

# Adding LO Name Variations to NMLS Record

## Step-by-Step Instructions



**GMFS**  
**CHANGING LIVES**  
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See steps below:

Log into NMLS

Click "Filing"

Click "Individual"

Click bottom button "Request New Update"

Click "Continue" button

Click on menu left hand side "Other Names" →

Click "Add" button

Type name you want to add and then click "Save"

Menu on left at bottom click "Attest and "Submit"

Check verify box that comes up

FINALLY, Click "Submit Filing" and it is immediately added.



\*Please send your CRR an email that the name has been updated in the NMLS Database and they will forward the information to the Post Closing Audit Department.