Menu

- Policy
- Definitions and Charts
- How to Add Business Activities

- How to Add a State to Existing Activities
- How to Request Licenses
- How to Remove Licenses

Policy

Applicants and licensees must indicate all business activities the branch engages in, regardless of whether those activities are undertaken in a state in which they are applying for a license or whether the state manages the related license types in NMLS. The business activities selected determine which licenses the system permits you to apply for.

All activities listed here must also be listed on the Company Form (MU1).



Figure 1: Screenshot of Business Activities Section

Definitions and Charts

List of defined Business Activities

How to Add Business Activities

- 1. Click the **Add Activity** button (see Figure 2).
- 2. Click the **Copy** button to select the Business Activities from the most recent Company (MU1) filing or select the checkboxes next to the business activities to be conducted by the branch.
- 3. Click the **Next** button.
- 4. Check the corresponding State(s).
- 5. Click the **Next** button.
- 6. Confirm added activities by clicking the **Next** button.
- 7. Click the **Save Business Activities** button, or if requesting or transitioning a license, select the **Request License** button.

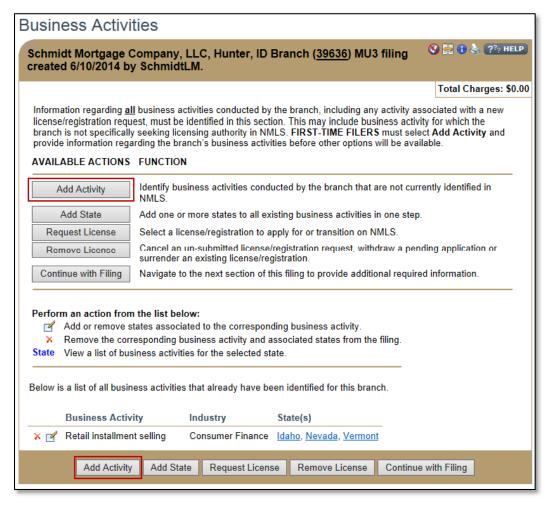


Figure 2: Screenshot of Adding a Business Activity



How to Add a State to Existing Business Activities

- 1. Click the **Add State** button (see Figure 3).
- 2. Select one or more checkboxes next to states.
- 3. Click the **Next** button.
- 4. Use the checkboxes to associate states to existing activities.
- 5. Click the **Next** button.
- 6. Click the **Save Business Activities** button, or if requesting or transitioning a license, select the **Request License** button.



Figure 3: Screenshot of Adding a State to Existing Business Activities

9/22/2015 3

How to Request Licenses

- 1. Click the **Request License** button (see Figure 4).
- 2. Select one or more checkboxes next to the appropriate state licenses.

NOTE: If unsure as to which license to choose, review the State Licensing page of the NMLS Resource Center, or contact the state regulator directly.

- 3. Enter your company's existing license number. If you are applying for the license selected, leave this field blank.
- Click the **Next** button.
- 5. If satisfied with selections, click the **Continue with Filing** button.

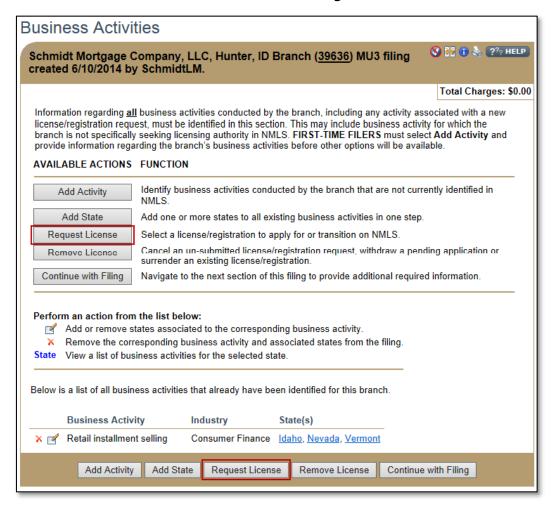


Figure 4: Screenshot of Request License

How to Remove Licenses

- 1. Click the **Remove Licenses** button (see Figure 5).
- 2. Click the appropriate button under available actions column. For example, "Surrender."
- 3. Confirm this action by clicking the **OK** button.

NOTE: If surrendering a license, review the Surrender Checklist available on the <u>State Licensing</u> page of the NMLS Resource Center. Your company may have additional requirements in order for your state regulator to accept your branch surrender request.

4. Click **Attest and Submit** link from the left navigation panel and submit the filing.

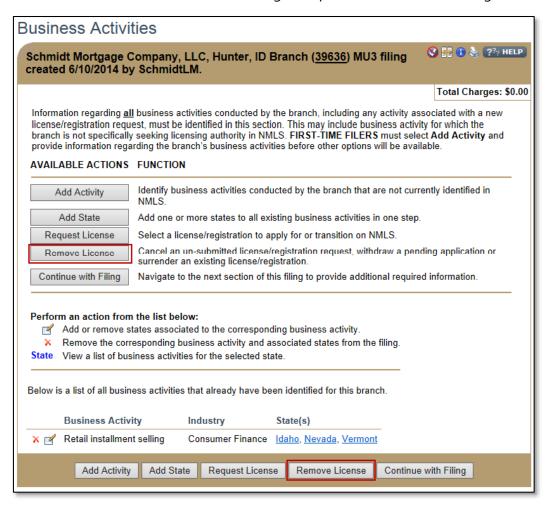


Figure 5: Screenshot of Remove License

Additional Resources

- Information Viewable in NMLS Consumer Access
- Branch (MU3) Form Filing
- State Licensing Checklists