





## PROVIDING A COMPANY ACCESS TO YOUR RECORD

If you wish to allow a company to submit a filing on your behalf, show a company relationship or sponsor your license, you will need to grant them access to do so. Company access to your record will continue until you terminate company access.

### **Granting Access**

1. Go to the NMLS website at [www.stateregulatoryregistry.org/NMLS](http://www.stateregulatoryregistry.org/NMLS) and click on the  button in the upper right corner.
  2. Click “Log in”.
  3. Enter your User Name and Password and select the box agreeing to the Applicant/Licensee Agreement.
  4. In the welcome screen click  in the upper right hand corner.
  5. In the **Form Filing Home** screen click **Company Access** in the blue header below the houses at the top of the screen.
  6. Click **Add** to search for the company you wish to grant access. Request your company's NMLS ID number to insure the access you're granting is to the correct company. You can also search by Company Name.
  7. Once the company appears click save.
- Note:** The system will reflect the company you selected under **Current Company Access** and the company administrator will receive an email notification that you have granted them access.
8. Once access has been granted, the company can establish a relationship and create a sponsorship request for licenses filed.

**Note:** Companies can only sponsor licenses in jurisdictions in which they are also licensed.

To verify your relationship & sponsorship status, re-enter NMLS following steps one through four above. Enter **Company Relationship** to see all current and previous **Company Relationships and Sponsorships**.

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