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](https://nmls.com) page on the [NMLS Resource Center](https://nmls.com) 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](https://nmls.com/home/ren/attest-pay)
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.
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](image)

**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)](image)

**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](image)

**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 Renewal Checklist Compilation Site to confirm if you have any additional state-specific requirements to complete your renewal request. See Viewing and Exporting NMLS License Renewal Checklists for more information. 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).