



MANAGING ASSOCIATIONS - SURETY BOND PRODUCER QUICK GUIDE

A surety bond producer is responsible for completing the association process in NMLS. To facilitate this process, NMLS enables the surety bond producer to complete the following actions:

- [Search and view existing surety companies](#) if an active association exists.
 - This includes surety company information, state authorizations, underwriting companies, and the existing association information.
- [Approve, reject, or request correction for pending associations requests.](#)
- [Request correction of existing associations.](#)
- [Remove existing associations.](#)

How to Search for Surety Bond Companies

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. If prompted, select the State context, and then log in to NMLS.
4. To view an existing surety company and their company information within NMLS, click the **Composite View** tab.
5. Click the *View Surety Bond Entity* link on the submenu.
6. Next provide the NAIC ID and/or Name of the surety company in the search fields.

NOTE: Once an NAIC ID or Name has been provided, the search can further be filtered by approved state authorizations.

7. Click the **Search** button (see *Figure 1*).

The screenshot displays the NMLS Surety Bond Producer interface. At the top, it shows the user is logged in as JacobB4. The main navigation bar includes 'HOME', 'TASKS', 'COMPOSITE VIEW', and 'ADMIN'. A red arrow labeled '4' points to the 'COMPOSITE VIEW' tab. Below this, a submenu shows 'View Surety Bond Entity' with a red arrow labeled '5' pointing to it. The main content area is titled 'Surety Company Search' and contains a search form. The form has two input fields: 'NAIC ID:' and 'Name:'. Below the 'Name:' field are radio buttons for 'Starts With', 'Contains', and 'Soundex'. A red bracket labeled '6' encompasses these two input fields. Below the search fields is a dropdown menu labeled 'Restrict Search by Approved State:'. At the bottom of the form is a 'Search' button, with a red box and arrow labeled '7' pointing to it. A 'Cancel' and 'Clear' button are also present. A 'HELP ?' button is located in the top right of the search area. The footer contains copyright information for 2015 SRR.

Figure 1: How to Search for Surety Companies in NMLS

- Click the NAIC number provided as a link beside the surety company name to view the surety company's NMLS record.
- NOTE:** A surety bond producer must have an active association with the surety company in order to gain access to their NMLS record.
- Click the links on the left navigation panel to view each section of the NMLS company record. This includes the surety company information, state authorizations, bond limits, and the active surety company association with your entity (see *Figure 2*).

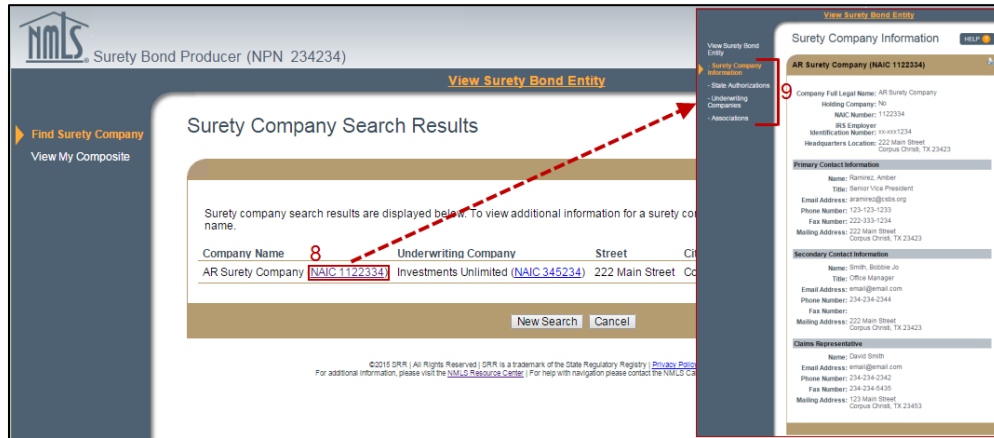


Figure 2: How to View a Surety Company Record in NMLS

How to Accept an Association Request from a Surety Company

- To accept an association with an existing surety company, click the **Tasks** tab.
- Click the *Company Associations* link on the submenu.
- Click on the *Association Requests* link on the left navigation panel.
- Click the **Manage** button beside the surety bond company (see *Figure 3*).

