






## TERMINATING ACCESS AND A RELATIONSHIP WITH A COMPANY IN NMLS




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. Go to the NMLS website at [www.stateregulatoryregistry.org/nmls](http://www.stateregulatoryregistry.org/nmls) and click the  button in the upper right corner of the website.
2. Click “Log in”.
3. Click  and click .
4. Click the box beside the Company you wish to terminate access with and click **Remove**.

### **To Terminate a Relationship with a Company**

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

**Note:** This action may temporarily suspend your license. Consult the jurisdiction’s regulations for details.

9. To verify the termination click .
10. 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.