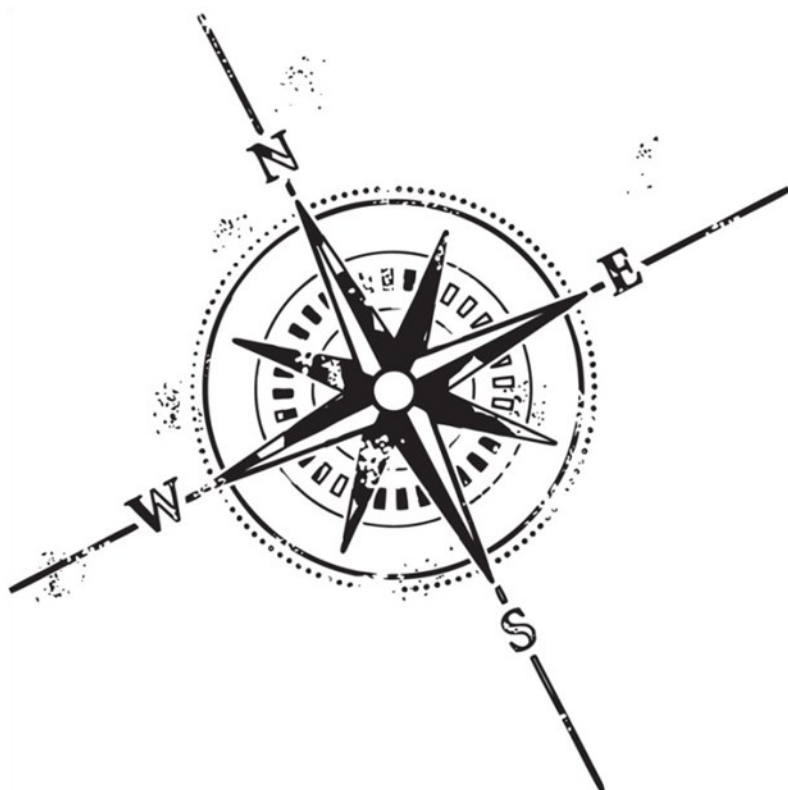




NAVIGATION GUIDE

Renewals Handbook For Companies



Purpose

This Handbook is designed to give company users best practices related to submission of renewals through NMLS. It also details the steps necessary for companies to request renewal of sponsored individual licenses.

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Resources

Resources for NMLS:

- NMLS Resource Center at: <http://mortgage.nationwidelicensingsystem.org>
- NMLS Call Center at: 1-855-NMLS-123 (1-855-665-7123).

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Renewals Overview

Companies and individuals that hold a state license are required to renew their licenses within NMLS using the streamlined renewal processes defined in this handbook.

Annually, NMLS provides functionality for company and individual users to submit their license renewal, as well as functionality for regulatory users to review, approve, or reject renewal requests submitted through NMLS.

The renewal period in NMLS begins November 1 and ends December 31 of each year. During this time, companies are able to complete annual attestation that their record is up-to-date, pay their NMLS processing fee, and submit and pay for any renewal requests required by their state regulators. Some states may have different deadlines for renewing a license. Review the state-specific deadlines and requirements on the [NMLS Resource Center](#).

Reinstatement Overview

If a licensee fails to complete the renewal process for a license during the renewal period or by the submission date required by their regulator, the licensee may complete the renewal process through NMLS during a reinstatement period. Licensees may be required to pay a late fee to reinstate their licenses during this time. Regulators may provide different timeframes for reinstatement, or may prohibit reinstatement altogether. Reinstatement is discussed further in the Reinstatement Period section of this handbook. The reinstatement deadlines and requirements for each state agency are located on the NMLS Resource Center.

If a company fails to request renewal or reinstatement of a license within a state's deadline, the regulator may choose to terminate the license, thereby causing any related licenses and sponsorships for the company to be removed. Regulators will likely suspend or terminate any branch licenses as well. This will result in significant expenses for the company to reapply for the licenses and sponsorships.


Company Renewal Process


Company and individual users must complete the Renewal Process in order to renew a license. The steps for completing the renewal process for companies and individuals are described below:


1. Select licenses to renew or not renew.
2. Attest for each state requiring corresponding renewals.
3. Submit renewal requests.
4. Pay for renewal requests.


Renewal Icons

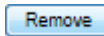
The following icons are used throughout the renewals functionality:

 Renew Icon - Indicates that the entity intends to renew the license, and moves the request to the *Renewal Cart*.

 Do Not Renew Icon - Indicates that the entity does not intend to renew the license, and moves the request to the *Recall List*. Regulators are notified of any license marked as Do Not Renew.

 View Composite Icon - Links the user to **Composite View** for the specified entity.

 Recall Icon - Allows a license previously marked as Do Not Renew to be renewed by returning the license to the Renewal Selection List. This icon is only available on the *Recall List* screen. The option to recall a request not to renew a license is only available if the license is still eligible for renewal.

 Remove Button - Removes the renewal request from the *Renewals Cart* and returns the request to the *Renewal Selection List*. This button is only available on the *Renewals Cart* screen.

Before a company submits a renewal request, they should:

- Review their most recently submitted Company (MU1) and Branch (MU3) Forms to make sure the information is correct and up-to-date (if changes need to be made, the company should update the information by creating and submitting amended filings through the Filing Tab.)
- Review the [Renewal Checklist Compilation Site](#) available on the NMLS Resource Center for state agency-specific renewal instructions. See [Viewing and Exporting NMLS License Renewal Checklists](#) for more information.
- Access the real-time Renewal Activity—Company/Branch Report under the Renewals tab to ensure all licenses are in a renewable status.
- Access the real-time Renewal Activity—Sponsored Individuals Report under the Renewals tab to ensure all sponsored individual licenses are in a renewable status.

Licenses with a renewable status dated before November 1 are eligible for renewal in NMLS.

Licenses with the following license statuses ARE eligible for renewal:

- Approved
- Approved - Conditional
- Approved - Deficient
- Approved - Failed to Renew
- Approved - Inactive
- Approved - On Appeal
- Approved - Surrender/Cancellation Requested
- Revoked - On Appeal
- Suspended
- Suspended - On Appeal
- Terminated - Failed to Renew

Licenses with the following license statuses are NOT eligible for renewal:

- Denied
- Denied - On Appeal
- Pending - Review
- Pending - Deficient
- Pending - Incomplete
- Pending - Withdrawal Requested
- Revoked
- Temporary Cease and Desist
- Terminated - Expired
- Terminated Ordered to Surrender
- Terminated - Surrendered/Cancelled
- Transition Cancelled
- Transition Rejected
- Transition Requested
- Withdrawn - Application Abandoned
- Withdrawn - Voluntary Without Licensure

Getting Prepared for Renewals

NMLS Resource Center

The NMLS Resource Center displays information that licensees will need to prepare for renewals. Due to varying statutes, rules, and policies, many of the requirements to renew a license differ from state to state. Licensees should review all material to determine if there are any submission deadlines, documentation requirements, continuing education requirements, etc. Timely submission of any additional requirements along with the renewal request ensures regulators will have all the information necessary to process the renewal request. To find the Company and Individual Uniform Renewal Checklists, visit the NMLS Resource Center [Streamlined Annual Renewals page](#).

NOTE: The Streamlined Annual Renewals page contains renewal information for entities that hold licenses in the debt, consumer finance, and money services industries.

Streamlined Annual Renewals

Renewal for 2015 will begin November 1, 2014

Information for the 2015 renewal period is available below to prepare for and complete company and individual renewals when available. Select the respective steps for the renewal process below to review the details, requirements, and resources.

Step 1 – Prepare for the renewal process

Step 2 – Log in to NMLS and make sure your record is up to date

Step 3 – Review deadlines and requirements

Review all applicable state(s) renewal requirements. Select a state(s) using the drop-down box below to determine renewal deadlines, requirements, fees, etc.

*Agency:

*Entity Type:

*License Name:

Find Clear

Agency-Specific Alerts

- KY updated their Permissible Investments Report form for Money Transmitters on their 2015 Renewal Checklist. (10/20/2014)
- CO updated the renewal fee for the Mortgage Company Registration on 10/15/2014.
- MN updated the contact number on their 2015 Renewal Checklist on 10/14/2014.

For more alerts, see the [Agency-Specific Alerts Archive](#)

Company Resources

- [2015 Renewal Checklists](#)
- [Preparing for Renewal Quick Reference](#)
- [Preparing for Renewal Quick Guide](#)
- [License Status and License Items Review Video](#)
- [Renewal Handbook for Companies](#)

“Step 3 - Review deadlines and requirements” provides a comprehensive view of the fees and requirements involved in requesting renewal for a specific state agency. If licenses are held in multiple states, the Renewal Deadlines Chart and Renewal Fees Chart contains all of Step 3 information in an excel spreadsheet.

Company Resources made up of task specific quick guides and videos are organized on the right-hand side of the page for convenient accessibility.

NMLS Call Center

The NMLS Call Center is available to assist licensees with NMLS renewal navigation as needed. Call volume increases substantially during the renewal period. Due to this fact, you are encouraged to complete the renewal process as early as possible. Licensees who wait until the deadline will experience longer wait times. The submission of renewal requests and all requirements is recommended in November to provide regulators with sufficient time to review requests.

