Renewals Handbook For Companies
Purpose

This Handbook is designed to give company users best practices related to submission of renewals through NMLS. It also details the steps necessary for companies to request renewal of sponsored individual licenses.

Copyright

©2017 SRR. All rights reserved. Materials may not be reprinted or republished without the express permission of SRR. Individuals, companies, and data mentioned in these materials are fictitious and are presented exclusively for purposes of illustration or example.

Resources

Resources for NMLS:

- NMLS Resource Center at: http://mortgage.nationwidelicensingsystem.org
# Table of Contents

Renewals Overview .......................................................................................................................... 2  
Getting Prepared for Renewals .......................................................................................................... 5  
  NMLS Resource Center ..................................................................................................................... 5  
  Available Reports Related to Renewals ......................................................................................... 6  
  Additional Requirements .................................................................................................................. 6  
Determine Payment of Individual License Renewal ........................................................................ 7  
Recommended Process for Renewing Licenses .............................................................................. 7  
Large Company Process ...................................................................................................................... 7  
  Using the Renewal Dashboard ........................................................................................................... 7  
  Submitting a Renewal Request ....................................................................................................... 10  
  Selecting Licenses to Renew ........................................................................................................... 11  
  Selecting Licenses as Do Not Renew .............................................................................................. 12  
  Paying For and Submitting Renewal Requests ............................................................................. 13  
Small and Sole Proprietor Company Process ..................................................................................... 17  
  Using the Renewal Selection List ..................................................................................................... 17  
  Submitting a Renewal Request ....................................................................................................... 20  
  Selecting Licenses to Renew ........................................................................................................... 21  
  Selecting Licenses as Do Not Renew .............................................................................................. 22  
  Paying For and Submitting Renewal Requests ............................................................................. 23  
Follow-up Steps ................................................................................................................................. 27  
Renewal Reports ................................................................................................................................. 27  
Reinstatement Period .......................................................................................................................... 29  
Renewing Sponsored Individuals ....................................................................................................... 30  
  Viewing Individual Attestation History ......................................................................................... 30  
  Fingerprint Exceptions Process ....................................................................................................... 31  
  Recalling a Do Not Renew Request .............................................................................................. 31  
Key Terms ........................................................................................................................................... 32
Renewals Overview

Companies and individuals that hold a state license are required to renew their licenses within NMLS using the streamlined renewal processes defined in this handbook.

Annually, NMLS provides functionality for company and individual users to submit their license renewal, as well as functionality for regulatory users to review, approve, or reject renewal requests submitted through NMLS.

The renewal period in NMLS begins November 1 and ends December 31 of each year. During this time, companies are able to complete annual attestation that their record is up-to-date, pay their NMLS processing fee, and submit and pay for any renewal requests required by their state regulators. Some states may have different deadlines for renewing a license. Review the state-specific deadlines and requirements on the NMLS Resource Center.

Reinstatement Overview

If a licensee fails to complete the renewal process for a license during the renewal period or by the submission date required by their regulator, the licensee may complete the renewal process through NMLS during a reinstatement period. Licensees may be required to pay a late fee to reinstate their licenses during this time. Regulators may provide different timeframes for reinstatement, or may prohibit reinstatement altogether. Reinstatement is discussed further in the Reinstatement Period section of this handbook. The reinstatement deadlines and requirements for each state agency are located on the NMLS Resource Center.

If a company fails to request renewal or reinstatement of a license within a state’s deadline, the regulator may choose to terminate the license, thereby causing any related licenses and sponsorships for the company to be removed. Regulators will likely suspend or terminate any branch licenses as well. This will result in significant expenses for the company to reapply for the licenses and sponsorships.
Company Renewal Process

Company and individual users must complete the Renewal Process in order to renew a license. The steps for completing the renewal process for companies and individuals are described below:

1. Select licenses to renew or not renew.
2. Attest for each state requiring corresponding renewals.
3. Submit renewal requests.
4. Pay for renewal requests.

Renewal Icons

The following icons are used throughout the renewals functionality:

- **Renew Icon** - Indicates that the entity intends to renew the license, and moves the request to the Renewal Cart.

- **Do Not Renew Icon** - Indicates that the entity does not intend to renew the license, and moves the request to the Recall List. Regulators are notified of any license marked as Do Not Renew.

- **View Composite Icon** - Links the user to Composite View for the specified entity.

- **Recall Icon** - Allows a license previously marked as Do Not Renew to be renewed by returning the license to the Renewal Selection List. This icon is only available on the Recall List screen. The option to recall a request not to renew a license is only available if the license is still eligible for renewal.

- **Remove Button** - Removes the renewal request from the Renewals Cart and returns the request to the Renewal Selection List. This button is only available on the Renewals Cart screen.
Before a company submits a renewal request, they should:

- Review their most recently submitted Company (MU1) and Branch (MU3) Forms to make sure the information is correct and up-to-date (if changes need to be made, the company should update the information by creating and submitting amended filings through the Filing Tab.)
- Review the Company Uniform Renewal Checklist available on the NMLS Resource Center for state agency-specific renewal instructions.
- Access the real-time Renewal Activity—Company/Branch Report under the Renewals tab to ensure all licenses are in a renewable status.
- Access the real-time Renewal Activity—Sponsored Individuals Report under the Renewals tab to ensure all sponsored individual licenses are in a renewable status.

