



## REMOVING ACCESS AND ENDING A RELATIONSHIP

If you are changing employers or leaving a company and want to end your *Relationship* and remove *Company Access* with your existing employer, follow the steps below.

**NOTE:** Failure to end a *Relationship* and remove *Company Access* means that the company is able to view your record in NMLS. Access allows a company to view, manage, monitor, and receive reports about any component of your record. This includes, but is not limited to, any non-public or personally identifiable information contained in your record. Companies can also submit a filing to a regulatory agency, pay for a test, create an employment relationship, and sponsor specific licenses. Any submission to a regulatory agency requires your review and attestation.

### **To Remove Company Access:**

1. Log in to your individual account in NMLS.
2. Click the **Filing** tab.
3. Click **Company Access** from the sub-menu.
4. Select the **box** beside the company you wish to remove access and click **Remove**.

**NOTE:** Access cannot be removed if a *Company Relationship* currently exists. See the steps below for instructions on how to end a *Company Relationship*.

### **To End a Company Relationship:**

1. Click the **Filing** tab.
2. Click **Company Relationships** from the sub-menu.
3. Click the Edit icon.
4. Enter the *End Date* and click the **End Relationship** button.
5. NMLS will prompt you to confirm you wish to end the relationship. Click the **End Relationship** button.

**NOTE:** Ending the relationship will automatically remove access and any active Sponsorships. This action may temporarily inactivate your license. Consult the state specific requirements for details.

6. To verify that the Company Relationship ended, click **Company Relationships** from the sub-menu.
7. The company you ended the relationship with will show under "Previous Company Relationships".

**Questions?** Contact the NMLS Call Center at 1-855-665-7123.