



## ENDING RELATIONSHIPS AND SPONSORSHIPS

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

The screenshot shows the NMLS web application interface. At the top, the user is logged in as 'User' and can click 'Logout (edit)' or 'Resource Center'. The main navigation bar includes 'HOME', 'FILING' (1), 'MLO TESTING & EDUCATION', 'TASKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', and 'REPORTS'. Below this, a breadcrumb trail shows 'Company (MU1) | Branch (MU3) | Individual | Financial Statements | MCR | Access | Relationships' (2). The left sidebar shows 'You are currently: State' and 'Company Relationships' with a 'Sponsorship Cart' link. The main content area is titled 'Individual Search' and contains a search form with the following fields: 'Individual ID:' (3), 'License Number:', 'First Name:', 'Last Name:', and two checkboxes for 'Search by Soundex'. A note below the form states: 'When the Soundex option is selected, the results will include similar names with different spellings (e.g. When searching for "John" the search results will return John and Jon)'. At the bottom of the form, there are three buttons: 'Search' (4), 'Cancel', and 'Clear'.

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](#).

Company Relationships

**Tobey Tabor (14909)**

This page displays any active relationships your company has with the individual named above.

Select the **Create Company Relationship** button to establish a company relationship, if no active relationship exists.  
 Select **☒** to: (i) add/remove registered locations, (ii) add/remove a sponsorship or (iii) terminate the company relationship, if an active relationship exists.  
 Select the **View Inactive** link to view any previous relationship(s) between your company and the individual named above.

**Active Company Relationship** [View Inactive](#)

Effective Date	Established By
☒ 6/8/2011	ryant4

6

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 SRR is a trademark of the State Regulatory Registry | For assistance contact the NMLS Call Center at (240) 388-4444.

Step 6: Click the **Edit** (☒) icon.

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
☒ Vermont Authorized Mortgage Broker	Approved - Failed to Renew	Requested	3/8/2009

7

[Add Registered Location](#) [Add Sponsorship](#) [End Relationship](#)

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

End Relationship

Enter the requested information below to end the relationship. Ending this relationship will: (1) remove company access, (2) remove any registered location links, and (3) remove all sponsorships related to this company. In addition, any MU2 Associations will be removed.

Effective Date 12/8/2008  
 Established By schmidtjm

8

End Date  
 Reason for Ending  
 Explanation for Ending  
 Deceased Date

9

[End Relationship](#) [Cancel](#)

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.

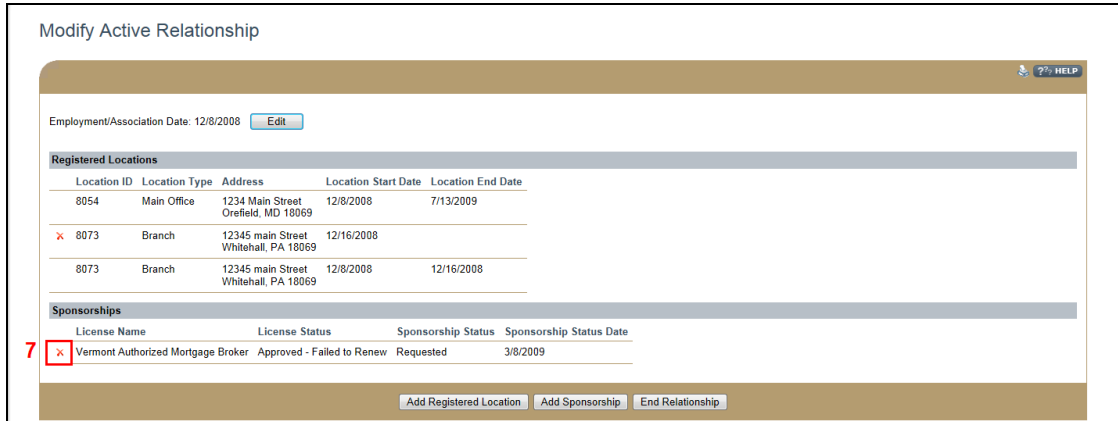
**NOTE:** Ending a Relationship automatically removes all sponsorships associated with the individual.

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

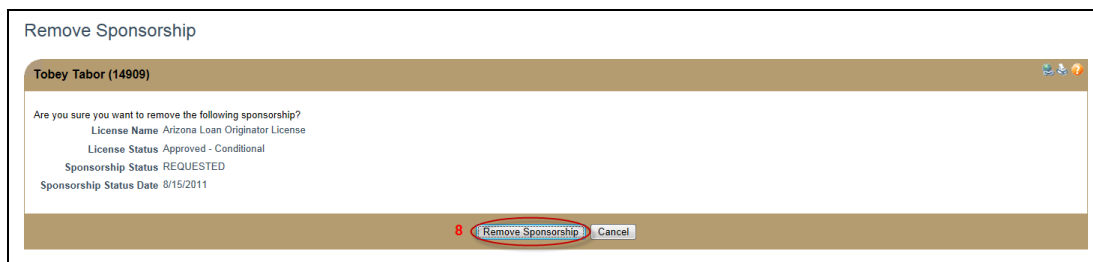
**Registered Locations**

Location ID	Location Type	Address	Location Start Date	Location End Date
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8073	Branch	12345 main Street Whitehall, PA 18069	12/8/2008	12/16/2008

**Sponsorships**

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

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

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).