







COMPANY NMLS STREAMLINED RENEWAL PROCESS

Company Account Administrators will have automatic access to the *Renewals* tab and all renewal roles. Account Administrators will need to assign company users with additional roles to have access to the *Renewals* tab. See the Company Users and Renewal Roles for help with this step.


1. Consult the Uniform Renewals Checklist to determine documentation each state agency may require you to mail outside the NMLS renewal process. You can find the checklist in the Renewals section of the [NMLS website](#).
2. Log in to [NMLS](#).
3. In the *Welcome* screen, select the  tab.
4. Within the *Renewals* tab, select the **Renew/Do Not Renew** menu option.
5. In the *Renewals Selection List*, click the checkbox beside each license for which you wish to request renewal. If you want to request renewal for all licenses listed on the page, click  to “select all”. If you want to indicate to the regulator that you are not going to renew a license click the red circle .

Note: If your company has a list of licenses which is long enough to span several pages, the “select all” feature will only apply to one page at a time. Selection must be made and changes must be saved on the current page before proceeding to the next page.

6. Click the “Apply Selections” button. Your selections will be saved and must now be submitted through the renewal cart.
7. Enter the *Renewals Cart* through the left navigation panel.
8. Click “Proceed to Invoice” for a complete breakdown of the fees.
9. Click “Pay Invoice” to proceed to the payment screens and remit payment.

Note: Click the red  to remove a license from the list. The license will be returned to the *Renewal Selection List*.

If you decide you wish to Renew after submitting a Do Not Renew request:

1. Enter the *Recall List* on the Left Hand Navigation Panel
2. Select the licenses you wish to recall from the do not renew status with the regulator by checking the box under the  recall icon and click “Apply Selections.”

3. The license will be returned to the *Renewals Selection List*.

Tools: Within the Renewals tab, use the **Renewal Reports** to help you answer the following questions.

Which of my licenses cannot be selected for renewal? Click on the *Ineligible for Renewal* query icon for either Company/Branch or Individual to display a corresponding list of licenses that are currently not considered eligible for renewal.

Note: This query does NOT include licenses if renewal attestation has not yet been completed, but are otherwise considered eligible for renewal.

How do I check the status of my submitted renewal requests? Click on the *Submitted Renewal Requests* query icon for either Company/Branch or Individual, depending on the type of licenses you are interested in. Alternatively, you can also check the status of your renewals requests using View License/Registration List under the *Composite* tab.

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