NMLS records will continue to show company relationships and company license sponsorships to State Regulators until a relationship is ended. Failure to keep records up to date may affect your compliance requirements with State Regulatory Agencies.

Both companies and individuals have the ability to end an active relationship in NMLS. Each party is equally responsible for keeping the record up to date and accurate in NMLS. NMLS will automatically notify State Regulators regarding the sponsorship removal.

Ending a Relationship and Sponsorship

Step 1: Click the **Filing** tab.

Step 2: Click **Relationships** from the sub-menu.

Step 3: Enter search criteria for the individual.

Step 4: Click the **Search** button.

Step 5: Select the NMLS ID # hyperlink.

Step 6: Click the **Edit** (📝) icon.

Step 7: Click the **End Relationship** button.

Step 8: Enter the *End Date* (required), *Reason for Ending* (required), *Explanation for Ending* (optional).

Step 9: Click **End Relationship** button.

Step 10: A confirmation screen will appear; click **End Relationship** if you wish to proceed.
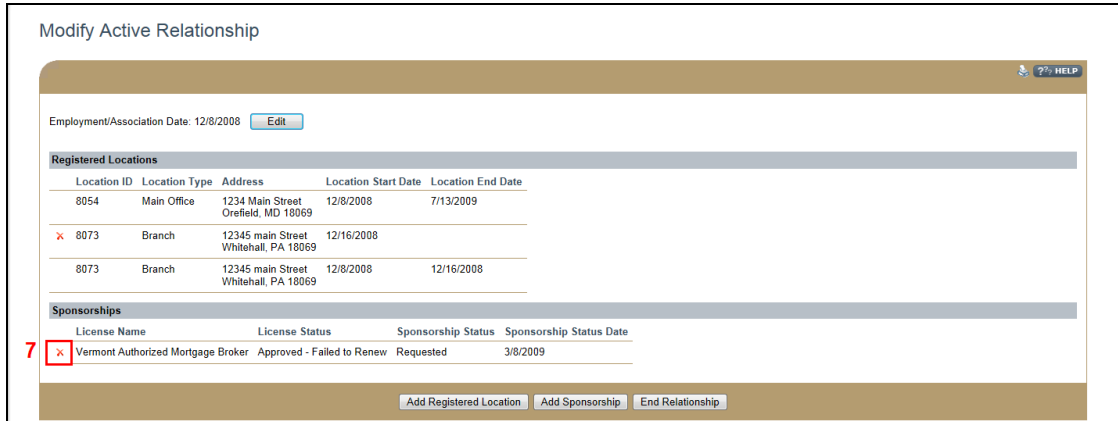
>   **NOTE:** Ending a Relationship automatically removes all sponsorships associated with the individual.

Once the relationship is ended, access to the individual's record will also be removed. An email notification will be sent to the company and the individual notifying them that the relationship has been ended and company access has been removed.

Remove a Sponsorship

A company has the ability to remove the sponsorship of an individual license in NMLS without ending the relationship with the individual. To remove sponsorship, follow the steps below.

Follow Steps 1 – 6 above to locate the individual's information.

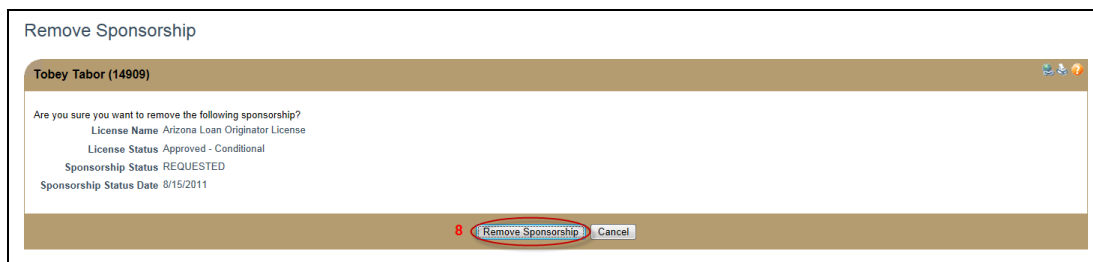**Modify Active Relationship**

Employment/Association Date: 12/8/2008   [Edit]

Registered Locations

Location ID	Location Type	Address	Location Start Date	Location End Date
8054	Main Office	1234 Main Street Orefield, MD 18069	12/8/2008	7/13/2009
✗ 8073	Branch	12345 main Street Whitehall, PA 18069	12/16/2008	
8073	Branch	12345 main Street Whitehall, PA 18069	12/8/2008	12/16/2008

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
7 ✗ Vermont Authorized Mortgage Broker	Approved - Failed to Renew	Requested	3/8/2009

[Add Registered Location] [Add Sponsorship] [End Relationship]

Step 7: Click the **Delete** icon next to the license name you wish to remove sponsorship for.

Remove Sponsorship

Tobey Tabor (14909)

Are you sure you want to remove the following sponsorship?

License Name Arizona Loan Originator License
License Status Approved - Conditional
Sponsorship Status REQUESTED
Sponsorship Status Date 8/15/2011

8 [Remove Sponsorship] [Cancel]

Step 8: Click the **Remove Sponsorship** button

This action will remove the sponsorship for the license selected.

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