



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.

Business Activities

Schmidt Mortgage Company, LLC, Hunter, ID Branch (39636) MU3 filing
created 6/10/2014 by SchmidtLM.

[HELP](#)

Total Charges: \$0.00

Information regarding **all** business activities conducted by the branch, including any activity associated with a new license/registration request, must be identified in this section. This may include business activity for which the branch is not specifically seeking licensing authority in NMLS. **FIRST-TIME FILERS** must select **Add Activity** and provide information regarding the branch's business activities before other options will be available.

AVAILABLE ACTIONS	FUNCTION
Add Activity	Identify business activities conducted by the branch that are not currently identified in NMLS.
Add State	Add one or more states to all existing business activities in one step.
Request License	Select a license/registration to apply for or transition on NMLS.
Remove License	Cancel an un-submitted license/registration request, withdraw a pending application or surrender an existing license/registration.
Continue with Filing	Navigate to the next section of this filing to provide additional required information.

Perform an action from the list below:

- Add or remove states associated to the corresponding business activity.
- Remove the corresponding business activity and associated states from the filing.
- State** View a list of business activities for the selected state.

Below is a list of all business activities that already have been identified for this branch.

Business Activity	Industry	State(s)
Retail installment selling	Consumer Finance	Idaho , Nevada , Vermont

Add Activity
Add State
Request License
Remove License
Continue with Filing

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.

Business Activities



Schmidt Mortgage Company, LLC, Hunter, ID Branch (39636) MU3 filing
created 6/10/2014 by SchmidtLM.

Total Charges: \$0.00

Information regarding **all** business activities conducted by the branch, including any activity associated with a new license/registration request, must be identified in this section. This may include business activity for which the branch is not specifically seeking licensing authority in NMLS. **FIRST-TIME FILERS** must select **Add Activity** and provide information regarding the branch's business activities before other options will be available.

AVAILABLE ACTIONS	FUNCTION
Add Activity	Identify business activities conducted by the branch that are not currently identified in NMLS.
Add State	Add one or more states to all existing business activities in one step.
Request License	Select a license/registration to apply for or transition on NMLS.
Remove License	Cancel an un-submitted license/registration request, withdraw a pending application or surrender an existing license/registration.
Continue with Filing	Navigate to the next section of this filing to provide additional required information.

Perform an action from the list below:

-  Add or remove states associated to the corresponding business activity.
-  Remove the corresponding business activity and associated states from the filing.
- State** View a list of business activities for the selected state.

Below is a list of all business activities that already have been identified for this branch.



Business Activity	Industry	State(s)
  Retail installment selling	Consumer Finance	Idaho , Nevada , Vermont

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

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.
4. Click the **Next** button.
5. If satisfied with selections, click the **Continue with Filing** button.

Business Activities

Schmidt Mortgage Company, LLC, Hunter, ID Branch (39636) MU3 filing
created 6/10/2014 by SchmidtLM.

Total Charges: \$0.00

Information regarding **all** business activities conducted by the branch, including any activity associated with a new license/registration request, must be identified in this section. This may include business activity for which the branch is not specifically seeking licensing authority in NMLS. **FIRST-TIME FILERS** must select **Add Activity** and provide information regarding the branch's business activities before other options will be available.

AVAILABLE ACTIONS	FUNCTION
Add Activity	Identify business activities conducted by the branch that are not currently identified in NMLS.
Add State	Add one or more states to all existing business activities in one step.
Request License	Select a license/registration to apply for or transition on NMLS.
Remove License	Cancel an un-submitted license/registration request, withdraw a pending application or surrender an existing license/registration.
Continue with Filing	Navigate to the next section of this filing to provide additional required information.

Perform an action from the list below:

- Add or remove states associated to the corresponding business activity.
- Remove the corresponding business activity and associated states from the filing.
- State** View a list of business activities for the selected state.

Below is a list of all business activities that already have been identified for this branch.

Business Activity	Industry	State(s)
Retail installment selling	Consumer Finance	Idaho , Nevada , Vermont

Add Activity Add State **Request License** Remove License Continue with Filing

Figure 4: Screenshot of Request License

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.

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](#)