The NMLS Call Center phone number is 1-855-NMLS-123 (1-855-665-7123). Hours of operation during the renewal period are: 9am to 9pm Eastern Time (ET).

Available Reports Related to Renewals

Prior to submitting a renewal request, companies should review all information in NMLS related to the renewal request to ensure that all requirements are met. Active License Items and/or deficiencies may prevent the submission of a renewal request.

It is recommended that companies run the following reports to check for any potential issues at renewal time:

Renewals Tab — Real-Time Renewal Reports:

1. **Renewal Activity—Company/Branch** - This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.
2. **Renewal Activity—Sponsored Individuals** - This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check (CBC) and Credit Report completion dates, and Regulator renewal prevention information.

Note: The Real-Time Renewal Reports are refreshed on June 1st each year to help companies prepare for the next renewal season.

Reports Tab — Data is 24 hours behind:

1. **Company/Branch Active License Items Report** - Displays any Active License Items attached to company or branch license(s) that may delay the review of a renewal request. Some deficiencies, such as the Outstanding Financial Statement Deficiency will prevent the renewal request from being submitted.
2. **Individual Active License Items Report** - Displays all individuals associated with the company that have any Active License Items attached to their licenses. This may result in a delay in the review of the renewal requests.

Additional Requirements

Along with state-specific renewal requirements, licensees may be required to submit additional information to NMLS with their renewal request. For example, some companies may be required to submit a Financial Statement. These state-specific requirements, including, Pre-licensure Education, Continuing Education, testing, CBC, Credit Report and other added pieces of information related to license renewal can be found on within Step 3 of the [Streamlined Annual Renewals Page](#) and the Uniform Renewal Checklists found on the NMLS Resource Center.

Determine Payment of Individual License Renewal

The company must decide if the individual or the company will pay for the renewal request of their sponsored individuals' licenses. Before a company can submit a renewal request on behalf of its sponsored individuals, the individual must attest to their information in NMLS. The steps that the individual must complete can be found in the [Renewals Handbook for Individuals](#). Once the individual completes the Attest for Company Workflow, the company can follow the processes in this handbook to submit the renewal requests. Note that once an individual has paid for and submitted their own renewal request, the action cannot be undone and the company can no longer pay for or submit the request.

Recommended Process for Renewing Licenses

Due to the difference in scope between larger and smaller companies, the renewals handbook recommends best practices for these two types of companies. Both methods would work for any size company, but based on feedback received from the mortgage industry, these are the recommended processes.

Large Company Process

For companies with a larger number of company, branch, and individual licenses, NMLS has a *Renewal Dashboard* which allows for easier visual indication of licenses available for renewal. The *Renewal Dashboard* is recommended for large companies due to the ability to process renewals by entity type (company, branch, or individual) or jurisdiction.

Using the Renewal Dashboards

The *Renewal Dashboard* displays all company and branch licenses, as well as sponsored individual licenses in a renewable license status. The dashboard displays the number of company, branch, and individual licenses broken down by state agency or registered location.

To access the *Renewal Dashboards*:

1. After logging in to your account, click the **Renewals** tab.

The screenshot shows the NMLS Renewals dashboard. At the top, there's a navigation bar with tabs: HOME, FILING, MLO TESTING & EDUCATION, TASKS, COMPOSITE VIEW, **RENEWALS** (highlighted), ADMIN, and REPORTS. Below the navigation bar, the dashboard is divided into several sections:

- ENTITY PROFILE**: A table showing the number of licenses for different entity types.

LICENSES *	Entities	Approved Licenses	Pending Licenses
Company	1	3	3
Branch	2	1	3
Individual - Sponsored	3	3	0
- RELATED ENTITIES (MU2s)**: A table showing the number of related entities for different roles.

Entity Type	Count
Officer/Direct Owner	0
Indirect Owner	0
Qualifying Individual	1
Branch Manager	1
- CURRENT ACTION ITEMS**: A table showing the number of pending filings and active license items.

PENDING FILINGS	Request Attestation	Attestation Required	Submission Required
Company	0	0	1
Branch	0	0	1
Individual	1	1	0
MCR	-	-	4
Financial Statement	-	-	0
- ACTIVE LICENSE ITEMS ***: A table showing the total number of active license items and the number updated in the last 7 days.

Entity Type	Total	Updated in Last 7 Days
Company	8	0
Branch	0	0
Individual	2	0
- OUTSTANDING INVOICES**: A table showing the number of outstanding invoices.

Invoice Type	Count
Unpaid	1
- PENDING CART SUBMISSIONS**: A table showing the number of pending cart submissions.

Item Type	Count
Test Enrollment	0

NOTE: There are two ways to access the *Renewal Dashboard* view. The first option allows you to view by State Agency and the second is to view by your company's Registered Location(s).

- Click the **View by State Agency** link on the left navigation panel or the **View by State Agency** button at the bottom of the *Renew/Do Not Renew Page* to view a count of company, branch, and sponsored individual licenses available for renewal by state agency.

The screenshot shows a web interface titled "Select Licenses/Registrations for Renewal". It contains four buttons with descriptions:

- Submit Company/Branch**: Select this option to **request and pay** for the renewal of a company and/or branch license/registration. This selection can also be used to submit a Do Not Renew request. Attestation is included as part of this process.
- Submit Sponsored Individual(s)**: Select this option to **request and pay** for the renewal of your sponsored individual licenses. Only sponsored individuals who have completed their renewal attestation will appear in the Renewal Selection List.
- Pay for Renewal (0 Items)**: Select this option to pay for items already added to the Renewals Cart.
- Recall Do Not Renew**: Select this option to undo a Do Not Renew submission. Performing this action will return the licenses/registrations to the Renewal Selection List.

Below these buttons is a section titled "Renewal Dashboards" with two buttons:

- View by State Agency**: Select this option to view a count of Company, Branch, and sponsored individual licenses/registrations available for renewal by state agency. (This button is highlighted with a red box in the image.)
- View by Location**: Select this option to view a count of Company, Branch, and sponsored individual licenses/registrations available for renewal by office location.

- Click the **View by Location** link on the left navigation panel or the **View by Location** button at the bottom of the *Renew/Do Not Renew Page* to view a count of company, branch, and sponsored individuals licenses available for renewal by office location.

This screenshot is identical to the one above, showing the "Select Licenses/Registrations for Renewal" page. In this instance, the "View by Location" button in the "Renewal Dashboards" section is highlighted with a red box.

There are 3 ways to access licenses eligible for renewal from the dashboard:

1. Click the company, branch or individual link at the top of the dashboard to determine which of the licenses are eligible for renewal.
2. Click the state agency link on the left side of the table to determine which state specific licenses are eligible for renewal.
3. Click a number in the grid to determine which company or branch licenses for a specific state agency are eligible for renewal.

Renewals Dashboard

1 Item(s) / \$8.00 in Renewals Cart

The table below shows a summary count of Company, Branch, and Sponsored Individual licenses/registrations available for renewal under each regulator. Company and Branch licenses/registrations that have not been selected as *Renew* or *Do Not Renew*, and have not been excluded from participating in renewal, are included in the counts. Sponsored Individual licenses/registrations attested to by the Individual but not yet submitted for renewal or submitted as *Do Not Renew* also are reflected in this table.

Each item in the table provides a count that serves as a link to the underlying entries for that count. Click any column header, row header, or cell link to view the Renewal Selection List corresponding to the count for the link selected.

	Company (10)	Branch (4)	Individual (8)
Iowa (2)	2	0	0
Kentucky (4)	2	0	2
Maryland (5)	1	2	2
Nebraska (5)	2	2	1
New York (1)	0	0	1
North Carolina (5)	3	0	2

Total Licenses Available for Renewal: 22

Number 1 points to the 'Company' column header.
 Number 2 points to the 'Iowa (2)' row header.
 Number 3 points to the '2' in the 'Company' column for Iowa.

In the example above, this company has 22 licenses that are available for renewal: 10 company licenses, 4 branch licenses, and 8 individual licenses across 6 states.

Company and branch licenses display on the dashboard only if the following criteria are met:

- Licenses are in a renewal-eligible status (see the [complete list](#) on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- License renewal requests were not previously submitted for the current year
- All annual Financial Statement requirements have been satisfied
- Mortgage Call Report (MCR) requirements have been satisfied

Individual licenses display on the dashboard only if the following criteria are met:

- The individual has attested to their record for the corresponding regulator
- Licenses are in a renewal-eligible status (see the [complete list](#) on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- Individual reflects as "Compliant" for required CE hours on the *Course Completion and Compliance Record* in NMLS.
- Company is actively sponsoring the individual's licenses that are eligible for renewal
- License renewal requests were not previously submitted for the current year

Most license types in the system will enforce the requirement for an individual to complete Pre-licensure Education (PE) or Continuing Education (CE) prior to submitting a renewal request. Typically, an individual going through their first renewal period will have satisfied their PE requirements, including any state-specific education, during the current year (the year in which their license was initially approved). Individuals going through a second, or subsequent, renewal period must satisfy the current year federal and/or state-specific CE requirements. Individuals should reference the [State-Specific Education Requirements Charts](#) available in the NMLS Resource Center for specific details about each state's education requirements and deadlines. Regulators may also require individuals to have submitted fingerprints for the SAFE Act-

Submitting a Renewal Request

Once the user selects the licenses from the dashboard that need to be renewed or not renewed, they will be directed to the *Renewal Selection List* screen.

