CAPITAL AREA REALTORS® FEDERAL CREDIT UNION

Your onboarding checklist

Seven steps to mortgage revenue

Name _____ NMLS ID _____ Fingerprint appointment _____

Most people finish steps 1 and 2 in one sitting. We'll email you as you finish each step, so you always know what's next. Depending on your fingerprint appointment, the whole process can take as little as 4 days.

1 Create your NMLS account

Already have an NMLS ID? Reply to your welcome email with it, then continue with your MU4R in step 2.

1 Go to the NMLS login page › 2 Need an account? › 3 Agree to terms › 4 Individual

- [ ] Create my individual NMLS account at **mortgage.nationwidelicensingsystem.org**
- [ ] Reply to my welcome email with my NMLS ID

Done when we have your NMLS ID.

NMLS
Create your account here

2 File your MU4R in the NMLS website

- [ ] Sign in at **mortgage.nationwidelicensingsystem.org**, then NMLS Federal Registry › Request New/Update › Continue
- [ ] Employment Records › Add Current › answer Yes › search **811806** › select **Capital Area REALTORS FCU**
  Work location: 15201 Diamondback Dr, Suite 150, Rockville, MD 20850. Skip Grant Company Access.
- [ ] Criminal Background Check › federal box › Submit New Prints (or Use Existing Prints) › **Save**, then Next
- [ ] Attest, submit and pay **$101.25** (plus a 2.5% fee if you pay by card)

Done when your MU4R is submitted and paid. Then book your fingerprints right away.

NMLS step-by-step PDF
Screenshots of every screen in steps 1 and 2

3 Book and get your fingerprints taken

You paid NMLS for your fingerprints in step 2.

- [ ] Book my fingerprints at **nmls.fieldprint.com**. Enter my NMLS ID when asked and choose **"None above apply"**
- [ ] Reply to my onboarding email with my appointment date
- [ ] Go to my appointment with a government photo ID

Paying in NMLS doesn't book your appointment, so book it as soon as you've paid. NMLS sends your results to the credit union, so you don't need to send us anything.

Done when you've had your fingerprints taken at the location you chose.

Fieldprint
Book your appointment

Need help? Reply to any onboarding email, or scan the code to book a call with our team.

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4 Complete your background check

- [ ] After NMLS approves my fingerprints, watch for an email from Simpliverified (check spam)
- [ ] Click the link in the email, fill in my details and give consent

Done when your background check is submitted.

5 Sign your agreement and I-9

- [ ] Sign my employment agreement in Adobe Sign (emailed to me by the credit union)
- [ ] Complete Section 1 of my I-9 in VerifyToday
  Watch for an email from VerifyToday (check spam). Have a passport, or a driver's license plus Social Security card.

Done when both are signed.

6 Welcome! Log in to our platforms

- [ ] Sign in to my carfcu.com email
  Your new address and a temporary password come to your personal email.
- [ ] Download the IntroLend Agents app and sign in when its welcome text message arrives

Done when you can sign in to both.

iPhone
App Store

Android
Google Play

7 Take the training class, then send loans

- [ ] Book a class time from the link we send
- [ ] Attend the 60-minute class

Done when you've taken the class. Then you're ready to send loans.

After step 7

You're ready to take loan applications. We'll also send your payroll setup and the credit union's compliance training, which you can complete after you start.

Keep these handy

Credit union NMLS ID	**811806**
Work location for your MU4R	**15201 Diamondback Dr, Suite 150, Rockville, MD 20850**
Fingerprint registration option	**Choose "None above apply" in Fieldprint**

Need help? Reply to any onboarding email, or scan the code to book a call with our team.