Licenses with a renewable status dated before November 1 are eligible for renewal in NMLS.

Licenses with the following license statuses ARE eligible for renewal:

- Approved
- Approved - Conditional
- Approved - Deficient
- Approved - Failed to Renew
- Approved - Inactive
- Approved - On Appeal
- Approved - Surrender/Cancellation Requested
- Revoked - On Appeal
- Suspended
- Suspended - On Appeal
- Terminated - Failed to Renew

Licenses with the following license statuses are NOT eligible for renewal:

- Denied
- Denied - On Appeal
- Pending - Review
- Pending - Deficient
- Pending - Incomplete
- Pending - Withdrawal Requested
- Revoked
- Temporary Cease and Desist
- Terminated - Expired
- Terminated Ordered to Surrender
- Terminated - Surrendered/Cancelled
- Transition Cancelled
- Transition Rejected
- Transition Requested
- Withdrawn - Application Abandoned
- Withdrawn - Voluntary Without Licensure
Getting Prepared for Renewals

NMLS Resource Center

The NMLS Resource Center displays information that licensees will need to prepare for renewals. Due to varying statutes, rules, and policies, many of the requirements to renew a license differ from state to state. Licensees should review all material to determine if there are any submission deadlines, documentation requirements, continuing education requirements, etc. Timely submission of any additional requirements along with the renewal request ensures regulators will have all the information necessary to process the renewal request. To find the Company and Individual Uniform Renewal Checklists, visit the NMLS Resource Center Streamlined Annual Renewals page.

NOTE: The Streamlined Annual Renewals page contains renewal information for entities that hold licenses in the debt, consumer finance, and money services industries.

“Step 3 - Review deadlines and requirements” provides a comprehensive view of the fees and requirements involved in requesting renewal for a specific state agency. If licenses are held in multiple states, the Renewal Deadlines Chart and Renewal Fees Chart contains all of Step 3 information in an excel spreadsheet.

Company Resources made up of task specific quick guides and videos are organized on the right-hand side of the page for convenient accessibility.

NMLS Call Center

The NMLS Call Center is available to assist licensees with NMLS renewal navigation as needed. Call volume increases substantially during the renewal period. Due to this fact, you are encouraged to complete the renewal process as early as possible. Licensees who wait until the deadline will experience longer wait times. The submission of renewal requests and all requirements is recommended in November to provide regulators with sufficient time to review requests.

The NMLS Call Center phone number is 1-855-NMLS-123 (1-855-665-7123). Hours of operation during the renewal period are: 9am to 9pm Eastern Time (ET).
Available Reports Related to Renewals

Prior to submitting a renewal request, companies should review all information in NMLS related to the renewal request to ensure that all requirements are met. Active License Items and/or deficiencies may prevent the submission of a renewal request.

It is recommended that companies run the following reports to check for any potential issues at renewal time:

Renewals Tab — Real-Time Renewal Reports:

1. **Renewal Activity—Company/Branch** - This report provides real-time data regarding renewal eligibility, including Regulator and System renewal prevention information.

2. **Renewal Activity—Sponsored Individuals** - This report provides real-time data regarding renewal eligibility, including renewal attestation history, Continuing Education (CE) compliance, Criminal Background Check (CBC) and Credit Report completion dates, and Regulator renewal prevention information.

**Note:** The Real-Time Renewal Reports are refreshed on June 1st each year to help companies prepare for the next renewal season.

Reports Tab — Data is 24 hours behind:

1. **Company/Branch Active License Items Report** - Displays any Active License Items attached to company or branch license(s) that may delay the review of a renewal request. Some deficiencies, such as the Outstanding Financial Statement Deficiency will prevent the renewal request from being submitted.

2. **Individual Active License Items Report** - Displays all individuals associated with the company that have any Active License Items attached to their licenses. This may result in a

Additional Requirements

Along with state-specific renewal requirements, licensees may be required to submit additional information to NMLS with their renewal request. For example, some companies may be required to submit a Financial Statement. These state-specific requirements, including, Pre-licensure Education, Continuing Education, testing, CBC, Credit Report and other added pieces of information related to license renewal can be found on within Step 3 of the Streamlined Annual Renewals Page and the Uniform Renewal Checklists found on the NMLS Resource Center.
Determine Payment of Individual License Renewal

The company must decide if the individual or the company will pay for the renewal request of their sponsored individuals' licenses. Before a company can submit a renewal request on behalf of its sponsored individuals, the individual must attest to their information in NMLS. The steps that the individual must complete can be found in the Renewals Handbook for Individuals. Once the individual completes the Attest for Company Workflow, the company can follow the processes in this handbook to submit the renewal requests. Note that once an individual has paid for and submitted their own renewal request, the action cannot be undone and the company can no longer pay for or submit the request.