You are currently: State

Renewals Home

Submit Company/Branch

Submit Sponsored Individual(s)

Pay for Renewal

Recall Do Not Renew

View by State Agency

View by Location

Renewal Selection List

0 Item(s) / \$0.00 in Renewals Cart

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* will remain in this list and will be available for renewal selection at a later date.

- Make your selections:**
Select the checkbox under to mark a license/registration as *Renew*.
Select the checkbox under to mark a license/registration as *Do Not Renew*.

Note: Selecting *Do Not Renew* is not the final step; you must also review the [surrender checklist for the license/registration on the NMLS Resource Center](#) for further instructions.

Sponsored Individual licenses/registrations will not appear in the list until the Individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or Credit Report authorization, any applicable fees will appear in the **Renewals Cart**.
- Click Apply Selections.**
Licenses/registrations selected will no longer be available in this list. *Renew* selections will be moved to the **Renewals Cart**. *Do Not Renew* selections will be submitted to the corresponding regulators and will be added to the **Recall List**.
- Repeat Steps 1 and 2, if desired, to make additional selections.
- Click **Proceed to Cart** to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options

Entity ID: Regulator: Vermont

☒ Company ☒ Branch ☐ Individual

[Deselect all](#)

		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

From the *Renewal Selection List*, users have the ability to access the Composite View of the entity by clicking the **View Composite Information** link next to the Entity Name:

		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N

The filtering options on the *Renewal Selection List* screen allow the user to filter based on Entity ID, Regulator, and entity type (Company, Branch, and/or Individual). The Regulator Filter is particularly helpful for companies licensed in state agencies with early renewal submission deadlines. Visit Step 3 of the [Streamlined Annual Renewals Page](#) or review the Renewal Deadlines Chart to identify state agencies with early submission deadlines.

If there are company and branch licenses that do not display in the selection list, run the Renewal Activity—Company/Branch Report to identify if the licenses are prevented from renewing.

Filtering Options

Entity ID: Regulator: Kansas

☒ Company ☒ Branch ☐ Individual

Selecting Licenses to Renew

To submit a renewal request for a desired license, select the checkbox in the Renew column (green circle with checkmark) next to the corresponding license. To select all of the licenses, click the green icon. Users can verify which licenses are selected because the area behind the checkbox will turn green. This helps to give additional visual indication of the desired action.

Deselect all			Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

Once the user selects the licenses to submit for renewal request, click **Apply Selections**.

[Deselect all](#)

Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N
Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

☒ Company
 ☒ Branch
 ☐ Individual

[Result:] Selected licenses will be added to the *Renewals Cart*. The licenses that have had an action applied will no longer display in the *Renewal Selection List*. Click the **Renewals Cart** link or the **Proceed to Cart** button.

Renewal Selection List

Your selections have been saved. Access the **Renewals Cart** to pay for and submit renewal requests for the licenses marked as *Renew*.
 No renewable licenses exist for the filter criteria provided.

3 Item(s) / \$1,640.00 in Renewals Cart

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* will remain in this list and will be available for renewal selection at a later date.

- Make your selections:
Select the checkbox under to mark a license/registration as *Renew*.
Select the checkbox under to mark a license/registration as *Do Not Renew*.

Note: Selecting *Do Not Renew* is not the final step; you must also review the [surrender checklist for the license/registration on the NMLS Resource Center](#) for further instructions.

Sponsored Individual licenses/registrations will not appear in the list until the Individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or Credit Report authorization, any applicable fees will appear in the **Renewals Cart**.
- Click **Apply Selections**.
Licenses/registrations selected will no longer be available in this list. *Renew* selections will be moved to the **Renewals Cart**. *Do Not Renew* selections will be submitted to the corresponding regulators and will be added to the **Recall List**.
- Repeat Steps 1 and 2, if desired, to make additional selections.
- Click **Proceed to Cart** to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options

☒ Company
 ☒ Branch
 ☐ Individual

No renewable licenses exist for the filter criteria provided.

Updated 10/25/2022

Selecting Licenses as Do Not Renew

To notify a regulator through NMLS that a user does not intend to renew a license, the user can mark the license as Do Not Renew by selecting the checkbox in the Do Not Renew column (red “No” symbol) next to the corresponding license. To select all of the licenses, click the red icon. Users can verify which licenses are selected because the area behind the checkbox will turn red. This helps to give additional visual indication of the desired action.

Company users cannot submit individual licenses as Do Not Renew. Individual users must login to NMLS and submit their licenses as Do Not Renew. Instructions for individuals can be found in the [Renewals Handbook for Individuals](#). Also, depending on a regulator’s rules or statutes, choosing to not renew a license may require additional information be sent outside of the system. Some regulators may also consider this a “surrender.” For additional information users can view the [state-specific surrender checklists on the NMLS Resource Center](#).

Deselect all		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
		Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
		Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
		Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

Once the user selects all the licenses they do not intend to renew, click **Apply Selections**.

Filtering Options
Entity ID:
Regulator:
☒ Company
☒ Branch
☐ Individual
Filter

Deselect all		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
		Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N
		Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N
		Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N

Apply Selections

[Result:] The regulator will be notified that the user does not intend to renew the licenses selected. The licenses that have had an action applied will no longer display in the *Renewal Selection List*.

State regulators may require additional information regarding a Do Not Renew request. Many state agencies require state-specific items listed on their Surrender Checklists available through the NMLS Resource Center. Contact your state regulator for further details.

Paying For and Submitting Renewal Requests

To pay for and submit a renewal request:

1. After logging in to your account, click the **Renewals** Tab.
2. Click **Pay for Renewal** on the left navigation panel or click the **Pay for Renewal** button.

Renew/Do Not Renew

3 Item(s) / \$1,620.00 in Renewals Cart

Review your company/branch records and state-specific renewal requirements

- [Review your company/branch records](#) to ensure all information is accurate and up to date. If updates are needed, the Company (MU1) Form must be submitted through the Filing tab before your company/branch renewal request is submitted. Once updates are submitted, continue with the Renewal request(s).
- Review the [Uniform Renewal Checklist](#) to determine if the state(s) in which you are renewing your licenses/registrations have any additional requirements that must be met outside of NMLS.

Prepare and manage the renewal process

- Review the Renewal Activity – Company/Branch report below. This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.
[Renewal Activity – Company/Branch](#)
- Review the Renewal Activity – Sponsored Individuals report below. This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check and Credit Report completion dates, and Regulator renewal prevention information.
[Renewal Activity – Sponsored Individuals](#)

Select Licenses/Registrations for Renewal

Select this option to **request and pay** for the renewal of a company and/or branch license/registration. This selection can also be used to submit a Do Not Renew request. Attestation is included as part of this process.

Select this option to **request and pay** for the renewal of your sponsored individual licenses. Only sponsored individuals who have completed their renewal attestation will appear in the Renewal Selection List.

Select this option to pay for items already added to the Renewals Cart.

3. Click the **Proceed to Invoice** button.

Renewals Cart

When you are finished adding items to your cart, click **Proceed to Invoice** to pay for and submit your renewal requests. If you wish to remove an item from the **Renewals Cart**, click **Remove**. Items removed from the cart that remain eligible for renewal will be returned to the **Renewal Selection List**.

Exception Items
If the license/registration is no longer eligible to be submitted for renewal, you will receive an exception message. Any item with an exception must be removed before you can submit the cart. Click **Remove** to remove exception items from your **Renewals Cart**.

The fees displayed on this screen reflect total fees by license or registration type. A full breakdown of renewal fees will be displayed when you select **Proceed to Invoice**.
RENEWAL FEES ARE NON-REFUNDABLE.

Request a **Submitted Renewal Requests Report** or refer to the renewal status of the license/registration in Composite View to check the status of a submitted renewal request.

Actions	Entity Name	License Name	Amount
<input type="button" value="Remove"/>	Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	\$500.00
<input type="button" value="Remove"/>	Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	\$600.00
<input type="button" value="Remove"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	\$520.00
Total Charges			\$1,620.00

NOTE: Users must pay for the renewal request through NMLS. Companies paying for the renewal of their MLO's licenses may also have to pay a fee for a CBC and/or a Credit Reports (CR), if required by the regulator. See the [Renewals Handbook for Individuals](#) for more information on CBC and Credit Report fees.

Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the [Renewal Checklist Compilation Site](#). See [Viewing and Exporting NMLS License Renewal Checklists](#) for more information.

4. After reviewing the attestation language, select the **checkbox** next to I verify that I am the named person above and agree to the language as stated.
5. Click the **Pay Invoice** button.

Renewals Invoice and Attestation

[HELP](#)

Invoice Amount: \$1,620.00
Invoice Date: 10/26/2013

A breakdown of the renewal fees associated with the items in the cart is provided below. Complete the attestation for all company and branch renewal requests by checking the box next to the verification language below, as applicable, and click **Pay Invoice** to proceed with your submission.

