



INDIVIDUAL RENEWAL

Each individual mortgage loan originator (MLO) must renew their license in NMLS between November 1st and December 31st of each year. Individuals can complete the renewal process themselves, or their company can complete the renewal process on their behalf. Individuals are responsible for submitting and paying for their renewal request when they have un-sponsored licenses or when their company has instructed them to do so. Individuals should check with their sponsoring company to determine who will facilitate the renewal process. The following steps describe how to attest to and pay for your individual license renewal request in NMLS.

Attest to and Pay for Your Individual Renewal

1. Consult the [Streamlined Annual Renewals](#) page on the [NMLS Resource Center](#) to determine all renewal requirements (uniform checklist, Criminal Background Check (CBC)/Credit Report (CR) requirements, Continuing Education (CE) requirements, deadlines, and fees).
2. Log in to your NMLS Account.
3. Click the **Renewals** tab.
4. Click the **Attest and Pay** button.

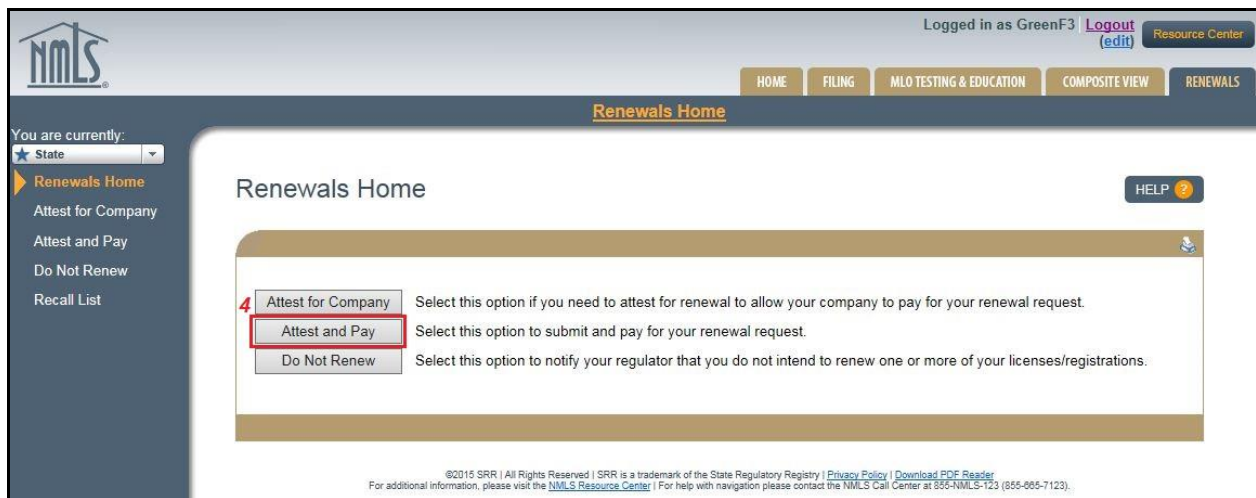


Figure 1: Renewals Home

5. Select the licenses that you wish to renew.

NOTE: If you do not see a license/registration available for renewal, review the **LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL** section to confirm why a license may not be available. Many states require CE requirements to be met before a renewal request can be submitted. If there are licenses you wish to indicate that you will not be renewing, click the **Do Not Renew** link on navigation panel.

6. Click the **Next** button.

Attest and Pay - Select Licenses/Registrations HELP ?

The following steps only need to be completed if you intend to submit and pay for the renewal of your licenses/registrations. If any license is sponsored by your company, and your company intends to submit and pay for your renewal request, please follow the [Attest for Company](#) workflow.

Review your current record and state-specific renewal requirements

- [Review your record](#) to ensure that your information is accurate and up to date. If you need to make any updates, you must do so through the Filing tab before you submit your renewal request. Once updates are submitted, proceed with your renewal request.
- Review the [Uniform Renewal Checklist](#) to determine if the states for which you are requesting renewal have any additional requirements that must be met outside of NMLS.

Select licenses/registrations for renewal

The list below contains all licenses/registrations that you currently hold which are eligible for renewal. Select the checkbox next to the licenses/registrations you wish to renew and click the **Next** button. To view a list of licenses which are not currently eligible for renewal or for which a renewal request has already been submitted, see the respective lists below.

LICENSES/REGISTRATIONS ELIGIBLE FOR RENEWAL

[Deselect all](#)

| | Regulator | License Name | License Status | CBC Required | Credit Report Required | Other Renewal Requirements |
|-------------------------------------|---------------|----------------------------------|----------------|--------------|------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Florida | Mortgage Loan Originator License | Approved | Y | N | <u>Y</u> |
| <input type="checkbox"/> | Massachusetts | Mortgage Loan Originator | Approved | Y | N | N |

0 LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL

0 LICENSE(S)/REGISTRATION(S) ALREADY SUBMITTED FOR RENEWAL

Next **Cancel**

Figure 2: Attest and Pay – Select Licenses/Registrations

7. Select the checkbox to authorize a Criminal Background Check (CBC) and/or Credit Report (CR).

NOTE: If one or more of the licenses you selected requires a CBC and/or a CR, the *Attest for Company – CBC and/or Credit Report Authorization* page displays.

