

Menu

- [Policy](#)
- [Definitions and Charts](#)
- [How to Add Sponsorship](#)
- [Additional Resources](#)

Policy

An approved sponsorship in NMLS denotes that an individual’s licensed activities are supervised by their employer. For an individual to hold an approved MLO license in a particular state, an approved sponsorship is required. Where required, sponsorships must be established separately for each individual license.

A sponsorship cannot be created until a Company Relationship is successfully established.

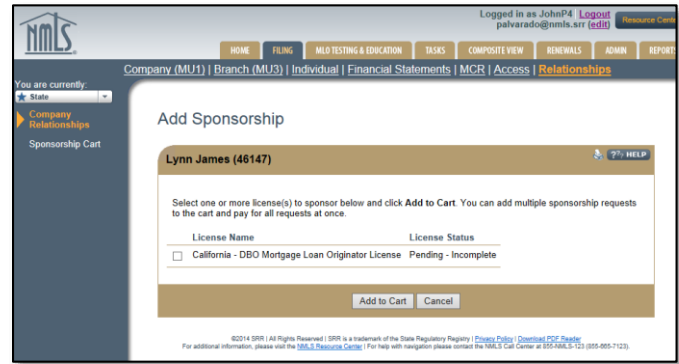


Figure 1: Add Sponsorship

Sponsorships can only be initiated by a company, but may be removed by the company or the individual. Sponsorship requests must be accepted by a regulator. NMLS automatically notifies state regulator(s) regarding sponsorship removal.

NMLS allows individual licensees to be sponsored by more than one company, however, it is ultimately the regulator’s decision to allow multiple companies to sponsor the same individual license. A single company can sponsor multiple licenses for an individual. Additionally, a company is only able to sponsor licenses in state agencies where the company also holds a license/registration.

Removal of a sponsorship may affect the status of an individual’s license.

When hiring a new individual, company users typically create a company relationship and then immediately request sponsorship of an individual licensee.

Cost

The first time a company requests sponsorship of an individual’s license, there is no charge. The System assesses a subsequent sponsorship fee however when the same individual’s license is sponsored again. Although sponsorships do not have fees associated with them, a company must still confirm sponsorship through the *Sponsorship Cart* and *Sponsorship Invoice* screens before the sponsorship request is submitted to the regulator.

The *Sponsorship Cart* and *Sponsorship Invoice* screens work together to allow companies to sponsor and pay for the sponsorship of individual licensees. Sponsorships must be accepted by a regulator.

The Sponsorship Cart shows a list of licensees that the company has selected to sponsor that have not yet been invoiced.

Definitions and Charts

	Definition
Access	A company must have access to an individual’s NMLS record before they can take actions on behalf of the individual (e.g. submit an MU4 individual form for license/registration on behalf of the individual). Additionally, company access to the individual record is needed before the company can establish a Relationship and Sponsorship for the individual.
Relationship	A company’s indication that the individual being employed by the company or having a contract to work for the company. It represents the relationship between the company and the individual and does not require approval by any regulator.
Sponsorship	A company’s indication that the individual will conduct business under a specific license/registration for the company. Only a company user may request sponsorship of the individual’s license and the company must already have an established relationship with the individual in the System. License sponsorship must be approved by the regulator.

