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.

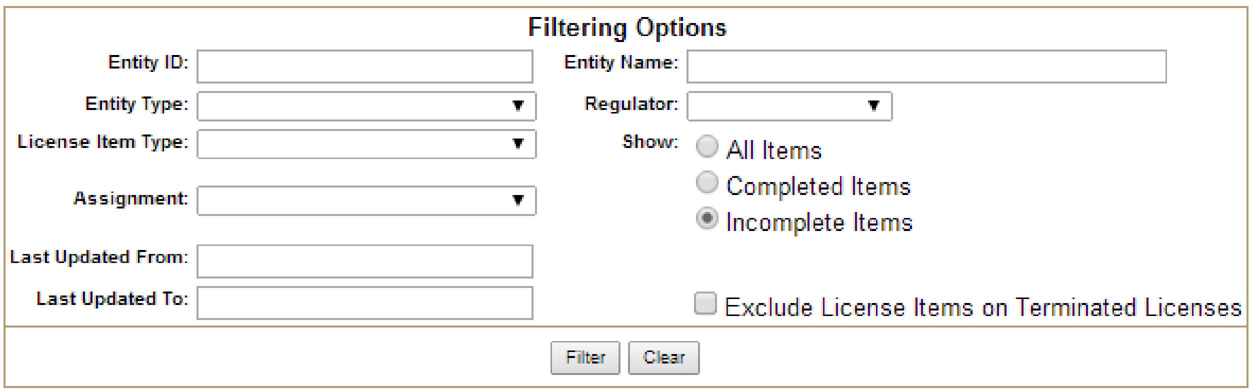
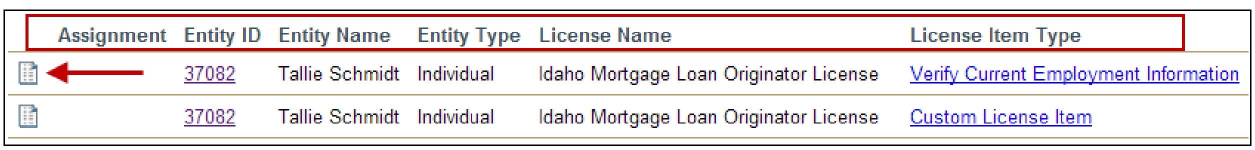


Figure 1: Filtering Options on License Item List

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



Assignment	Entity ID	Entity Name	Entity Type	License Name	License Item Type
	37082	Tallie Schmidt	Individual	Idaho Mortgage Loan Originator License	Verify Current Employment Information
	37082	Tallie Schmidt	Individual	Idaho Mortgage Loan Originator License	Custom License Item

Figure 2: License Item List Results

5. To review the details of a license item, click the **View** icon or click the **hyperlinked License Item Type**.

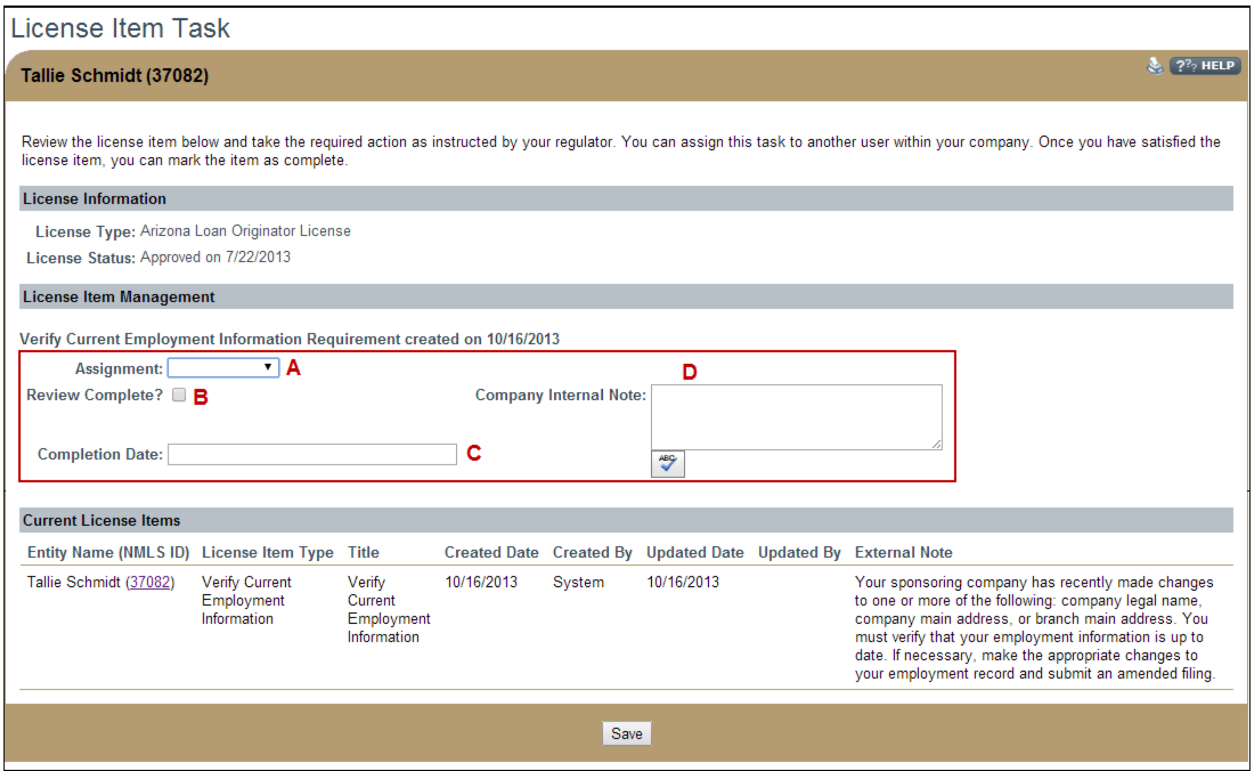
The following actions can be taken on the *License Item Task* page:

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

Tallie Schmidt (37082)

?? HELP

Review the license item below and take the required action as instructed by your regulator. You can assign this task to another user within your company. Once you have satisfied the license item, you can mark the item as complete.

License Information

License Type: Arizona Loan Originator License
License Status: Approved on 7/22/2013

License Item Management

Verify Current Employment Information Requirement created on 10/16/2013

Assignment: A

Review Complete? B

Company Internal Note: D

Completion Date: C

Current License Items

Entity Name (NMLS ID)	License Item Type	Title	Created Date	Created By	Updated Date	Updated By	External Note
Tallie Schmidt (37082)	Verify Current Employment Information	Verify Current Employment Information	10/16/2013	System	10/16/2013		Your sponsoring company has recently made changes to one or more of the following: company legal name, company main address, or branch main address. You must verify that your employment information is up to date. If necessary, make the appropriate changes to your employment record and submit an amended filing.

Save

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).