

RENEWALS HANDBOOK FOR INDIVIDUALS

Purpose

This Handbook is designed to give company users best practices related to submission of renewals through NMLS.

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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 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, individuals can 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 <u>Annual Renewal Requirements Checklist Compiler</u> page of 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.

Before Submitting Renewal

Before a company submits a renewal request, they should:

- Review their most recently submitted Individual (MU4) Forms to make sure the information is correct and up to date (if changes need to be made, the individual should update the information by creating and submitting amended filings through the Filing Tab.)
- Review the Renewal Checklist Compilation Site available on the NMLS Resource Center for state agency-specific renewal instructions. See Viewing and Exporting NMLS License Renewal Checklists for more information.
- Verify that they have met all state-specific requirements for renewal prior to attesting.
- Ensure their licenses are in a renewable status.

Renewal Eligibility Based on License Status

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

License Statuses 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

License Statuses NOT Eligible for Renewal

- Denied
- Denied On Appeal
- Pending Review
- Pending Deficient
- Pending Incomplete
- Pending Withdrawal Requested
- Revoked
- Temporary Cease and Desist
- Terminated Expired

Getting Prepared for Renewals

NMLS Resource Center

- Terminated Ordered to Surrender
- Terminated Surrendered/Cancelled
- Transition Cancelled
- Transition Rejected
- Transition Requested
- Withdrawn Application Abandoned
- Withdrawn Voluntary Without
 Licensure

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 <u>Annual Renewal Requirements</u> <u>Checklist Compiler</u> page.

Additional Requirements

Along with state-specific renewal requirements, licensees may be required to submit additional information to NMLS with their renewal request. For example, individuals may be required to have Continuing Education beyond what is required by the SAFE Act. These state-specific requirements, including, Prelicensure Education, Continuing Education, testing, CBC, Credit Report and other added pieces of information related to license renewal can be found the <u>Annual Renewal Requirements</u> page and the <u>Renewal Checklist Compilation Site</u> found on the NMLS Resource Center.

Individual Licensee Education Requirements

Most license types in the system will enforce the requirement for an individual to complete Prelicensure 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 <u>State-Specific Education Requirements</u> for specific details about each state's education requirements and deadlines. Regulators may also require individuals to have submitted fingerprints for the SAFE Act.

NMLS Call Center

The NMLS Call Center is available to assist licensees with NMLS renewal navigation as need ed. 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 1-855-665-7123. Hours of operation during the renewal period are: 9am to 9pm Eastern Time (ET).

Renewals Workflows

There are two possible workflows in NMLS for individuals depending on who is paying for the renewal: the sponsoring company or the individual themselves.

You can also choose to not renew your licenses by marking them as Do Not Renew.

Attest for Company Workflow

If the sponsoring company is paying for the renewal, individuals should use the "Attest for Company" workflow.

- 1. After logging in to your account, click the **Renewals** tab.
- 2. Click the Attest for Company button.

Renewals Home	
	👌 ? ?? HELP
Attest for Company Select this option if you need to attest for renewal to allow your company to pay for your renewal request.	
Attest and Pay Select this option if you will be submitting and paying for your renewal request.	
Do Not Renew Select this option to notify your regulator that you do not intend to renew one or more of your license(s)/registration(s).	

3. Review the requirements for each of your licenses eligible for renewal and select the

checkbox next to the licenses you want to renew.

4. Click the **Next** button.

LICENSE(S)/REGISTRATION(S) ELIGIBLE FOR RENEWAL										
٢		Regulator	License Name	License Status	e CBC Required	Credit Report Required	Other Renewal Requirements	Attested Date		
		Idaho	Mortgage Loan Originator L	License Approve	ed Y	Y	N			
		Washington	Designated Broker Registra	ation Approve	d N	N	N			
■ 1 L The rene Reg	ICEN list be wal. If ulato	SE(S)/REGIS slow displays f there are any r License	TRATION(S) NOT ELIGIBLE the licenses/registrations you y licenses/registrations below Name	E FOR RENEWA ou hold that are n w which you do n icense Status	L ot available for ot intend to ren License Status Date	renewal at t new, please Reason	his time with the follow the <u>Do Not</u>	reason the licer <u>Renew</u> proces:	nse/registration is unavailable for s to notify your regulator.	
Was	hingt	on Mortgage	Loan Originator License A	Approved	12/30/2009 •	You have r	not completed CE	Requirements		
Washington Mortgage Loan Originator License Approved 12/30/2009 You have not completed CE Requirements B 0 LICENSE(S)/REGISTRATION(S) ALREADY SUBMITTED FOR RENEWAL										

5. Select the checkboxes to authorize a criminal background check and/or credit report, if

applicable.