Recommended Process for Renewing Licenses

Due to the difference in scope between larger and smaller companies, the renewals handbook recommends best practices for these two types of companies. Both methods would work for any size company, but based on feedback received from the mortgage industry, these are the recommended processes.

Large Company Process

For companies with a larger number of company, branch, and individual licenses, NMLS has a Renewal Dashboard which allows for easier visual indication of licenses available for renewal. The Renewal Dashboard is recommended for large companies due to the ability to process renewals by entity type (company, branch, or individual) or jurisdiction.

Using the Renewal Dashboards

The Renewal Dashboard displays all company and branch licenses, as well as sponsored individual licenses in a renewable license status. The dashboard displays the number of company, branch, and individual licenses broken down by state agency or registered location.

To access the Renewal Dashboards:
1. After logging in to your account, click the Renewals tab.
NOTE: There are two ways to access the Renewal Dashboard view. The first option allows you to view by State Agency and the second is to view by your company’s Registered Location(s).

2. Click the View by State Agency link on the left navigation panel or the View by State Agency button at the bottom of the Renew/Do Not Renew Page to view a count of company, branch, and sponsored individual licenses available for renewal by state agency.

3. Click the View by Location link on the left navigation panel or the View by Location button at the bottom of the Renew/Do Not Renew Page to view a count of company, branch, and sponsored individuals licenses available for renewal by office location.
There are 3 ways to access licenses eligible for renewal from the dashboard:

1. Click the company, branch or individual link at the top of the dashboard to determine which of the licenses are eligible for renewal.
2. Click the state agency link on the left side of the table to determine which state specific licenses are eligible for renewal.
3. Click a number in the grid to determine which company or branch licenses for a specific state agency are eligible for renewal.

In the example above, this company has 22 licenses that are available for renewal: 10 company licenses, 4 branch licenses, and 8 individual licenses across 6 states.

Company and branch licenses display on the dashboard only if the following criteria are met:
- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- License renewal requests were not previously submitted for the current year
- All annual Financial Statement requirements have been satisfied
- Mortgage Call Report (MCR) requirements have been satisfied

Individual licenses display on the dashboard only if the following criteria are met:
- The individual has attested to their record for the corresponding regulator
- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- Individual reflects as “Compliant” for required CE hours on the Course Completion and Compliance Record in NMLS.
- Company is actively sponsoring the individual’s licenses that are eligible for renewal
- License renewal requests were not previously submitted for the current year

Most license types in the system will enforce the requirement for an individual to complete Pre-licensure Education (PE) or Continuing Education (CE) prior to submitting a renewal request. Typically, an individual going through their first renewal period will have satisfied their PE requirements, including any state-specific education, during the current year (the year in which their license was initially approved). Individuals going through a second, or subsequent, renewal period must satisfy the current year federal and/or state-specific CE requirements. Individuals should reference the State-Specific Education Requirements Charts available in the NMLS Resource Center for specific details about each state’s education requirements and deadlines. Regulators may also require individuals to have submitted fingerprints for the SAFE Act-
Submitting a Renewal Request

Once the user selects the licenses from the dashboard that need to be renewed or not renewed, they will be directed to the Renewal Selection List screen.

From the Renewal Selection List, users have the ability to access the Composite View of the entity by clicking the View Composite Information link next to the Entity Name:

The filtering options on the Renewal Selection List screen allow the user to filter based on Entity ID, Regulator, and entity type (Company, Branch, and/or Individual). The Regulator Filter is particularly helpful for companies licensed in state agencies with early renewal submission deadlines. Visit Step 3 of the Streamlined Annual Renewals Page or review the Renewal Deadlines Chart to identify state agencies with early submission deadlines.

If there are company and branch licenses that do not display in the selection list, run the Renewal Activity—Company/Branch Report to identify if the licenses are prevented from renewing.
## Selecting Licenses to Renew

To submit a renewal request for a desired license, select the checkbox in the Renew column (green circle with checkmark) next to the corresponding license. To select all of the licenses, click the green icon. Users can verify which licenses are selected because the area behind the checkbox will turn green. This helps to give additional visual indication of the desired action.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Entity Type</th>
<th>Regulator</th>
<th>License Name</th>
<th>License Status</th>
<th>MLO CBC Required</th>
<th>MLO Credit Report Required</th>
<th>Other Renewal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schmidt Mortgage Co., (8854)</td>
<td>Company</td>
<td>Vermont</td>
<td>Mortgage Broker License</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
<tr>
<td>Schmidt Mortgage Co., Orofiedl, PA Branch (39536)</td>
<td>Branch</td>
<td>Vermont</td>
<td>Mortgage Broker License</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
<tr>
<td>Schmidt Mortgage Co., Whitehall, PA Branch (8073)</td>
<td>Branch</td>
<td>Vermont</td>
<td>Mortgage Broker License</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
</tbody>
</table>

Once the user selects the licenses to submit for renewal request, click **Apply Selections**.

