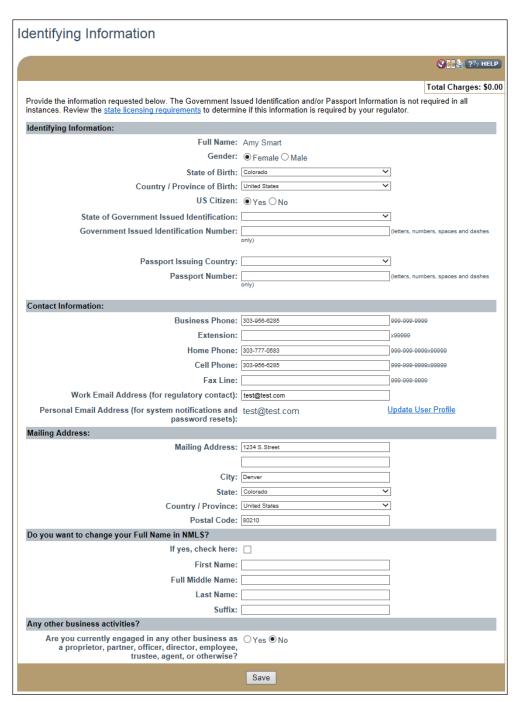
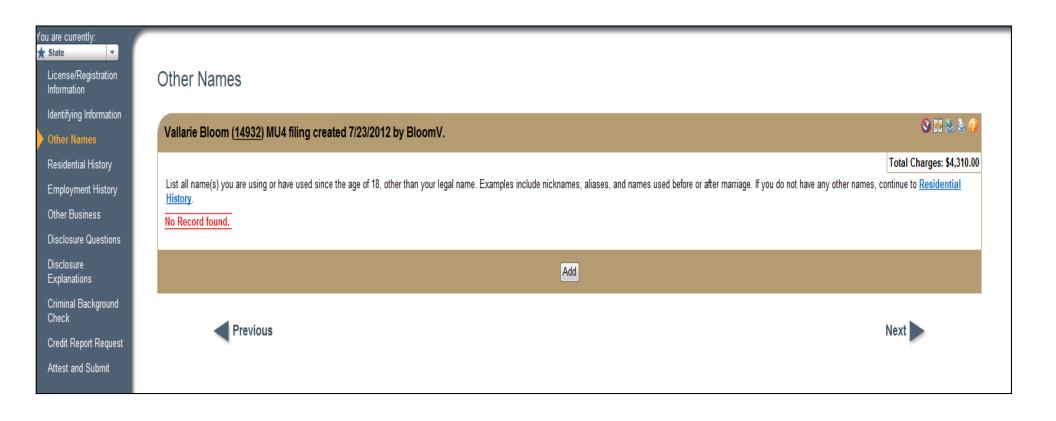


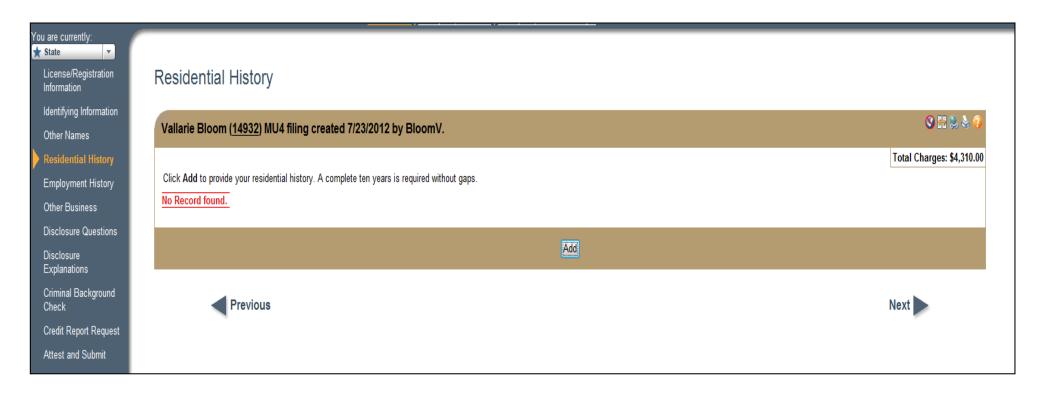
Total Charges appear in the upper right hand corner of the screen. The globe icon will link you back to the State Specific Requirement Checklists. To continue, click Next.



