



Companies without a license in NMLS – Monitoring MLO Renewals

Each company must have a base record in NMLS that a loan originator has granted access to in order to manage their loan originators during the 2010 NMLS Streamlined Renewal Process. The following work process will help you manage each of your loan originators renewal request in NMLS.

For information on loan originators granting your company access, please see the following Quick Guide: [Providing access to a Company](#)

Check to see if a loan originator has renewed their license

1. Log into your company account
2. Proceed to the Composite View Tab
3. Select **VIEW INDIVIDUAL** from the sandbar at the top of the screen
4. Enter the Individual's NMLS ID number or you may enter their name to search for the individual
5. Select the individuals ID hyperlink
6. On the left hand navigation panel, select **VIEW LICENSE/REGISTRATION INFORMATION**
7. You will see a list of the licensee's current licenses and their status. To the far right, you will see a column entitled **Current Renewal Status**. (see below)
 - a. Not Requested – the licensee has not yet requested renewal
 - b. Renewal Requested – the licensee has successfully requested renewal

View License/Registration List

License Number	License Name	Status	Status Date	Original License Date	License Items	Current Renewal Status
	Michigan Loan Officer Registration	Approved	9/9/2009	9/9/2009	0	

8. You may also select the License Name
9. On the left navigation panel, select **VIEW RENEWALS HISTORY**. This will provide some more detailed information regarding the licensees renewal

View the attestation history of the Individual

1. Follow steps 1-5 above
2. On the left hand navigation panel, select **VIEW RENEWALS ATTESTATION HISTORY**
3. Leave the filtering options blank and click the FILTER button
4. You can then review the individuals' attestation history