[Result:] Selected licenses will be added to the **Renewals Cart**. The licenses that have had an action applied will no longer display in the **Renewal Selection List**. Click the **Renewals Cart** link or the **Proceed to Cart** button.
Selecting Licenses as Do Not Renew

To notify a regulator through NMLS that a user does not intend to renew a license, the user can mark the license as Do Not Renew by selecting the checkbox in the Do Not Renew column (red “No” symbol) next to the corresponding license. To select all of the licenses, click the red icon. Users can verify which licenses are selected because the area behind the checkbox will turn red. This helps to give additional visual indication of the desired action.

Company users cannot submit individual licenses as Do Not Renew. Individual users must login to NMLS and submit their licenses as Do Not Renew. Instructions for individuals can be found in the Renewals Handbook for Individuals. Also, depending on a regulator’s rules or statutes, choosing to not renew a license may require additional information be sent outside of the system. Some regulators may also consider this a “surrender.” For additional information users can view the state-specific surrender checklists on the NMLS Resource Center.

Once the user selects all the licenses they do not intend to renew, click Apply Selections.

[Result:] The regulator will be notified that the user does not intend to renew the licenses selected. The licenses that have had an action applied will no longer display in the Renewal Selection List.

State regulators may require additional information regarding a Do Not Renew request. Many state agencies require state-specific items listed on their Surrender Checklists available through the NMLS Resource Center. Contact your state regulator for further details.
Paying For and Submitting Renewal Requests

To pay for and submit a renewal request:
1. After logging in to your account, click the Renewals Tab.
2. Click Pay for Renewal on the left navigation panel or click the Pay for Renewal button.

3. Click the Proceed to Invoice button.

NOTE: Users must pay for the renewal request through NMLS. Companies paying for the renewal of their MLO’s licenses may also have to pay a fee for a CBC and/or a Credit Reports (CR), if required by the regulator. See the Renewals Handbook for Individuals for more information on CBC and Credit Report fees.

Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the appropriate Company or Individual Uniform Renewal Checklist on the NMLS Resource Center.
4. After reviewing the attestation language, select the **checkbox** next to **I verify that I am the named person above and agree to the language as stated.**

5. Click the **Pay Invoice** button.

**NOTE:** All NMLS transactions that are paid by credit or debit card will have a 2.5 percent service fee added to the charge. Paying by ACH is simple and will not incur the service fee. See the [Quick Guide: Paying by ACH](#) for assistance.
6. Review the Payment Terms And Conditions, click the **I Agree** button.

![Payment Terms and Conditions](image1)

7. Select a **Payment Type** (Bank Account or Credit Card).

![Payment Type Selection](image2)

8. Complete all **required fields** of the Credit Card Information or Bank Account Information sections. Required fields are denoted with a red asterisk.

9. Click the **Next** button.

**NOTE:** Credit Card payments can be made using Visa or MasterCard only. All Credit Card payments will be subject to a 2.5 percent service fee. To save credit card payment information, select the checkbox next to “Save this payment information for future payments (note: information is saved for 12 months only).” This allows the same credit card to be used on future payments without re-entering the information.
[Result:] The One Time Payment - Review Payment screen displays.

10. Click the Confirm and Submit button.

![](Image)

[Result:] The One Time Payment - Payment Confirmation screen displays with Payment Confirmation information.

11. Click Print to retain a copy of the confirmation number. This step is optional.
12. Click the Finish button.

![](Image)
Renewals Handbook for Companies

[Result]: The post submission landing page displays with a message indicating that the renewal requests have been submitted. There is also a link available on the page that takes users to the renewal requirements on the NMLS Resource Center.

Renewal Submission Confirmation

Thank you for your submission. Your renewal request(s) has been sent to the regulator(s) below for review. In order to ensure you have completed all requirements related to your renewal submission, please review the Uniform Renewal Checklist below and the Streamlined Annual Renewals page on the NMLS Resource Center.

You can check the status of your renewal request(s) through the Composite View Tab. An e-mail notification will be sent upon approval of the renewal request(s).

<table>
<thead>
<tr>
<th>Regulator</th>
<th>Uniform Renewal Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vermont</td>
<td></td>
</tr>
<tr>
<td>Idaho</td>
<td>Uniform Renewal Checklist</td>
</tr>
</tbody>
</table>

NOTE: An e-mail notification will be sent once the regulator approves a renewal request.

Small and Sole Proprietor Company Process

For smaller companies and sole proprietors, using the Renewal Selection List provides a quick, filterable list of all company, branch, and individual licenses available for renewal. Companies can renew all of the licenses at once, or can choose a single license to renew or not renew.

Using the Renewal Selection List

The Renewal Selection List displays all company and branch licenses, as well as sponsored individual licenses that have been attested to, that are eligible to be renewed. This list can also be filtered to allow users to select specific groups of licenses to renew.

To Access the Renewal Selection List:

1. After logging in to your account, click the Renewals tab.
2. Click the **Submit Company/Branch** link on the left navigation panel, or click the **Submit Company/Branch** button.

[Result:] The **Renewals Selection List** screen displays.

