

1. Navigate to the NMLS Resource Center.
2. Click to Log into NMLS button in the upper right corner.
3. Click the Request an Account link.
4. Click the Individual button.
5. Retype the security letter & numbers shown on the screen in the space provided and click the Next button.
6. Enter your information on the Create an Individual User Account page. NOTE: Use your FULL LEGAL NAME (as it shows on a government issued ID) and an EMAIL ADDRESS that is readily accessible.
7. Click the Next button.
8. Confirm the Individual Account Information. If correct click the Finish button. If incorrect, click the Previous button and correct any information. NOTE: If you enter your SSN or DOB incorrectly, you must contact the NMLS Call Center to correct the mistake. Inaccurate information may result in one or more duplicate accounts. If duplicate accounts are created, the responsible individual or company is liable for all fees associated with resolving the error. NOTE: Individuals without a social security number must contact the NMLS Call Center and provide supporting documentation to obtain an account in NMLS.
9. After completing the process, you will receive two emails from NMLS_Notifications@NMLSNotifications.com. The first contains your user name and the second contains your temporary password.
10. Log into NMLS.
11. Update your password. (Please see the Important Information section of this guide)

NOTE: Creating an individual account establishes a permanent record in NMLS. Individual records are NOT to be created for training purposes.