NOTE: The authorization page does not appear if none of the licenses selected require a Criminal Background Check (CBC) or Credit Report. Only one checkbox appears if one or more licenses selected requires only the CBC or Credit Report. Additionally, if the individual has satisfied the requirement for a CBC within the last 90 days or Credit Report within the last 30 days on a previous renewals request, the system does NOT generate a new request and payment is not required.

6. Click the **Next** button.

0	Regulator	License Name	License Status	CBC Required	Credit Report Required	Other Renewal Requirements	Attested Date	
	Idaho	Mortgage Loan Originator L	License Approved	Y	Y	N		
	Washington	Designated Broker Registra	ation Approved	I N	N	N		
■ 1 LICENS The list be renewal. If	SE(S)/REGIS low displays there are any	TRATION(S) NOT ELIGIBLI the licenses/registrations yo r licenses/registrations below	E FOR RENEWAI ou hold that are no w which you do no	t available for t intend to rei	renewal at t new, please	his time with the follow the <u>Do Not</u>	eason the li <u>Renew</u> proc	cense/registration is unavailable fo ess to notify your regulator.
■ 1 LICENS The list be renewal. If Regulator	SE(S)/REGIS low displays there are any License	TRATION(S) <u>NOT ELIGIBL</u> the licenses/registrations you licenses/registrations below Name L	E FOR RENEWAL ou hold that are no w which you do no .icense Status	t available for t intend to rei icense Status Date	renewal at t new, please Reason	his time with the r follow the <u>Do Not</u>	eason the li <u>Renew</u> proc	cense/registration is unavailable fo ess to notify your regulator.
■ 1 LICENS The list be renewal. If Regulator Washingto	SE(S)/REGIS low displays there are any License n Mortgage	TRATION(S) NOT ELIGIBLI the licenses/registrations you licenses/registrations below Name L Loan Originator License A	E FOR RENEWAI ou hold that are no w which you do no .icense Status	t available for t intend to rei icense Status Date 2/30/2009	renewal at t new, please Reason You have r	his time with the follow the <u>Do Not</u> follow the <u>Do Not</u> not completed CE	eason the li <u>Renew</u> proc Requireme	cense/registration is unavailable ess to notify your regulator.
1 LICEN! The list be renewal. If Regulator Washingto 0 LICENS	SE(S)/REGIS low displays there are any License in Mortgage SE(S)/REGIS	TRATION(S) NOT ELIGIBLI the licenses/registrations year licenses/registrations below Name L Loan Originator License A TRATION(S) ALREADY SUI	E FOR RENEWAL ou hold that are no w which you do no License Status 5 Approved 1 BMITTED FOR R	t available for ti intend to rei icense Status Date 2/30/2009	renewal at t new, please Reason → You have r	his time with the I follow the <u>Do Not</u> not completed CE	eason the li <u>Renew</u> proc Requireme	cense/registration is unavailable fo ess to notify your regulator. Its

- 7. 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."
- 8. Click the **Attest** button.
- 9. Inform your company that you have completed the renewal attestation so they can now

take the appropriate action to request the renewal of your licenses.

Attest and Pay Workflow

If the individual is paying for the renewal themselves, they should use the "Attest and Pay" workflow.

- 1. After logging in to your account, click the **Renewals** tab.
- 2. Click the Attest and Pay button.
- 3. Review the requirements for each of your licenses eligible for renewal and select the

checkbox next to the licenses you want to renew.

4. Click the **Next** button.

LIC	ENSE	(S)/REGISTR	ATION(S) ELIGIBLE FOR	RENEWAL						
0		Regulator	License Name	Lic	cense atus	CBC Required	Credit Report Required	Other Renewal Requirements	Attested Date	
V		Idaho	Mortgage Loan Originato	r License Ap	proved	Y	Y	N		
		Washington	Designated Broker Regis	stration Ap	proved	N	N	N		
⊟ 1 The ren Re	LICEN list b ewal. gulate	ISE(S)/REGIS elow displays If there are an or License	TRATION(S) <u>NOT ELIGI</u> the licenses/registrations y licenses/registrations be Name	BLE FOR REN you hold that low which you License Sta	ewal are not do not Li tus St	available for tintend to re icense tatus Date	renewal at ti new, please Reason	his time with the follow the <u>Do Not</u>	reason the lice Renew proces	anse/registration is unavailable for ss to notify your regulator.
Wa	shing	ton Mortgage	Loan Originator License	Approved	12	2/30/2009	You have r	not completed CE	E Requirement	S
⊕ 0	LICE	ISE(S)/REGIS	TRATION(S) ALREADY	SUBMITTED F	OR RE	NEWAL				
						Next	Cancel			

5. Select the **checkboxes** to authorize a criminal background check and/or credit report, if applicable.

NOTE: The authorization page does not appear if none of the licenses selected require a Criminal Background Check (CBC) or Credit Report. Only one checkbox appears if one or more licenses selected requires only the CBC or Credit Report. Additionally, if the individual has satisfied the requirement for a CBC within the last 90 days or Credit Report within the last 30 days on a previous renewals request, the system does NOT generate a new request and payment is not required.