Company and branch licenses display on the dashboard only if the following criteria are met:

- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- License renewal requests were not previously submitted for the current year
- All annual Financial Statement requirements have been satisfied
- Mortgage Call Report (MCR) requirements have been satisfied

Companies are encouraged to run the Renewal Activity—Company/Branch Report from the **Renews Home** page for more prevent renewal information.
Individual licenses display on the dashboard only if the following criteria are met:

- The individual has attested to their record for the corresponding regulator
- Licenses are in a renewal-eligible status (see the complete list on Page 4)
- Licenses are NOT marked as Prevent Renewal by the regulator
- Individual reflects as “Compliant” for required CE hours on the *Course Completion and Compliance Record* in NMLS.
- Company is actively sponsoring the individual’s licenses that are eligible for renewal
- License renewal requests were not previously submitted for the current year

Companies are encouraged to run the Renewal Activity—Sponsored Individuals Report from the *Renewals Home* page for more prevent renewal information.

Most license types require an individual to complete Pre-licensure Education (PE) or Continuing Education (CE) prior to submitting a renewal request. Typically, an individual going through their first renewal period will have satisfied their PE requirements, including any state-specific education, during the current year (the year in which their license was initially approved). Individuals going through a second, or subsequent, renewal period must satisfy the current year federal and/or state-specific CE requirements. Individuals should reference the *State-Specific Education Requirements Charts* available in the NMLS Resource Center for specific details about each state’s education requirements and deadlines.

Regulators may also require individuals to submit a request for a CBC) and/or a Credit Report. Check Step 3 or the Renewal Deadlines Chart on the *Streamlined Annual Renewals page* of the NMLS Resource Center to see if your agency requires a CBC or Credit Report.
Submitting a Renewal Request

On the Renewal Selection List screen, users can select the licenses that need to be renewed or not renewed.

From the Renewal Selection List, users have the ability to access the Composite View of the entity by clicking the View Composite Information link next to the Entity Name:

The filtering options on the Renewal Selection List screen allow the user to filter based on Entity ID, Regulator, and entity type (Company, Branch, and/or Individual). The Regulator Filter is particularly helpful for companies licensed in state agencies with early renewal submission deadlines. Visit Step 3 of the Streamlined Annual Renewals page or review the Renewal Deadlines Chart to identify state agencies with early submission deadlines.

If there are company and branch licenses that do not display in the selection list, run the Renewal Activity—Company/Branch Report to identify if the licenses are prevented from renewing.
Selecting Licenses to Renew

To submit a renewal request for a desired license, select the checkbox in the Renew column (green circle with checkmark) next to the corresponding license. To select all of the licenses, click the green icon. Users will be able to tell which licenses are selected because the area behind the checkbox will turn green. This helps to give additional visual indication of the desired action.

<table>
<thead>
<tr>
<th>Selected</th>
<th>Entity Name</th>
<th>Entity Type</th>
<th>Regulator</th>
<th>License Name</th>
<th>License Status</th>
<th>MLO CBC Required</th>
<th>MLO Credit Report Required</th>
<th>Other Renewal Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schmidt Mortgage Co. (8054)</td>
<td>Company</td>
<td>Vermont</td>
<td>Mortgage Broker Lic</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Schmidt Mortgage Co., Onfield, PA Branch (38536)</td>
<td>Branch</td>
<td>Vermont</td>
<td>Mortgage Broker Lic</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Schmidt Mortgage Co., Whitehall, PA Branch (8873)</td>
<td>Branch</td>
<td>Vermont</td>
<td>Mortgage Broker Lic</td>
<td>Approved</td>
<td>-</td>
<td>-</td>
<td>N</td>
</tr>
</tbody>
</table>

Once the user selects the licenses to submit for renewal request, click the Apply Selections button.

[Result:] Selected licenses will be added to the Renewals Cart. The licenses that have had an action applied will no longer display in the Renewal Selection List. Click the Renewals Cart link or the Proceed to Cart button.
Selecting Licenses as Do Not Renew

To notify a regulator through NMLS that a user does not intend to renew a license, the user can mark the license as Do Not Renew by selecting the checkbox in the Do Not Renew column (red “No” symbol) next to the corresponding license. To select all of the licenses, click the red icon. Users can verify which licenses are selected because the area behind the checkbox will turn red. This helps to give additional visual indication of the desired action.

Company users cannot submit individual licenses as Do Not Renew. Individual users must log in to NMLS and submit their licenses as Do Not Renew. Instructions for individuals can be found in the Renewals Handbook for Individuals. Also, depending on a regulator’s rules or statutes, choosing to not renew a license may require additional information be sent outside of the system. Some regulators may also consider this a “surrender.” For additional information users can view the state-specific surrender checklists on the NMLS Resource Center.

Once the user selects all the licenses they do not intend to renew, click the Apply Selections button.

[Result:] The regulator will be notified that the user does not intend to renew the licenses selected. The licenses that have had an action applied will no longer display in the Renewal Selection List.

