



SURETY BOND PRODUCER ACCOUNT CREATION

A *Surety Bond Producer Account Request Form* must be completed by someone from your company with the legal authority to act on behalf of your company. At the end of the form, they will be asked to attest that the information submitted is correct and that they have the authority to submit this form for their company. If you are unsure who should fill out the *Surety Bond Account Request Form* for your company, consult your company's leadership and/or legal counsel.

Completing the Surety Bond Producer Account Request Form:

1. Navigate to the *Surety Bond Producer Account Request Form*.

NOTE: The *Surety Bond Producer Account Request Form* page will be made available to users on an invitation basis during the phased implementation approach. Please visit the [NMLS Resource Center](#) for additional information.

2. Retype the security letters and numbers shown on the screen in the space provided and click the **Next** button.
3. To navigate through the form, click the **Next** button at the bottom of the page to continue to the next section.
4. Complete **ALL** of the fields within the *Surety Bond Producer Account Request Form* including company information, primary and secondary contact information, account administrators, state authorizations, and submitter contact information.

NOTE: If any required information is missing from a section, a red error message identifying what information must be provided will appear and prevent forward navigation. You must provide this information and click the **Save** button in order to proceed.

5. Once all sections have been completed, the System will allow you to review the data provided.

NOTE: Be sure you have entered your NPN number and EIN correctly and provided valid email addresses for both Account Administrators that are readily accessible. You cannot edit the NPN number and EIN once your record is created without contacting the NMLS Call Center.

6. Prior to completing the attestation, click the **Choose File** button to upload related surety bond producer formation documents. Refer to the [Surety Bond Producer Account Request and State Authorizations Form](#) for a list of required documentation.

NOTE: If your upload contains multiple files, they must be merged into one PDF file. The PDF file cannot be password protected or exceed 8MB.

7. To submit the *Surety Bond Producer Account Request Form*, review the attestation and confirm the statement by selecting the check box.
8. To submit the form, click the **Submit** button.

Once the *Surety Bond Producer Account Request Form* has been submitted it will be reviewed by NMLS. The identified Account Administrators will receive an email from NMLS_Notifications@NMLSNotifications.com within 5 – 7 business days informing the applicant of approval or rejection based on verification of the information provided.

Rejection may occur if:

- Legal Name does not match NAIC data
- EIN already exists in NMLS or does not match NAIC data
- NPN already exists in NMLS or does not match NAIC data
- Unique administrators were not provided
- Documentation provided is inconsistent with account request form
- Data fields appear to be incomplete or erroneous

If the *Surety Bond Producer Account Request Form* is approved, the Account Administrators will receive user name and password information to access NMLS in separate emails.

NOTE: For instructions on how to log in to NMLS for the first time, please refer to the [How to Log in to NMLS Quick Guide](#). It is important that you maintain your user name and password in a safe location. You will use these in the future when you need to access your record in NMLS.

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