



## PREPARING FOR RENEWAL QUICK REFERENCE

These are the recommended procedures and practices for Renewal preparation.

### Companies – [Preparing for Company Renewal Quick Guide](#)

Task	Action	Resources
Ensure the record is up to date	Submit any amendments via a filing under the Filing tab as needed.	<a href="#">Company (MU1) Amendments Quick Guide</a> <a href="#">Branch (MU3) Amendments Quick Guide</a>
Confirm licenses are in statuses eligible for renewal	Review the <i>State License/Registration List</i> under the Composite View tab.	<a href="#">License Status and License Items Review Video</a>
Clear any outstanding license items	View the <i>License Item List</i> under the Tasks tab or the entity dashboard and take the necessary action(s).	<a href="#">License Item List Quick Guide</a> <a href="#">Company Dashboard Quick Guide</a> <a href="#">Preparing for Company Renewal Quick Guide</a>
Review agency-specific Renewal requirements	Review the <a href="#">Annual Renewal</a> page of the NMLS Resource Center.	<a href="#">Renewal Checklists</a>
Run the Renewal Activity Reports to determine whether a regulator is preventing renewal	Run the Renewal Activity Reports for Company/Branch and Sponsored Individuals under the Renewal tab.	

### Individuals – [Preparing for Individual Renewal Quick Guide](#)

Task	Action	Resources
Ensure the record is up to date	Submit any amendments via a filing under the Filing tab as needed	<a href="#">Individual (MU4) Amendments Quick Guide</a>
Confirm licenses are in a statuses eligible for renewal	Review the <i>State License/Registration List</i> under the Composite View tab.	<a href="#">License Status and License Items Review Video</a>
Clear any outstanding license items	View the Outstanding License Items on the dashboard and take the necessary action(s).	<a href="#">Individual Dashboard Quick Guide</a>
Ensure CE compliance	Complete required annual CE as needed.	<a href="#">NMLS Resource Center Education Page</a>
Verify whether fingerprints are expired	Review the fingerprint status in the <i>Criminal Background Check Requests</i> section under the Composite View tab or column AF of the Sponsored Individual Renewal Activity Report. If expired, authorize a new CBC through a filing and complete the fingerprint process.	<a href="#">Fingerprint Exceptions Quick Guide</a>
Review agency-specific Renewal requirements	Review the <a href="#">Annual Renewal</a> page of the NMLS Resource Center.	<a href="#">Renewal Checklists</a>