Enter all data. Click Save. Then click Next.

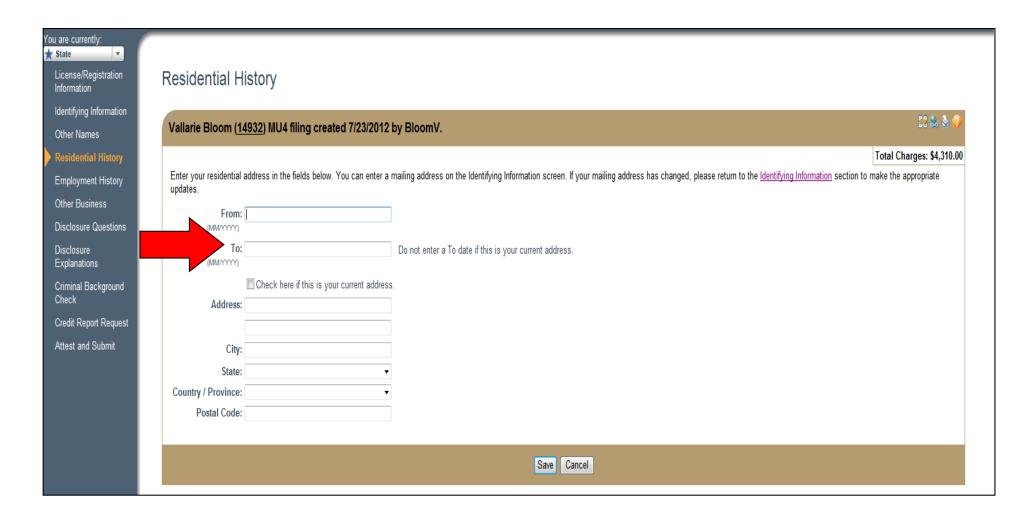


Enter any "other names" you have been known by or used since the age of 18 by clicking the "Add" button. Click Next.

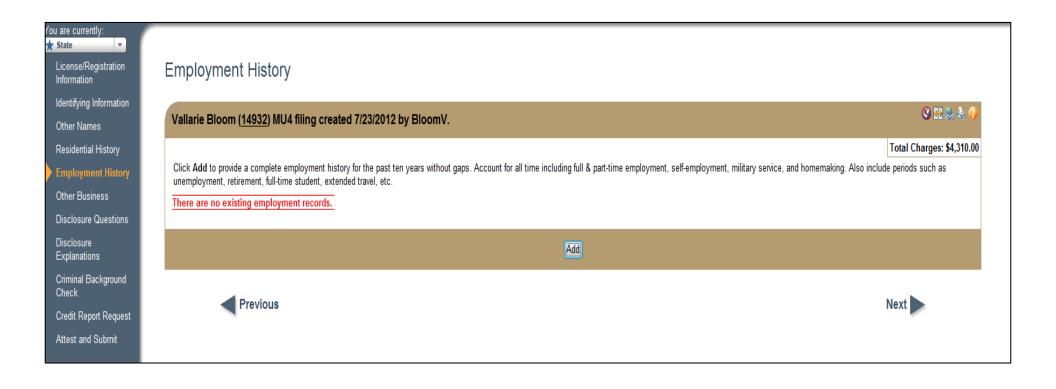


Ten years of residential history with NO GAPS is required. Click Add to enter details for each location.

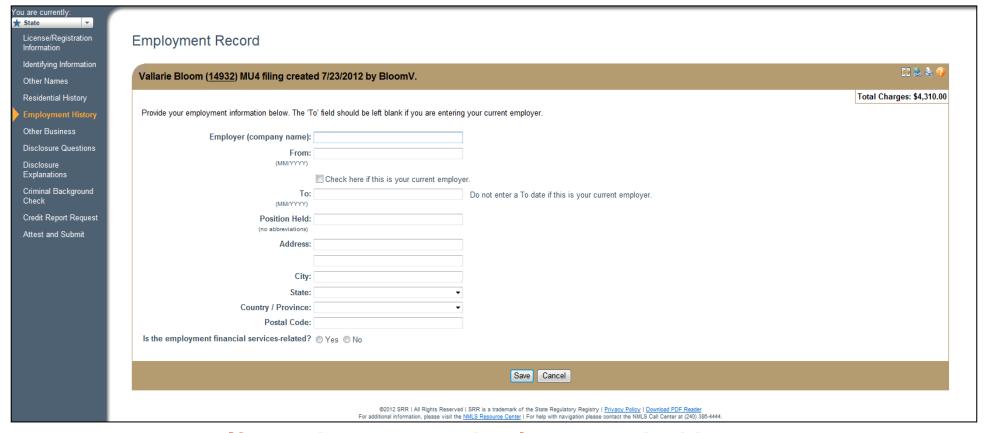
Once complete, click Next.



