



BOND CREATION AND MANAGEMENT SURETY COMPANY

This guide will walk you through the processes you must take to create a new bond, manage existing bonds, and report and view broker of record changes.

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Create a New Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Create New Bond or Report BOR**. This will display a list of all licensees who have granted you authority to create bonds on their behalf (see *Figure 1*).

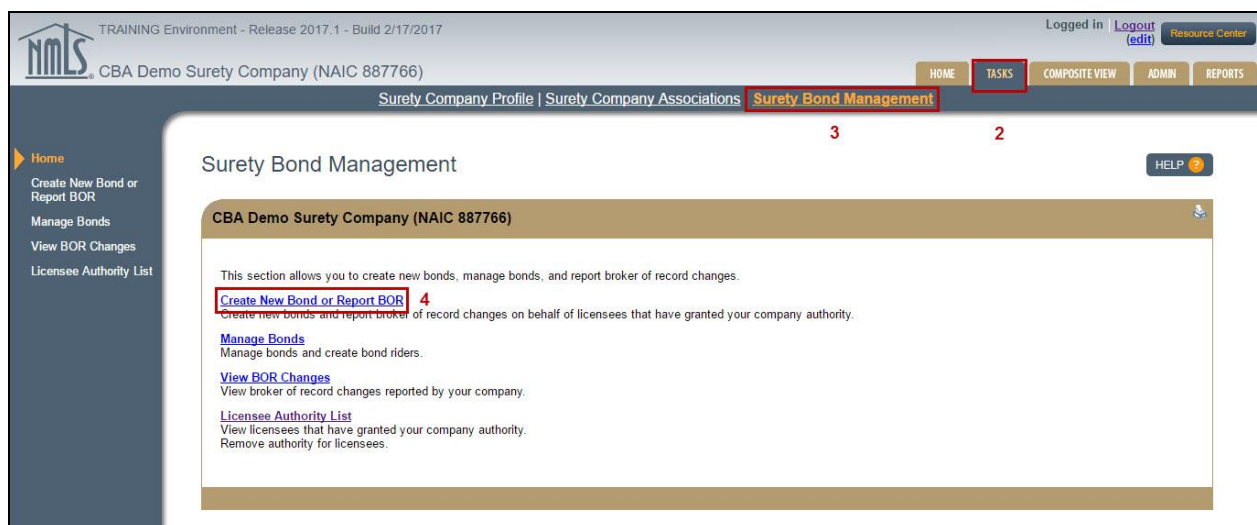


Figure 1: Surety Bond Management

5. Click the **Create Bond** button next to the licensee you will be creating a bond for.

6. Provide the requested information. Fields will automatically adjust based on requirements of the state and license type selected.

NOTE: When creating a bond in NMLS to replace an existing paper bond previously provided to the Regulator (obligee), known as a bond conversion, select the **Converted** radio button and provide the existing information. The effective date on the bond (if applicable) will be the date the bond is signed in NMLS by the surety entity.

NOTE: A surety bond producer identified by the surety company during the bond creation process will become eligible to act as broker of record on the bond after the bond has been signed by the licensee.

NOTE: A “Not Formed in US” option is available at the bottom of the drop down for electronic surety bonds requiring “State of Formation” for the licensee or surety company.

7. Click the **Save & Proceed** button (see *Figure 2*).

Create Bond HELP ?

Surety Bond Company(NPN 82990507)

To create a bond, select the Licensing State and License Type first. Then complete the other fields that will adjust and display based on those selections.

Bonds created must be associated to the licensee's company license in NMLS. Company license bond amount increases to cover branch locations are also permitted. However, if separate bonds must be issued for branch locations, such bonds must be created and maintained outside of NMLS at this time.

To save and go to the *Create New Bond* page, click **Save**. To save and proceed to the *Signature* page, click **Save & Proceed**.

Bond Reporting Type: ☒ Converted ☐ New

Licensee: Deng's Automation Company (1566179)

Licensing State:

License Type:

Surety/Underwriting Company:

Underwriter:

Start typing the first or last name of the underwriter, then select the name from the dropdown list that appears.

Bond Number:

Bond Amount (\$):

Figure 2: Create Bond

8. Review all information in the rendered bond. At the bottom of the page, check the box to attest, then click the **Sign** button (see *Figure 3*).

