



SURETY BOND PRODUCER AMENDMENT QUICK GUIDE

A surety bond producer may be required to amend their record in NMLS for any of the following reasons:

- Revisions to company contact information.
- Addition or Removal of the State Authorizations.

Amending Surety Bond Producer Account Information

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. If prompted, select the State context, and then log in to NMLS.
4. To view the surety company information and determine if information in your record needs to be updated, click the **Composite View** tab.
5. Click the *View Surety Bond Entity* link on the submenu.
6. Click the *View My Composite* link on the left navigation panel.
7. Click the links on the left navigation panel to view each section of the NMLS surety bond producer record (see *Figure 1*).

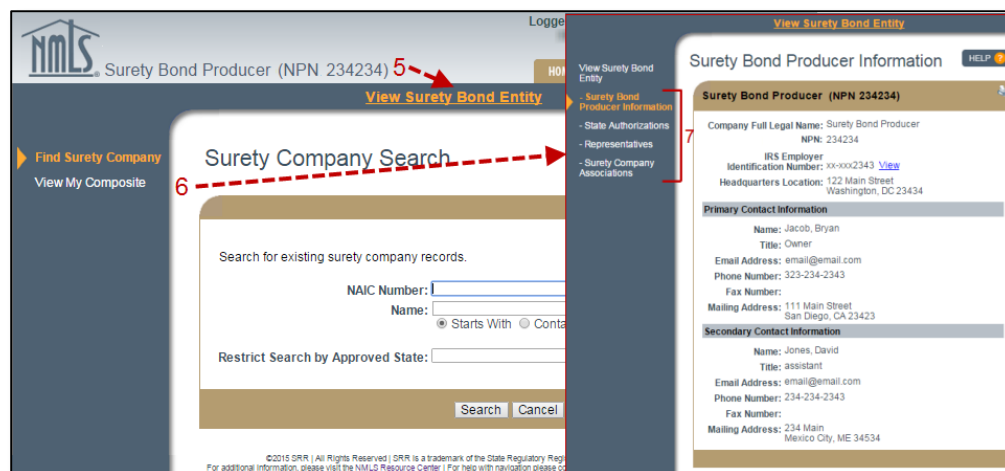


Figure 1: How to View NMLS Company Record

NOTE: If all information is correct and up to date, no amendment is necessary. If information should be updated or corrected, refer to the following steps to amend your company information.

8. Click the **Tasks** tab.
9. Click the *Surety Bond Producer Profile* link in the submenu.
10. Click the links on the left navigation panel to make changes to sections of the NMLS surety bond producer record. Click the **Save** button once changes have been made (see *Figure 2*).

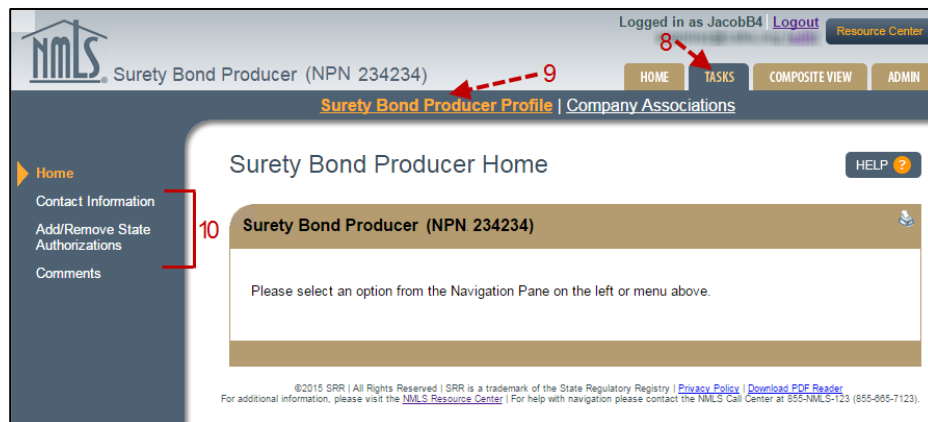


Figure 2: How to Revise NMLS Company Information

- a. To make changes on the *Add/Remove State Authorizations* section, the attestation must be completed. To do so, review the attestation, check the available box, and then click the **Submit Changes** button.

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