



## ACCEPT A BROKER OF RECORD CHANGE

To initiate a broker of record change, the Licensee must first contact the Surety Company directly to begin the process. This guide will walk you through the steps you must take in order to accept a broker of record change once it has been submitted by the Surety Company in NMLS.

1. Log in to NMLS.
2. From the Home screen, click on the **Tasks** tab.
3. Within the Tasks section, click on **Surety Bonds** either in the top menu bar or in the main description panel.

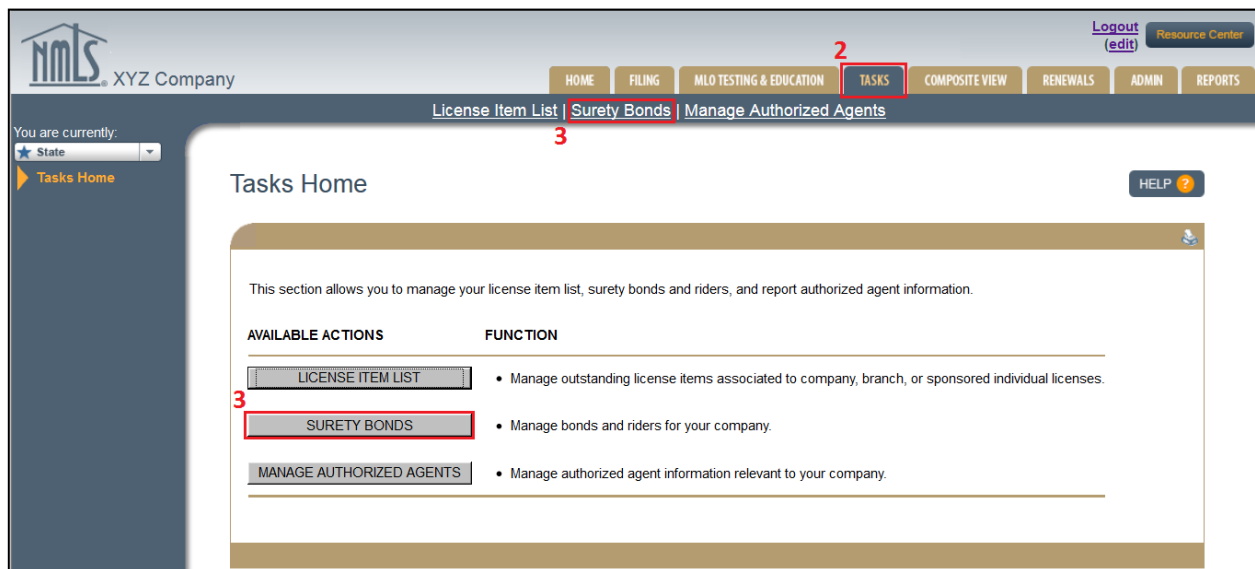


Figure 1: Surety Bond Management

4. The Bonds Pending Action page will display. On the left navigation panel, click **Broker of Record Changes**.

- From the Broker of Record Changes screen, click the **Review** button next to the relevant broker of record change.

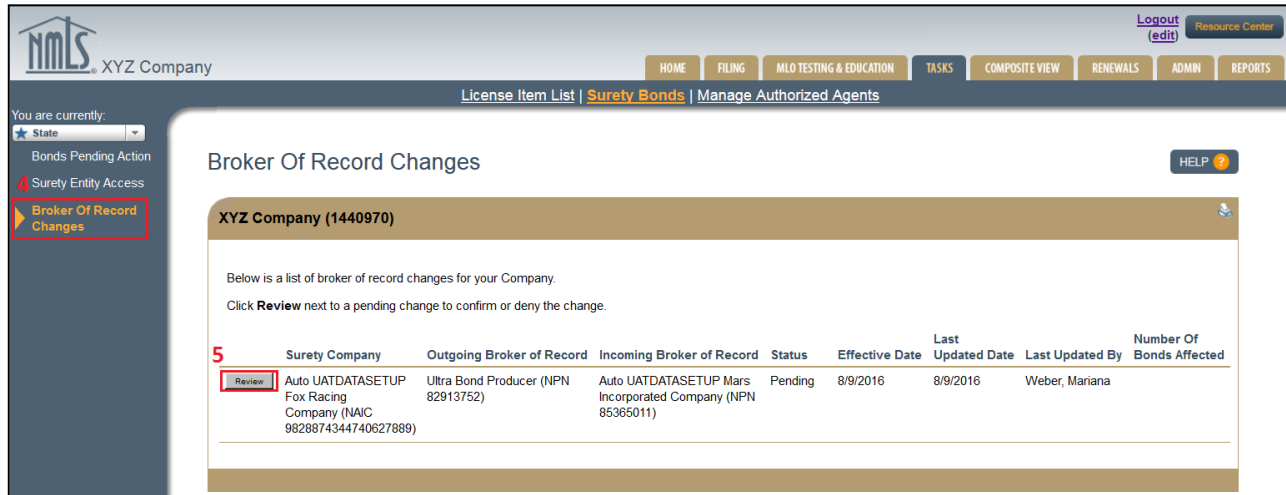


Figure 2: Broker of Record Changes Screen

- Review the broker of record change, then either click **Accept** or **Deny** to process the change. If the Broker of Record change is denied, a note is required.

**NOTE:** All outstanding bonds with the outgoing broker of record pending action must be resolved prior to a change being accepted.

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