I, _____, **Attorney-in-Fact**, am employed by or am an officer or a control person of **Fox Racing Company** and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ On this date Wednesday, August 17, 2016, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

8

Figure 3: Bond Attestation Language

Create a Bond Rider

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to update, click the **Manage** button next to it.
6. Under the rendered bond, click the **Create Rider** button.
7. Enter the Rider Effective Date using the box provided.
8. Select the field(s) that will be updated, and then click the **Next** button (see *Figure 4*).

Create Rider

HELP ?

CBA Demo Surety Company (NAIC 887766)

To create a rider for this bond, enter the Rider Effective Date, then select the bond fields that will be updated on the rider and click **Next**.

Bond Number: 8794 **7**

Rider Effective Date: 09/02/2016

Select the Field(s) you wish to change:

8

☒ Bond Amount
☐ Bond Effective Date
☐ Bond Number
☐ Licensee Name
☐ State Identifier

8

Next

Return to List

Figure 4: Create Rider

9. Enter the new values in the field(s) provided, then click the **Save & Proceed** button.
10. Use the checkbox to attest, then click the **Sign** button to send the rider to the Principal for approval.

Change an Underwriter on an Existing Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to update, click the **Manage** button next to it.
6. Within the Surety Details section, click the **Update** button for “Underwriter:”
7. Start typing the first or last name of the underwriter, then select the name from the dropdown list that appears.
8. Click the **Save** button (see *Figure 5*).

The screenshot shows the 'Surety Details' form. The 'Underwriter' field is highlighted with a red box and a red arrow pointing to it, labeled with a red '6'. Below the 'Underwriter' field, there is a red box containing a text input field, a 'Save' button, and a 'Cancel' button. The text input field is labeled with a red '7' and the 'Save' button is labeled with a red '8'. The text below the input field reads: 'Start typing the first or last name of the underwriter, then select the name from the dropdown list that appears.'

Figure 5: Change Underwriter

Cancel a Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to cancel, click the **Manage** button next to it.

Original Bond
SURETY BOND
Licensed Lender

Bond No.
Bond Amount: **\$91,000**
Effective Date: **July 25, 2016**

KNOW ALL PERSONS BY THESE PRESENTS:

That we, **Auto TestDataSetup RSA Security Company** including any and all trade names, NMLS # **1234567**, as Principal, and **Auto TESTDATASETUP Eletropaulo Company** NAIC # **1234567891011121314**, duly licensed to do surety business in the State of Vermont, as Surety, are held and firmly bound unto the State of Vermont for use by the State, for its own benefit and for the benefit of any person or persons who may have a cause of action against us as the Obligors of this instrument under the provisions of Title 8 Vermont Statutes Annotated, Chapter 73, Licensed Lenders (the "Act") hereafter described in the penal sum of **\$91,000** dollars, lawful money of the United States of America, to be paid to the Commissioner of Financial Regulation of the State of Vermont, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents:

Whereas, the above bounden Principal has applied to the State of Vermont Commissioner of Financial Regulation (the "Commissioner") for one or more licenses to engage in the business of making or soliciting loans as provided by law under the Act,

THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal and any employee or agent representing the Principal,

6 **Submit Cancellation Notice** Save Bond to Pdf Return To List

Figure 6: Manage Bond

6. Under the rendered bond, click the **Submit Cancellation Notice** button (see *Figure 6*).
7. Enter the Cancellation Effective Date using the box provided and provide a Cancellation Note.

NOTE: Cancellation Effective Date must be a current or past date.

8. Use the checkbox to attest, then click the **Submit Cancellation Notice** button (see *Figure 7*).

Notice of Cancellation

Cancellable: Yes
Minimum Days Notice: 0

7 Cancellation Effective Date: 08/17/2016

Cancellation Note:

[View All Bond Detail](#)

I, , **Attorney-in-Fact**, am employed by or am an officer or a control person of **Fox Racing Company** and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ On this date **Wednesday, August 17, 2016**, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

8 **Submit Cancellation Notice** Return to List

Figure 7: Submit Notice of Bond Cancellation

Rescind Notice of Bond Cancellation

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.

3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to cancel, click the **Manage** button next to it.
6. Under the rendered bond, click the **Rescind Cancellation** button.
7. Provide a Rescind Cancellation Note. Use the checkbox to attest, then click the **Rescind Cancellation** button (See Figure 8).

