



INSTRUCTIONS FOR CREATING A COMPANY RELATIONSHIP

In order for an individual to be identified as an employee of a company, the **company** must create a Company Relationship with the individual in NMLS.

To Create a Company Relationship

1. A company user should log in to NMLS.
2. In the welcome screen, click the **FILING** tab.
3. In the **Form Filing Home** screen, select **Company Access** in the blue header below the houses.
4. Look to see that the individual you wish to establish a relationship with is listed. If they are not listed you will need to contact the individual to have them grant you access.
5. The **Active Relationship** column indicates whether or not the company has an active relationship with an individual. If the column indicates “No”, note the Individual’s ID number you wish to create the relationship with.
6. Select **Company Relationship** in the blue header below the houses and enter the Individual’s NMLS ID number.
7. When the individual appears, click the NMLS ID# hyperlink beside their name.
8. Click the **Create Company Relationship** button.
9. Enter the relationship start date. Enter the earliest of the options provided and click **Save**.
10. Check the box beside the Registered Location the individual works. At least one registered location must be selected for each individual.

Tips: The relationship start date cannot be a future date.

Only licensed locations with a filing previously submitted will appear.

To change locations, select the new location **before** removing the old location to avoid the sponsorship being dropped (when applicable)

11. The system will reflect an **Active Company Relationship** between the company and the individual.

Please note that creating a company relationship does not equal sponsorship. For tips on Creating a Sponsorship, see the “Create a Sponsorship” quick guide.

For further assistance, please contact the NMLS Call Center at 240-386-4444.