State regulators may require additional information regarding a Do Not Renew request. Many state agencies require state-specific items listed on their Surrender Checklists available through the NMLS Resource Center. Contact your state regulator for further details.
Paying For and Submitting Renewal Requests

To pay for and submit a renewal request:
1. After logging in to your account, click the Renewals tab.
2. Click Pay for Renewal on the left navigation panel or click the Pay for Renewal button.

3. Click the Proceed to Invoice button.

NOTE: Users must pay for the Renewal Request through NMLS. Companies paying for the renewal of their MLO’s licenses may also have to pay a fee for a CBC) and/or a Credit Report, if required by the regulator. See the Renewals Handbook for Individuals for more information on CBC and Credit Report fees.

Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the appropriate Company or Individual Uniform Renewal Checklist on the NMLS Resource Center.
4. After reviewing the attestation language, select the **checkbox** next to **I verify that I am the named person above and agree to the language as stated.**

5. **Click the Pay Invoice** button.

![Renewals Invoice and Attestation](image)

**NOTE:** This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, **click Pay Invoice** below.

---

**Please attest below to the company and branch renewal requests included with this submission:**

I, **Lindsey Schmidt** of Schmidt Mortgage Co., and duly appointed and authorized by the name, swear (or affirm) on 10/28/2013 that to the best of my knowledge and belief the information contained in the Licensee/Registrant’s online record, as well as any applicable jurisdiction specific requirements, is true, accurate and complete in accordance with the appropriate jurisdiction’s law. Additionally, I acknowledge that I have a duty and agree expeditiously to update and correct the information as it changes.

I understand that submitting any false or misleading information, or omitting pertinent or material information, may be grounds for administrative action and/or criminal action.

As part of this request for license/registration renewal, I swear (or affirm) to the following:

1. The licensee is in compliance with any surety bond (or approved alternative) requirement(s) of the jurisdiction(s) being requested to renew its license/registration.
2. The Licensee/Registrant remains in good standing with each jurisdiction’s Secretary of State office, or other applicable agency, for each jurisdiction being requested to renew its license/registration.
3. The Licensee/Registrant meets the financial responsibility requirements and/or net worth requirements, as required by each jurisdiction being requested to renew its license/registration.
4. The Licensee/Registrant is abiding by all terms and conditions of any order or disciplinary action in effect in any jurisdiction.
5. All individuals required to complete continuing education courses have completed such requirements for the jurisdiction(s) being requested to renew its license/registration.
6. I acknowledge that I understand and will comply with the laws and regulations pertaining to the conduct of the business for which the Licensee/Registrant is requesting the renewal of such license/registration.
7. The Licensee/Registrant has updated the documents on file with the jurisdiction(s) to disclose any new event or proceeding requiring an affirmative answer to any Disclosure Questions which has occurred since the Licensee/Registrant submitted its license/registration application or renewal application to the applicable jurisdiction(s). Any documents explaining affirmative answers to any Disclosure Questions previously submitted by the Licensee/Registrant to each jurisdiction(s) remain true and accurate.

**I verify that I am the named person above and agree to the language as stated.**

---

**NOTE:** All NMLS transactions that are paid by credit or debit card will have a 2.5 percent service fee added to the charge. Paying by ACH is simple and will not incur the service fee. See the [Quick Guide: Paying by ACH](#) for assistance.
6. Review the Payment Terms And Conditions, click the I Agree button.

7. Select a Payment Type (Bank Account or Credit Card).

8. Complete all required fields of the Credit Card Information or Bank Account Information sections. Required fields are denoted with a red asterisk.

9. Click the Next button.

NOTE: Credit Card payments can be made using Visa or MasterCard only. All Credit Card payments will be subject to a 2.5 percent service fee. To save credit card payment information, select the checkbox next to “Save this payment information for future payments (note: information is saved for 12 months only).” This allows the same credit card to be used on future payments without re-typing the information.
10. Click the **Confirm and Submit** button.

[Result:] The **One Time Payment - Review Payment** screen displays.

11. Click the **Print** button to retain a copy of the confirmation number. This step is optional.

12. Click the **Finish** button.

[Result:] The **One Time Payment - Payment Confirmation** screen displays with Payment Confirmation information.
Once a company requests renewal for a license, they must ensure that all additional items required from the Company Uniform Renewal Checklist have been submitted to their regulator. Also, if a company is not renewing their license, they should review the regulator’s surrender checklist to see if there is anything they must do. Licensees should be aware that regulators may take a few weeks to review all of the renewal requests that come in, so a particular request may not be reviewed immediately.

NOTE: A e-mail notification will be sent when the regulator approves a renewal request.

**Follow-up Steps**

Once a company requests renewal for a license, they must ensure that all additional items required from the Company Uniform Renewal Checklist have been submitted to their regulator. Also, if a company is not renewing their license, they should review the regulator’s surrender checklist to see if there is anything they must do. Licensees should be aware that regulators may take a few weeks to review all of the renewal requests that come in, so a particular request may not be reviewed immediately.

**Renewal Reports**

Company users with the appropriate roles have the ability to request the following Renewal Reports to get additional information about submitted renewal requests and those licenses that are not eligible for renewal.