6. Click the **Proceed to Invoice** button.

Review yo authorizat	our renewal request(s) below. C tions. If you wish to remove an it	lick Proceed to Invoice to attest, pay for, and tem from the list below, click Remove. Items re	submit your renewal request(s) and any associated CBC and/or Credit Report moved from this page will be available for selection again in the <u>renewal workflows</u> .
Exception	n Items e/registration is no longer eligibl	le to be submitted for renewal, you will receive	an exception message. Any item with an exception must be removed before you can
submit the	e renewal request(s). Click Rem	ove next to the exception item to remove the it total fees by license type. A full breakdown of r	em from this page.
1 10 1000 1			
ARE NON	-REFUNDABLE.		
ARE NON	-REFUNDABLE.	Proceed to Inv	voice Cancel
ARE NON	Entity Name	Proceed to Inv	voice Cancel Amount
ARE NON	Entity Name Schmidt, Gary Alan Jr. (8349)	License Name California - BRE Real Estate Broker License	Amount \$330.00

Renewal Payment Information

Users must pay for the renewal request through NMLS. Some regulators may collect renewal fees, assessment fees, late fees, and/or penalties outside NMLS. To determine if additional payment is required, check the <u>Renewal Checklist Compilation Site</u>. See <u>Viewing and Exporting</u> NMLS License Renewal Checklists for more information.

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 <u>Paying</u> by ACH quick guide for assistance. Credit Card payments can be made using Visa or MasterCard only.

- 7. 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."
- 8. Click the Attest and Pay Invoice button.

- 9. Review the Terms and Conditions and click the I Agree button.
- 10. Select your payment type.
- 11. Complete all required fields.
- 12. Click the Next button.
- 13. Click the **Confirm and Submit** button.
- 14. Click the **Finish** button.

RESULT: Your renewal requests are submitted to the regulator and an email notification is sent when the regulator approves the renewal request.

Do Not Renew Workflow

If you do not intend to renew a license, you must inform your regulator by following the Do Not Renew Workflow. 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 surrender checklists in the <u>Checklist Compiler</u>.

- 1. After logging in to your account, click the **Renewals** tab.
- 2. Click the **Do Not Renew** button.
- 3. Select the checkbox next to the licenses you do not wish to renew.
- 4. Click the **Apply** button.



Recalling a Do Not Renew Request

You can use the Recall List to recall licenses that have been submitted as Do Not Renew. If a regulator has already taken action on a license submitted as Do Not Renew, the license cannot be recalled.

To recall a license marked Do Not Renew:

- 1. After logging in to your account, click the **Renewals** tab.
- 2. Click the **Recall List** link on left the navigation panel.

You are currently: * State Renewals Home Attest for Company	Renewals Home	
Attest and Pay		👌 ??? HELP
Do Not Renew Recall List	Attest for Company Select this option if you need to attest for renewal to allow your company to pay for your renewal request. Attest and Pay Select this option if you will be submitting and paying for your renewal request. Do Not Renew Select this option to notify your regulator that you do not intend to renew one or more of your license(s)/registration(s).	

- 3. Click the checkbox next to the license to recall.
- 4. Click the Apply Selections button.

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 recalled.

Following Up on Renewal Submissions

Once you request renewal for a license, you must ensure that all additional items required from the <u>Renewal Checklist Compilation Site</u> have been submitted to your regulator. See <u>Viewing</u> and <u>Exporting NMLS License Renewal Checklists</u> for more information.

Fingerprint Exception Process

If your 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. See the <u>Completing the</u> <u>CBC process for MLOs</u> guide for instructions on how to authorize a new CBC and request new fingerprints. After new fingerprints and CBC results have been received by NMLS, you may

proceed with the your renewal request. The CBC results can be used to process renewal requests for 90 days. See the <u>Fingerprint Exceptions Guide</u> for more information about expired fingerprints during the renewal period.

Reinstatement Period

For individuals 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 <u>Annual Renewal Requirements Checklist Compiler</u> 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:

- The regulator will reject any renewal request that is submitted after its deadline.
- The regulator may check the Prevent Renewal checkbox, which would prevent submission of a renewal request.
- 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 or Renewal Dashboard.

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.