



PAY CREDENTIAL SUBSCRIPTION FEES

Two-factor authentication is required in connection with the Federal Registry to satisfy federal data security standards. Institution Users (Account Administrators and Organizational Users) will be subject to this requirement to provide an additional level of verification to NMLS prior to gaining access to personally identifying information. The Account Administrators and Institution Users with Financial Admin role have the capability of paying the Credential Subscription fee (including renewal fees) for the Organizational Users.

Subscription Renewal: NMLS requires each Institution user to renew the subscription of their two-factor authentication credential (i.e. physical token, desktop application or phone application) every year on or before the subscription expiration date to avoid an interruption in the user's ability to log on to NMLS. An email notification will be sent to each user 30 days prior to the expiration of his/her subscription. Notification also will be provided to the Institution 30 days prior to the expiration of the subscription for one or more institution users.

To Pay an Organizational User Credential Subscription Fee:

1. Log into the institution's NMLS account.
2. In the *Welcome* screen, select the **Invoice** link in the blue sub-menu.
3. From the dropdown menu for **Invoice Type**, select **Unpaid** and then select **Search**.

Invoice Search

Use the search options to access one or more invoices related to submissions made by your Entity Id. Search options include:

Confirmation Number – To find a specific invoice (provided when you remit payment).
Entity Id – To find invoices with charges related to a specific NMLS ID.
Invoice Type – To find invoices based on payment status (Failed Payment = requires repayment; Paid = payment completed; Pending = processing payment; Unpaid/Certification = requires payment).
Begin Date and End Date – to find invoices from a specified date range.

Click **Search** to return a list of related invoices.

Confirmation Number:

Entity Id:

Invoice Type:

Payment Method:

Begin Date:

End Date:

4. Select the  icon to the left of the corresponding invoice.

Invoice Search

Click to View and/or Pay the corresponding Invoice.
 Click to download the displayed invoice details in csv format.
 Select **Download as CSV** to download invoice details for all invoices listed on the screen in csv format.

Invoice ID	Invoice Date	Source	User Name	Amount	Payment Method	Status	Status Date
38812	12/9/2010	CredentialSubscription	SmithJ46	\$70.00		Unpaid	12/9/2010

Invoice 1 - 1 of 1

5. Select **Pay Invoice** to submit payment.

Invoice

User Name: SmithJ46
 Invoice Id: 38812
 Invoice Source: CredentialSubscription
 Invoice Amount: \$70.00
 Invoice Date: 12/9/2010
 Invoice Status: Unpaid
 Invoice Status Date: 12/9/2010
 Filing Id:

Charges

Entity	Subject	Charge Name	Amount
Victoria Calandra (26760)	Credential Subscription (Julie Smith)	Subscription Fee	\$70.00

Payment
No payment information.

6. Select the button on the **Payment Terms and Conditions** page.

7. Input payment information and select the button.

8. Your **Payment Confirmation Number** will display. You may print the confirmation for your records.

One Time Payment

Payment Confirmation

Thank you, your payment was successfully processed. Payment details are below. Please print a copy for your records.

Pay to the order of: **Nationwide Mortgage**
 User Id: CalandrV
 Payment Method: ACH
 Payment Date: 12/10/2010
 Amount: 70.00

Your **Payment Confirmation Number** is **V15D2ECE8B8B**

Print this page for your records. Your bank or credit card statement will read "Mortgage License - NMLS" for this transaction. To view full invoice details, access the [Invoice](#) option from your Home tab and enter the **Payment Confirmation Number** provided above as your search criteria.

9. Select **Finish**.

For information on how to register the credential, see the [Quick Guide: Registering a Credential](#).

For further assistance please contact the NMLS Call Center at 240-386-4444.