



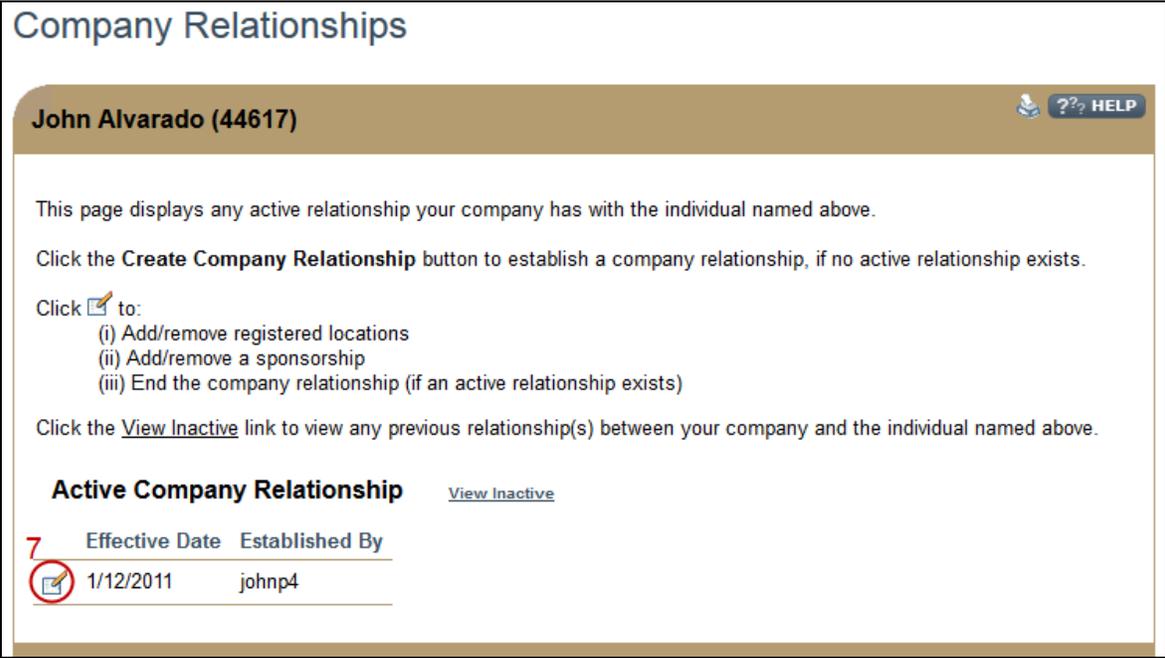
AMENDING REGISTERED LOCATIONS

Registered locations are initially identified by a company user when a Company Relationship is created (for more information on creating a Company Relationship, refer to the [Creating Relationships & Sponsorships Quick Guide](#)). Company users have the ability to amend an individual's registered location(s) at any time thereafter.

NOTE: If only one registered location exists when making an amendment, it is important to add the new location prior to removing the previous location.

Adding a Registered Location

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Click the **Filing** tab.
4. Click the **Relationships** link on the submenu.
5. Enter search criteria for the individual and click the **Search** button.
6. Click the **NMLS ID** hyperlink for the appropriate individual.
7. Click the **Edit**  icon (see *Figure 1*).



Company Relationships

John Alvarado (44617) 

This page displays any active relationship your company has with the individual named above.

Click the **Create Company Relationship** button to establish a company relationship, if no active relationship exists.

Click  to:

- (i) Add/remove registered locations
- (ii) Add/remove a sponsorship
- (iii) End the company relationship (if an active relationship exists)

Click the [View Inactive](#) link to view any previous relationship(s) between your company and the individual named above.

Active Company Relationship [View Inactive](#)

	Effective Date	Established By
	1/12/2011	johnp4

Figure 1: Company Relationships Screen

8. Click the **Add Registered Location** button (see *Figure 2*).

John Alvarado (44617) ?? HELP

Employment/Association Date: 1/12/2011

Registered Locations

Location ID	Location Type	Address	Location Start Date	Location End Date
<input checked="" type="checkbox"/> 45043	Branch	5 Main Ave Sunny, FL 29022	1/12/2011	

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
<input checked="" type="checkbox"/> California - BRE Real Estate Broker License	Approved	Accepted	2/2/2014
California - BRE Real Estate Salesperson License	Terminated - Expired	Removed	12/9/2013

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Figure 2: Modify Active Relationship Screen – Adding

9. Enter Start Date and select the applicable **Location** checkbox (see *Figure 3*).

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Identify the location(s) where this individual works. If the appropriate location is not available, you should submit a Company Form (MU1) or Branch Form (MU3) for the location prior to performing this action. The Start Date should reflect the date the individual started working at the selected location(s).

