




MANAGING TASKS IN NMLS

*This Quick Guide is intended for **state licensing** purposes. If you are a Federal Institution please see Federal Registry Quick Guides.*

The tasks section in NMLS is designed for larger companies that wish to manage license items (deficiencies and requirements) set by the state regulator(s) by assigning them to employees with a company user role. The following steps will guide you through assigning work items and managing tasks.

1. Log into NMLS.
2. Select the  tab.

Note: Only individuals that are account administrators or have been designated as an organization user with the “Tasks” role will see the tasks Tab. If you wish to add individuals, see the [Account Administrator](#) navigation guide for instructions on creating an organizational user.

3. Select **Work List**.
4. All outstanding deficiencies/requirements for your company, branch and individual filings will be listed.

Filtering Options

Entity ID: Entity Name:

Entity Type: Regulator:




Review Item Type: Show All Items


Assignment: Completed Items

Incomplete Items

The Filtering Options box can be used to sort and view items you identify.

5. The Work List can also be sorted using the column headers.

Assignment	Entity ID	Type	Name	License Name	Review Item Type
 	14932	Individual	Vallarie Bloom	Arizona Loan Originator License	Requirement
	14799	Company	Rainy Days Mortgage	California - DOC Finance Lenders Law License	Deficiency

6. To review a specific work item, click the “View” () icon (see red arrow above).

7. To assign a work item to a specific user select the individual from the “Assignment” drop down box located within the “work item”.
8. Items can be marked as complete so other company users are aware when a license item has been addressed. Notes can also be placed in the “Company Internal Notes” box. Notes are then viewable by your company only.

Note: Marking an item as complete will not clear the license item from the license items section. License Items can only be cleared by the regulator once they have reviewed the item and found it acceptable. Once a license item is cleared by the regulator, the license item will be removed from the Work List.

Rainy Days Mortgage (14799)





California - DOC Finance Lenders Law License Approved on 2/27/2010

Assignment:

Review Item

Financial Statement Net Worth Deficiency created on 2/18/2010

Review Complete? Company Internal Note:

Completion Date:

Current License Items

Entity Name	License Item Type	Category	Created Date	External Note
Rainy Days Mortgage (14799)	Disclosure	Deficiency	2/18/2010	Please provide legal documentation.
Rainy Days Mortgage (14799)	Financial Statement Net Worth	Deficiency	2/18/2010	

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