Each individual mortgage loan originator (MLO) is required to renew their licenses/registrations through NMLS between November 1st and December 31st of each year. You can complete the renewal process through NMLS yourself or your company can complete the process on your behalf after you have completed your renewal attestation. Individuals should check with their sponsoring company to determine who will facilitate the renewal process. The steps below will walk you through taking the necessary actions to allow your company to request renewal on your behalf.

**Attesting for Your Company to Request Renewal on your Behalf**

1. Log in to your NMLS Account.
2. Click the Renewals tab.
3. Click the Attest for Company button.

4. Select the licenses to Attest for Company.

   **NOTE:** If you do not see a license/registration available for renewal, review the LICENSE(S)/REGISTRATION(S) NOT ELIGIBLE FOR RENEWAL section to confirm why a license may not be available. Many states require CE requirements to be met before a renewal request can be submitted. If there are licenses you wish to indicate that you will not be renewing, click the Do Not Renew link on the left navigation panel.
5. Click the **Next** button.

![Attest for Company - Select Licenses/Registrations](image)

**Figure 2: Attest for Company**

**NOTE:** Your sponsoring company will only be able to renew licenses for the state agencies you have selected.

6. Select the checkbox to authorize a Criminal Background Check (CBC) and/or Credit Report (CR).

**NOTE:** If one or more of the licenses you selected requires a CBC and/or a CR the **Attest for Company – CBC and/or Credit Report Authorization** page displays.

7. Click the **Next** button.

![Attest for Company - CBC and/or Credit Report Authorization](image)
NOTE: If your fingerprints have expired prior to your CBC authorization for your renewal request, you will need to request a new CBC and fingerprints through your Individual (MU4) Filing. See the How to Submit a CBC Request for instructions on how to authorize a new CBC and request new fingerprints. After your new fingerprints and CBC results have been received by NMLS, you may proceed with your renewal request. The results of your CBC can be used to process renewal requests for 90 days.

8. Select the checkbox to verify the information.
9. Click the Attest button.

10. Review the Individual Uniform Renewal Checklist to confirm if you have any additional state-specific requirements to complete your renewal request.
11. Inform your company that you have completed the renewal attestation so they can now take the appropriate action to request the renewal of your licenses.

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