



## PAYING AN INVOICE

This guide provides instructions on how to pay an invoice through your NMLS account.

The *Invoice* section of the Home tab allows a user to view outstanding invoices. Users can also search for, review, pay and/or print invoices that are paid, unpaid, cancelled, or have failed payment.

NMLS will restrict access for all users associated with an NMLS entity that has an unpaid or failed payment invoice that has not been repaid within 30 days. The exception to this rule is for an Agency Fee Invoice (AFI) that is created by the regulator. Unpaid AFIs will not restrict your access to NMLS but may impact your ability to request the renewal of your license. Full access will be restored when all invoices sufficiently overdue to restrict access are paid.

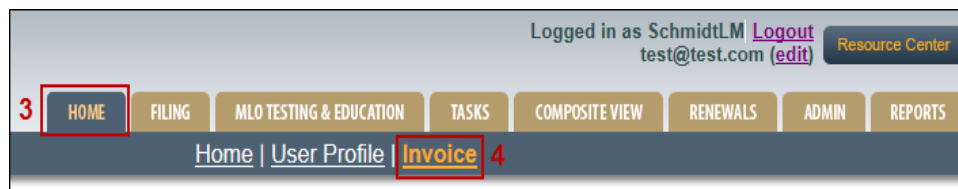
[How to Pay an Unpaid Invoice](#)

[How to Repay a Failed Payment](#)

[How to Repay an Unpaid or Failed Payment when Restricted](#)

### How to Pay an Unpaid Invoice

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Click the **Home** tab.
4. Click the **Invoice** link in the submenu.



The system displays all outstanding invoices (those in a “Failed” or “Unpaid” status).

Outstanding Invoices [? HELP](#)

These are your unpaid invoices. Sort the list by clicking on any of the column headers.

Click the View icon to view and/or pay the corresponding invoice.  
Click the Export icon to download the invoice details in CSV format.  
Click the Search All Invoices button to locate and view other invoices.

5	Invoice ID	Invoice Date	Source	User Name	Amount	Status	Status Date
	66455	7/9/2014	Filing	SchmidtLM	\$100.00	Failed	7/9/2014
	63838	1/7/2014	Agency Invoice	SchmidtLM	\$100.00	Unpaid	1/7/2014

[Search All Invoices](#)

5. Click the **View Invoice** icon to view the details of the specific invoice.

- Click the **Pay Invoice** button.
- Follow the payment screens to complete the repayment process. If a payment is not completed within 15 minutes, the user will be redirected to a page preceding the payment submission section.

**NOTE:** All NMLS transactions that are paid by credit or debit card will have a 2.5 percent service fee added to the charge.

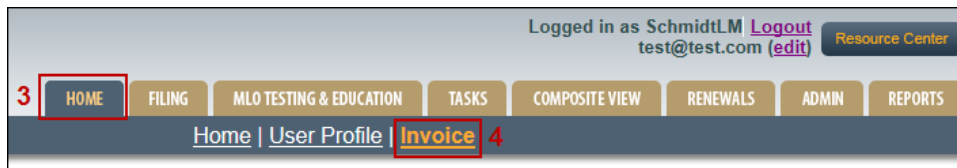
- Submit payment by Visa, MasterCard or ACH.

**NOTE:** If payment is made using ACH,, state licenses will contain an “ACH Payment on [payment date] – [category]” license item. The license item will automatically clear after the payment has been processed.

### How to Repay a Failed Payment

If a payment fails, a system-generated notification is sent indicating that the payment has failed. You are required to log in to NMLS to repay. The steps below outline this process.



- Navigate to the [NMLS Resource Center](#).
- Click the **Log in to NMLS** button the upper right corner.
- Click the **Home** tab.
- Click the **Invoice** link in the submenu.






The system displays all outstanding invoices (those in a “Failed” or “Unpaid” status).

**Outstanding Invoices**

These are your unpaid invoices. Sort the list by clicking on any of the column headers.

Click the View  icon to view and/or pay the corresponding invoice.  
 Click the Export  icon to download the invoice details in CSV format.  
 Click the **Search All Invoices** button to locate and view other invoices.

	Invoice ID	Invoice Date	Source	User Name	Amount	Status	Status Date
	66455	7/9/2014	Filing	SchmidtLM	\$100.00	Failed	7/9/2014
	63838	1/7/2014	Agency Invoice	SchmidtLM	\$100.00	Unpaid	1/7/2014

- Click the **View Invoice**  icon to view the details of the specific invoice.

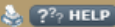
6. Click the **Repay Invoice** button.
7. Enter Payment Information and **Submit**. If a payment is not completed within 15 minutes, the user will be redirected to a page preceding the payment submission section.

**NOTE:** The system can save the same bank account or credit card information for up to 15 users. The 16th user to try and save the same payment information will receive an error message. This user must choose to uncheck the save payment checkbox, or save different payment information.

### How to Repay an Unpaid or Failed Payment when Restricted



If restricted, NMLS prevents a user from accessing all other pages in NMLS except the *Outstanding Invoices* and *User Profile* sections. The invoices that caused restriction have a “Y” indicator displayed under the Overdue column header.



#### Outstanding Invoices




- Your access to NMLS has been restricted because you have failed to pay overdue invoices, which are indicated by the Overdue column in the table below.

These are your unpaid invoices. Sort the list by clicking on any of the column headers.

Click the View  icon to view and/or pay the corresponding invoice.  
 Click the Export  icon to download the invoice details in CSV format.  
 Click the **Search All Invoices** button to locate and view other invoices.

	Invoice ID	Invoice Date	Source	User Name	Amount	Status	Status Date	Due Date	Overdue
 	304476	12/31/2009	Renewals	AntonelSR	\$2,060.00	Failed Payment	1/11/2010		Y

Invoice 1 - 1 of 1

1. To complete payment for the overdue invoice, click the **View**  icon.
2. Click the **Repay Invoice** button (for a failed payment) or the **Pay Invoice** button (for an unpaid invoice).

For more information, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).