

## **NMLS Transfer Procedures**

LO will need to log into their NMLS using the attached guidelines.

LO essentially needs allow access for Senior Freedom Inc (NMLS 1203862) and then they can terminate access for their current employer once the transfer process is complete.

LO will need to update their employment history and show their stop date (month and year) with their former employer, and put Senior Freedom Inc. as their current employer with the start date.

Once all of this has been done, the LO needs to attest to their updated MU4 filing.

At that point, Senior Freedom Inc can go in and sponsor the applicant. If there is a problem with the filing, the LO will be notified of any corrections that need to be made. Once Senior Freedom Inc. has sponsored the LO, the NMLS will send an email notification for the LO to log in and attest to the changes.

It must be pointed out that there is a time lag of up to several days before TDSML will update the information on the LO and get it into the NMLS system, so take that into account when initiating the transfer process. The LO may want to start the transfer process earlier if they want to avoid a lag in their license status.






## TERMINATING ACCESS AND A RELATIONSHIP WITH A COMPANY IN NMLS




If you are changing employers or leaving a company and want to terminate your relationship and company access with your existing company, follow the simple steps below.

*Note:* Failure to terminate a Company Relationship and Company Access means that the company continues to be able to view your record.

### **To Terminate Access with a Company**

1. Go to the NMLS Resource Center at [www.mortgage.nationwidelicencingsystem.org](http://www.mortgage.nationwidelicencingsystem.org) and click the  button in the upper right corner of the website.
2. Click “Log in”.
3. Click  and click .
4. Click the box beside the Company you wish to terminate access with and click **Remove**.

### **To Terminate a Relationship with a Company**

5. Click  and click .
6. Click the Edit Icon .
7. Enter the termination date with the company.
8. NMLS will prompt you to confirm you wish to terminate the relationship. Click **Terminate Relationship**.

*Note:* This action may temporarily suspend your license. Consult the jurisdiction’s specific requirements for details.

9. To verify the termination click .
10. NMLS will list no current company relationships. The company you terminated the relationship with will show under “Previous Company Relationships”.



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



## PROVIDING A COMPANY ACCESS TO YOUR RECORD

If you wish to allow a company to submit a filing on your behalf, show a company relationship or sponsor your license, you will need to grant them access to do so. Company access to your record will continue until you terminate company access.

### **Granting Access**

1. Go to the NMLS website at [www.stateregulatoryregistry.org/NMLS](http://www.stateregulatoryregistry.org/NMLS) and click on the  button in the upper right corner.
  2. Click “Log in”.
  3. Enter your User Name and Password and select the box agreeing to the Applicant/Licensee Agreement.
  4. In the welcome screen click  in the upper right hand corner.
  5. In the **Form Filing Home** screen click **Company Access** in the blue header below the houses at the top of the screen.
  6. Click **Add** to search for the company you wish to grant access. Request your company's NMLS ID number to insure the access you're granting is to the correct company. You can also search by Company Name.
  7. Once the company appears click save.
- Note:** The system will reflect the company you selected under **Current Company Access** and the company administrator will receive an email notification that you have granted them access.
8. Once access has been granted, the company can establish a relationship and create a sponsorship request for licenses filed.

**Note:** Companies can only sponsor licenses in jurisdictions in which they are also licensed.

To verify your relationship & sponsorship status, re-enter NMLS following steps one through four above. Enter **Company Relationship** to see all current and previous **Company Relationships and Sponsorships**.

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