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Policy

An individual must give an employer Company Access to their NMLS record before the company can view the individual’s record, pay for a SAFE test, establish a relationship, and submit filings for license requests on their behalf.

If an individual no longer wishes for a company to have access to their record, they must remove company access. Removing company access to an individual’s record is separate from ending a Relationship with a company.

The system prohibits company access from being removed by an individual if an active relationship or sponsorship with a company exists.

Granting a company access to an individual’s record does not relinquish control of the record. Individuals always maintain control of their record.

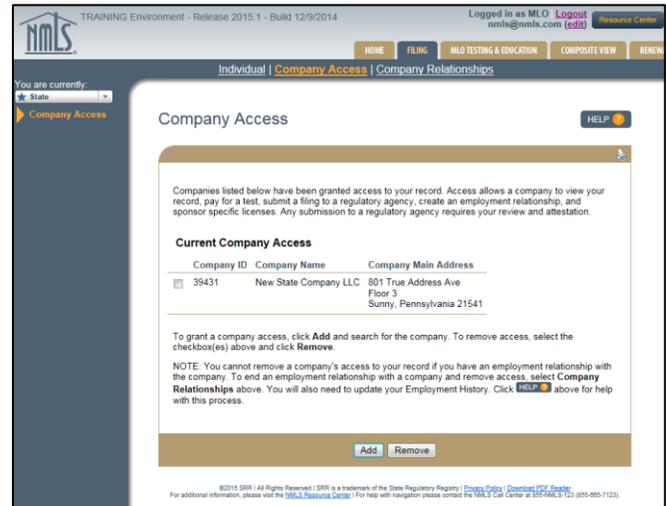


Figure 1: Company Access

Definitions and Charts

	Definition
Relationship	A company’s indication that the individual being employed by the company or having a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.
Sponsorship	A company’s indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual’s license and the company must already have an established relationship with the individual in the system. License sponsorship must be approved by the regulator.
Access	Access allows a company to view, manage, monitor, and receive reports about any component of your record. This includes, but is not limited to, any non-public or personally identifiable information contained in your record. Companies can also submit a filing to a regulatory agency, pay for a test, create an employment relationship, and sponsor specific licenses. Any submission to a regulatory agency requires your review and attestation.

How to Add Company Access

1. Click the **Add** button.
2. Enter the NMLS ID or Name of the company.
3. Click the **Search** button (see *Figure 3*).

Figure 2: Company Access - Search

4. Select the checkbox next to the appropriate company.
5. Click the **Save** button (see *Figure 3*).

Figure 3: Company Access

How to Remove Company Access

1. Select the checkbox next to the appropriate company.
2. Click the **Remove** button (see Figure 4).

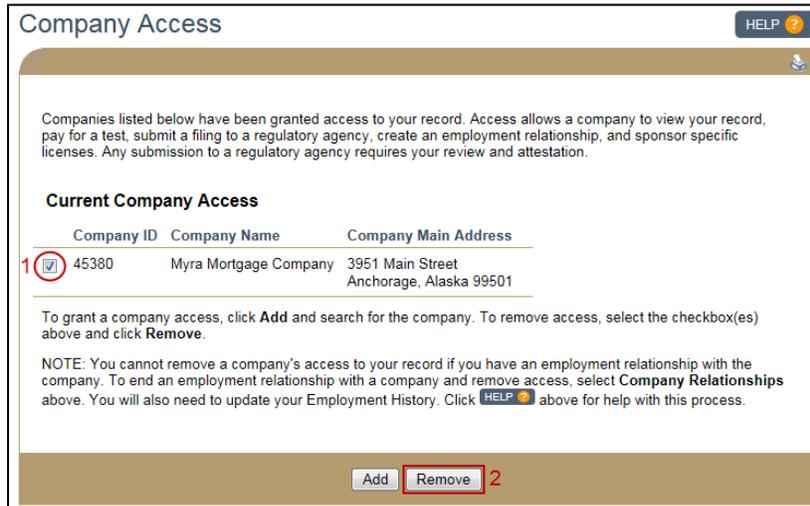


Figure 4: Remove Company Access

Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Providing Access to a Company](#)
- [Removing Access & Ending Relationships](#)