When entering your CURRENT address, leave the "To" field blank. The format for any dates input should be "MM/YYYY."

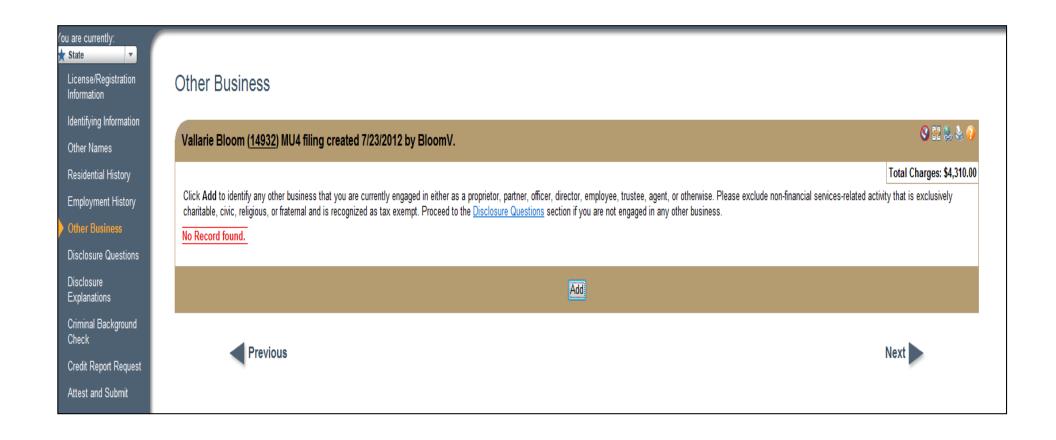


Ten years of employment history with NO GAPS is required. Click Add to enter details for each period. Once complete, click Next.

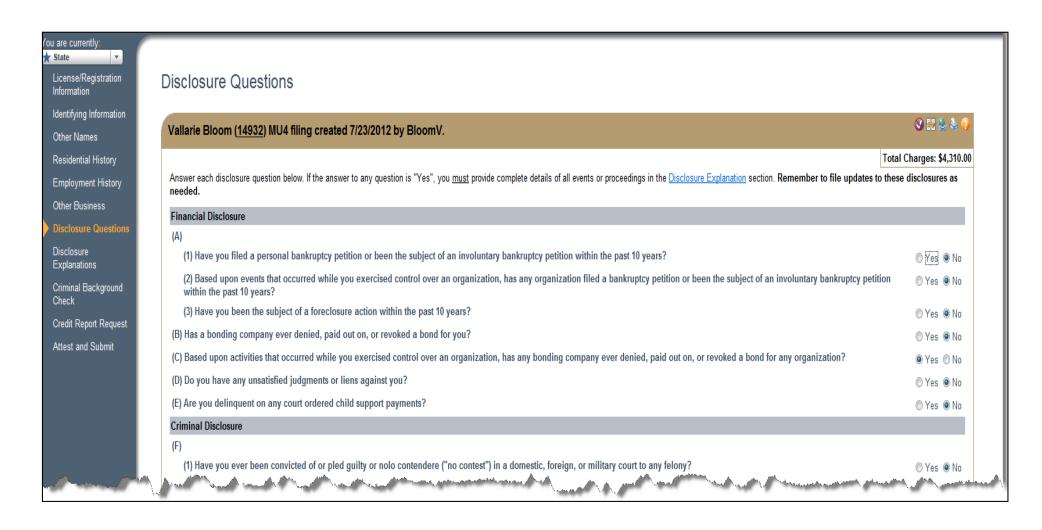


If a student, enter school name and address.
If unemployed, enter "Unemployed" in "Position Held" field and list home address.

