Policy

Establishing a Relationship in NMLS should be viewed as an employment relationship, including both W-2 and 1099 employees. NMLS does not make a distinction between the two. The Relationship Date is also considered the date of employment.

Only a company can establish a relationship with an individual licensee. A company MUST establish a relationship with an individual licensee in order to submit a filing on their behalf.

Either a company or the individual licensee can terminate a relationship. When establishing a relationship, companies are required to identify a licensed/registered location associated with the individual licensee.

A company may establish multiple relationships with a single individual in order to satisfy certain state requirements.

A company has the ability to change the relationship start date without having to first terminate the relationship. The date cannot be on or after the initial employment start date.

From this section, company users may:

- Create a company relationship (available only if one is not already established)
- Add or remove registered locations
- Add or remove a sponsorship
- Terminate a company relationship
- View any previous relationship(s) between your company and the individual
- Toggle between active and inactive company relationships

Figure 1: Company Relationships
Definitions and Charts

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>A company's indication that the individual is employed by the company or has a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>A company’s indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual’s license and the company must already have an established relationship with the individual in the system. License sponsorship must be approved by the regulator.</td>
</tr>
</tbody>
</table>

Figure 2: Key Terms

How to Create a Company Relationship

1. Click the Create Company Relationship button (see Figure 3).

Figure 3: Company Relationships
How to Edit an Active Relationship

1. Click the **Edit** icon next to the Effective Date (see *Figure 4*).

![Figure 4: Company Relationships](image)

How to View/Edit an Inactive Relationship

**Edit an Inactive Company Relationship**

1. Click the **View Inactive** link (see *Figure 5*).

![Figure 5: Company Relationships](image)
Edit an Inactive Company Relationship

1. Click the **View Inactive** link next to Active Company Relationship.

2. Click the **Edit** icon next to the Effective Date (see *Figure 6*).

3. Complete necessary changes (see *Figure 7*).

4. Click the **Modify Ending Information** button (see *Figure 7*).

**NOTE:** Information associated with an ended relationship can be modified up to 30 days.
Additional Resources

- Information Viewable in NMLS Consumer Access
- Creating Relationships and Sponsorships
- Ending Relationships and Sponsorship
- Amending Registered Locations