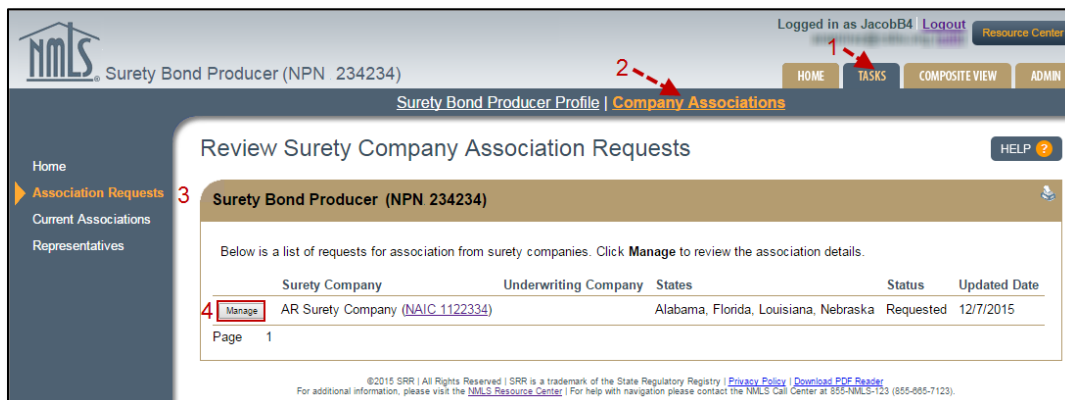


Figure 3: How to Access the Manage Existing Association Page

- Review the surety company association request including state authorizations, bond limits, representative, their bond limits, and any related comments (see *Figure 4*).

The following actions can be taken:

Review Surety Company Association Requests

Surety Bond Producer (NPN 234234)

Review the information and use the buttons at the bottom to take the appropriate action.

Surety Company: AR Surety Company (NAIC 1122334)
 Underwriting Company: (Not Applicable)
 Has Execution Authority: Yes
 Requested Date: 12/7/2015 10:29:50 PM

States for the Association	
State	Bond Limit
Alabama	\$400,000
Florida	\$400,000
Louisiana	\$350,000
Nebraska	\$300,000

Representatives for the Association	
Name	Bond Limit
Jacob, Bryan (NPN 654321)	\$300,000
Smith, Jeff (NPN 223344)	\$350,000

Comment History
 There are no comments for the association.

Return To List | **a** Approve | **b** Request Correction | **c** Reject

a. Click the **Approve** button to accept the information provided. Then insert an approval comment (optional), review the attestation, check the available box, and click the **Approve** button to complete the association.

b. Click the **Request Correction** button to leave a Reason for Correction comment to be sent back to the surety company for review. Then click the **Request Correct** button at the bottom of the page.

c. Click the **Reject** button to leave a Reason for Rejection comment to be sent back to the surety company for review. Then click the **Reject** button at the bottom of the page.

Figure 4: Review of Surety Company Association Request

How to Request a Revision to a Current Association

This can be done to make changes to the execution authority, add or remove states from the association, and to revise bond limits.

- To request a revision to a current association, click the **Tasks** tab.
- Click the *Company Associations* link on the submenu.
- Click the *Current Associations* link in the left navigation panel and then click the **Manage** button (see *Figure 3*).
- Click the **Request Correction** button.
- Provide a Reason for Correction comment to be sent to the surety company and then click the **Request Correction** button.

How to Remove a Current Association

1. To request a revision to a current associations, click the **Tasks** tab.
2. Click the *Company Associations* link on the submenu.
3. Click the *Current Associations* link in the left navigation panel and then click the **Manage** button (see *Figure 3*).
4. Click the **Remove** button.
5. Provide a comment in the note field regarding the removal and then click the **Remove** button.

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