



COMPANY RENEWAL

This guide walks users through the processes relevant to requesting a renewal for a company including:

- [Requesting a Renewal](#)
- [Recalling a Do Not Renew Request](#)
- [Managing the Renewal Process](#)

Company Account Administrators have automatic access to the Renewals tab and all renewal roles. Account Administrators need to assign company users with additional roles to have access to the Renewals tab if necessary. See the [Company Renewal Roles Quick Guide](#) for more information.

The company can submit renewal requests for all company, branch, and sponsored individual licenses in NMLS. The individual must attest to the accuracy of their record before the company may submit a renewal request on their behalf. If an individual license requires a Criminal Background Check (CBC) and/or Credit Report authorization for renewal, payment is required at the time of submission.

Visit the [Streamlined Annual Renewals](#) page of the [NMLS Resource Center](#) for complete renewal details and requirements, including:

- Submission deadlines for Continuing Education (CE), renewal, and reinstatement.
- Renewal FAQs
- Renewal and reinstatement fees
- Renewal Checklists
- Company and individual renewal resources

Requesting a Renewal

1. From the [NMLS Resource Center](#) page, click the **Log in to NMLS** button in the upper right corner.
2. Click the **Renewals** tab.

3. Click the **Submit Company/Branch** button (see *Figure 1*).

NOTE: A branch license cannot be submitted for renewal unless a company license in the same jurisdiction has been submitted or is being requested in the current renewals cart.

Select Licenses/Registrations for Renewal

<input type="button" value="Submit Company/Branch"/>	Select this option to request and pay for the renewal of a company and/or branch license/registration. This selection can also be used to submit a Do Not Renew request. Attestation is included as part of this process.
<input type="button" value="Submit Sponsored Individual(s)"/>	Select this option to request and pay for the renewal of your sponsored individual licenses. Only sponsored individuals who have completed their renewal attestation will appear in the Renewal Selection List.
<input type="button" value="Pay for Renewal (0 Items)"/>	Select this option to pay for items already added to the Renewals Cart.
<input type="button" value="Recall Do Not Renew"/>	Select this option to undo a Do Not Renew submission. Performing this action will return the licenses/registrations to the Renewal Selection List.

Figure 1: Submit Company/Branch

4. The *Renewal Selection List* displays (see *Figure 2*).

Renewal Selection List HELP

0 Item(s) / \$0.00 in Renewals Cart

The list below displays all of your licenses/registrations available for renewal. The list can be filtered by Entity Name, Entity Type, or Regulator using the links within the list. Any license/registration not marked as *Renew/Do Not Renew* remains in this list and is available for renewal request submission at a later date.

1. Make your selections:
Select the checkbox under to mark a license/registration as *Renew*.
Select the checkbox under to mark a license/registration as *Do Not Renew*.
Note: Selecting *Do Not Renew* is not the final step; for further instructions, review the surrender checklist for the license/registration on the [State Licensing](#) page of the NMLS Resource Center.
Sponsored individual licenses/registrations do not appear in the list until the individual has completed attestation for the corresponding regulator. If the individual license requires a CBC and/or credit report authorization, any applicable fees appear in the *Renewals Cart*.
2. Click the **Apply Selections** button.
Licenses/registrations selected will no longer be available in this list. Selections marked as *Renew* are moved to the *Renewals Cart*. Selections marked as *Do Not Renew* are submitted to the corresponding regulators and added to the *Recall List*.
3. Repeat Steps 1 and 2 as necessary to make additional selections.
4. Click the **Proceed to Cart** button to pay for and submit renewal requests for licenses/registrations marked as *Renew*.

Filtering Options

Entity ID: Regulator:

Company Branch Individual

[Deselect all](#)

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	Entity Name	Entity Type	Regulator	License Name	License Status	MLO CBC Required	MLO Credit Report Required	Other Renewal Requirements
5	<input type="checkbox"/> <input type="checkbox"/>	Third Mortgage Company	Company	Massachusetts	Mortgage Broker License	Approved	-	Y

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Figure 2: *Renewal Selection List*

5. Select the checkbox beside each license you want to renew. If you want to request renewal for all licenses listed on the page, click the **Renew** icon to select all. If you want to indicate to the regulator that you are not going to renew a license, click the **Do Not Renew** icon.

NOTE: If your company has a list of licenses long enough to span several pages, the select all feature only applies to one page at a time. Click the **Apply Selections** button on the bottom of the page before proceeding to the next page.

6. Click the **Apply Selections** button.
7. Click the **Proceed to Cart** button, click the **Pay for Renewal** link on the left navigation panel, or click the **Renewals Cart** link to pay for the licenses selected for renewal.

- Review the items in the *Renewals Cart* and click the **Proceed to Invoice** button for a complete breakdown of fees (see *Figure 3*).