Rescind Notice of Bond Cancellation

Buredo Surety Company (NAIC 301834)

To rescind the notice of bond cancellation for this bond, provide a reason for rescinding the cancellation in the Rescind Cancellation Note box, attest, and click **Rescind Cancellation**. Click the [View All Bond Detail](#) link for complete bond information.

Rescind Notice of Cancellation

Rescind Cancellation Note:

[View All Bond Detail](#)

I, Steve Colbert, Attorney-in-Fact, am employed by or am an officer or a control person of Buredo Surety Company (NAIC 301834) and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ On this date Friday, September 2, 2016, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

Rescind Cancellation **Return to List**

Figure 8: Rescind Notice of Bond Cancellation

Reinstate a Cancelled Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to reinstate, click the **Manage** button next to it.
6. Under the rendered bond, click the **Reinstate Bond** button.
7. Provide a cancellation note. Use the checkbox to attest, then click the **Reinstate Bond** button (See Figure 9).

Reinstate Bond HELP ?

Buredo Surety Company (NAIC 301834)

Reinstate Bond

Reinstate Bond Note:

[View All Bond Detail](#)

I, Steve Colbert Attorney-in-Fact, am employed by or am an officer or a control person of Buredo Surety Company (NAIC 301834) and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ On this date Friday, September 2, 2016, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

Figure 9: Reinstate a Cancelled Bond

Report a Broker of Record Change

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Create New Bond or Report BOR**. This will display the bond and broker of record screen which lists all of the licensees who have granted you authority to create bonds or broker of records on their behalf.
5. Click the **Report BOR** button next to the licensee you will be reporting a broker of record change on behalf of (see *Figure 10*).

Create New Bond or Report BOR HELP ?

Fox Racing Company

Below is a list of licensees that have granted you the authority, either directly or by the creation of a bond by an associated Surety Bond Producer, to create and manage bonds for them. For licensees not listed, contact the licensee directly and request they authorize access in NMLS.

To create a new bond for a licensee, click **Create Bond** next to the licensee. To report a Broker of Record change, click **Report BOR** next to the licensee.

Filtering Options

NMLS ID:

Licensee Name:

☒ Starts With ☐ Contains ☐ Soundex

| | Licensee Name (NMLS ID) | Licensee Main Address | Date Authority Granted | Granted By |
|--|-------------------------|--|------------------------|---|
| <div> <input type="button" value="Create Bond"/> <input checked="" type="button" value="Report BOR"/> </div> | XYZ Company (1440970) | 7172 Cedar Ave Concord, West Virginia 76643 | 7/14/2016 | FerrariL View Company Bonds |

Page 1

Figure 10: Create New Bond or Report BOR

- Enter the NPN or Name of the outgoing broker of record, then click the **Next** button.
- Click the radio button next to the outgoing broker of record, then click the **Next** button.
- If there is no outgoing broker of record, meaning the bond was created and managed by the Surety Company, click the **No Outgoing Broker of Record** button, then click the **Next** button.
- Enter the NPN or Name of the incoming broker of record, then click the **Next** button.
- Click the radio button next to the incoming broker of record, then click the **Next** button.
- Enter the Effective Date of the broker of record change, then click the **Next** button.
- Confirm the information you have provided, then click the **Confirm** button to submit the broker of record change.

NOTE: The BOR assignment/change will remain pending until the licensee accepts the BOR change.

View Broker of Record Changes

- Log in to NMLS.
- From the Home screen, click the **Tasks** tab.
- Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
- Click **View BOR Changes** in the left navigation panel.

Remove Authority for Licensee

1. Surety companies can remove their authority to create bonds on behalf of a licensee if there are no pending or active bonds issued by the surety company or by a surety bond producer on behalf of the surety company. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Licensee Authority List**.
5. Click the **Remove** button next to the name of the desired licensee (see *Figure 11*).

