



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*).

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

Figure 1: Bonds Pending Action

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

Signatory Title:

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).