Registered locations are initially identified by a company user when a Company Relationship is created (for more information on creating a Company Relationship, refer to the Creating Relationships & Sponsorships Quick Guide). Company users have the ability to amend an individual’s registered location(s) at any time thereafter.

NOTE: If only one registered location exists when making an amendment, it is important to add the new location prior to removing the previous location.

Adding a Registered Location

1. Navigate to the NMLS Resource Center.
2. Click the Log in to NMLS button in the upper right corner.
3. Click the Filing tab.
4. Click the Relationships link on the submenu.
5. Enter search criteria for the individual and click the Search button.
6. Click the NMLS ID hyperlink for the appropriate individual.
7. Click the Edit icon (see Figure 1).

Figure 1: Company Relationships Screen
8. Click the **Add Registered Location** button (see *Figure 2*).

![Figure 2: Modify Active Relationship Screen – Adding](image)

9. Enter Start Date and select the applicable **Location** checkbox (see *Figure 3*).

![Figure 3: Add Registered Screen](image)

10. Click the **Add Location** button.
Removing a Registered Location

1. Navigate to the NMLS Resource Center.
2. Click the Log in to NMLS button in the upper right corner.
3. Click the Filing tab.
4. Click the Relationships link on the submenu.
5. Enter search criteria for the individual and click the Search button.
6. Click the NMLS ID hyperlink for the appropriate individual.
7. Click the Edit icon (see Figure 4).

![Figure 4: Company Relationships Screen]
8. Click the **Delete** icon (see Figure 5).

![Modify Active Relationship](image)

**Figure 5: Modify Active Relationship Screen - Removing**

9. Enter End Date and select the applicable **Location** checkbox (see Figure 6).

![Remove Registered Location](image)

**Figure 6: Remove Registered Location Screen**
10. Click the **Remove Location** button.

11. The Location End Date will display (see *Figure 7*).

![Modify Active Relationship Screen](image)

*Figure 7: Modify Active Relationship Screen - Location End Date*

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