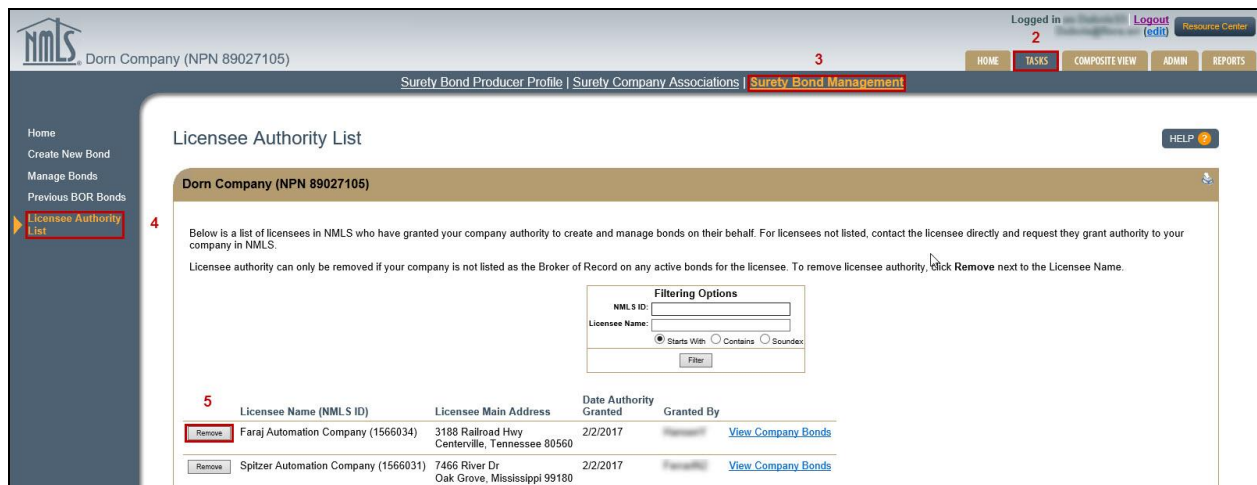


Figure 11: Remove Authority of Licensee

Bond Management Tools

Signatory Controls - If a bond is created by a surety bond producer, the surety company/underwriting company listed on the bond will be able to sign or delete the bond while it is in the “Requires Rep Signature” or “Returned to Surety” status. The bond will appear in the Manage Bonds list of the Surety Company once it has been saved by the Surety Bond Producer.

Bond Versioning - When a bond form version change is required by a regulator, all undelivered bonds will be required to be upgraded to the new bond form version. Regulators will also have the ability to require all delivered bonds to be revised to the new bond form version. If regulators choose to require existing bonds to be updated to the new bond form revision, surety entities will be notified generally six months in advance of this change.

If at a later date, it is required, a license item will be placed on all licenses with a bond that requires revision. If a license has 2 or more bonds requiring revision, the license item will not clear until all bonds have been revised or submitted for cancellation.

Bond Upgrade due to Bond Form Revision

When a bond form upgrade is required by a regulator, a message will display at the top of the page when viewing the bond details for all bonds that have yet been delivered to the regulator. This includes bonds that have been “Executed” but not Marked Ready and bonds in a “Returned to Surety” status.

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks section, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds** in the left navigation panel (see *Figure 12*).