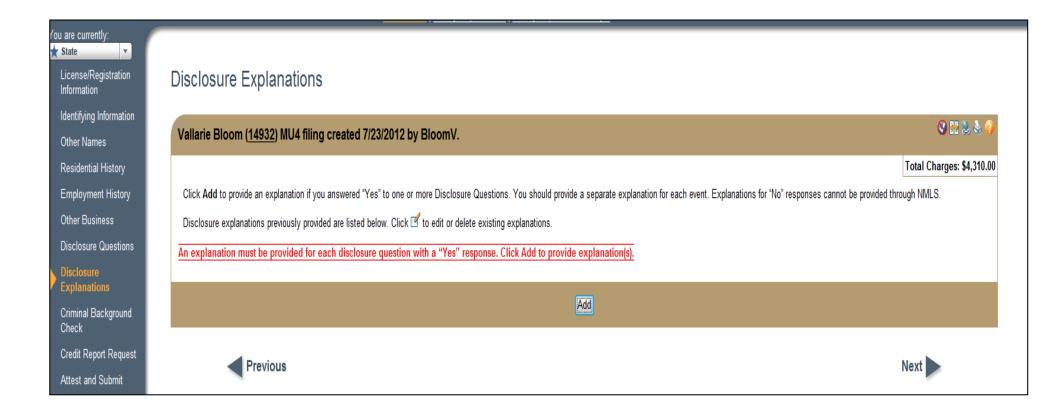
Indicate at the bottom of the screen if the position held is financial services related. Click Save.



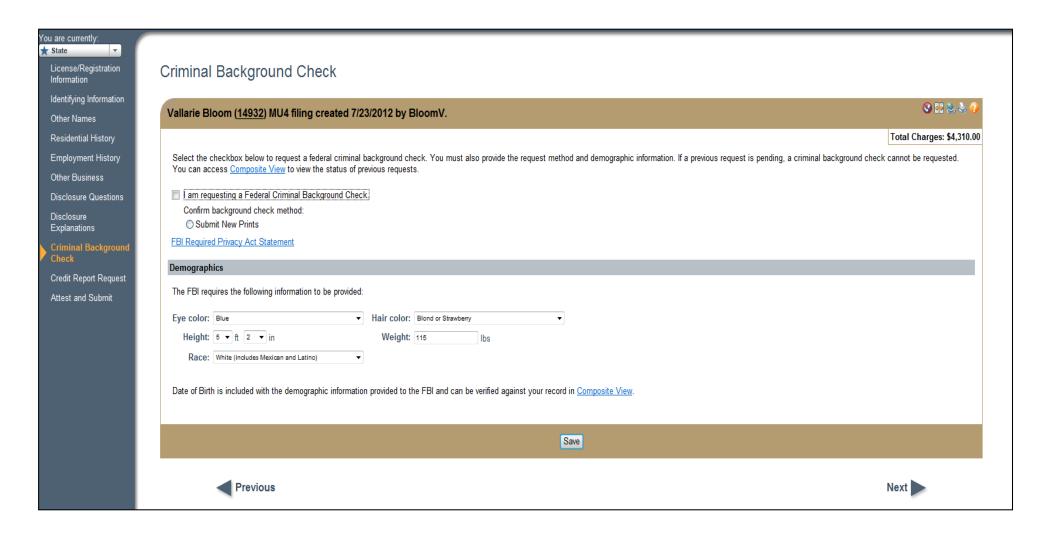
Add any "Other Business" you are involved in. If none, click Next.



Answer all disclosure questions. Any "yes" answer will require explanation to be provided in the Disclosure Explanations section.