Figure 2: Key Terms

How to Add Sponsorship

1. Select the checkbox next to the license(s) to be sponsored.
2. Click the **Add to Cart** button (see Figure 3).

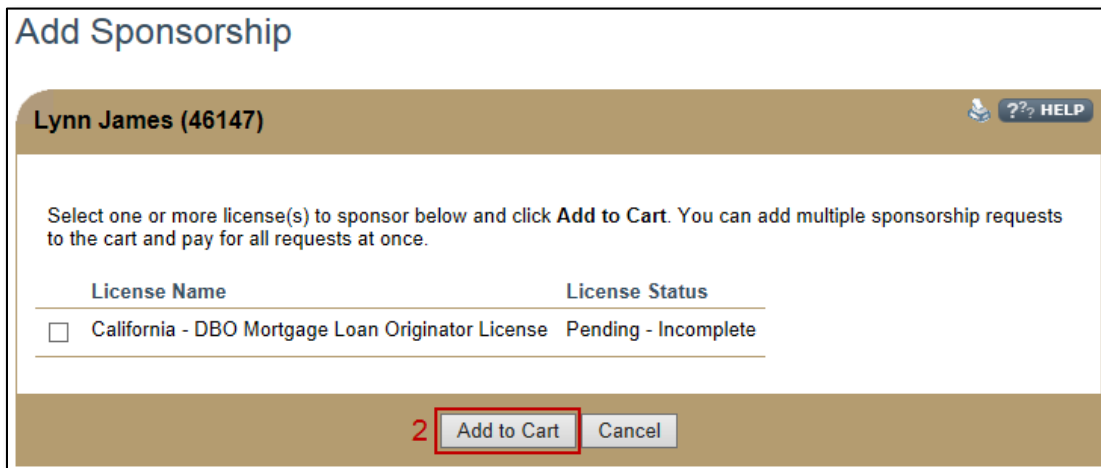


Figure 3: Add Sponsorship

NOTE: If no license is available to sponsor it may be due to one of the following; the sponsorship request is pending in the Sponsorship Cart, sponsorship has already been requested, or the individual does not have a license request in the same jurisdiction as the company.

3. Click the **Proceed to Invoice** button (see *Figure 4*).

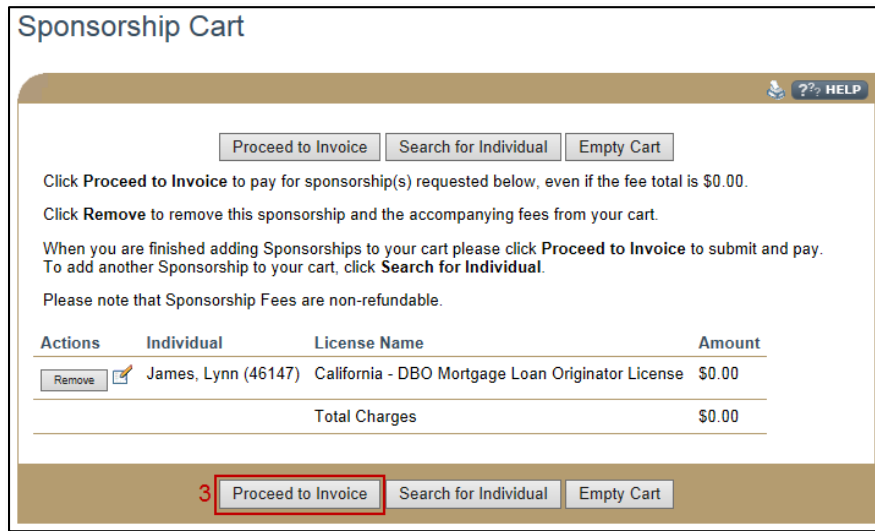


Figure 4: Sponsorship Cart

NOTE: Total charges displaying as zero require the user to proceed to invoice and submit invoice. The Search for Individual button allows a company user to search and add additional licenses to sponsor.

4. Click the **Pay Invoice** button (see *Figure 5*).

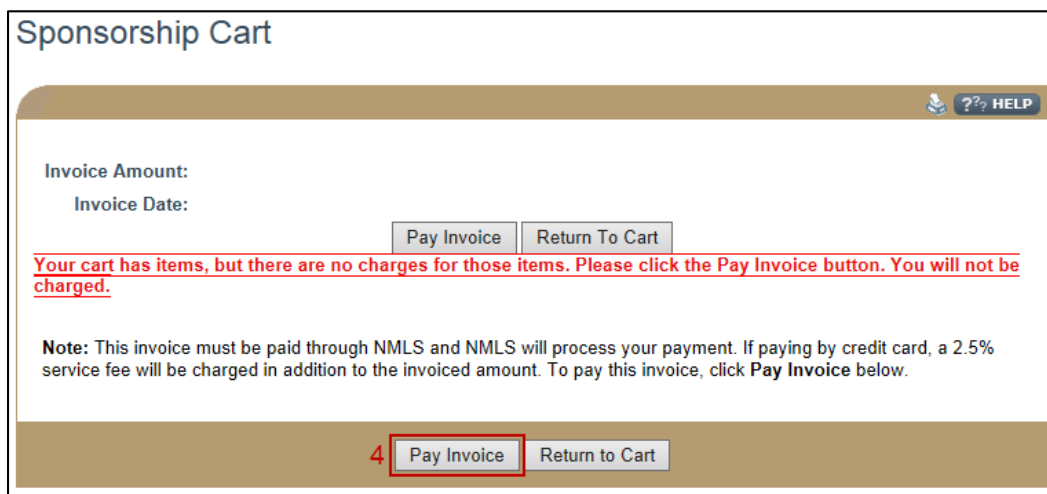


Figure 5: Sponsorship Cart

Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Creating Relationships & Sponsorships](#)
- [Ending Relationships & Sponsorships](#)