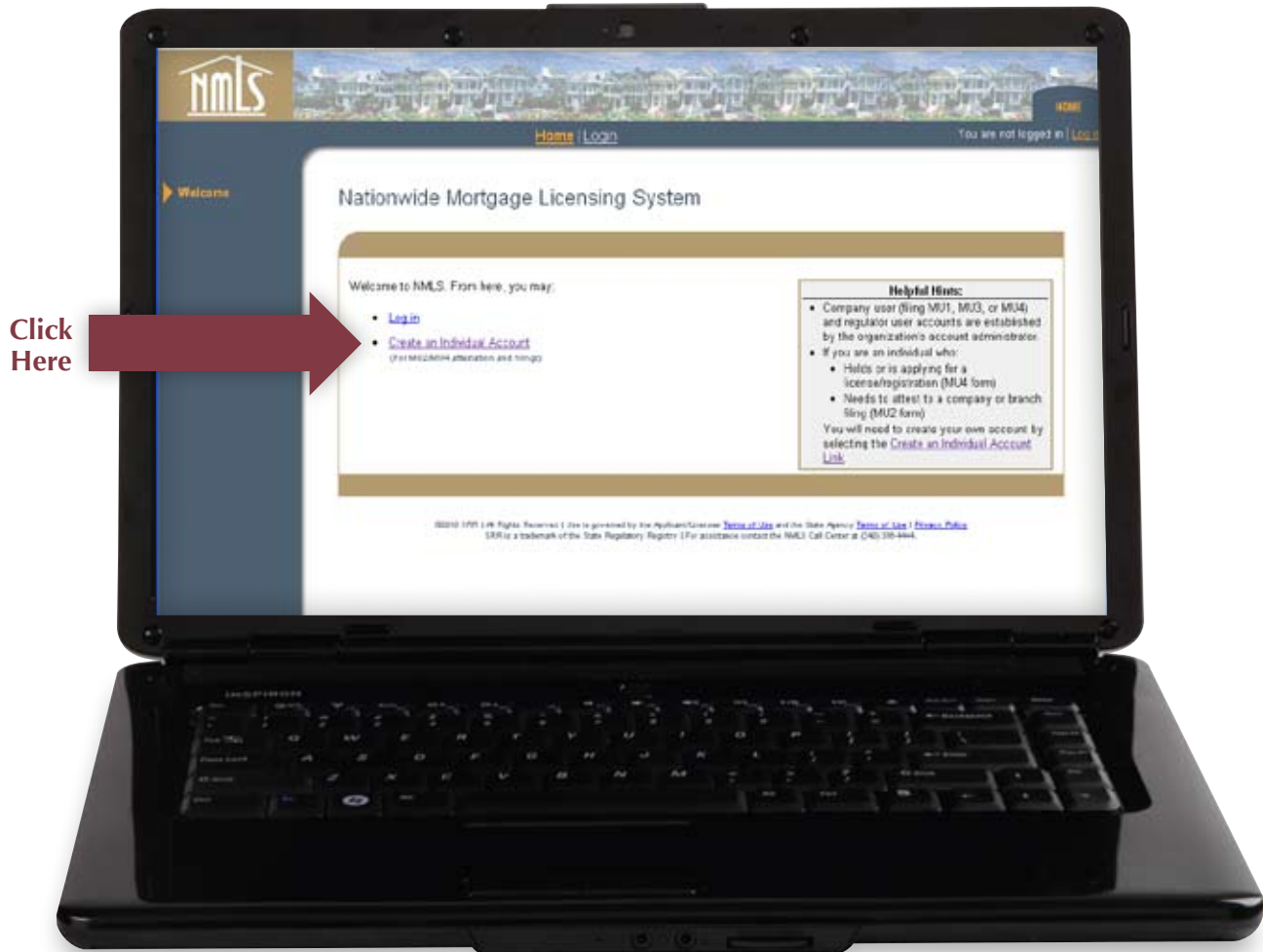


# How to Obtain an NMLS User ID

## Step 1

Create your individual account here: <https://www.statemortgageregistry.com/Public/Default.aspx>



## Step 2

Fill out all form fields and select the NEXT button

The image shows a registration form for the NMLS. The form is titled "If you are a Loan Officer who currently holds or is applying for a license/registration for yourself (Form MUJ) or a Control Person (e.g. executive officer, owner, branch manager, qualified person in charge) who needs to attest to your record in the NMLS (Form MUJ) as part of a company or branch license filing, please complete the following form." Below this, it says "If you are not one of the above, you should not create an individual account." and "Provide your full legal name as it appears in your government-issued identification document (e.g. driver's license, passport or Permanent Resident card)." The form fields are:

First Name:   
Middle Name:   
Last Name:   
Suffix:   
Date of Birth:   
Confirm Date of Birth:   
Social Security Number:  (###-##-####)  
Confirm Social Security Number:  (###-##-####)  
Phone Number:  (###-###-####-####)  
Email Address:   
Confirm Email Address:   
Password Question:   
Password Answer:   
Next:

## Step 3

Confirm your information and select the FINISH button

# How to Obtain an NMLS User ID

## Step 4

Obtain your User ID on the final screen for use during your Kaplan Education ordering process. If you have already placed your order, please call Customer Service NO LATER than 4 pm (Central Time) on Wednesday the week of your class (877-792-4473).

User ID



A new account with user name 'XXXXX' and user id 000000 has been created. Separate emails containing the user name and password have been sent from 'NMLS\_Notifications@statemortgageregistry.com' to 'your email address'.

Upon receipt of your user name and password, you can log into the NMLS.

Your NMLS User ID will not be emailed to you. The two emails you receive from NMLS include your user account name and password, not your NMLS User ID.

- 1 - Contains your user ACCOUNT NAME
- 2 - Contains your ACCOUNT PASSWORD

*During first login you will be prompted to change this system-generated password.*

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**Ready to order from Kaplan?**

Call 877-792-4473 or

Visit [www.kapmortgage.com](http://www.kapmortgage.com)