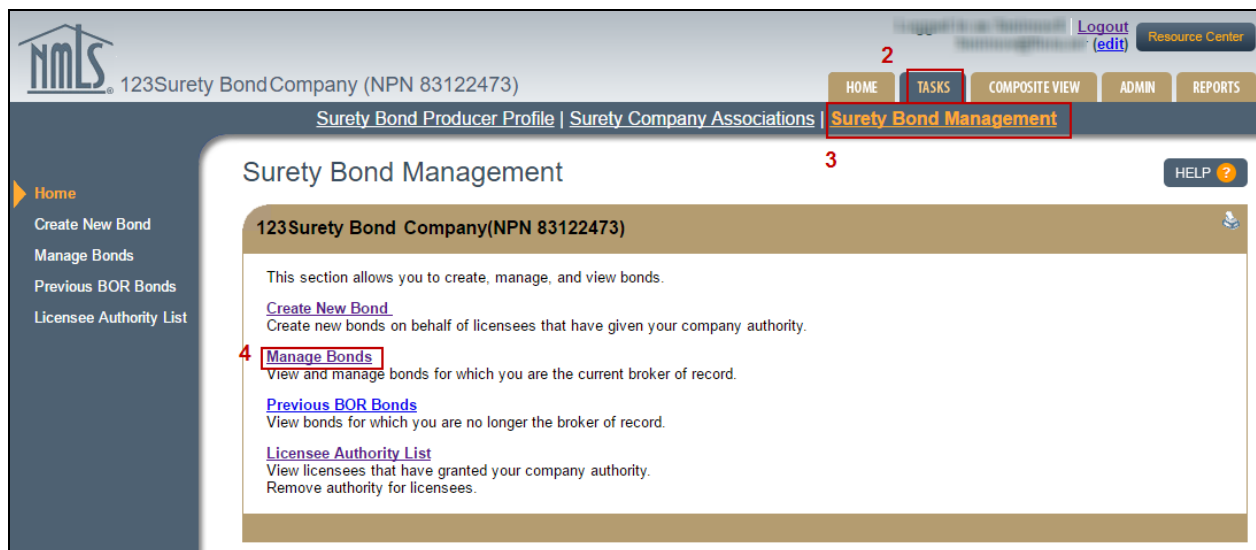


Figure 12: Surety Bond Management

5. Click on the **Manage** button beside the bond requiring upgrade.

NOTE: Email notifications will be sent to both the surety company and the surety bond producer informing users of the bond upgrade requirement. The notification is defaulted to be sent to the account administrators but is also available for subscription by organization users.

6. A message will appear at the top of the Manage Bonds page alerting the user to the bond upgrade requirement. Click the **Continue** button to proceed with the upgrade (see *Figure 13*).

Manage Bond HELP ?

123Surety Bond Company(NPN 83122473)

! A new bond form version exists for this license type. This bond will be upgraded to the new version. The upgraded bond must be signed by both parties.

Click **Continue** to upgrade the bond or to delete the bond if it will not be upgraded. Click **Return to List** at the bottom of the page to return to the *Manage Bonds* page.

6 Continue

Bond Details as of 2/13/2017

Licensee Name: Kuykendall's Automation Company (1566187)
 DBA: Not Applicable
 License Type: Illinois Exempt Company Registration
 Bond Number: SBP3-002
 Bond Amount: \$100,000
 Bond Effective Date: 2/13/2017
 Bond Status: Returned to Surety [View Bond Status Transactions](#)
 Converted Bond: No
 Delivered to Regulator: No
 Cancellable: Yes
 Note: A bond form upgrade is required.

Figure 13: Bond Upgrade on Manage Bonds Page

7. A message will appear confirming the bond has been upgraded to the latest bond form version. The bond is now ready to be re-signed and will follow the existing bond execution process (see Figure 14).

Sign Bond HELP ?

123Surety Bond Company(NPN 83122473)

1 This bond has now been updated to use the latest bond form version. You can now view the bond form and proceed accordingly.

Review the bond information and rendered bond below. If the Licensee Name or Licensee Address is incorrect, the licensee must correct the information in their NMLS record. Click **Edit** to update other bond information.

If all information is correct, you may attest and click **Sign**. If you do not wish to sign the bond, click the **Return to List** button to return to the *Manage Bonds* page.

Bond Details as of 2/13/2017

Licensee Name: Kuykendall's Automation Company (1566187)
 DBA: Not Applicable
 License Type: Illinois Exempt Company Registration
 Bond Number: SBP3-002
 Bond Amount: \$100,000
 Bond Effective Date: 2/13/2017
 Bond Status: Requires Rep Signature [View Bond Status Transactions](#)

Figure 14: Bond Upgrade Completion on Manage Bonds Page

Returned to Surety by Regulator

There are only seven accepted reasons for returning a *New/Original* bond (see *Table 1*). A *Converted* bond should be returned if any bond detail does not match the latest paper bond or rider.

| <u>Return the Bond</u> | <u>Request a Rider</u> |
|--|------------------------|
| Incorrect license type | Bond amount |
| Incorrect signatory | Bond effective date |
| Incorrect converted bond information | Bond number |
| Incorrectly listed underwriting surety company | Licensee name |
| Incorrect converted bond indicator | |
| Duplicate bond | |
| Unnecessary bond | |

Table 1: Return a Bond or Request a Rider

The returned bond and any delivered riders are captured as a snapshot with a “Returned to Surety” watermark. In addition, the regulator must provide a note explaining in more detail why the bond was returned. Once a bond is returned, the surety can amend the bond and resubmit by completing the standard signing process, or may void the bond (see Bond Recreation below for more details).

