



## REMOVING ACCESS & ENDING RELATIONSHIPS

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.

### **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”.

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