



## FILTERING SUPPORT DOCUMENT FOR RENEWAL DEADLINES, REQUIREMENTS, AND FEES CHART

The Renewal Deadlines, Requirement, and Fees Chart contains all of the state renewal requirements for all industries and license types in NMLS on one spreadsheet. It can be filtered or manipulated in order to get a list of all of your specific renewal requirements whether you have one or multiple licenses to manage in NMLS.

Please use this document as a step by step guide to best filter the spreadsheet in order to identify your renewal requirements. The spreadsheet is already set with the column headers having the option to filter and the default sort for the spreadsheet is A to Z in the first column (state agency).

1. Filter the Entity Type (column B) as this will narrow your selections down to individual, company, or branch licenses. For companies that have all three license types to manage it may be easier to copy the spreadsheet and create three different tabs so you can filter and separate company, branch, and individual licenses.
2. Filter State Agency (column A) and only select the states in which you hold a license that is required to be renewed.
3. Filter License Name (column C) and select the license types you hold from each of your states you selected.
4. Begin highlighting (any color) the license name's (column C) that you hold. This allows you to easily view the state agency (column A) since the license name could be used by multiple states.
5. Once all licenses have been highlighted filter the license name (column C) by the color you selected to highlight.
6. Sort the Renewal Submission Deadline (column D) A to Z. The spreadsheet is now sorted by the licenses you hold and which ones need to be renewed first.

Once you have completed these steps you can now scroll to the right to view all of the other renewal information for the licenses you need to renew. The state renewal fees are listed in column AC but remember there are also NMLS processing fees that must be paid (\$100 per company license, \$20 per branch license, and \$30 per individual license). *Note: The system automatically adds the NMLS processing fees to the licenses you select to renew.*

The steps in this document are only a suggestion and you may filter/manipulate the report in any way you choose. Please contact the NMLS Call Center (855-665-7123) if you have any questions about your renewal requirements.