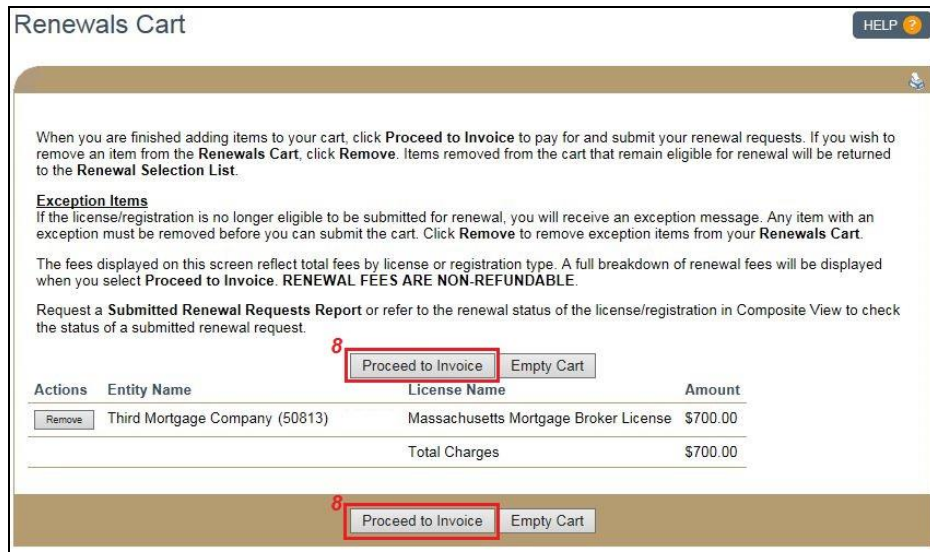


Figure 3: Renewals Cart

- Click the **Pay Invoice** button.

NOTE: All credit card payments are subject to a 2.5% service fee.

Recalling a Do Not Renew Request

If you indicated that you do not wish to renew a license and then reverse this decision, the steps below describe the process of recalling a *Do Not Renew* request.

- Click the **Recall Do Not Renew** link on the left navigation panel.
- Select the checkbox next to the licenses you now wish to renew.

3. Click the **Apply Selections** button. The license is returned to the *Renewal Selection List* (see *Figure 4*).

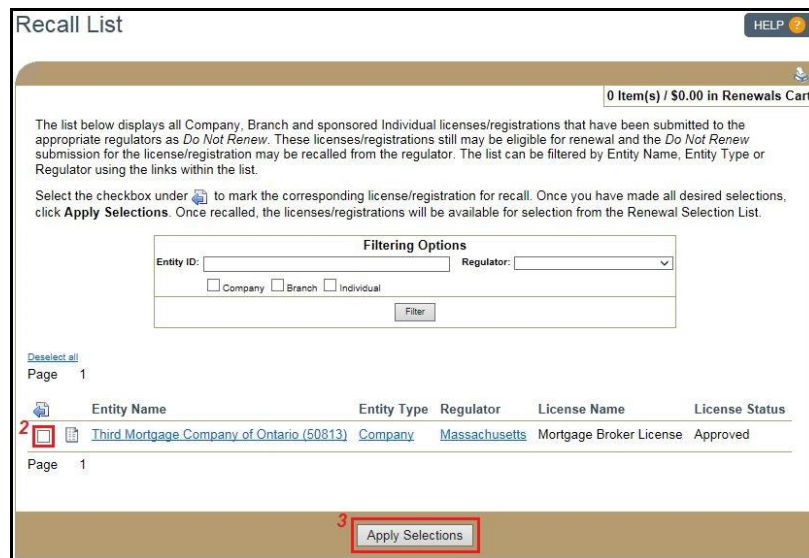



Figure 4: Recall List

Managing the Renewal Process

Within the Renewals tab, use the real-time *Renewal Activity* reports to get information about your company/branch licenses, as well as any sponsored MLOs within your company.


Renewal Activity – Company/Branch

Click the **Excel**  icon next to the **Renewal Activity-Company/Branch** report to display a list of all company and branch licenses. Columns to focus on:

- License Status (column H)
 - Focus on license statuses such as Approved-Deficient and Approved-Conditional that may require follow-up with your state regulator.
- Prevent Renewal Regulator (column J)
 - The presence of a “Y” in this column will prevent you from requesting renewal for this license.
- Has Active Financial Statement License Item (column K)
 - The presence of a “Y” in this column will prevent you from requesting renewal for this license.
- Has Active Mortgage Call Report License Item (column L)
 - The presence of a “Y” in this column *may* prevent you from requesting renewal for this license.

- Renewed Through Year (column M)
 - Directly related to the Renewal Status column, verify that the renewed through year is accurate
- Renewal Status (column N)
 - Monitor the status of your renewal request, the goal being “Renewal Approved”

Renewal Activity – Sponsored Individuals

Click on the **Excel**  icon next to the **Renewal Activity-Sponsored Individuals** report to display a list of all sponsored individual licenses. All the columns contain important information. Columns to focus on:

- License Status (column I)
 - Focus on license statuses that may require follow-up with your state regulator, such as Approved-Deficient and Approved-Conditional.
- Prevent Renewal Regulator (column K)
 - The presence of a “Y” in this column will prevent you from requesting renewal for this license.
- Renewed Through Year (column L)
 - Directly related to the Renewal Status column, verify that the Renewed Through Year reflects the appropriate year.
- Renewal Status (column M)
 - Monitor the status of an individual renewal request until it reads “Renewal Approved.”
- Attested Date (column R)
 - Until this column contains a date, companies cannot submit the license for renewal. Individuals must follow the “Attest for Company” workflow to populate the Attested Date column.

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