Start Date:

Location ID	Location Type	Address
<input checked="" type="checkbox"/> 45042	Main Office	105 Main Ave City, ME 21530

Figure 3: Add Registered Screen

10. Click the **Add Location** button.

Removing a Registered Location

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.
3. Click the **Filing** tab.
4. Click the **Relationships** link on the submenu.
5. Enter search criteria for the individual and click the **Search** button.
6. Click the **NMLS ID** hyperlink for the appropriate individual.
7. Click the **Edit**  icon (see *Figure 4*).

Company Relationships

John Alvarado (44617)  [HELP](#)

This page displays any active relationship your company has with the individual named above.

Click the **Create Company Relationship** button to establish a company relationship, if no active relationship exists.

Click  to:

- (i) Add/remove registered locations
- (ii) Add/remove a sponsorship
- (iii) End the company relationship (if an active relationship exists)

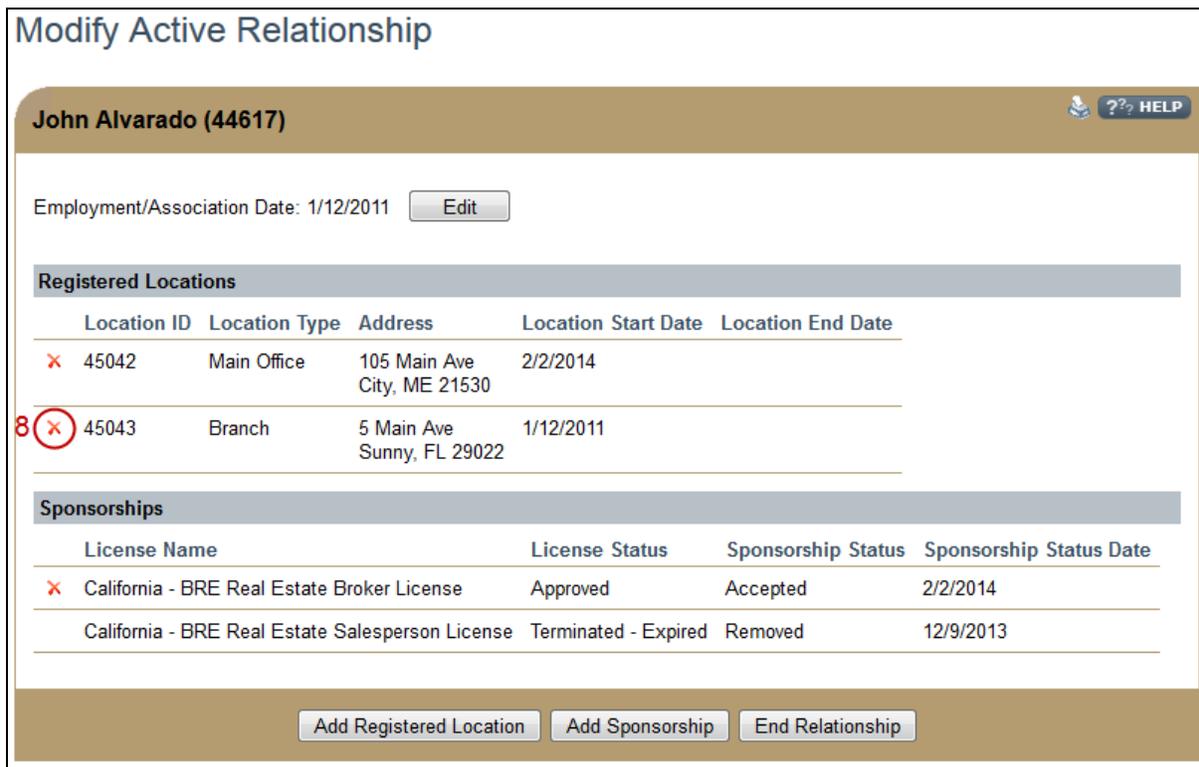
Click the [View Inactive](#) link to view any previous relationship(s) between your company and the individual named above.