Renewal Reports are generated in a Comma Separated Value (CSV) format, are pre-defined and contain real-time data. Users without the Excel application may open a report in plain text or a text editing program, such as Notepad, Textpad, or Wordpad. See the Viewing Reports in Plain Text section of the Reports navigation guide for steps to open and view a report.

Renewal reports can be used to track the statuses of multiple license renewal requests as an alternative to looking up one MLO at a time under the **Composite View** tab. These reports compile the information into one place and are in a format that allows sorting and filtering so that users can easily manage the renewal process.
To view a report:
1. After logging in to your account, click the **Renewals** tab.
2. On the **Renewals Home** Page click the **Excel icon** next to the corresponding report to be viewed. For example, the Renewal Activity-Company/Branch.

[Result:] A pop up File Download box displays.

3. Click the **Open** button.

[Result:] Renewal Activity–Company/Branch report displays in an Excel worksheet.

Pay particular attention to the following columns:
- **Column J Prevent Renewal Regulator** - Identifies if the regulator has manually prevented the renewal of the license.
- **Column K Has Active Financial Statement License Item** - The presence of this License Item will prevent renewal. Review details of the License Item from the **Composite View** tab.
- **Column L Has Active Mortgage Call Report License Item** - The presence of this License Item may prevent renewal. Review details of the License Item from the **Composite View** tab.
- **Column N Renewal Status** - Can be referred throughout Renewal and Reinstatement to track progress of renewal requests.
Renewals Handbook for Companies

For companies that fail to complete annual attestation and request renewal between November 1 and December 31, the system offers a reinstatement period. This period begins January 1 and runs through the end of February. Not all state agencies allow reinstatement, however those that do offer the opportunity to submit the request through the renewal feature and will review your request with a possible late fee. Those agencies that do not allow reinstatement require licensees to apply again as a new applicant.

Review deadlines and requirements on the Streamlined Annual Renewals page of the NMLS Resource Center to see if your regulator is participating in reinstatement and determine any late fees that may apply. If the regulator does not participate in reinstatement, one of the following things may happen:

1. The regulator will reject any renewal request that is submitted after its deadline.
2. The regulator may check the Prevent Renewal checkbox, which would prevent submission of a renewal request.
3. The regulator may change the license status to a non-renewable status and that license will no longer display on either the Renewal Selection List.

Renewal requests can be submitted during the reinstatement period using the same steps as renewal requests during the normal renewals period. Licensees may be required to pay a late renewal or reinstatement fee as indicated by the regulator. The fees are located on the NMLS Resource Center.

If you have specific questions about your state’s participation in reinstatement, contact your regulator after reading the information on the NMLS Resource Center.

---

[Result:] Renewal Activity–Sponsored Individuals report displays in an Excel worksheet.

Pay particular attention to the following columns:

- **Column K Prevent Renewal Regulator** - Identifies if the regulator has manually prevented the renewal of the license
- **Column M Renewal Status** - Can be referred to throughout renewal and reinstatement periods to track progress of renewal requests
- **Column R Attested Date** - Once individual completes renewal attestation the attestation completion date will populate this column. Companies cannot submit and pay for renewal requests until sponsored individual completes their renewal attestation
- **Column AA Prevent Renewal CE** - Many state agencies will not permit an individual renewal submission without completion of required CE hours

---

**Reinstatement Period**

For companies that fail to complete annual attestation and request renewal between November 1 and December 31, the system offers a reinstatement period. This period begins January 1 and runs through the end of February. Not all state agencies allow reinstatement, however those that do offer the opportunity to submit the request through the renewal feature and will review your request with a possible late fee. Those agencies that do not allow reinstatement require licensees to apply again as a new applicant.

Review deadlines and requirements on the Streamlined Annual Renewals page of the NMLS Resource Center to see if your regulator is participating in reinstatement and determine any late fees that may apply. If the regulator does not participate in reinstatement, one of the following things may happen:

1. The regulator will reject any renewal request that is submitted after its deadline.
2. The regulator may check the Prevent Renewal checkbox, which would prevent submission of a renewal request.
3. The regulator may change the license status to a non-renewable status and that license will no longer display on either the Renewal Selection List.

Renewal requests can be submitted during the reinstatement period using the same steps as renewal requests during the normal renewals period. Licensees may be required to pay a late renewal or reinstatement fee as indicated by the regulator. The fees are located on the NMLS Resource Center.

If you have specific questions about your state's participation in reinstatement, contact your regulator after reading the information on the NMLS Resource Center.
Renewing Sponsored Individuals

Individual Attestation History - Reviewing one Individual at a time

View Renewals Attestation History allows a company to confirm if a specific individual completed renewal attestation.

To view attestation history:
1. After logging in to your account, click the Composite View tab.
2. Click the View Individual link on the sub-menu and search for individual.
3. Click the View Renewals Attestation History link on the left navigation panel.
4. Choose renewal year from Filtering Options (Year and/or Regulator).
5. Click the Filter button.

