




CREATE AN INDIVIDUAL ACCOUNT

If you are a Control Person, Qualifying Individual, Branch Manager or Mortgage Loan Originator that needs to obtain an individual account in NMLS you must create your own account through following the simple steps below.

Creating an individual account establishes a permanent record in NMLS that can be used by the individual to apply for and maintain licenses. Individual accounts are NOT to be created for training purposes. For training materials, please access the *Using NMLS* Section of the NMLS Resource Center that provides links to Quick Guides, Tutorials, Navigation Guides and the User Guidebook. These resources can assist you in using NMLS to maintain individual records to meet the licensing requirements in all participating states.

Getting an account

1. Go to the NMLS website at www.stateregulatoryregistry.org/NMLS and click on the  button in the upper right corner.
2. Click on *Create an Individual Account* link.
3. Retype the security letters & numbers shown on the screen in the space provided and click **Next**.
4. In the *Create an Individual User Account* screen complete **ALL** of the fields with your information and click **Next**.
5. Review the Individual Account information that will be established. If correct click **Finish**. If not correct, click **Previous** and correct any information. Please note that you cannot edit your date-of-birth and social security number once your record is created.
6. After completing this process, you will receive two emails from NMLS_Notifications@statemortgageregistry.com. The first contains your User Name and the second contains your temporary password.
7. Upon receiving your User Name and temporary password, log into NMLS by typing in your user name and cutting and pasting your temporary password from the email into the login page of NMLS.

8. Once you have gained access to NMLS the first time you will be prompted to change your password.

Maintain your User Name and password in a safe location. You will use these in the future when you need to access your record in NMLS to attest to your record, give a company access to your record, renew your record, or terminate a relationship with a company.

For further assistance, please contact the NMLS Call Center at 240-386-4444.