





CREATING A SPONSORSHIP REQUEST

Sponsorship is the authorization for a loan officer to conduct business under a specific license/registration on behalf of a state licensed company. Only a company with a license in a particular state can initiate the sponsorship of an individual's license in that state.

To Create a Sponsorship Request

1. Login to your company's NMLS record.
2. In the welcome screen click  in the upper right hand corner.
3. In the **Form Filing Home** screen click **Company Access** in the blue header below the houses.
4. The **Active Relationship** column lists whether or not an active relationship has been created with an individual. If the column indicates "Yes", note the Individual's ID number you wish to request sponsorship for.

Note: There must be an **Active Relationship** before creating a sponsorship request. If the **active relationship** column indicates "No", create the relationship first. For help with this task, see the "Create a Company Relationship" Quick Guide.

5. Click **Company Relationship** in the blue header below the houses, enter the Individual's NMLS ID number.
6. When the correct individual appears, click the NMLS ID# hyperlink beside their name.
7. Under **Active Company Relationship** click the **Edit Filing** icon .
8. Scroll to the bottom of the **Modify Active Relationship** screen and click **Add Sponsorships**.
9. Select the license(s) the company will sponsor by checking the box, then click **Add to Cart**.

Note: A company can only sponsor a license/registration where the company has filed a license/registration.

10. The **Sponsorship Cart** screen will list a break down of the licenses to be sponsored and the sponsorship fee associated with each.

Note: A sponsorship fee will be charged when a change in sponsorship request is made. Only a company can sponsor a license, therefore the fee is payable by the company. A \$30 processing fee along with any State Agency sponsorship fee will be charged. (There is no charge for first time sponsorship in NMLS).

11. After review of fees, click the "*Proceed to Invoice*" button.
12. Click the "*Pay Invoice*" button and enter all payment information. Payment can be made by VISA, MC or ACH.
13. The sponsorship request is forwarded to the appropriate regulator for review.

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