



## INDIVIDUAL LICENSE STATUS

The following steps will help you to determine the status of your license and review any deficiencies that your state regulator has set. A deficiency is placed by the state regulator to notify you of any missing information that is still required in order to issue a licensing decision. Each time the status is updated by the regulator in NMLS, you will receive a system generated email indicating the status change. To view the details, follow the steps below.

**NOTE:** To ensure you receive the system generated emails, be sure your email address is current in NMLS by following the instructions in the [Account Management Quick Guide](#).

### View Status

1. Click the **Composite View** tab.
2. Click the **View Individual** link on the submenu.
3. Click the **View License/Registration List** link on the left navigation panel.

View License/Registration List

| License Number | License Name   | Status              | Status Date | Original License Date | License Items     | Adverse Status | Current Renewal Status | Renewed Through Year |
|----------------|--|---------------------|-------------|-----------------------|-------------------|----------------|------------------------|----------------------|
|                | <a href="#">Alabama Mortgage Loan Originator License</a> | Approved - Inactive | 8/8/2013    | 3/18/2013             | <a href="#">1</a> | No             | Not Requested          | 2014                 |
|                | <a href="#">Arizona Loan Originator License</a>          | Approved - Inactive | 1/8/2014    | 5/20/2013             | <a href="#">3</a> | No             | Not Requested          | 2014                 |

**NOTE:** You can click the license name hyperlink to view the License Status History.

### View License Items

Each time a license item is placed on your license, you will receive a system-generated email notification from NMLS.

Follow Steps 1 – 3 above under the View Status section of this guide, then:

1. Select the **hyperlinked number** under the License Items column to view the license item details.

## View License/Registration List

| License Number | License Name   | Status              | Status Date | Original License Date | License Items | Adverse Status | Current Renewal Status | Renewed Through Year |
|----------------|--|---------------------|-------------|-----------------------|---------------|----------------|------------------------|----------------------|
|                | <a href="#">Alabama Mortgage Loan Originator License</a> | Approved - Inactive | 8/8/2013    | 3/18/2013             | 1             | No             | Not Requested          | 2014                 |
|                | <a href="#">Arizona Loan Originator License</a>          | Approved - Inactive | 1/8/2014    | 5/20/2013             | 3             | No             | Not Requested          | 2014                 |

- The license item will display in the *Active License Items* section. Review the details in the Title and External Note columns to determine the action(s) required to satisfy the license item.

## License Item Information

| License Item Type             | Title                  | Created Date | Created By | Updated Date | Updated By | External Note                             |
|-------------------------------|------------------------|--------------|------------|--------------|------------|---|
| <b>Active License Items</b>   |                        |              |            |              |            |   |
| <a href="#">Sponsorship</a>   | Sponsorship            | 8/8/2013     | AndersoD   | 8/8/2013     | -          | Applicant must be sponsored by a company. |
| <b>Inactive License Items</b> |                        |              |            |              |            |   |
| <a href="#">ACH Payment</a>   | Funds Pending - Filing | 2/26/2013    | System     | 3/6/2013     | System     |   |

## Updating your record

If you need to make changes to information in NMLS based on license items set by the regulator or your license status, you can do so by creating a new filing and updating the information in the appropriate fields of the Company (MU1), Branch (MU3), or Individual (MU4) Form and re-submitting the filing to the regulator.

Requirements for information or documentation may be needed outside the system. Documentation should be sent according to the instructions provided by the regulator. The regulator will review documentation and updates as they are able. Each agency's turn time is different, be sure to watch for the license status and license item emails from NMLS to stay up to date on the status of your license.

For further assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).