8. Click the **Next** button.

Attest and Pay - CBC and/or Credit Report Authorization HELP ?

Authorize CBC and/or Credit Report

One or more of the licenses/registrations you selected to renew requires that you provide a criminal background check and/or credit report authorization to the regulator. Authorization will be automatically processed once you complete the renewal request. Any applicable payments will be required at the time of submission. *If you have already satisfied the requirements for a CBC authorization (within the last 90 days) and/or a Credit Report authorization (within the last 30 days), OR you have done so during this current renewal year, the System will NOT generate a new request and payment will not be required.*

I authorize a criminal background check during the submission of my renewal request if I am required to complete a background check for renewal of the license(s)/registration(s) selected.

Previous **Next** Cancel

Figure 3: Attest and Pay – CBC and/or Credit Report Authorization

NOTE: If your fingerprints have expired prior to your CBC authorization for your renewal request, you must request a new CBC and fingerprints through your Individual (MU4) Filing. See the [How to Submit a CBC Request](#) for instructions on how to authorize a new CBC and request new fingerprints. After your new fingerprints and CBC results have been received by NMLS, you may proceed with your renewal request. The results of your CBC can be used to process renewal requests for 90 days.

9. Review the requested information and click the **Proceed to Invoice** button.

Attest and Pay - Review Your Renewal Request(s) HELP ?

Review your renewal request(s) below. Click **Proceed to Invoice** to attest, pay for, and submit your renewal request(s) and any associated CBC and/or Credit Report authorizations. If you wish to remove an item from the list below, click **Remove**. Items removed from this page will be available for selection again in the [renewal workflows](#).

Exception Items
If a license/registration is no longer eligible to be submitted for renewal, you will receive an exception message. Any item with an exception must be removed before you can submit the renewal request(s). Click **Remove** next to the exception item to remove the item from this page.

The fees displayed on this screen reflect total fees by license type. A full breakdown of renewals fees will be displayed when you click **Proceed to Invoice**. **RENEWAL FEES ARE NON-REFUNDABLE.**

Proceed to Invoice Cancel

| Actions | Entity Name | License Name | Amount |
|---------------------|-------------|---|--------|
| Remove | | District of Columbia Mortgage Loan Originator License | |
| Total Charges | | | |

Proceed to Invoice Cancel

Figure 4: Review Renewal and Proceed to Invoice

10. Review the Invoice and click the **Attest and Pay Invoice** button.

NOTE: If paying by Visa or MasterCard, a 2.5% service fee will be added to your invoice.

Attest and Pay - Renewals Invoice

Invoice Amount: \$4,330.00
Invoice Date: 1/4/2018

A breakdown of the renewal fees associated with the items on this invoice are provided below. Complete the attestation for all renewal requests by reviewing the attestation language and checking the box next to the verification language below. Click **Attest and Pay Invoice** to proceed with your submission.

| Entity Name | License Name | Fee | Amount |
|---------------|---|--|--------|
| | District of Columbia Mortgage Loan Originator License | License/Registration Reinstatement Fee | |
| | District of Columbia Mortgage Loan Originator License | License/Registration Renewal Fee | |
| | District of Columbia Mortgage Loan Originator License | NMLS Annual Processing Fee | |
| Total Charges | | | |

Note: This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, click **Pay Invoice** below.

Execution: I, _____ swear (or affirm) on _____ that to the best of my knowledge and belief the information contained in my online record, including jurisdiction specific requirements where I am licensed or registered, is true, accurate and complete in accordance with the appropriate jurisdiction's law. Additionally, I acknowledge that I have a duty and agree to expediently update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

1. In all jurisdictions that apply, I affirm/attest that I have completed the continuing education requirements mandated by the jurisdiction(s) in which I am licensed and/or registered.
2. In all jurisdictions that apply, I affirm/attest that I meet the financial responsibility requirements and/or net worth requirements as required by each jurisdiction which I am licensed and/or registered.
3. I affirm/attest that I am abiding by all terms and conditions of any order or disciplinary agreement in effect in any jurisdiction.
4. I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license or registration.
5. I affirm/attest that I have updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Question which has occurred since submission of my license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted to each jurisdiction(s) remain true and accurate.
6. I certify that I grant permission to each jurisdiction in which I am licensed or registered to verify information with any state, federal, or local government agency, or current or former employers.

I verify that I am the named person above and agree to the language as stated.

Attest and Pay Invoice Previous

Figure 5: Attest and Pay Invoice

11. The confirmation page appears indicating that you have requested renewal for the licenses you selected. Be sure you have reviewed the [Individual Uniform Renewal Checklist](#) to confirm if you have any additional state-specific requirements to complete your renewal request. You can review the status of your renewal request through the Composite View tab. You will also receive an email notification once your state regulator takes action on your renewal request.

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