage Loan Originators will need to complete the following within their personal NMLS account upon their hire date. These actions will end any current employment and license sponsorships. See the how to documents contained herein.

- 1) End current Relationship and remove Sponsorship.
- 2) Add current TMF employment information to self-reported employment history.
- 3) Provide access to your NMLS account to TMF.

Once these items are completed TMF will accept access and request the sponsorship of your individual license(s).



REMOVING ACCESS & ENDING RELATIONSHIPS

If you are changing employers or leaving a company and want to end your *Relationship* and remove *Company Access* with your existing employer, follow the steps below.


NOTE: Failure to end a *Relationship* and remove *Company Access* means that the company is able to view your record in NMLS.

To Remove Company Access:

1. Log in to your individual account in NMLS.
2. Click the **Filing** tab.
3. Click **Company Access** from the sub-menu.
4. Select the **box** beside the company you wish to remove access and click **Remove**.

NOTE: Access cannot be removed if a *Company Relationship* currently exists. See the steps below for instructions on how to end a *Company Relationship*.

To End a Company Relationship:

1. Click the **Filing** tab.
2. Click **Company Relationships** from the sub-menu.
3. Click the Edit () Icon.
4. Enter the *End Date* and click the **End Relationship** button.
5. NMLS will prompt you to confirm you wish to end the relationship. Click the **End Relationship** button.

NOTE: Ending the relationship will automatically remove access and any active Sponsorships. This action may temporarily inactivate your license. Consult the [state specific requirements](#) for details.

6. To verify that the Company Relationship ended, click **Company Relationships** from the sub-menu.
7. The company you ended the relationship with will show under "Previous Company Relationships".

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



CHANGE OF EMPLOYER

When employment changes for a Mortgage Loan Originator the Individual (MU4) Form must be updated to reflect accurate information. Company access, relationships and sponsorships must also be updated. Below are the steps necessary to complete this action. Individuals should also check the [State Licensing Resource Page](#) for amendment checklists that will list any requirements the agency may have outside NMLS.

Update your User Profile

1. Log in to your individual NMLS account.
2. From the **Home** tab, click **User Profile** from the sub-menu.
3. Click **Update User Profile** on the left navigation panel.
4. Confirm that the phone number and email address listed are accurate to ensure you receive all system notifications. Make any appropriate updates and click **Confirm**.

Update Company Relationship, Sponsorship, and Company Access

1. Click the **Filing** tab.
2. Click **Company Relationships** from the sub-menu.
3. Click the **Edit Relationship** icon next to appropriate employer, enter End Date and click the **End Relationship** button to end the relationship with the selected employer.


NOTE: This action will cause any existing sponsorships to be removed, your license status may be affected until your new employer submits a sponsorship request.

4. Click **Company Access** from the sub-menu.
5. Click the **Add** button
6. Search for company, select and click the **Save** button to grant access to new employer.

NOTE: This action will allow employer to establish a relationship and sponsor licenses.

Update your Individual (MU4) Form

1. Click the **Filing** tab.
2. Click **Individual** from the sub-menu.
3. Click the **Request New/Update** button.
4. Click **Identifying Information** from the left navigation panel. Confirm that your phone number and email address are up to date or make any appropriate updates and click **Save**.

5. Click **Employment History** from the left navigation panel.
6. Select the **Edit**  icon and enter the employer you have listed as “current employer” and enter a ‘**To**’ date (mm/yyyy) and uncheck the box that indicates current employer and click **Save**.

NOTE: The ‘To’ date refers to the end date of your employment.

7. Click **Add**.
8. Enter a ‘**From**’ date (mm/yyyy) for your new current employer (no gaps may exist between employers, if there was any period of unemployment, this should be listed).

NOTE: The ‘From’ date refers to the start date of your employment.

9. Leave the ‘**To**’ date blank and check the current employer box. Complete all fields regarding your current employer and click **Save**.

NOTE: Be sure that the name and address listed for the company matches the company record in NMLS.

10. Review all other sections of the Individual (MU4) Form and update as appropriate.
11. Proceed to **Attest and Submit** section on the left hand navigation panel.
12. If all completeness checks pass, review the attestation language and click **Submit Filing**.

You have now submitted an amendment to the state agencies in which you hold a license or have filed a license request. Refer to the state’s [Amendment Checklist](#) on the NMLS Resource Center for any further requirements outside NMLS.

For more information, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).



PROVIDING ACCESS TO A COMPANY

Granting access to a company allows them to perform the following tasks:

- View your record
- Pay for a SAFE Test
- Create an Individual (MU2 or MU4) Form
- Create a Company Relationship and Sponsorship

Once granted, a company will continue to have access to your record until your Company Relationship is ended in NMLS. For more information, please see [Removing Access and Ending a Relationship Quick Guide](#).

Granting Access

1. Navigate to the [NMLS Resource Center](#).
2. Click on the **Log in to NMLS** button in the upper right corner.
3. **Log in** to your NMLS account.
4. Click the **Filing** tab.
5. In the **Form Filing Home** screen, click the **Company Access** link in the sub-menu.
6. Click the **Add** button to search for the company you wish to grant access.

NOTE: Request your company's NMLS ID number to insure the access you're granting is to the correct company. You can also search by Company Name.

7. **Check the box** that corresponds with the company.
8. Click the **Save** button.
9. The **Company Access** screen will display, showing the company that you granted access to.

NOTE: The company will receive an email notification that you have granted them access.

10. Once access has been granted, the company can establish relationships and create sponsorship requests. Companies can only sponsor licenses in jurisdictions in which they are also licensed.

Verifying Relationship & Sponsorship Status

1. Log in to your NMLS account.
2. Click the **Filing** tab.
3. Click the **Company Relationships** link in the sub-menu.

4. All current and previous **Company Relationships and Sponsorships** will display

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