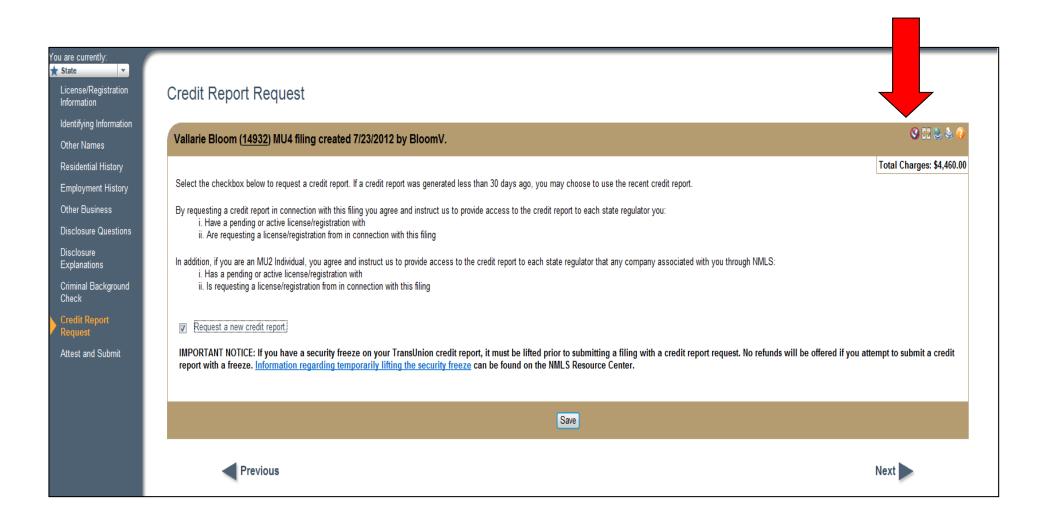


An explanation is required for each disclosure question with a 'Yes' response. Explanations cannot be provided for 'No' responses. Select Add to provide an explanation if necessary. For more details on completing disclosure explanations, see the Disclosure Explanations Reference Guide.

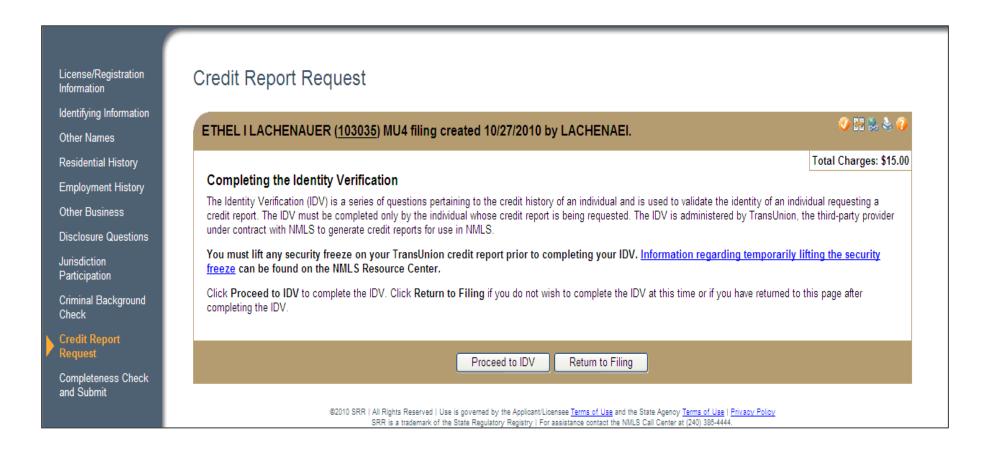


Indicate if you are requesting a Federal Criminal Background Check.

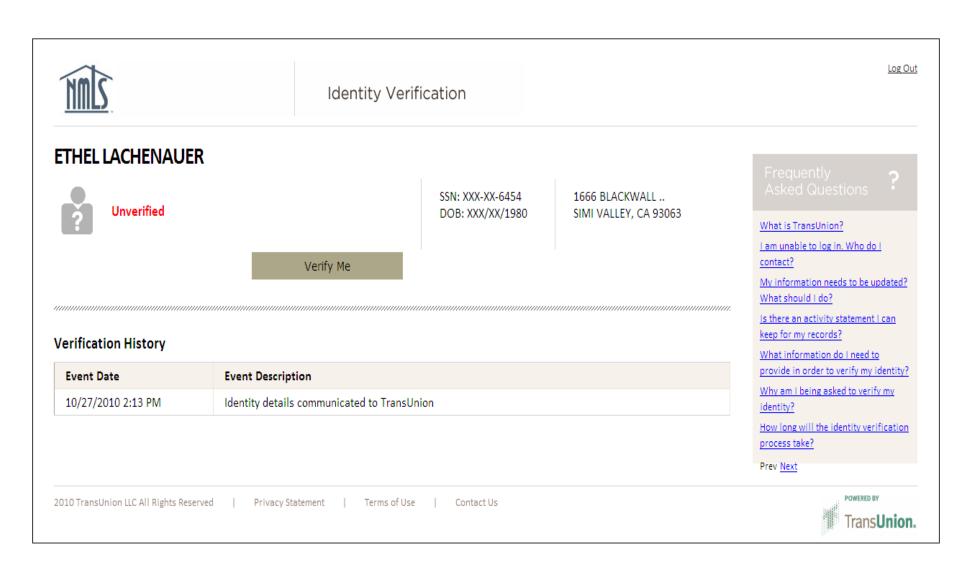
Complete the demographic information and click Save. Select Next to continue with the filing.



