



PREPARING FOR COMPANY RENEWAL QUICK REFERENCE

These are the recommended procedures and practices for Renewal preparation.

Task	Resources
Ensure your records are up to date by submitting any necessary amendments via the Filing tab.	Company (MU1) Amendments Quick Guide Branch (MU3) Amendments Quick Guide
Confirm licenses are in statuses eligible for renewal by reviewing the <i>State License/Registration List</i> under the Composite View tab.	State License/Registration List Help Document
Clear any outstanding license items by viewing the <i>License Item List</i> under the Tasks tab and take any necessary actions.	License Item List Quick Guide
Review agency-specific Renewal requirements on the Annual Renewal Checklist Compiler .	Viewing and Exporting NMLS License Renewal Checklists
Run the Renewal Activity Reports under the Renewals tab to determine whether a regulator is preventing renewal.	Renewal Handbook for Companies