



TERMINATING ACCESS AND A RELATIONSHIP WITH A COMPANY IN NMLS

*This Quick Guide is intended for **state licensing** purposes. If you are a MLO that is employed by a federal agency-regulated institution please see [Federal Registry: Quick Guides](#).*

If you are changing employers or leaving a company and want to terminate your relationship and company access with your existing company, follow the simple steps below.


Note: Failure to terminate a Company Relationship and Company Access means that the company continues to be able to view your record.

To Terminate Access with a Company

1. Log into your individual account in NMLS
2. Click **FILING** and click **Company Access**.
3. Click the box beside the Company you wish to terminate access with and click **Remove**.

Note: Access cannot be removed if a relationship currently exists with the company. See the steps below to terminate a relationship.

To Terminate a Relationship with a Company

4. Click **FILING** and click **Company Relationships**.
5. Click the Edit Icon .
6. Enter the termination date with the company.
7. NMLS will prompt you to confirm you wish to terminate the relationship. Click **Terminate Relationship**.

Note: Terminating the relationship will automatically terminate access and any sponsorships. This action may temporarily suspend your license. Consult the jurisdiction's specific requirements for details.

8. To verify the termination click **Company Relationships**.
9. NMLS will list no current company relationships. The company you terminated the relationship with will show under "Previous Company Relationships".

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