Select that you are requesting a new credit report. Turn on the Completeness Check icon () to generate the Identify Verification link. Select the Identify Verification (IDV) link in the yellow bar.



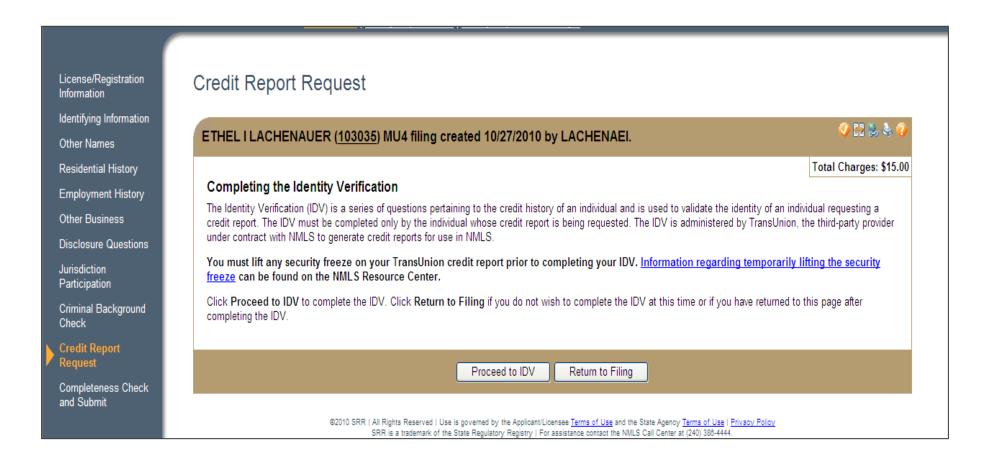
Select "Proceed to IDV" to complete the Identify Verification Process.



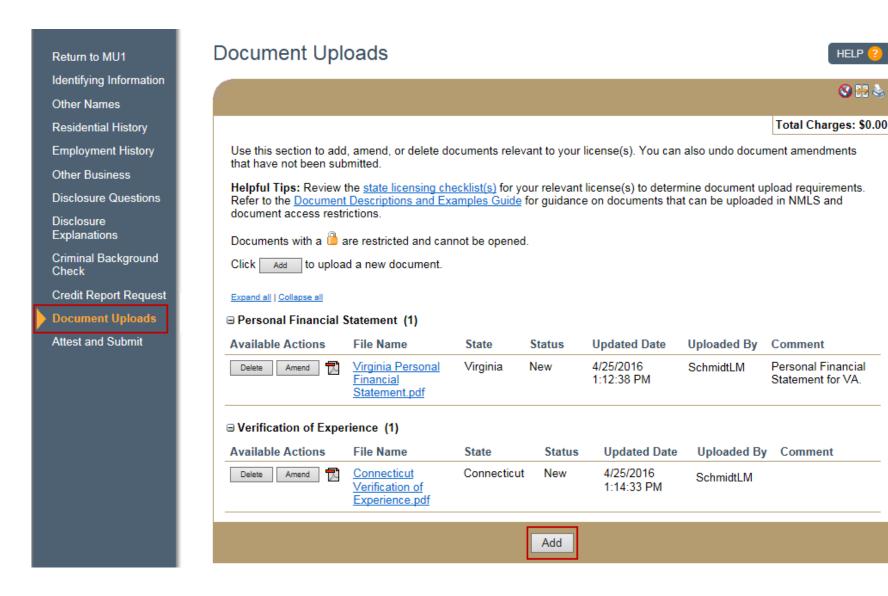
Select "Verify Me" to proceed to the verification questions.

Answer the questions appropriately and select Continue.