Entity Name	License Name	Fee	Amount
Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	License/Registration Renewal Fee	\$400.00
Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	NMLS Annual Processing Fee	\$100.00
Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	License/Registration Renewal Fee	\$500.00
Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	NMLS Annual Processing Fee	\$100.00
Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	License/Registration Renewal Fee	\$500.00
Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	NMLS Annual Processing Fee	\$20.00
Total Charges			\$1,620.00

Note: This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, click **Pay Invoice** below.

Please attest below to the company and branch renewal requests included with this submission:

I, Lindsay Schmidt of Schmidt Mortgage Co., and duly appointed and authorized by the same, swear (or affirm) on 10/26/2013 that to the best of my knowledge and belief the information contained in the Licensee/Registrant's online record, as well as any applicable jurisdiction specific requirements, is true, accurate and complete in accordance with the appropriate jurisdiction's law. Additionally, I acknowledge that I have a duty and agree expediently to update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

- The licensee is in compliance with any surety bond (or approved alternative) requirement(s) of the jurisdiction(s) being requested to renew its license/registration.
- The Licensee/Registrant remains in good standing with each jurisdiction's Secretary of State office, or other applicable agency, for each jurisdiction being requested to renew its license/registration.
- The Licensee/Registrant meets the financial responsibility requirements and/or net worth requirements, as required by each jurisdiction being requested to renew its license/registration.
- The Licensee/Registrant is abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
- All individuals required to complete continuing education courses have completed such requirements for the jurisdiction(s) being requested to renew its license/registration.
- I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license/registration.
- The Licensee/Registrant has updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Questions which has occurred since the Licensee/Registrant submitted its license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted by the Licensee/Registrant to each jurisdiction(s) remain true and accurate.

☒ I verify that I am the named person above and agree to the language as stated.

NOTE: All NMLS transactions that are paid by credit or debit card will have a 2.5 percent service fee added to the charge. Paying by ACH is simple and will not incur the service fee. See the [Quick Guide: Paying by ACH](#) for assistance.

6. Review the Payment Terms And Conditions, click the **I Agree** button.

One Time Payment

PAYMENT TERMS AND CONDITIONS

Thank you for using NMLS (the Nationwide Mortgage Licensing System & Registry or the Nationwide Multistate Licensing System & Registry) for your licensing or registration needs. Licensing and registration payment services on this web site (the "Payment Site") are provided by the State Regulatory Registry LLC ("SRR"), and are subject to these payment terms and conditions (these "Payment Terms"). To the extent that you use the Payment Site, these Payment Terms supplement, and are incorporated into, the user agreement ([Applicant Agreement](#); [State Agency Agreement](#); [Federal Agency Agreement](#)) applicable to you for your use of NMLS. It is important that you read carefully and understand these Payment Terms. You must agree to these Payment Terms prior to using the Payment Site to make payments of [NMLS processing fees](#) and fees charged on behalf of state agencies. If you do not agree to these Payment Terms, please do not click "I agree" and do not use the Payment Site to make any payments. We reserve the right at any time to change these Payment Terms. Any changes we make will be effective immediately.

No Refunds or Changes. All fees paid through NMLS are non-refundable, non-changeable and non-transferable.

Making Payments. The Payment Site is solely provided to allow you and other users to make payments to register for SAFE Mortgage Loan Originator Test Components, to apply for, amend or renew a license or registration for personal use or for use by others for whom you are legally authorized to act, for subscription fees, and for other authorized state agency or SRR transactions.

Printable Page

7. Select a **Payment Type** (Bank Account or Credit Card).

One Time Payment (Step 1 of 3)

NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE

Invoice Details

Payment Amount \$: 2505.00 Payment Date: 10/7/2013 User ID: SpanoRA

Payment Type

☒ Bank Account ☐ Credit Card (\$62.62 service fee will be applied)

Note: Debit cards are not accepted, but NMLS can process a debit card as a credit card if it has a MasterCard or Visa logo.

Bank Account Information

Prior to submitting payment, verify that your account contains sufficient funds (institution) to avoid a possible return.

* Indicates a mandatory field where applicable.

Account Type: Checking *

ABA Routing #: *

Bank Account #: *

Bank Account Holder's Full Name: *

One Time Payment (Step 1 of 3)

NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE

Invoice Details

Payment Amount \$: 2505.00 Payment Date: 10/7/2013 User ID: SpanoRA

Payment Type

☐ Bank Account ☒ Credit Card (\$62.62 service fee will be applied)

Note: Debit cards are not accepted, but NMLS can process a debit card as a credit card if it has a MasterCard or Visa logo.

Credit Card Information

* Indicates a mandatory field where applicable.

Credit Card Type: *

Credit Card Number: *

Credit Card Expiration: Month: * Year: *

Card Security ID Number: * What's This?

Name on Credit Card: *

Billing Address: *

City: *

State: *

Zip Code: *

☐ Save this payment information for future payments. Information is saved for 12 months.

8. Complete all **required fields** of the Credit Card Information or Bank Account Information sections. Required fields are denoted with a red asterisk.

9. Click the **Next** button.

NOTE: Credit Card payments can be made using Visa or MasterCard only. All Credit Card payments will be subject to a 2.5 percent service fee. To save credit card payment information, select the checkbox next to "Save this payment information for future payments (note: information is saved for 12 months only)." This allows the same credit card to be used on future payments without re-entering the information.

[Result:] The *One Time Payment - Review Payment* screen displays.

10. Click the **Confirm and Submit** button.

One Time Payment – Review Payment (Step 2 of 3)

NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE SYSTEM. Please refer to the [State Licensing Requirements](#) to determine which state fees, if any, are refundable.

Invoice Details

Payment Amount \$: Payment Date: User ID:

Payment Type

Credit Card (\$12.07 service fee was applied)

Credit Card Information

Credit Card Type: Visa
Credit Card Number: 4111111111111228
Credit Card Expiration: 03/2015
Card Security ID Number: 206
Name on Credit Card: Kurt Jonas
Billing Address: 12345 Main Street
Springfield IL 12345

Click the **Cancel Payment** button to cancel this payment.

Click the **Edit Payment** button to return to the previous screen to correct the payment information.

Click the **Confirm and Submit** button to submit this payment.

WARNING: Once you click **Confirm and Submit**, your payment will be processed. You will not have another opportunity to cancel the payment.

[Result:] The *One Time Payment - Payment Confirmation* screen displays with Payment Confirmation information.

11. Click **Print** to retain a copy of the confirmation number. This step is optional.

12. Click the **Finish** button.

One Time Payment - Payment Confirmation (Step 3 of 3)

NMLS Payment Confirmation

Thank you. Your payment was successfully processed. Payment details are below.

Pay to the order of: NMLS (Your bank or credit card statement will read "NMLS PMT")

User ID: LopezJ37

Payment Method: Credit Card

Payment Date: 8/15/2012

Amount: \$234.00

Your **Payment Confirmation Number** is 2334859

Print this page for your records. To view full invoice details, access the [Invoice](#) option from the Home tab and enter the **Payment Confirmation Number** provided above as your search criteria.

[Result]: The post submission landing page displays with a message indicating that the renewal requests have been submitted. There is also a link available on the page that takes users to the renewal requirements on the NMLS Resource Center.

Regulator	
Vermont	Uniform Renewal Checklist
Idaho	Uniform Renewal Checklist

NOTE: An e-mail notification will be sent once the regulator approves a renewal request.

Small and Sole Proprietor Company Process

For smaller companies and sole proprietors, using the *Renewal Selection List* provides a quick, filterable list of all company, branch, and individual licenses available for renewal. Companies can renew all of the licenses at once, or can choose a single license to renew or not renew.

Using the Renewal Selection List

The *Renewal Selection List* displays all company and branch licenses, as well as sponsored individual licenses that have been attested to, that are eligible to be renewed. This list can also be filtered to allow users to select specific groups of licenses to renew.

To Access the *Renewal Selection List*:

1. After logging in to your account, click the **Renewals** tab.

2. Click the **Submit Company/Branch** link on the left navigation panel, or click the **Submit Company/Branch** button.

You are currently: State

Renewals Home

Submit Company/Branch

Submit Sponsored Individual(s)

Pay for Renewal

Recall Do Not Renew

View by State Agency

View by Location

Renew/Do Not Renew

0 Item(s) / \$0.00 in Renewals Cart

Review your company/branch records and state-specific renewal requirements

- Review your company/branch records to ensure all information is accurate and up to date. If updates are needed, the Company (MU1) Form must be submitted through the Filing tab before your company/branch renewal request is submitted. Once updates are submitted, continue with the Renewal request(s).
- Review the [Uniform Renewal Checklist](#) to determine if the state(s) in which you are renewing your licenses/registrations have any additional requirements that must be met outside of NMLS.

Prepare and manage the renewal process

- Review the Renewal Activity – Company/Branch report below. This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.
 - Renewal Activity – Company/Branch
- Review the Renewal Activity – Sponsored Individuals report below. This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check and Credit Report completion dates, and Regulator renewal prevention information.
 - Renewal Activity – Sponsored Individuals

Select Licenses/Registrations for Renewal

Submit Company/Branch Select this option to request and pay for the renewal of a company and/or branch license/registration. This selection can also be used to submit a Do Not Renew request. Attestation is included as part of this process.

[Result:] The *Renewals Selection List* screen displays.

