



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.	Company (MU1) Amendments Quick Guide Branch (MU3) Amendments Quick Guide
Confirm licenses are in statuses eligible for renewal	Review the <i>State License/Registration List</i> under the Composite View tab.	License Status and License Items Review Video
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).	License Item List Quick Guide Company Dashboard Quick Guide Preparing for Company Renewal Quick Guide
Review agency-specific Renewal requirements	Review the Annual Renewal page of the NMLS Resource Center.	Renewal Checklist Compilation Site Viewing and Exporting NMLS License Renewal Checklists
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	Individual (MU4) Amendments Quick Guide
Confirm licenses are in a statuses eligible for renewal	Review the <i>State License/Registration List</i> under the Composite View tab.	License Status and License Items Review Video
Clear any outstanding license items	View the Outstanding License Items on the dashboard and take the necessary action(s).	Individual Dashboard Quick Guide
Ensure CE compliance	Complete required annual CE as needed.	NMLS Resource Center Education Page
Verify whether fingerprints are expired	Review the fingerprint status in the <i>Criminal Background Check Requests</i> section of the Sponsored Individual Renewal Activity Report. If expired, authorize a new CBC through a filing and complete the fingerprint process.	Fingerprint Exceptions Quick Guide
Review agency-specific Renewal requirements	Review the Annual Renewal page of the NMLS Resource Center.	Renewal Checklist Compilation Site Viewing and Exporting NMLS License Renewal Checklists