Riders – All riders associated with the returned bond are automatically voided by the system. Delivered riders are captured in the returned bond snapshot, but pending riders are not. It is possible to incorporate rider changes into the resubmitted bond, but not required. Any changes made by rider but not incorporated into the resubmitted bond must be recreated via a new rider. If the returned bond is a converted bond with riders, the original effective date of the resubmitted converted bond is the surety signatory date. Paper riders may need to be completed before the bond is converted.

Bond Recreation – A returned bond can be amended and recreated by a surety entity without voiding it. The Surety Company user must have either the Manage Bonds, Manage Bonds and Sign Bonds, or Account Administrator role to recreate a returned bond. If the Surety Company voids the bond, it can be recreated by either the SC or the Surety Bond Producer.

Bond Voiding – Voiding a returned bond allows for the bond number to be reused. Surety Companies can void a returned bond, but Surety Bond Producers cannot. Instances of Voided bonds are viewable by both the Surety Company and Surety Bond Producer within their respective Manage Bonds lists. A new Bond Status, **Voided**, has been added to assist with accessing these bonds.

Notifications – If the Surety Company created the bond with no Surety Bond Producer, then only the Surety Company is notified when a bond is returned. If the Surety Bond Producer created the bond, both the Surety Bond Producer and the Surety Company receive notification.

Surety Bond Transaction Report – The report will capture the new bond transactions types, including Returned to Surety by the Regulator, Rider Voided (for riders voided by the system if associated bond is returned), and Voided (for returned bonds voided by the Surety Company).

View a Returned Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks tab, click **Surety Bond Management** either in the top menu bar or in the main description panel (see *Figure 15*).

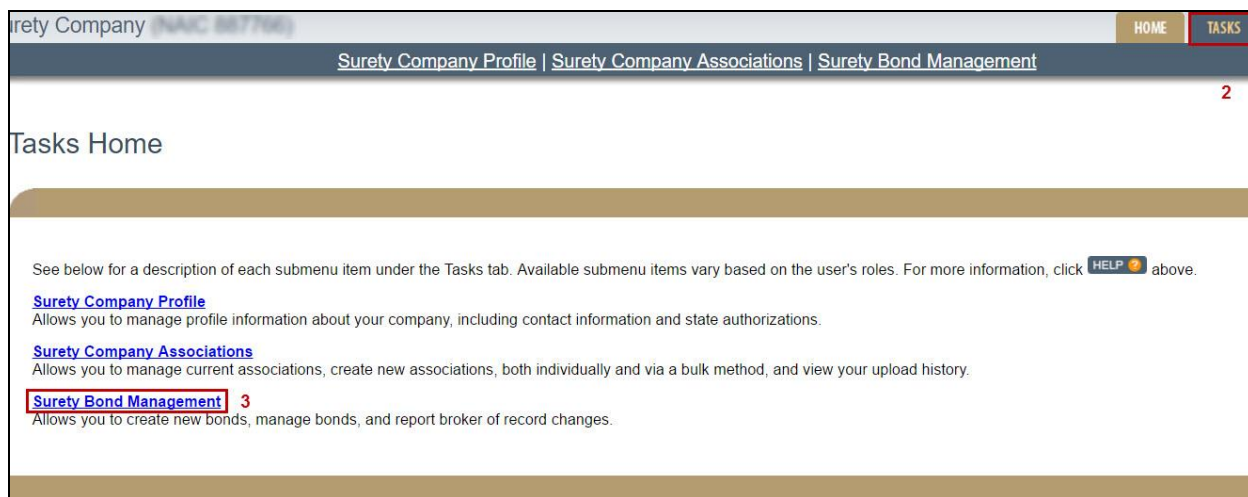


Figure 15: Surety Bond Management

4. Click **Manage Bonds**.
5. Use the *Returned to Surety* Bond Status filtering option to find the relevant bond. Once you have located the bond you would like to update, click the **Manage** button next to it (see *Figure 16*).

NOTE: The return reason and regulator note both appear on the *Manage Bond* page.

Void a Returned Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks tab, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds**.
5. Use the *Returned to Surety* Bond Status filtering option to find the relevant bond. Once you have located the bond you would like to update, click the **Manage** button next to it.
6. Click the **Void Bond** button at the bottom of the page.
7. Provide a **Void Note**, complete the attestation, and click the **Void Bond** button to complete the void process (see *Figure 18*).

