BOND EXECUTION PROCESS

This guide walks you through the steps you must take to execute and deliver a surety bond or a surety bond rider. To facilitate this process, NMLS enables licensees to complete the following actions:

- Review electronic surety bonds pending action
- Sign a surety bond or a surety bond rider
- Designate a signatory
- Remove a designated signatory
- Complete the Mark Ready process for first-time electronic bond submission

How to Review Bonds Pending Action

1. Log in to NMLS.
2. Click the **Tasks** tab.
3. Click the ***Surety Bonds*** link in the submenu.
4. Click the **Review** button next to a bond (see *Figure 1*).

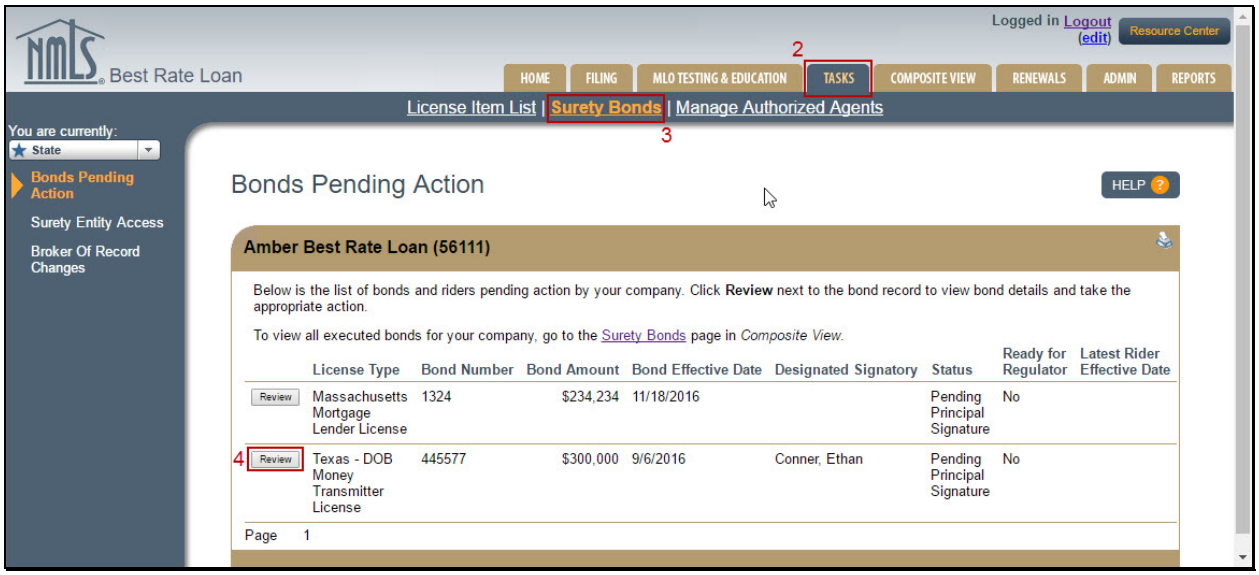

Figure 1: Bonds Pending Action

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How to Sign a Surety Bond or Surety Bond Rider as a Company User

1. Follow the steps in the How to Review Bonds Pending Action section above to get to the *Manage Surety Bond or Rider* page.

2. Click the **Sign for Company** button.

   NOTE: The "Sign for Company" button is not available if the bond/rider is required by the regulator to be signed by a Control Person. Review the How to Designate a Signatory section below for instructions on designating a Control Person to sign.

3. Check the box in the attestation language, then click:

Button	Result	Note
Sign	Sign and save the bond	The bond will need to be marked "Ready" to complete bond submission to the regulator.
Sign & Mark Ready	• Sign and ready the bond for delivery with a new application, OR • Sign and deliver the bond to the regulator for an existing license	• This button is only available for bonds that do not require a Control Person as a Designated Signatory. • If the corresponding license request has not yet been submitted, the bond is delivered upon submission of the license application.
Mark Ready	• Ready the bond for delivery with a new application, OR • Deliver the bond to the regulator for an existing license	This button will only be available for bonds that have already been signed by a Control Person or Company User, but have not been delivered to the regulator.
Return to Surety	Return the bond to the Surety Company/Bond Producer for correction	This allows the surety entity to make corrections to the bond and re-sign.
Decline	Decline the bond	

How to Designate a Signatory

1. Follow the steps in the How to Review Bonds Pending Action section above to get to the *Manage Surety Bond or Rider* page.

