



ATTESTATION

Individuals whose company has initiated an Individual (MU2 or MU4) Form filing on their behalf must log in to NMLS, review and confirm that their information is true and accurate.

Attest to your Individual (MU2 or MU4) Filing

When attestation is required, you will receive an email notification from NMLNotifications@NMLNotifications.com instructing you to attest to a filing. Log into your individual account and follow the steps below to attest.

1. Select the **Filing** tab.
2. Select **Individual**.
3. Select the **Review and Attest** button.

The screenshot shows the NMLS web interface. At the top right, it says "Logged in as AndrewsDM2 | Logout" and "dandrews@email.com | edit" with a "Resource Center" button. The navigation bar includes "HOME", "FILING" (highlighted with a red box and a '1'), "MLO TESTING & EDUCATION", "COMPOSITE VIEW", and "RENEWALS". Below the navigation bar, there are links for "Individual" (highlighted with a red box and a '2'), "Company Access", and "Company Relationships". On the left sidebar, under "You are currently:", there is a "State" dropdown and "Individual Filing(s)" (highlighted with a red box and a '3') and "Historical Filings". The main content area is titled "Individual Filing(s)" and has a "HELP" icon. Under the heading "TO ATTEST", it says "Click **Review and Attest** to review the filing(s) created by your employer and attest to the information." Below this is a table with columns: "Available Actions", "Form Type", "Entity Created By", "Creation Date", and "Filing Status". The table contains one row: "Review and Attest" (highlighted with a red box and a '3'), "MU4", "Metropolitan Lenders (45427)", "3/26/2014 8:25:53 AM", and "Attestation Required". Below the table, under the heading "TO CREATE, UPDATE, OR SUBMIT AN INDIVIDUAL FILING", it says "Click **Request New/Update** to:" followed by a list: "- Submit a license application/transition request", "- Update your existing record", and "- Surrender/withdraw a license". It also says "If a filing has not yet been submitted, you can edit and submit the filing below." and has a "Request New/Update" button. At the bottom, there is a note: "NOTE: Each time you submit, or a company submits on your behalf, the filing will be stored as your record for subsequent submissions. Please consult your company before creating and submitting a filing in NMLS. The party that creates and submits a filing must pay any associated fees."

4. Review the sections of the filing on the left navigation panel and make any updates as necessary.
5. Select the **Attest and Submit** section on the left navigation panel to attest to the filing.

Note: If there are any outstanding items, satisfy each item before attesting to the form.

6. **Check the box** to verify the attestation language
7. Select the **Attest** button.

The screenshot shows the NMLS website interface. At the top, it indicates the user is logged in as 'AndrewsDM2' with a 'Logout' link and an email address 'dandrews@email.com' with an 'edit' link. There is also a 'Resource Center' link. Below this is a navigation bar with tabs for 'HOME', 'FILING', 'MLO TESTING & EDUCATION', 'COMPOSITE VIEW', and 'RENEWALS'. The main content area is titled 'Attest and Submit' and shows a filing for 'Dave Michael Andrews (45432) MU4 filing created 3/26/2014 by AndrewsDM - Metropolitan Lenders.' A warning message states: 'Please be aware that certain information from this filing and related to your licenses/registrations will be considered public. For details on what is considered public, click here.' Below this, it says 'All completeness checks are clear. You can attest to the filing below for submission.' The main text of the attestation reads: 'I Dave Michael Andrews (45432) (Applicant) on this date Wednesday, March 26, 2014 swear (or affirm) that I executed this application on my own behalf, and agree to and represent the following: (1) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true, accurate and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law; (2) To the extent any information previously submitted is not amended and hereby, such information remains accurate and complete; (3) That the jurisdiction(s) to which an application is being submitted may conduct any investigation into my background, in accordance with all laws and regulations; (4) To keep the information contained in this form current and to file accurate supplementary information on a timely basis; and (5) To comply with the provisions of law, including the maintenance of accurate books and records, pertaining to the conduct of business for which I am applying. If an Applicant has made a false statement of a material fact in this application or in any documentation provided to support the foregoing application, then the foregoing application may be denied.' At the bottom of the attestation text, there is a checkbox labeled '6' with the text 'I verify that I am the named person above and agree to the language as stated.' Below the attestation text is an 'Attest' button labeled '7'.

Your company will be notified via email that you have attested to your filing and will be able to submit it.

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