**NOTE:** To view the individuals attested record (most recent Individual (MU4) Form), click the Entity Name link and then the piece of paper icon.

Individual Attestation History - Reviewing Multiple Sponsored Individuals at a time

*Column R* on the Renewal Activity—Sponsored Individuals Report will provide an **Attested Date** if the listed individuals completed their renewal attestation for a particular license.

Companies must have an active sponsorship with an individual license in order to submit an individual renewal request. Sponsorships can be established if both the individual and the sponsoring company have an active license with the **same state agency**.

**NOTE:** Individuals who are responsible for his or her own renewal fees must follow the Attest and Pay Individual Renewal Workflow.
Fingerprint Exception Process

If your sponsored individuals' fingerprints have expired and a CBC is required as a part of a renewal request, a new CBC authorization must be paid for through the Individual (MU4) Form. Provide impacted individuals with the Quick Guide: How to Submit a CBC Request for instructions on how to authorize a new CBC and request new fingerprints. After new fingerprints and CBC results have been received by NMLS, the company may proceed with the sponsored individual’s renewal request. The CBC results can be used to process renewal requests for 90 days. See the Quick Guide: Fingerprint Exceptions for more information about expired fingerprints during the renewal period.

Recalling a Do Not Renew Request

To recall a license marked Do Not Renew:
1. After logging in to your account, click the Renewals tab.
2. Click the Recall Do Not Renew link on left the navigation panel.
3. Select any filtering options (optional).
4. Click the checkbox next to the license to recall.

[Result:] The Recall List screen will refresh and the selected items will be moved to the Renewal Selection List. The regulator will also receive a notification that the Do Not Renew action has been cancelled/recalled.
Key Terms

**Action Not Required List** - The Action Not Required List contains a list of all Individual licenses that the Individual is not able to take renewal action on as well as the reason why no action is available. No action will be required if the license is not a Renewable License, or renewal action has already been submitted on the license.

**Attestation** - Attestation is the act of confirming for each jurisdiction that an entity's record in NMLS is up-to-date and that the entity continues to meet all other jurisdiction requirements. A Company is required to attest to their NMLS record at the time of the renewal request and payment, whereas Individuals are required to attest prior to requesting renewal of their license. Attestation is not required for any jurisdiction in which a licensee does not intend to renew at least one license.

**Renewal Dashboards** - Dashboards are presented in several areas of the system and are intended to provide an at-a-glance summary count representing licenses that require action by the user.

**View by State Agency** - Provides users with a dashboard view to see a count of Company, Branch, and sponsored individual licenses available for renewal by state agency.

**View by Location** - Provides users with a dashboard view to see a count of Company, Branch, and sponsored individual licenses available for renewal by office location.

**Do Not Renew** - The Do Not Renew function is used to indicate company, branch and individual licenses which the entity (company or individual) does not intend to renew. The user may recall licenses that have been marked as Do Not Renew through the Recall List.

**Prevent Renewal Flag** - The Prevent Renewal Flag may be set by a Regulator to prevent a renewal request from being submitted for a license. Licenses with the Prevent Renewal Flag set will not be available for renewal.

**Recall** - Company and Individual users have the option to rescind a Do Not Renew request placed on a license. Do Not Renew requests can be rescinded as long as the license is still eligible for renewal.

**Recall List** - The Recall List provides a list of licenses that are able to be recalled.

**Recallable License** - A license is recallable if it is still in a renewable status, the Regulator has not set the Prevent Renewal Flag, and a renewal request has not already been submitted.

**Renew** - The act of marking a license to indicate to the Regulator that the entity plans to maintain a license for the upcoming year.

**Renewable License** - A Renewable License is one that has a renewable status as of the start of the Renewal Period and for which the Prevent Renewal Flag has not been set by the Regulator.

**Renewal Period** - The Renewal Period is the time during which Company and Individual users are required to submit renewal actions including Renew or Do Not Renew requests.
Key Terms

Renewal Reports - The Renewal Reports function allows a Company user to access pre-defined, real-time data reports designed to help monitor renewal processing. The Renewal Reports function is available to all Company users who have the Company Renewals role.

Renewal Status - Each renewable license has a Renewal Status which indicates the state of the license in regards to renewals processing. The Renewal Status will represent whether or not renewal of the license has been requested, license has been designated as not renewing, or renewal request has been approved or rejected. The Renewal Status is maintained separately from the License Status.

Renewal Status Date - The Renewal Status Date is the date that the Renewal Status took effect.

Renewal Selection List - The Renewal Selection List displays all company, branch and individual licenses which are currently available for renewal.

Renewal Year - The Renewal Year is the year for which a renewal is/was processed.

Renewals Cart - The Renewals Cart contains licenses which have been marked to renew, but have not been submitted to the regulator. Submitting the Renewals Cart allows a user to pay for and submit the renewal requests to the applicable regulator.

Renewals Cart Exception - A message that displays in the renewal cart notifying the company or individual user that a license is no longer eligible for renewal (e.g., a license that has already been processed for renewal). Any license with an exception must be removed before the cart can be submitted.