



SIGN A BOND OR RIDER (CONTROL PERSON)

This guide walks you through the steps to sign a surety bond or bond rider.

1. Log in to NMLS.
2. Click the **Filing** tab.
3. Click the **Surety Bonds** link in the submenu.
4. Click the **Review** button next to a bond (see *Figure 1*).

The screenshot shows the 'Bonds Pending Signature' page for user Ethan Conner (56125). The page has a navigation bar with tabs: HOME, FILING, MLO TESTING & EDUCATION, COMPOSITE VIEW, and RENEWALS. Below the navigation bar, there are links for Individual, Company Access, Company Relationships, CBC Agency Access, and Surety Bonds. The main heading is 'Bonds Pending Signature'. Below this, there is a section for Ethan Conner (56125) with a 'HELP' button. A message states: 'If you are a control person for a company, any bonds you have been designated the signatory of will be listed below. Click the Review button next to a bond to sign on behalf of the company.' Below the message is a table with columns: Licensee, License Type, Bond Number, Bond Amount, Bond Effective Date, and Latest Rider Effective Date. The first row of the table is highlighted, and a red box highlights the 'Review' button next to it. The table data is as follows:

Licensee	License Type	Bond Number	Bond Amount	Bond Effective Date	Latest Rider Effective Date
Amber Best Rate Loan (56111)	Texas - DOB Money Transmitter License	445577	\$300,000	9/6/2016	

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Figure 1: Bonds Pending Action

5. Enter your title in the Signatory Title box (see *Figure 2*).

The screenshot shows the 'Sign Surety Bond or Rider' page for user Ethan Conner (56125). The page has a navigation bar with tabs: HOME, FILING, MLO TESTING & EDUCATION, COMPOSITE VIEW, and RENEWALS. Below the navigation bar, there are links for Individual, Company Access, Company Relationships, CBC Agency Access, and Surety Bonds. The main heading is 'Sign Surety Bond or Rider'. Below this, there is a section for Ethan Conner (56125) with a 'HELP' button. A message states: 'The bond detail pending signature is displayed below. To sign, provide your Signatory Title, Attest, and click Sign.' Below the message is a form with a 'Signatory Title' input field, which is highlighted with a red box.

Figure 2: Manage Surety Bond or Rider

6. Check the box in the attestation language, then click the **Sign** button to sign the bond. Click **Cancel** to return to the *Bonds Pending Signature* page.

NOTE: To request changes to the bond or rider at this point, a company user must navigate to the bond within the company account and click the **Return to Surety** button then provide details regarding the change requested.

To complete the bond submission process, the company user must return to the company account and complete the Mark Ready process to prepare the bond for submission to the regulator. Reference the [Bond Execution Quick Guide](#) for more information regarding the Mark Ready process.

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