Void Bond

CSA Demo Surety Company (NAIC 887766)

To void the bond, provide a Void Note to specify the reason for voiding the bond, then click the **Void Bond** button.

Void Bond

Void Note:

[View All Bond Detail](#)

I, Albert M. Smith, **Attorney-in-Fact**, am employed by or am an officer or a control person of CSA Demo Surety Company (NAIC 887766) and am authorized to execute this Surety Bond on Surety Bond Company's or Producer's behalf.

☒ **7** On this date Friday, June 16, 2017, I verify that I am the person named above and that the bond provided to you herewith was validly issued and executed. I do solemnly swear or affirm under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by law that I have reviewed the foregoing statements.

7

Void Bond **Return to List**

Figure 18: Void Bond

Recreate a Returned Bond

1. Log in to NMLS.
2. From the Home screen, click the **Tasks** tab.
3. Within the Tasks tab, click **Surety Bond Management** either in the top menu bar or in the main description panel.
4. Click **Manage Bonds**.
5. Use the filtering options to find the relevant bond. Once you have located the bond you would like to update, click the **Manage** button next to it.

NOTE: The “Return Reasons” and “Note” fields will contain information about what corrections the Regulator expects.

6. Click the **Edit** button at the bottom of the page.
7. Correct the bond as necessary, then click the **Save & Proceed** button (see *Figure 19*).

Edit Pending Bond

CBA Demo Surety Company (NAIC 887796)

To edit the bond, update the information provided in the fields below. After making updates, click **Save** to save and go to the *Manage Bonds* page. **Delete.**

Bond Reporting Type: ☒ Converted ☐ New

Licensee:

Licensing State:

License Type:

Surety/Underwriting Company:

Underwriter:

Start typing the first or last name of the underwriter, then select the name from the dropdown list that appears.

Surety Bond Producer:

Bond Number:

Bond Amount (\$):

Licensee Address:

Surety Address:

Surety Phone Number:

Note: This bond is not needed for this license type.

7

7

Save & Proceed

Figure 19: Edit Pending Bond

8. Use the checkbox to attest, then click the **Sign** button to send the bond to the Licensee for approval (see *Figure 20*).

I, Albert M. Adams, Attorney-in-Fact, am employed by or am an officer or a control person of CBA Demo Surety Company (NAIC 887796) Producer's behalf.

8 ☒ On this date Friday, June 16, 2017, I verify that I am the person named above and that the bond provided to you herewith under the penalties of perjury, or un-sworn falsification to authorities or similar provisions as provided by

8

Sign **Edit** **Void Bond** **Save Bond to Pdf** **Return To List**

Figure 20: Sign Amended Returned Bond

9. Once the Licensee signs the recreated bond and completes the Mark Ready process, the bond will be redelivered to the regulator.

Revised Form Bond Requirement

At times, state agencies may need to update bond form language on existing bonds. When this occurs, the system facilitates the issuance of the new bond form version that needs to be signed by both parties. An email notification and a system generated license item alerts all impacted Surety Companies, Surety Bond Producers and Licensees when a Revised Form Bond is required.

1. Use the filtering options to identify bonds in which a Revised Form Bond is Required (see *Figure 21*).

The screenshot displays the NMLS Surety Bond Management interface. The top navigation bar includes the NMLS logo, a 'Logged in as' status, and links for 'Logout (edit)' and 'Resource Center'. Below this, a secondary navigation bar shows 'HOME', 'TASKS', 'COMPOSITE VIEW', 'ADMIN', and 'REPORTS'. The main header area contains 'Surety Company Profile', 'Surety Company Associations', and 'Surety Bond Management'. A left sidebar lists 'Home', 'Create New Bond or Report BOR', 'Manage Bonds' (highlighted), 'View BOR Changes', and 'Licensee Authority List'. The main content area is titled 'Manage Bonds' and includes a 'HELP' button. Below the title, a message states: 'Below is a list of bonds you can manage. To view or update a bond, click **Manage** to the left of the //licensee. Bonds in "Pending Principal Signature" status cannot be updated.' A 'Filtering Options' box contains various search criteria: 'Bond Number', 'Revision Type', 'Underwriting Company', 'Underwriter', 'Creator', 'Licensee NMLS ID', 'Licensee Name', 'Surety Bond Producer NPN', 'Bond Status' (with options like 'Only Include Bonds Requiring Action by My Company', 'Requires Rep Signature', 'Returned to Surety', 'Executed', 'Cancelled', 'Pending Principal Signature', 'Declined', 'Notice of Cancellation', 'Voided'), and 'Bond Form Update' (with options 'Form Version Upgrade Required' and 'Revised Form Bond Required', which is checked and highlighted with a red box). 'Filter' and 'Clear' buttons are at the bottom of the filter box. Below the filter box, a table header is visible with columns: 'Licensee', 'Surety/Underwriting Company', 'Broker of Record', 'Underwriter', 'License Type', 'Bond Number', 'Bond Amount', 'Bond Effective Date', and 'Status'.