2. Click the **Designate Individual** button.

3. Enter the required information to search for a Control Person (Direct Owner, Executive Officer, Indirect Owner with control) within the company, then click the **Search** button.

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4. Click the **NMLS ID Number** next to the appropriate individual.

   Click the **Confirm** button. The signatory displays on the *Bonds Pending Action* page in the Designated Signatory field.

   NOTE: Click the **Return to Detail** button to designate a different individual.

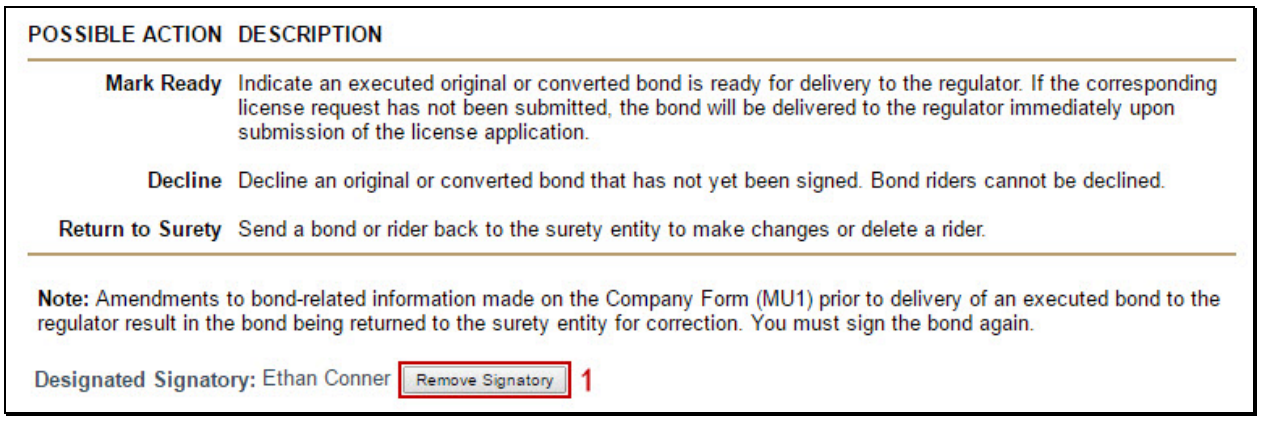
5. Confirming an individual automatically sends the bond to the individual's NMLS account. He or she may then log in and complete the signing process from their individual NMLS account. Reference the Sign a Bond or Rider (Control Person) Quick Guide for more information regarding this bond execution process.

How to Replace a Designated Signatory

The signatory on an original bond or conversion can be changed prior to delivery of the bond to the regulator. If a bond has been delivered with the wrong signatory, it must be cancelled and reissued with the correct signature.

1. Follow the steps in the How to Review Bonds Pending Action section above to get to the *Manage Surety Bond or Rider* page.

2. Click the **Remove Signatory** button to designate a different Control Person as signatory (see *Figure 2*).



POSSIBLE ACTION	DESCRIPTION
Mark Ready	Indicate an executed original or converted bond is ready for delivery to the regulator. If the corresponding license request has not been submitted, the bond will be delivered to the regulator immediately upon submission of the license application.
Decline	Decline an original or converted bond that has not yet been signed. Bond riders cannot be declined.
Return to Surety	Send a bond or rider back to the surety entity to make changes or delete a rider.

Note: Amendments to bond-related information made on the Company Form (MU1) prior to delivery of an executed bond to the regulator result in the bond being returned to the surety entity for correction. You must sign the bond again.

Designated Signatory: Ethan Conner [Remove Signatory] 1

Figure 2: Remove Signatory

3. Follow the steps in the How to Designate a Signatory process to designate a different individual.

How to Complete the Mark Ready Process (First-time Electronic Bond Submission)

Marking a bond "Ready" indicates an executed original or converted bond is ready for delivery to the regulator. If the corresponding license request has not yet been submitted, the bond is delivered to the regulator immediately upon submission of the license application.

1. Log in to NMLS.

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2. Click the **Tasks** tab.

3. Click the ***Surety Bonds*** link in the submenu.

4. Click the **Review** button next to the bond (See *Figure 1*).

5. Check the box in the attestation language and click the **Mark Ready** button.

   NOTE: Bonds that have been delivered will no longer show on the "Bonds Pending Action" list. Bonds ready for delivery with a new application will remain on that list until the application is submitted.

For further assistance, please contact the NMLS Call Center
at 1-855-NMLS-123 (1-855-665-7123).

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