License Item List

The License Item List can be used by your company to monitor and internally address active license items placed by the system or your state regulator. Actions taken within the List cannot be viewed by your state regulator. If you have questions or require clarification regarding a license item, please [contact your state agency](#) directly.

1. Log in to NMLS.
2. Click the **Tasks** tab.
3. Click **License Item List** from the sub-menu.
4. Choose the desired Filtering Options, or click **Filter** to view all current license items placed on your company, branch and sponsored individual licenses.

![Filtering Options on License Item List](image)

The License Item List can also be sorted by clicking on the column headers.

![License Item List Results](image)

5. To review the details of a license item, click the **View** icon or click the **hyperlinked** License Item Type.
The following actions can be taken on the License Item Task page:

A. Assign a license item to another user within your company.

B. Mark the license item review as complete so other company users are aware when a license item has been addressed internally.

C. Identify the date the license item was addressed.

D. Add notes in the Company Internal Notes box that are viewable only by your company’s users.

![License Item Task](image)

**Figure 3: License Item Tasks**

**NOTE:** Marking an item as complete will not clear the license item from this list. License items can only be cleared by the system or a state regulator once they have determined satisfactory action was taken in order to address the license item.

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