Once the company and individual have applied for their license in the appropriate state, the state may require that a relationship and sponsorship be established by the company. Establishing a relationship with an individual indicates to the regulator that the individual is employed by your company, whereas sponsorship indicates that the company will be supervising the individual’s license. Only the company can establish a relationship and sponsorship.

Create a Company Relationship

1. Log in to your company NMLS account and confirm that the individual you need to establish a relationship has granted your company access. The steps below will walk you through confirming access.

   Step 1: Click the Filing tab.
   Step 2: Click the Access link in the sub-menu.
   Step 3: Filter to obtain the list of access.

   ![Company Access Screen]

   **NOTE:** If the individual you wish to manage has not given your company access, instruct them to do so. You can provide them with the Providing Access to a Company Quick Guide to the MLO to assist with this process.
2. The Active Relationship column indicates whether or not the company has an active relationship with an individual. If the column indicates “No”, take note of the Individual’s ID number you wish to create the relationship with.

3. Click the Relationships link in the sub-menu and enter the Individual’s NMLS ID number.

4. Click the NMLS ID number hyperlink beside their name.

5. Click the Create Company Relationship button.

6. Enter the Employment/Association Date and click the Save button.

7. Check the box beside the Registered Location the individual works. At least one registered location must be selected for each individual.

   NOTE: The relationship start date cannot be a future date. Only licensed locations with a filing previously submitted will appear. To change locations, select the new location before removing the old location to avoid the sponsorship being dropped (when applicable).
The system will reflect an **Active Company Relationship** between the company and the individual.

Once the relationship has been created, if the relationship start date (Employment/Association Date) needs to be updated, the following steps will allow you to edit the relationship start date:

1. From the Company Relationships section, search for the individual.

2. Once selected, select the **Edit** icon ( ![Edit icon](edit_icon.png)) to edit the Relationship.

3. Click the **Edit** button next to the Employment/Association Date.

   ![Active Company Relationship](active_company_relationship.png)

   **Effective Date** | **Established By**
   --- | ---
   2/21/2014 | schmidtlm

4. Enter the correct date and click **Save**.
Create a Sponsorship Request

A sponsorship request can only be submitted once a relationship has been established with an individual. The following steps will walk you through submitting a sponsorship request through NMLS.

1. Click the **Relationships** link from the sub-menu and enter the Individual’s NMLS ID number.

2. Click the NMLS ID number hyperlink beside their name.

3. Under **Active Company Relationship** click the **Edit** icon (       )

4. Click the **Add Sponsorships** button at the bottom of the page.

5. Select the license(s) the company will sponsor by checking the box, and then click the **Add to Cart** button.

   **NOTE:** A company can only sponsor a license/registration where the company has filed a license/registration.

6. The **Sponsorship Cart** screen will list a breakdown of the licenses to be sponsored and the sponsorship fee associated with each.

   **NOTE:** A sponsorship fee will be charged when a change in sponsorship request is made. Only a company can sponsor a license, therefore the fee is payable by the company. A $30 processing fee along with any State Agency sponsorship fee will be charged. (There is no charge for first time sponsorship in NMLS).

7. After review of fees, click the **Proceed to Invoice** button.

8. Click the **Pay Invoice** button and enter all payment information.
9. The sponsorship request will be forwarded to the appropriate regulator for review.

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