Figure 21: Filter for Revised Form Bond

2. Click the **Manage** button beside the applicable bond.

3. Click the **Issue Revised Form Bond** button to initiate the revision (see *Figure 22*).

Manage Bond HELP ?

Liberty Mutual Insurance Company (NAIC 23043)

! A new bond form version exists for this license type. A revised form bond must be issued on the new version and signed by both parties. Click Issue Revised Form Bond at the bottom of the page to begin the process of issuing the revised form bond.

Review and take action on the bond presented below. Available actions will vary based on: i) the bond status; ii) whether the bond has been delivered to the regulator; or iii) state-specific bond requirements.

| POSSIBLE ACTION | DESCRIPTION |
|-----------------------------------|--|
| Create Rider | Create a rider to update bond information if the bond is in Executed status and has been delivered to the regulator. |
| Submit Cancellation Notice | Submit Notice of Cancellation for a bond in an Executed status (including all riders) if the license type allows the bond to be cancelled or the bond has not been delivered to the regulator. |
| Rescind Cancellation | Rescind Notice of Cancellation for a bond in Notice of Cancellation status if the Cancellation Effective Date has not elapsed. |
| Reinstate Bond | Reinstate a bond in a Cancelled status as of the Cancellation Effective Date. |

Original Bond
SURETY BOND
LENDER

Bond Number: [REDACTED]
Bond Amount: **\$50,000**
Effective Date: **January 11, 2017**

WHEREAS application has been made to the Director of Business Regulation of the State of Rhode Island and Providence Plantations by:

[REDACTED]

Hereinafter referred to as "Licensee" or "Principal", to conduct, in the State of Rhode Island the business of a lender as provided for by Title 19, Chapters 14 and 14.1 of the General Laws of Rhode Island 1956, as amended.

WHEREAS said Principal is required to execute one bond payable to said State of Rhode Island in the penal sum of **Fifty Thousand Dollars (\$50,000)** from which it shall conduct the business provided for by Title 19, Chapters 14 and 14.1 of the General Laws of Rhode Island 1956, as amended, and file the same with the Director of Business Regulation.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

That said Principal known as, [REDACTED], including any and all trade names, NMLS # [REDACTED], or as any future name by which said organization shall be known as principal, and [REDACTED] NAIC # [REDACTED] are held and firmly bound unto the State of Rhode Island and Providence Plantations, for the use of said State and of any

Bond Form Version: RI-1/23/2017

Issue Revised Form Bond **Create Rider** **Submit Cancellation Notice** **Save Bond to Pdf** **Return To List**

Figure 22: Issue Revised Form Bond

4. Review the *Term Acceptance Date* and then click the **Next** button (see *Figure 23*).

NOTE: The Term Acceptance Date must be on or after the original Bond Effective Date on the latest delivered revision and cannot be future dated.

Create Revised Form Bond HELP ?

Liberty Mutual Insurance Company (NAIC 23043)

To create the revised form bond, provide the Term Acceptance Date and click **Next**.

Bond Number: 017172806
Bond Effective Date: 1/11/2017
Licensee: Atlantic Bay Mortgage Group, L.L.C. (72043)
License Type: Rhode Island Lender License
Surety/Underwriting Company: The Ohio Casualty Insurance Company (NAIC 24074)

Term Acceptance Date: 10/04/2017

Next **Return to List**

Figure 23: Term Acceptance Date

5. Click the **Save & Proceed** button to complete the attestation.
6. Proceed with the signing process by checking the attestation and clicking the **Sign** button. This delivers the bond to the licensee for their review and signature of the Revised Form Bond. When the Revised Form Bond is signed by both parties, the process is complete.

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