Active Company Relationship [View Inactive](#)

	Effective Date	Established By
	1/12/2011	johnp4

Figure 4: Company Relationships Screen

8. Click the **Delete**  icon (see *Figure 5*).



Modify Active Relationship

John Alvarado (44617) 

Employment/Association Date: 1/12/2011

Registered Locations

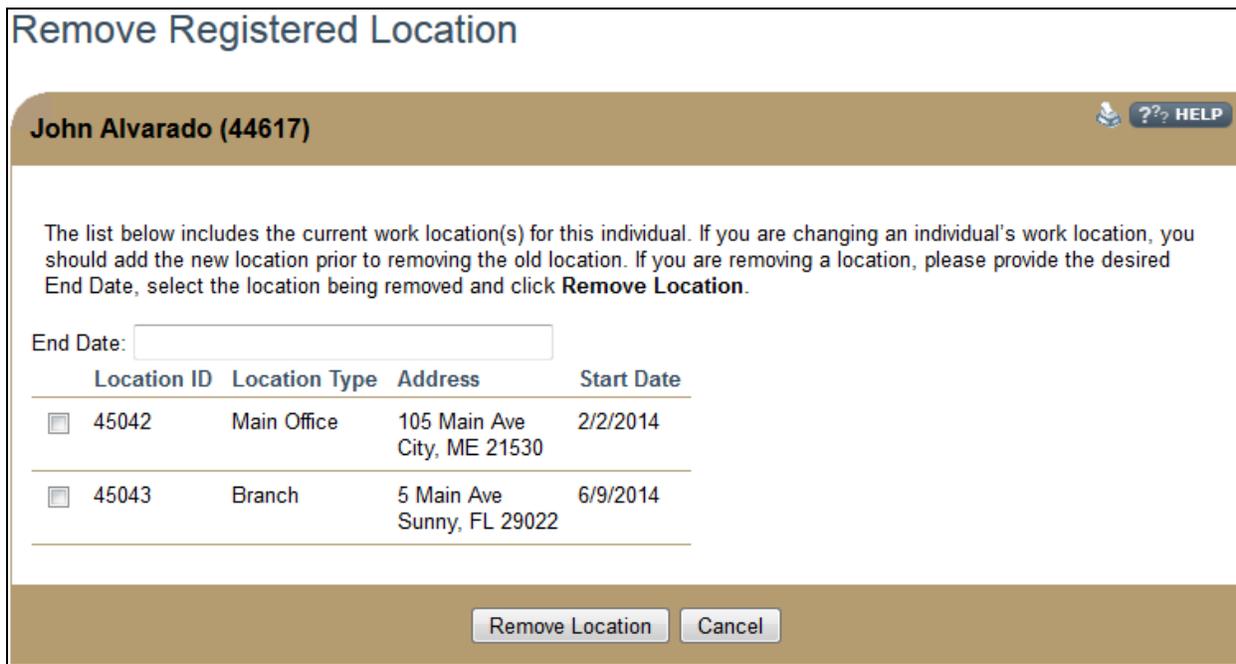
Location ID	Location Type	Address	Location Start Date	Location End Date
 45042	Main Office	105 Main Ave City, ME 21530	2/2/2014	
 45043	Branch	5 Main Ave Sunny, FL 29022	1/12/2011	

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
 California - BRE Real Estate Broker License	Approved	Accepted	2/2/2014
California - BRE Real Estate Salesperson License	Terminated - Expired	Removed	12/9/2013

Figure 5: Modify Active Relationship Screen - Removing

9. Enter End Date and select the applicable **Location** checkbox (see *Figure 6*).



Remove Registered Location

John Alvarado (44617) 

The list below includes the current work location(s) for this individual. If you are changing an individual's work location, you should add the new location prior to removing the old location. If you are removing a location, please provide the desired End Date, select the location being removed and click **Remove Location**.

End Date:

Location ID	Location Type	Address	Start Date
<input checked="" type="checkbox"/> 45042	Main Office	105 Main Ave City, ME 21530	2/2/2014
<input type="checkbox"/> 45043	Branch	5 Main Ave Sunny, FL 29022	6/9/2014

Figure 6: Remove Registered Location Screen

10. Click the **Remove Location** button.
11. The Location End Date will display (see *Figure 7*).

Modify Active Relationship

John Alvarado (44617)
?? HELP

Employment/Association Date: 1/12/2011

Registered Locations

Location ID	Location Type	Address	Location Start Date	Location End Date
✘ 45042	Main Office	105 Main Ave City, ME 21530	2/2/2014	
45043	Branch	5 Main Ave Sunny, FL 29022	1/12/2011	2/2/2014

Sponsorships

License Name	License Status	Sponsorship Status	Sponsorship Status Date
✘ California - BRE Real Estate Broker License	Approved	Accepted	2/2/2014
California - BRE Real Estate Salesperson License	Terminated - Expired	Removed	12/9/2013

Figure 7: Modify Active Relationship Screen - Location End Date

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