You are currently: State

Renewals Home

Submit Company/Branch

Submit Sponsored Individual(s)

Pay for Renewal

Recall Do Not Renew

View by State Agency

View by Location

Renewal Selection List

0 Item(s) / \$0.00 in Renewals Cart

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* will remain in this list and will be available for renewal selection at a later date.

- Make your selections:
 - Select the checkbox under to mark a license/registration as *Renew*.
 - Select the checkbox under to mark a license/registration as *Do Not Renew*.

Note: Selecting *Do Not Renew* is not the final step; you must also review the [surrender checklist for the license/registration on the NMLS Resource Center](#) for further instructions.

Sponsored Individual licenses/registrations will not appear in the list until the Individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or Credit Report authorization, any applicable fees will appear in the **Renewals Cart**.
- Click **Apply Selections**. Licenses/registrations selected will no longer be available in this list. *Renew* selections will be moved to the **Renewals Cart**. *Do Not Renew* selections will be submitted to the corresponding regulators and will be added to the **Recall List**.
- Repeat Steps 1 and 2, if desired, to make additional selections.
- Click **Proceed to Cart** to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options

Entity ID: Regulator:

☒ Company ☒ Branch ☐ Individual

Filter

[Deselect all](#)

		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

Apply Selections

Company and branch licenses display on the dashboard only if the following criteria are met:

- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- License renewal requests were not previously submitted for the current year
- All annual Financial Statement requirements have been satisfied
- Mortgage Call Report (MCR) requirements have been satisfied

Companies are encouraged to run the Renewal Activity—Company/Branch Report from the *Renewals Home* page for more prevent renewal information.

Individual licenses display on the dashboard only if the following criteria are met:

- The individual has attested to their record for the corresponding regulator
- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- Individual reflects as “Compliant” for required CE hours on the *Course Completion and Compliance Record* in NMLS.
- Company is actively sponsoring the individual’s licenses that are eligible for renewal
- License renewal requests were not previously submitted for the current year

Companies are encouraged to run the Renewal Activity—Sponsored Individuals Report from the *Renewals Home* page for more prevent renewal information.

Most license types require an individual to complete Pre-licensure Education (PE) or Continuing Education (CE) prior to submitting a renewal request. Typically, an individual going through their first renewal period will have satisfied their PE requirements, including any state-specific education, during the current year (the year in which their license was initially approved). Individuals going through a second, or subsequent, renewal period must satisfy the current year federal and/or state-specific CE requirements. Individuals should reference the [State-Specific Education Requirements Charts](#) available in the NMLS Resource Center for specific details about each state’s education requirements and deadlines.

Regulators may also require individuals to submit a request for a CBC) and/or a Credit Report. Check Step 3 or the Renewal Deadlines Chart on the [Streamlined Annual Renewals page](#) of the NMLS Resource Center to see if your agency requires a CBC or Credit Report.

Submitting a Renewal Request

On the *Renewal Selection List* screen, users can select the licenses that need to be renewed or not renewed.

You are currently: State

Renewals Home

Submit Company/Branch

Submit Sponsored Individual(s)

Pay for Renewal

Recall Do Not Renew

View by State Agency

View by Location

Renewal Selection List

0 Item(s) / \$0.00 in Renewals Cart

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* will remain in this list and will be available for renewal selection at a later date.

- Make your selections:
Select the checkbox under to mark a license/registration as *Renew*.
Select the checkbox under to mark a license/registration as *Do Not Renew*.

Note: Selecting *Do Not Renew* is not the final step; you must also review the [surrender checklist for the license/registration on the NMLS Resource Center](#) for further instructions.

Sponsored Individual licenses/registrations will not appear in the list until the Individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or Credit Report authorization, any applicable fees will appear in the **Renewals Cart**.
- Click **Apply Selections**.
Licenses/registrations selected will no longer be available in this list. *Renew* selections will be moved to the **Renewals Cart**. *Do Not Renew* selections will be submitted to the corresponding regulators and will be added to the **Recall List**.
- Repeat Steps 1 and 2, if desired, to make additional selections.
- Click **Proceed to Cart** to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options

Entity ID: Regulator: Vermont

☒ Company ☒ Branch ☐ Individual

[Deselect all](#)

		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

From the *Renewal Selection List*, users have the ability to access the Composite View of the entity by clicking the **View Composite Information** link next to the Entity Name:

		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N
<input type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N

The filtering options on the *Renewal Selection List* screen allow the user to filter based on Entity ID, Regulator, and entity type (Company, Branch, and/or Individual). The Regulator Filter is particularly helpful for companies licensed in state agencies with early renewal submission deadlines. Visit Step 3 of the [Streamlined Annual Renewals page](#) or review the Renewal Deadlines Chart to identify state agencies with early submission deadlines.

If there are company and branch licenses that do not display in the selection list, run the *Renewal Activity—Company/Branch Report* to identify if the licenses are prevented from renewing.

Filtering Options

Entity ID: Regulator: Kansas

☒ Company ☒ Branch ☐ Individual

Selecting Licenses to Renew

To submit a renewal request for a desired license, select the checkbox in the Renew column (green circle with checkmark) next to the corresponding license. To select all of the licenses, click the green icon. Users will be able to tell which licenses are selected because the area behind the checkbox will turn green. This helps to give additional visual indication of the desired action.

Deselect all			Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

Once the user selects the licenses to submit for renewal request, click the **Apply Selections** button.

Filtering Options
Entity ID: Regulator: [Vermont](#)
☒ Company ☒ Branch ☐ Individual

Deselect all			Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

[Result:] Selected licenses will be added to the *Renewals Cart*. The licenses that have had an action applied will no longer display in the *Renewal Selection List*. Click the **Renewals Cart** link or the **Proceed to Cart** button.

Renewal Selection List

[HELP](#)

3 Item(s) / \$1,640.00 in Renewals Cart

Your selections have been saved. Access the **Renewals Cart** to pay for and submit renewal requests for the licenses marked as *Renew*.

No renewable licenses exist for the filter criteria provided.

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* will remain in this list and will be available for renewal selection at a later date.

- Make your selections:
Select the checkbox under to mark a license/registration as *Renew*.
Select the checkbox under to mark a license/registration as *Do Not Renew*.

Note: Selecting *Do Not Renew* is not the final step; you must also review the [surrender checklist for the license/registration on the NMLS Resource Center](#) for further instructions.

Sponsored Individual licenses/registrations will not appear in the list until the Individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or Credit Report authorization, any applicable fees will appear in the **Renewals Cart**.

- Click **Apply Selections**.
Licenses/registrations selected will no longer be available in this list. *Renew* selections will be moved to the **Renewals Cart**. *Do Not Renew* selections will be submitted to the corresponding regulators and will be added to the **Recall List**.
- Repeat Steps 1 and 2, if desired, to make additional selections.
- Click **Proceed to Cart** to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options
Entity ID: Regulator: [Kansas](#)
☒ Company ☒ Branch ☐ Individual

No renewable licenses exist for the filter criteria provided.

Updated 10/25/2022

Selecting Licenses as Do Not Renew

To notify a regulator through NMLS that a user does not intend to renew a license, the user can mark the license as Do Not Renew by selecting the checkbox in the Do Not Renew column (red “No” symbol) next to the corresponding license. To select all of the licenses, click the red icon. Users can verify which licenses are selected because the area behind the checkbox will turn red. This helps to give additional visual indication of the desired action.

Company users cannot submit individual licenses as Do Not Renew. Individual users must log in to NMLS and submit their licenses as Do Not Renew. Instructions for individuals can be found in the [Renewals Handbook for Individuals](#). Also, depending on a regulator’s rules or statutes, choosing to not renew a license may require additional information be sent outside of the system. Some regulators may also consider this a “surrender.” For additional information users can view the [state-specific surrender checklists on the NMLS Resource Center](#).

Deselect all		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
		Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved	-	-	N
		Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N
		Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved	-	-	N

Once the user selects all the licenses they do not intend to renew, click the **Apply Selections** button.

Filtering Options									
Deselect all		Entity ID: <input type="text"/>		Regulator: <input type="text"/>					
		<input checked="" type="checkbox"/> Company <input checked="" type="checkbox"/> Branch <input type="checkbox"/> Individual							
		<input type="button" value="Filter"/>							
		Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
		Schmidt Mortgage Co. (8054)	Company	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N
		Schmidt Mortgage Co., Orefield, PA Branch (39636)	Branch	Vermont	Mortgage Broker License	Approved - Conditional	-	-	N
		Schmidt Mortgage Co., Whitehall, PA Branch (8073)	Branch	Vermont	Mortgage Broker License	Approved - Failed to Renew	-	-	N
<input type="button" value="Apply Selections"/>									

[Result:] The regulator will be notified that the user does not intend to renew the licenses selected. The licenses that have had an action applied will no longer display in the *Renewal Selection List*.

State regulators may require additional information regarding a Do Not Renew request. Many state agencies require state-specific items listed on their Surrender Checklists available through the NMLS Resource Center. Contact your state regulator for further details.

Paying For and Submitting Renewal Requests

To pay for and submit a renewal request:

1. After logging in to your account, click the **Renewals** tab.
2. Click **Pay for Renewal** on the left navigation panel or click the **Pay for Renewal** button.

