This guide will walk you through the steps you must take to grant or remove authority to a surety company or a surety bond producer. The processes detailed include:

- [Granting Authority](#)
- [Removing Authority](#)

Granting Authority

By granting access to a surety bond producer, you are granting access to the underwriting company identified on any bonds that are created by the surety bond producer. This will grant both the surety company and the surety bond producer the authority to create and manage bonds on your behalf.

1. Log in to NMLS.

2. From the Home screen, click on the **Tasks** tab.

3. Click on **Surety Bonds** either in the top menu bar or in the main description panel.

4. Click **Authorized Surety Entities** on the left navigation panel.

5. Click the **Add Surety** button at the bottom of the screen (see *Figure 1*).

Figure 1: Authorized Surety Entities

6. Enter the Surety Identifier number (NAIC/NPN) *or* the Surety Entity Name of the entity you are granting authority to, then click the **Search** button.

7. From the list of returned search results, click the radio button next to the entity you would like to grant authority to.

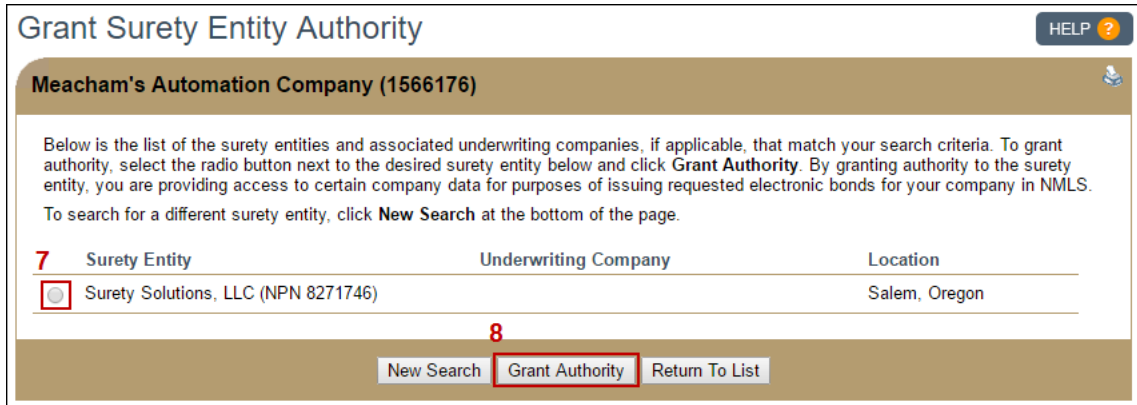8. At the bottom of the page click **Grant Authority** (see *Figure 2*).

Figure 2: Grant Surety Entity Authority

Removing Authority

A licensee is able to remove the authority for creating bonds on their behalf from the surety company and surety bond producer only if there are no pending or active bonds issued by the surety entity. Bonds in "Notice of Cancellation," "Cancelled," and "Declined" status are not considered pending or active.

1. Log in to NMLS.

2. From the Home screen, click on the **Tasks** tab.

3. Click on **Surety Bonds** either in the top menu bar or in the main description panel.

4. Click **Authorized Surety Entities** on the left navigation panel.

5. Click the **Remove** button next to the desired Surety Entity Name (see *Figure 3*).

Figure 3: Remove Authority

6. Click the **Remove Authority** button to confirm the removal.

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