

Debt Cleanse Platform

HOW TO SETUP YOUR NMLS for MLO

(Note: IF YOU ALREADY HAVE AN NMLS#, to originate loans in ALL 50 States through this platform, you will need to hang your NMLS license with Capital Federal Credit Union. PROCEED to STEP I. and skip to XIII.)

INSTRUCTIONS

CREATE NMLS USER ACCOUNT

- I. Log Into NMLS <https://mortgage.nationwidelicensingsystem.org/>
 - a. Select **Federal**
 - b. Select **Request An Account**
 - c. Hit **Individual**
 - d. Unscramble Letters to Create a User Account
 - e. Fill Out the Demographic Info
 - f. Create User Account & hit Confirm
 - g. **Screenshot & write down your NMLS # and USER ID**
- II. Leave the Screen & **Toggle back to you email address** to get the Temporary Password that was emailed by NMLS
- III. Return back to NMLS, and proceed to LOGIN TO NMLS by pasting the Temp Password
- IV. Sign Paperwork Reduction Page & Select I Agree
- V. Create a Password; it must be **20-64 Characters**. Put it in your notes and save to your device

COMPLETE MU4R

- VI. Go to NMLS Record **FILING**
- VII. Select **MU4R**
 - A. Select **Request New/Update**
 - B. Complete Identity /Demographic info

Do NOT complete the bottom section that says "Change name"

Hit Save & NEXT.

- VIII. Complete **OTHER NAMES** section, if applicable.
Select Add and enter any Aliases
- IX. Complete Residence Info
- X. Complete EMPLOYMENT Tab

- a. Select **ADD CURRENT** & select YES.
- b. Enter **Capital Federal Credit Union** in the LEGAL NAME section and hit SEARCH OR enter the **NMLS# 2288260** and search. This will bring up the correct bank. Select the button to the left.
- c. Select Active and choose **DATE of employment** on the calendar. Select your enrollment date.
- d. Complete the **Work Address (4210 50th St Suite E, Lubbock, TX 79413)**
- e. Hit Save/Next

XI. Answer **Criminal Disclosure Questions**

- a. Hit SAVE & NEXT. IF you answer NO... continue to next page. If you had YES, you will need to hit ADD on the next screen and provide explanation and supporting documents.

REQUEST BACKGROUND CHECK AND SCHEDULE FINGERPRINTS

XII. On Criminal Background Check page...

- A. SELECT **REQUEST BACKGROUND**
- B. Select **Submit New Prints**
- C. Complete demographics- **SAVE/NEXT**

XIII. **Attest/Submit Page**

- A. **Payment of \$96.25 will be in the upper right corner.**
- B. Hit **Submit Filing**

XIV. **Make Online Payment**

- A. **ACH or VISA/MASTERCARD accepted**
- B. **Print or Save the invoice**

XV. Go to **RESOURCE CENTER** in Upper Right Corner of the page

- A. Select **LOAN ORIGINATORS** from the gray panel in the middle of the page
- B. Go down to **#3** and hit the link for **Schedule a fingerprint**
- C. This leads to a Purple/White page for **FIELDPRINT**
 1. Complete the Registration
 2. Proceed to **enter your Address** and they will provide a list of locations in proximity to you.
 3. Once you **select a date/time**, be sure to attend with 2 valid forms of ID.

NOTE: Once your NMLS and FINGERPRINTS are complete this information will be sent to Capital Federal Credit Union. It could take 2-3 weeks for update. Please monitor your emails or contact Advocate Success at 800-500-0908 with questions.

NOTE: If you have NOT already completed the CLEAR CHECKS background information or if you have NOT completed the Capital Federal Application For EMPLOYMENT, this MUST BE DONE!!!! Return to debtcleanse.com and proceed to the WEALTH PATH. There will be a STATUS button to guide you. Consult with your success line leader if you need assistance or contact Debt Cleanse 800-500-0908.