Renew/Do Not Renew

3 Item(s) / \$1,620.00 in Renewals Cart

Review your company/branch records and state-specific renewal requirements

- Review your company/branch records to ensure all information is accurate and up to date. If updates are needed, the Company (MU1) Form must be submitted through the Filing tab before your company/branch renewal request is submitted. Once updates are submitted, continue with the Renewal request(s).
- Review the [Uniform Renewal Checklist](#) to determine if the state(s) in which you are renewing your licenses/registrations have any additional requirements that must be met outside of NMLS.

Prepare and manage the renewal process

- Review the Renewal Activity – Company/Branch report below.
This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.
[Renewal Activity – Company/Branch](#)
- Review the Renewal Activity – Sponsored Individuals report below.
This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check and Credit Report completion dates, and Regulator renewal prevention information.
[Renewal Activity – Sponsored Individuals](#)

Select Licenses/Registrations for Renewal

Select this option to **request and pay** for the renewal of a company and/or branch license/registration. This selection can also be used to submit a Do Not Renew request. Attestation is included as part of this process.

Select this option to **request and pay** for the renewal of your sponsored individual licenses. Only sponsored individuals who have completed their renewal attestation will appear in the Renewal Selection List.

Select this option to pay for items already added to the Renewals Cart.

3. Click the **Proceed to Invoice** button.

Renewals Cart

When you are finished adding items to your cart, click **Proceed to Invoice** to pay for and submit your renewal requests. If you wish to remove an item from the **Renewals Cart**, click **Remove**. Items removed from the cart that remain eligible for renewal will be returned to the **Renewal Selection List**.

Exception Items
If the license/registration is no longer eligible to be submitted for renewal, you will receive an exception message. Any item with an exception must be removed before you can submit the cart. Click **Remove** to remove exception items from your **Renewals Cart**.

The fees displayed on this screen reflect total fees by license or registration type. A full breakdown of renewal fees will be displayed when you select **Proceed to Invoice**.
RENEWAL FEES ARE NON-REFUNDABLE

Request a **Submitted Renewal Requests Report** or refer to the renewal status of the license/registration in Composite View to check the status of a submitted renewal request

Actions	Entity Name	License Name	Amount
<input type="button" value="Remove"/>	Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	\$500.00
<input type="button" value="Remove"/>	Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	\$600.00
<input type="button" value="Remove"/>	Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	\$520.00
Total Charges			\$1,620.00

NOTE: Users must pay for the Renewal Request through NMLS. Companies paying for the renewal of their MLO's licenses may also have to pay a fee for a CBC) and/or a Credit Report, if required by the regulator. See the [Renewals Handbook for Individuals](#) for more information on CBC and Credit Report fees.

Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the appropriate [Company](#) or [Individual Uniform Renewal Checklist](#) on the NMLS Resource Center.

4. After reviewing the attestation language, select the **checkbox** next to I verify that I am the named person above and agree to the language as stated.
5. Click the **Pay Invoice** button.

Renewals Invoice and Attestation

[HELP](#)

Invoice Amount: \$1,620.00
Invoice Date: 10/26/2013

A breakdown of the renewal fees associated with the items in the cart is provided below. Complete the attestation for all company and branch renewal requests by checking the box next to the verification language below, as applicable, and click **Pay Invoice** to proceed with your submission.

Entity Name	License Name	Fee	Amount
Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	License/Registration Renewal Fee	\$400.00
Schmidt Mortgage Co. (8054)	Idaho Mortgage Broker/Lender License	NMLS Annual Processing Fee	\$100.00
Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	License/Registration Renewal Fee	\$500.00
Schmidt Mortgage Co. (8054)	Vermont Mortgage Broker License	NMLS Annual Processing Fee	\$100.00
Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	License/Registration Renewal Fee	\$500.00
Schmidt Mortgage Co., Orefield, PA Branch (39636)	Vermont Mortgage Broker License	NMLS Annual Processing Fee	\$20.00
Total Charges			\$1,620.00

Note: This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, click **Pay Invoice** below.

Please attest below to the company and branch renewal requests included with this submission:

I, Lindsay Schmidt of Schmidt Mortgage Co., and duly appointed and authorized by the same, swear (or affirm) on 10/26/2013 that to the best of my knowledge and belief the information contained in the Licensee/Registrant's online record, as well as any applicable jurisdiction specific requirements, is true, accurate and complete in accordance with the appropriate jurisdiction's law. Additionally, I acknowledge that I have a duty and agree expediently to update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

- The licensee is in compliance with any surety bond (or approved alternative) requirement(s) of the jurisdiction(s) being requested to renew its license/registration.
- The Licensee/Registrant remains in good standing with each jurisdiction's Secretary of State office, or other applicable agency, for each jurisdiction being requested to renew its license/registration.
- The Licensee/Registrant meets the financial responsibility requirements and/or net worth requirements, as required by each jurisdiction being requested to renew its license/registration.
- The Licensee/Registrant is abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
- All individuals required to complete continuing education courses have completed such requirements for the jurisdiction(s) being requested to renew its license/registration.
- I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license/registration.
- The Licensee/Registrant has updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Questions which has occurred since the Licensee/Registrant submitted its license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted by the Licensee/Registrant to each jurisdiction(s) remain true and accurate.

☒ I verify that I am the named person above and agree to the language as stated.

NOTE: All NMLS transactions that are paid by credit or debit card will have a 2.5 percent service fee added to the charge. Paying by ACH is simple and will not incur the service fee. See the [Quick Guide: Paying by ACH](#) for assistance.

6. Review the Payment Terms And Conditions, click the **I Agree** button.

One Time Payment

PAYMENT TERMS AND CONDITIONS

Thank you for using NMLS (the Nationwide Mortgage Licensing System & Registry or the Nationwide Multistate Licensing System & Registry) for your licensing or registration needs. Licensing and registration payment services on this web site (the "Payment Site") are provided by the State Regulatory Registry LLC ("SRR"), and are subject to these payment terms and conditions (these "Payment Terms"). To the extent that you use the Payment Site, these Payment Terms supplement, and are incorporated into, the user agreement ([Applicant Agreement](#); [State Agency Agreement](#); [Federal Agency Agreement](#)) applicable to you for your use of NMLS. It is important that you read carefully and understand these Payment Terms. You must agree to these Payment Terms prior to using the Payment Site to make payments of [NMLS processing fees](#) and fees charged on behalf of state agencies. If you do not agree to these Payment Terms, please do not click "I agree" and do not use the Payment Site to make any payments. We reserve the right at any time to change these Payment Terms. Any changes we make will be effective immediately.

No Refunds or Changes. All fees paid through NMLS are non-refundable, non-changeable and non-transferable.

Making Payments. The Payment Site is solely provided to allow you and other users to make payments to register for SAFE Mortgage Loan Originator Test Components, to apply for, amend or renew a license or registration for personal use or for use by others for whom you are legally authorized to act, for subscription fees, and for other authorized state agency or SRR transactions.

Printable Page

7. Select a **Payment Type** (Bank Account or Credit Card).

One Time Payment (Step 1 of 3)

NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE

Invoice Details

Payment Amount \$: 2505.00 Payment Date: 10/7/2013 User ID: SpanoRA

Payment Type

☒ Bank Account ☐ Credit Card (\$62.62 service fee will be applied)

Note: Debit cards are not accepted, but NMLS can process a debit card as a credit card if it has a MasterCard or Visa logo.

Bank Account Information

Prior to submitting payment, verify that your account contains sufficient funds (institution) to avoid a possible return.

* Indicates a mandatory field where applicable.

Account Type: Checking *

ABA Routing #: *

Bank Account #: *

Bank Account Holder's Full Name: *

Credit Card Information

* Indicates a mandatory field where applicable.

Credit Card Type: *

Credit Card Number: *

Credit Card Expiration: Month: * Year: *

Card Security ID Number: * What's This?

Name on Credit Card: *

Billing Address: *

City: *

State: *

Zip Code: *

☐ Save this payment information for future payments. Information is saved for 12 months.

8. Complete all **required fields** of the Credit Card Information or Bank Account Information sections. Required fields are denoted with a red asterisk.

9. Click the **Next** button.

NOTE: Credit Card payments can be made using Visa or MasterCard only. All Credit Card payments will be subject to a 2.5 percent service fee. To save credit card payment information, select the checkbox next to "Save this payment information for future payments (note: information is saved for 12 months only)." This allows the same credit card to be used on future payments without re-typing the information.

[Result:] The *One Time Payment - Review Payment* screen displays.

10. Click the **Confirm and Submit** button.

One Time Payment – Review Payment (Step 2 of 3)

NMLS PROCESSING FEES ARE NON-REFUNDABLE. FEES PAID TO A STATE AGENCY ARE NON-REFUNDABLE THROUGH THIS ONLINE SYSTEM. Please refer to the [State Licensing Requirements](#) to determine which state fees, if any, are refundable.

Invoice Details

Payment Amount \$: Payment Date: User ID:

Payment Type

Credit Card (\$12.07 service fee was applied)

Credit Card Information

Credit Card Type: Visa
Credit Card Number: 4111111111111228
Credit Card Expiration: 03/2015
Card Security ID Number: 206
Name on Credit Card: Kurt Jonas
Billing Address: 12345 Main Street
Springfield IL 12345

Click the **Cancel Payment** button to cancel this payment.

