



COMPANY USERS and the RENEWAL ROLE

In order to renew licenses for the company, branch and individuals sponsored by the company, Account Administrators may need to grant company users an additional user role to access the renewal tab. Account administrators can grant roles by following the steps outlined below.

Granting Company Users the Renewal Role in NMLS

1. Log into your company NMLS Account
2. Select the **ADMIN** tab
3. If you wish to add company users to help during the renewal period, follow the instructions below for creating an organization user.

Create an Organization User

To add additional users

- Enter *Create Organization User* on the left navigation panel. Enter the individual's name, phone number and e-mail address and hit next.
- Determine the system access the individual will need, check the appropriate boxes and hit next.
- A confirmation screen will appear, once all information is confirmed, hit Finish.
- NMLS notifications will send two emails to the individual, one with their user name, and one with their password.

If you wish to add roles for renewal to new or existing users, follow the instructions below.

Manage Roles

Search for the user account and select them once identified. To authorize an individual to access the Renewal functionality, check the box next to Renewals – Company Renewals.

Renewals – Company Renewals

Additional information regarding User Roles and the admin function can be found in the Account Administration Navigation Guide by hitting the **help** icon in NMLS or in the Resources & Support section of the NMLS website.

For additional navigational assistance, please contact the NMLS Call Center at 240-386-4444.