



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*).

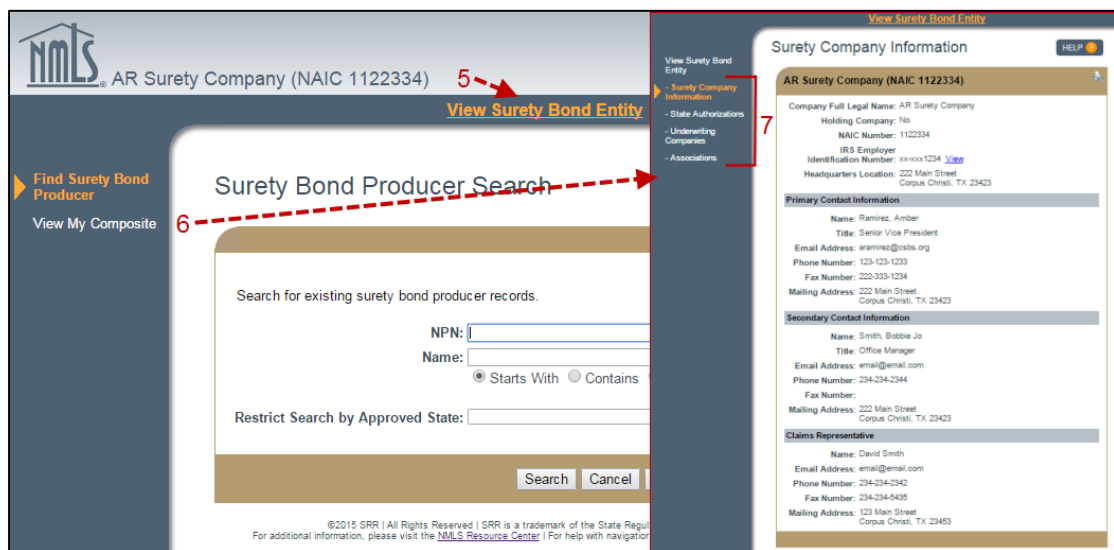


Figure 1: How to View NMLS Company Record

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*).

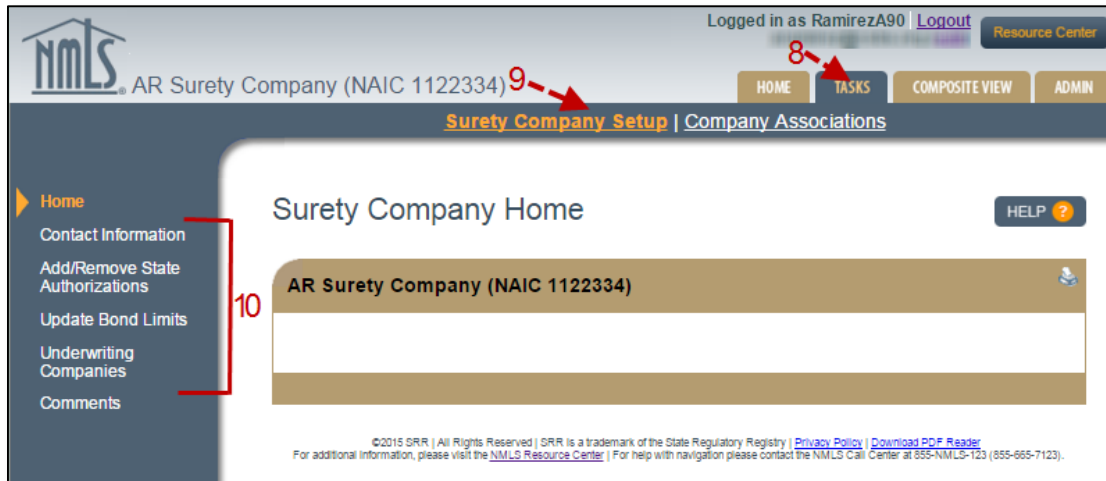


Figure 2: How to Revise NMLS Company Information

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*).
 - a. Complete the *Company Information* section, upload the file attachment, and select the applicable state authorizations and bond limits. Refer to the [Surety Company 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.
 - b. To submit the new underwriting company, review the attestation, check the available box, and then click the **Submit** button.

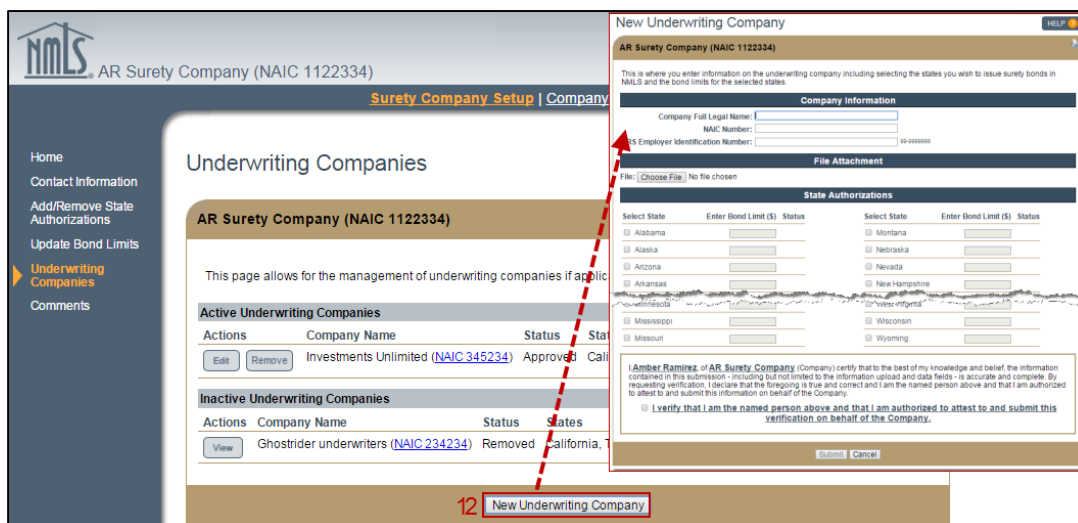


Figure 3: How to Add a New Underwriting Company

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).