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).

![Figure 1: How to Search for Surety Companies in NMLS](image-url)
8. Click the NAIC number provided as a link beside the surety company name to view the surety companys’ 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.

9. 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](image)

**How to Accept an Association Request from a Surety Company**

1. To accept an association with an existing surety company, click the **Tasks** tab.

2. Click the **Company Associations** link on the submenu.

3. Click on the **Association Requests** link on the left navigation panel.

4. Click the **Manage** button beside the surety bond company (see Figure 3).

![Figure 3: How to Access the Manage Existing Association Page](image)
5. 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:

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.

---

**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.

1. To request a revision to a current association, 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 **Request Correction** button.

5. 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).