





INDIVIDUAL NMLS STREAMLINED RENEWAL



To complete the streamlined renewal process in NMLS, attestation must be completed for each jurisdiction before a renewal request can be submitted by you **or** your sponsoring company. Individuals are responsible for submitting a renewal request when they have un-sponsored licenses or when their company has instructed them to do so. Individuals should check with their sponsoring company to determine who will facilitate the renewal process.

1. Consult the Uniform Renewals Checklist to determine any documentation your jurisdiction may require you to mail outside the NMLS renewal process. You can find the checklist in the [Renewals section](#) of the NMLS Resource Center.
2. Log in to NMLS.
3. In the *Welcome* screen, select the  tab.

Proceed to the Attestation



submenu item

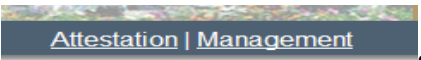
4. In the *Renewals Attestation List*, review the attestation language at the bottom of the screen to confirm you are ready to proceed.
5. You should review your record to confirm it is up to date by selecting the View Filing at attestation icon. 
6. Click the checkbox beside each jurisdiction you wish to attest to. If you want to attest to all jurisdictions listed click the  green checkmark at the top of the column to “select all”.

Note: Only those licenses in an approved eligible status will be listed.



7. Once you've selected the jurisdictions you wish to attest to, check the box that you have reviewed the attestation and click the “Attest and Submit” button.

Your annual attestation is now complete. To continue with renewal;


Proceed to the Management



submenu item

8. In the *Renewal Selection List*, click the appropriate checkbox for the action you wish to take.
 - To request renewal click the green checkmark . If you want to indicate to the regulator that you are not going to renew a license click the red circle . Click Apply Selections.


9. Proceed to the *Renewals Cart* on the left navigation panel if you selected licenses to renew. After reviewing a breakdown of the charges, click the “Proceed to Invoice” button if you’re ready to request renewal.

Note: Click the red  to remove a license from the list. The license will be returned to the *Renewal Selection List*.

10. In the *Renewals Cart*, click the “Pay Invoice” button after a final review of the fees.
11. Complete all payment information and submit.

If you selected the “Do Not Renew” option, the regulator will be notified. If you intend to surrender your license, review the Surrender checklist posted on the NMLS resource center to determine whether any other action is required.

If you decide you wish to renew after submitting a Do Not Renew request:

1. Enter the *Recall List* on the left navigation panel.
2. Select the license you wish to recall from the do not renew status with the regulator by checking the box under the  recall icon and click “Apply Selections”.
3. The license will be returned to the *Renewals Selection List*.

Tools: In the *Management* submenu an *Action Not Required List* is available. If you think a license should be eligible for renewal and it is not listed, check this report for a possible explanation first. You can also check your license status through Composite View – *View License/Registration List*. Individuals cannot request renewal on a license that has not been approved.

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