Click the **Edit Payment** button to return to the previous screen to correct the payment information.

Click the **Confirm and Submit** button to submit this payment.

WARNING: Once you click **Confirm and Submit**, your payment will be processed. You will not have another opportunity to cancel the payment.

[Result:] The *One Time Payment - Payment Confirmation* screen displays with Payment Confirmation information.

11. Click **Print** to retain a copy of the confirmation number. This step is optional.

12. Click the **Finish** button.

One Time Payment - Payment Confirmation (Step 3 of 3)

NMLS Payment Confirmation

Thank you. Your payment was successfully processed. Payment details are below.

Pay to the order of: **NMLS (Your bank or credit card statement will read "NMLS PMT")**

User ID: **LopezJ37**

Payment Method: **Credit Card**

Payment Date: **8/15/2012**

Amount: **\$234.00**

Your **Payment Confirmation Number** is **2334859**

Print this page for your records. To view full invoice details, access the [Invoice](#) option from the Home tab and enter the **Payment Confirmation Number** provided above as your search criteria.

[Result]: The post submission landing page displays with a message indicating that the renewal requests have been submitted. There is also a link available on the page that takes users to the renewal requirements on the NMLS Resource Center.

Regulator	
Vermont	Uniform Renewal Checklist
Idaho	Uniform Renewal Checklist

NOTE: A e-mail notification will be sent when the regulator approves a renewal request.

Follow-up Steps

Once a company requests renewal for a license, they must ensure that all additional items required from the [Renewal Checklist Compilation Site](#) have been submitted to their regulator. See [Viewing and Exporting NMLS License Renewal Checklists](#) for more information. Also, if a company is not renewing their license, they should review the regulator's surrender checklist to see if there is anything they must do. Licensees should be aware that regulators may take a few weeks to review all of the renewal requests that come in, so a particular request may not be reviewed immediately.

Renewal Reports

Company users with the appropriate roles have the ability to request the following Renewal Reports to get additional information about submitted renewal requests and those licenses that are not eligible for renewal.

Renewal Reports are generated in a Comma Separated Value (CSV) format, are pre-defined and contain real-time data. Users without the Excel application may open a report in plain text or a text editing program, such as Notepad, Textpad, or Wordpad. See the Viewing Reports in Plain Text section of the Reports navigation guide for steps to open and view a report.

Review your company/branch records and state-specific renewal requirements

- [Review your company/branch records](#) to ensure all information is accurate and up to date. If updates are needed, the Company (MU1) Form must be submitted through the Filing tab before your company/branch renewal request is submitted. Once updates are submitted, continue with the Renewal request(s).
- Review the [Uniform Renewal Checklist](#) to determine if the state(s) in which you are renewing your licenses/registrations have any additional requirements that must be met outside of NMLS.

Prepare and manage the renewal process

- Review the Renewal Activity – Company/Branch report below.
This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.
[Renewal Activity – Company/Branch](#)
- Review the Renewal Activity – Sponsored Individuals report below.
This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check and Credit Report completion dates, and Regulator renewal prevention information.
[Renewal Activity – Sponsored Individuals](#)

Renewal reports can be used to track the statuses of multiple license renewal requests as an alternative to looking up one MLO at a time under the **Composite View** tab. These reports compile the information into to one place and are in a format that allows sorting and filtering so that users can easily manage the renewal process.

To view a report:

1. After logging in to your account, click the **Renewals** tab.
2. On the *Renewals Home* Page click the **Excel icon** next to the corresponding report to be viewed. For example, the Renewal Activity-Company/Branch.

[Result:] A pop up File Download box displays.

3. Click the **Open** button.

[Result:] Renewal Activity–Company/Branch report displays in an Excel worksheet.

Pay particular attention to the following columns:

- **Column J Prevent Renewal Regulator** - Identifies if the regulator has manually prevented the renewal of the license.
- **Column K Has Active Financial Statement License Item** - The presence of this License Item will prevent renewal. Review details of the License Item from the **Composite View** tab.
- **Column L Has Active Mortgage Call Report License Item** - The presence of this License Item may prevent renewal. Review details of the License Item from the **Composite View** tab.
- **Column N Renewal Status** - Can be referred to throughout Renewal and Reinstatement to track progress of renewal requests.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Company	Company	Branch ID	Branch Cit	Branch St	License N	License N	License St	License St	Prevent Renewal	Has Active Finan	Has Active Mortga	Renewed	Renewal Status
2	39431	New State	Company Sunny	Pennsylvania	Idaho Mo	Approved	#####	N	N	N	N	2014	Not Requested	
3	39431	New State	Company Sunny	Pennsylve	RI-1234	Rhode Isl	Approved	#####	N	N	N	2014	Renewal Requested	
4	39431	New State	39434	Great	South Car	RI-B-1231	Rhode Isl	Approved	#####	N	-	-	2014	Not Requested

[Result:] Renewal Activity–Sponsored Individuals report displays in an Excel worksheet.

Pay particular attention to the following columns:

- **Column K Prevent Renewal Regulator** - Identifies if the regulator has manually prevented the renewal of the license
- **Column M Renewal Status** - Can be referred to throughout renewal and reinstatement periods to track progress of renewal requests
- **Column R Attested Date** - Once individual completes renewal attestation the attestation completion date will populate this column. Companies cannot submit and pay for renewal requests until sponsored individual completes their renewal attestation
- **Column AA Prevent Renewal CE** - Many state agencies will not permit an individual renewal submission without completion of required CE hours

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Individual	Individual	Individual	Individual	Individual	Individual	E License N	License N	License Status	License S	Prevent Renewal Regula	Renewed Thr	Renewal Status
2	385969	Casper	Charles	M.	Mr.	test@test.com		New Jerse	Approved	#####	N		Not Requested
3	928183	Eddens	Stacy	Raquel		test@test.c	39629	Pennsylva	Approved	#####	N		Renewal Requested
4	116427	Garcia	Frank			test@test.c	LO-116427	Connectic	Approved	#####	N		Renewal Rejected
5	116427	Garcia	Frank			test@test.c	NC-I-0102	North Cari	Approved	#####	N		Renewal Approved
6	116427	Garcia	Frank			test@test.c	I-154696	North Cari	Approved	#####	N		Not Requested

Reinstatement Period

For companies that fail to complete annual attestation and request renewal between November 1 and December 31, the system offers a reinstatement period. This period begins January 1 and runs through the end of February. Not all state agencies allow reinstatement, however those that do offer the opportunity to submit the request through the renewal feature and will review your request with a possible late fee. Those agencies that do not allow reinstatement require licensees to apply again as a new applicant.

Review deadlines and requirements on the [Streamlined Annual Renewals page](#) of the NMLS Resource Center to see if your regulator is participating in reinstatement and determine any late fees that may apply. If the regulator does not participate in reinstatement, one of the following things may happen:

1. The regulator will reject any renewal request that is submitted after its deadline.
2. The regulator may check the Prevent Renewal checkbox, which would prevent submission of a renewal request.
3. The regulator may change the license status to a non-renewable status and that license will no longer display on either the *Renewal Selection List*.

Renewal requests can be submitted during the reinstatement period using the same steps as renewal requests during the normal renewals period. Licensees may be required to pay a late renewal or reinstatement fee as indicated by the regulator. The fees are located on the NMLS Resource Center.

If you have specific questions about your state's participation in reinstatement, contact your regulator after reading the information on the NMLS Resource Center.

Renewing Sponsored Individuals

Individual Attestation History - Reviewing one Individual at a time

View *Renewals Attestation History* allows a company to confirm if a specific individual completed renewal attestation.

To view attestation history:

1. After logging in to your account, click the **Composite View** tab.
2. Click the **View Individual** link on the sub-menu and search for individual.
3. Click the **View Renewals Attestation History** link on the left navigation panel.
4. Choose renewal year from Filtering Options (Year and/or Regulator).
5. Click the **Filter** button.

Renewals Attestation History

Heather Scott (26625)

Click Filter to display results.

The list below reflects the Attestation History for the current renewal year. The criminal background check (CBC) and credit report (CR) Acknowledgement Dates reflect the most recent dates that the individual authorized a CBC and/or CR. If the dates are blank, a CBC and/or CR were not required to be authorized with this year's renewal.

To view another renewal year's information, use the Filtering Options box to select the applicable year and regulator. Click on the Entity Name link from the list to display the Attestation History Detail for the specific regulator and renewal year.

Filtering Options

Year: Regulator:

Entity Name	Entity Type	Regulator	Renewal Year	Attested By	Attestation Date	CBC Acknowledge Date	CR Acknowledge Date
Scott, Heather (26625)	Individual	Delaware	2014	ScottH	10/11/2013		
Scott, Heather (26625)	Individual	District of Columbia	2014	ScottH	10/11/2013		
Scott, Heather (26625)	Individual	Maryland	2014	ScottH	10/11/2013		

NOTE: To view the individuals attested record (most recent Individual (MU4) Form), click the Entity Name link and then the piece of paper icon.

Individual Attestation History - Reviewing Multiple Sponsored Individuals at a time

Column R on the *Renewal Activity—Sponsored Individuals Report* will provide an **Attested Date** if the listed individuals completed their renewal attestation for a particular license.

