

SURETY COMPANY AMENDMENT QUICK GUIDE

A surety company may be required to amend their record in NMLS for any of the following reasons:

- Revisions to company contact information.
- Addition or Removal of the State Authorizations.
- Revisions to Bond Limits.
- Revisions to underwriting companies.

Amending Surety Company Account Information

- 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 the surety company information and determine if information in your record needs to be updated, click the **Composite View** tab.
- 5. Click the *View Surety Bond Entity* link on the submenu.
- 6. Click the *View My Composite* link on the left navigation panel.
- 7. Click the links on the left navigation panel to view each section of the NMLS surety company record (see *Figure 1*).

	View Surety Bond Entity		
Surety Company Information	HELP 😑		
AR Surety Company (NAIC 1122334) 5	\$		
View Surety Bond Entity - Side Autoration - Undergram - Side Autoration - Undergram - Company Full Legal Name: AR Surety Company Holding Company; No NNAC Number: 102334 IRS Employer - Association			
Find Surety Bond Producer Search			
View My Composite 6			
Email Address: eramina@ests.org			
Phone Number: 123-123-1233			
Fax Number: 222-333-1234			
Search for existing surety bond producer records. Mailing Address: 222 Man Steet Copper Const. Tr. 23423			
Secondary Contact Information			
NPN: Name: Smith, Bobbie Jo			
Name: Title: Office Manager			
Email Address: email@email.com			
Starts With Contains Phone Number: 224-234-2344			
Fax Number:			
Restrict Search by Approved State: Mailing Address: 222 Mail Street Corps Of Mail Street Corp			
Claims Representative			
Name: David Smith			
Email Address: email@email.com			
Search Cancel Phone Number: 234-234-234-2			
Fax Number: 234-234-5435			
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Figure 1: How to View NMLS Company Record

NOTE: If all information is correct and up to date, no amendment is necessary. If information should be updated or corrected, refer to the following steps to amend your company information.

- 8. Click the **Tasks** tab.
- 9. Click Surety Company Setup link in the submenu.
- 10. Click the links on the left navigation panel to make changes to each section of the NMLS surety company record (see *Figure 2*).

AR Sure	ty Co	Dempany (NAIC 1122334) Dempany (NAIC 1122334)	center DMIN		
	Surety Company Setup Company Associations				
Home Contact Information Add/Remove State Authorizations Update Bond Limits Underwriting Companies Comments	10	Surety Company Home			
		C2015 SRR All Rights Reserved SRR is a trademark of the State Regulatory Registry <u>Privacy Policy Download PDF Reader</u> For additional information, please visit the <u>NMLS Resource Center</u> For help with navigation please contact the NMLS Call Center at 855-NMLS-123 (855-665-7123).			

Figure 2: How to Revise NMLS Company Information

- 11. To make changes on the *Add/Remove State Authorizations* section or the *Update Bond Limits* section, the attestation must be completed. To do so, review the attestation, check the available box, and then click the **Submit Changes** button.
- 12. To add a new underwriting company, click the **New Underwriting Company** button in the *Underwriting Companies* section (see *Figure 3*).
 - Complete the Company Information section, upload the file attachment, and select the applicable state authorizations and bond limits. Refer to the <u>Surety Company</u> <u>Account Request and State Authorizations Form</u> 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.

b. To submit the new underwriting company, review the attestation, check the available box, and then click the **Submit** button.

	A 1	New Underwriting Company					
-	NMC	AR Surety Company (NAIC 1122334)	\$				
	AR Suret	ty Company (NAIC 1122334) This is where you entiri information on the underwriting company including selecting the states you with to issue surely bonds in NULS and the boot limits for the selected states.					
		Surety Company Setup Company Company Information					
		Company Full Legal Numer - NAC Number - NAC Number - Seconse					
	Home	Underwriting Companies					
	Contact Information	File: Choose File No file chosen					
Add/Remove State		State Authorizations	-				
	Authorizations	AR Surety Company (NAIC 1122334) Select State Enter Boad Limit (5) Status Select State Enter Boad Limit (5) Status					
	Update Bond Limits	Atasia Orbitasia					
	Underwriting	This page allows for the management of underwriting companies if applic					
<u> </u>	Companies	Adamas New Hampshire	_				
	Comments	Active Underwriting Companies	1				
		Actions Company Name Status Stat Massacpi Watchin Watchin					
		East Remove Investments Unlimited (NAIC 345234) Approved Cali	٦.				
		I Amber Raming, of AR Surety Company (Company) certify that to the best of my knowledge and beliet, the internation contrained in this submission - including but not timele to the internation upload and data fields - is accurate and complete. By requesting verification, is cluding but not timele to the internation upload and data fields - is accurate and complete. By requesting verification, is cluding but not timele to the internation upload and data fields - is accurate and complete. By					
		Inactive Underwriting Companies to attest to and submit this information on behair of the Company.					
		Actions Company Name Status States					
		Ghostrider underwriters (NAIC 234234) Removed California.					
		Storal Greet					
		12 New Underwriting Company					

Figure 3: How to Add a New Underwriting Company

- 13. To make changes to existing underwriting companies in the *Underwriting Companies* section, click the **Edit** button.
 - a. Use the left navigation panel to make changes to the state authorizations and bond limits associated with this underwriting company. Review the attestation, check the available box, and then click the Submit Changes button.

NOTE: If the underwriting company has not been approved, you will be unable to make updates to the state authorizations and/or bond limits. It takes approximately 5 - 7 business days for a new underwriting company to be reviewed and approved.

b. Once changes have been submitted, click the *Return to Surety Company* link in the left navigation panel.

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