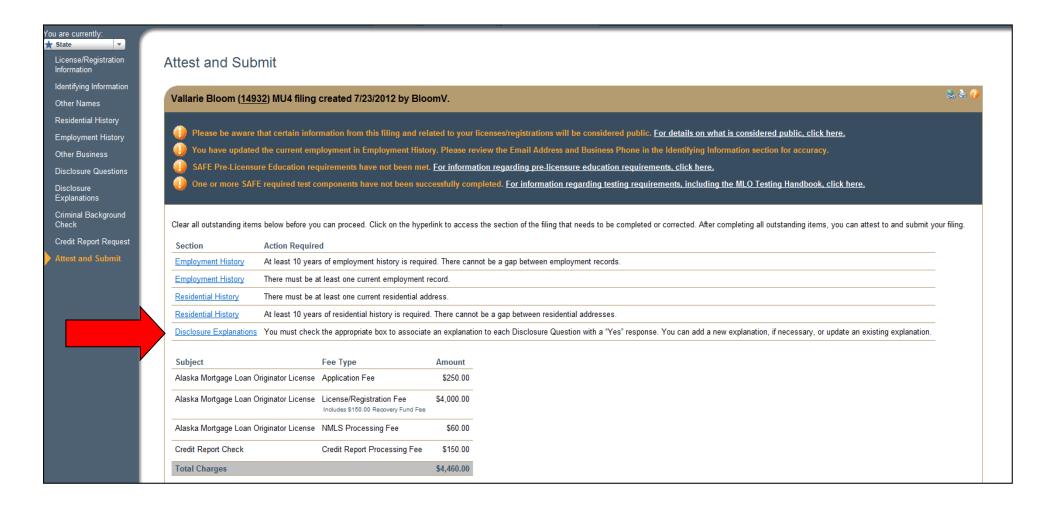
Proceed back to NMLS to complete the MU4 filing.



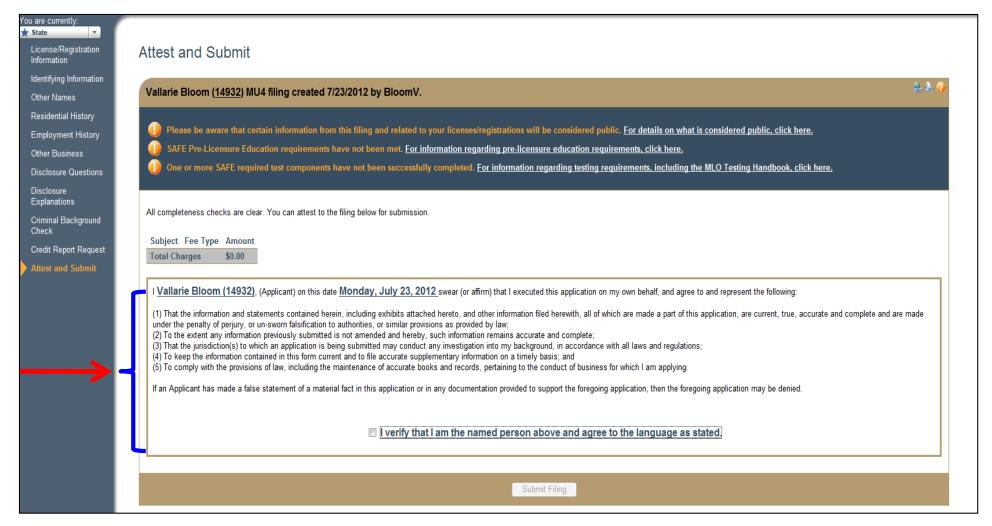
Select "Return to Filing" to complete the Individual Filing (MU4).



Upload any required documentation listed in your state licensing checklist. Refer to the <u>Individual Document Upload</u> quick guide for assistance. The <u>Document Descriptions and Examples Guide</u> explains the documents that can be uploaded and access restrictions.

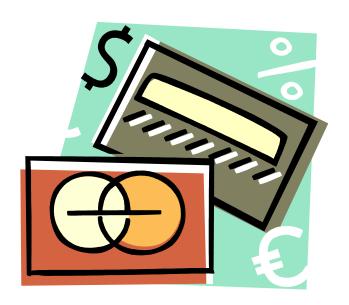


The completeness check will list any incomplete areas of the MU4. Click on the link to go to an incomplete area. When all outstanding items are satisfied, click on the Attest and Submit section again to see a breakdown of fees, attestation language, and submit.



Once complete and all Jurisdiction Specific Requirements have been dropped in the mail, review the legal attestation and click Submit Filing. If you submitted a new fingerprint CBC request, wait for the filing to process and select the link to schedule your fingerprint appointment.





You can pay the licensing and processing fees by Visa, Master Card or ACH. Once you pay, you will receive a payment confirmation number. Print the confirmation number for your records.