	M	N	O	P	Q	R
1	Renewal Status	Renewal S	Renewal S	Renewal Submitted	Renewal Su	Attested Date
2	Renewal Requested	44617	John Alva	10/11/2014	AlvaradJ	10/11/2014
3	Not Requested					
4	Not Requested					9/11/2014

Companies must have an active sponsorship with an individual license in order to submit an individual renewal request. Sponsorships can be established if both the individual and the sponsoring company have an active license with the **same state agency**.

NOTE: Individuals who are responsible for his or her own renewal fees must follow the [Attest and Pay Individual Renewal Workflow](#).

Fingerprint Exception Process


If your sponsored individuals' fingerprints have expired and a CBC is required as a part of a renewal request, a new CBC authorization must be paid for through the Individual (MU4) Form. Provide impacted individuals with the [Quick Guide: How to Submit a CBC Request](#) for instructions on how to authorize a new CBC and request new fingerprints. After new fingerprints and CBC results have been received by NMLS, the company may proceed with the sponsored individual's renewal request. The CBC results can be used to process renewal requests for 90 days. See the [Quick Guide: Fingerprint Exceptions](#) for more information about expired fingerprints during the renewal period.

Recalling a Do Not Renew Request

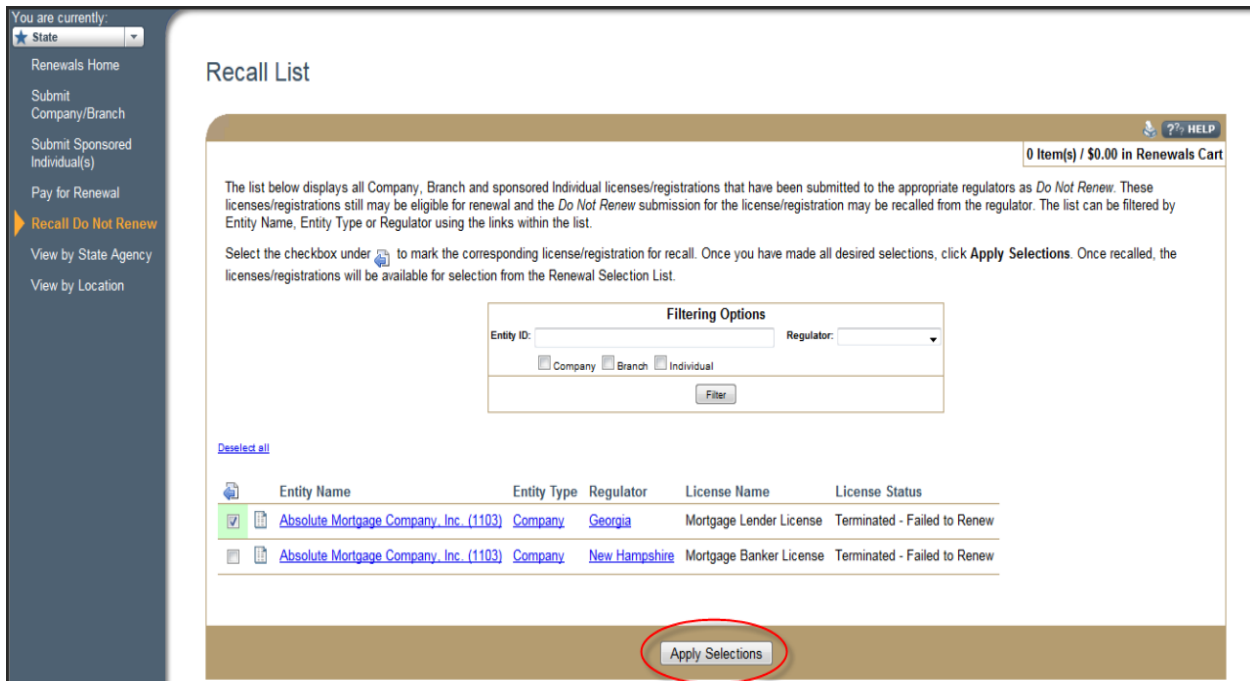
To recall a license marked Do Not Renew:

1. After logging in to your account, click the **Renewals** tab.
2. Click the **Recall Do Not Renew** link on left the navigation panel.
3. Select any filtering options (optional).
4. Click the **checkbox** next to the license to recall.

A company can use the *Recall List* to recall licenses that have been submitted as Do Not Renew. If a regulator has already taken action on a license submitted as Do Not Renew, the license cannot be recalled.

NOTE: Selecting the Recall icon  selects all Do Not Renew requests listed to be recalled.

5. Click the **Apply Selections** button.



You are currently: State

Renewals Home

Submit Company/Branch

Submit Sponsored Individual(s)

Pay for Renewal

Recall Do Not Renew


View by State Agency

View by Location

Recall List

0 Item(s) / \$0.00 in Renewals Cart

The list below displays all Company, Branch and sponsored Individual licenses/registrations that have been submitted to the appropriate regulators as *Do Not Renew*. These licenses/registrations still may be eligible for renewal and the *Do Not Renew* submission for the license/registration may be recalled from the regulator. The list can be filtered by Entity Name, Entity Type or Regulator using the links within the list.


Select the checkbox under  to mark the corresponding license/registration for recall. Once you have made all desired selections, click **Apply Selections**. Once recalled, the licenses/registrations will be available for selection from the Renewal Selection List.

Filtering Options

Entity ID: Regulator:

☐ Company ☐ Branch ☐ Individual

[Deselect all](#)

	Entity Name	Entity Type	Regulator	License Name	License Status
<input checked="" type="checkbox"/>	Absolute Mortgage Company, Inc. (1103)	Company	Georgia	Mortgage Lender License	Terminated - Failed to Renew
<input type="checkbox"/>	Absolute Mortgage Company, Inc. (1103)	Company	New Hampshire	Mortgage Banker License	Terminated - Failed to Renew

[Result:] The *Recall List* screen will refresh and the selected items will be moved to the *Renewal Selection List*. The regulator will also receive a notification that the Do Not Renew action has been cancelled/recalled.

Key Terms

Action Not Required List - The Action Not Required List contains a list of all Individual licenses that the Individual is not able to take renewal action on as well as the reason why no action is available. No action will be required if the license is not a Renewable License, or renewal action has already been submitted on the license.

Attestation - Attestation is the act of confirming for each jurisdiction that an entity's record in NMLS is up-to-date and that the entity continues to meet all other jurisdiction requirements. A Company is required to attest to their NMLS record at the time of the renewal request and payment, whereas Individuals are required to attest prior to requesting renewal of their license. Attestation is not required for any jurisdiction in which a licensee does not intend to renew at least one license.

Renewal Dashboards - Dashboards are presented in several areas of the system and are intended to provide an at-a-glance summary count representing licenses that require action by the user.

View by State Agency - Provides users with a dashboard view to see a count of Company, Branch, and sponsored individual licenses available for renewal by state agency.

View by Location - Provides users with a dashboard view to see a count of Company, Branch, and sponsored individual licenses available for renewal by office location.

Do Not Renew - The Do Not Renew function is used to indicate company, branch and individual licenses which the entity (company or individual) does not intend to renew. The user may recall licenses that have been marked as Do Not Renew through the Recall List.

Prevent Renewal Flag - The Prevent Renewal Flag may be set by a Regulator to prevent a renewal request from being submitted for a license. Licenses with the Prevent Renewal Flag set will not be available for renewal.

Recall - Company and Individual users have the option to rescind a Do Not Renew request placed on a license. Do Not Renew requests can be rescinded as long as the license is still eligible for renewal.

Recall List - The Recall List provides a list of licenses that are able to be recalled.

Recallable License - A license is recallable if it is still in a renewable status, the Regulator has not set the Prevent Renewal Flag, and a renewal request has not already been submitted.

Renew - The act of marking a license to indicate to the Regulator that the entity plans to maintain a license for the upcoming year.

Renewable License - A Renewable License is one that has a renewable status as of the start of the Renewal Period and for which the Prevent Renewal Flag has not been set by the Regulator.

Renewal Period - The Renewal Period is the time during which Company and Individual users are required to submit renewal actions including Renew or Do Not Renew requests.

Key Terms

Renewal Reports - The Renewal Reports function allows a Company user to access pre-defined, real-time data reports designed to help monitor renewal processing. The Renewal Reports function is available to all Company users who have the Company Renewals role.

Renewal Status - Each renewable license has a Renewal Status which indicates the state of the license in regards to renewals processing. The Renewal Status will represent whether or not renewal of the license has been requested, license has been designated as not renewing, or renewal request has been approved or rejected. The Renewal Status is maintained separately from the License Status.

Renewal Status Date - The Renewal Status Date is the date that the Renewal Status took effect.

Renewal Selection List - The Renewal Selection List displays all company, branch and individual licenses which are currently available for renewal.

Renewal Year - The Renewal Year is the year for which a renewal is/was processed.

Renewals Cart - The Renewals Cart contains licenses which have been marked to renew, but have not been submitted to the regulator. Submitting the Renewals Cart allows a user to pay for and submit the renewal requests to the applicable regulator.

Renewals Cart Exception - A message that displays in the renewal cart notifying the company or individual user that a license is no longer eligible for renewal (e.g., a license that has already been processed for renewal). Any license with an exception must be removed before the cart can be submitted.