Policy

Payment may be required in NMLS prior to submitting form filings, opening a test enrollment, or a sponsorship request. Collected fees are disbursed to the appropriate regulator(s) the next business day.

NMLS provides the ability to search and view historical payments submitted by the company. Company Organization Users (OUs) with the Financial Administration role can view payments submitted by all company users (AAs and OUs). Organization Users without the role can only search and view payments that are submitted through his or her own login.

Method and Timing of Payment

NMLS accepts credit card or ACH payment for all transactions made in the System that carry an associated fee.

Only payments made via MasterCard, Visa, or ACH are accepted. When paying, NMLS provides the option to save the entered credit card or bank account information for future payments. Payment information is saved for 12 months.

When paying by credit card the following information displays on the card holder’s statement:

DBA: NMLS PMT
CITY: WASHINGTON
STATE: DISTRICT OF COLUMBIA
ZIP: 20036
CUSTOMER SERVICE PHONE#: 855-665-7123
Agency Invoices

Agency Invoices, also called Agency Fee Invoices (AFI) are created by regulators for individual or company licensees, with a regulator-specified fee. Once an AFI is created, the company user assigned to receive License Item Created/Updated notifications receives an email regarding the invoice. Emails are also generated if an invoice is:

- Cancelled
- Unpaid as of invoice due date
- Unpaid and overdue by 30 days

The AFI license item is cleared when payment has been processed or the regulator cancels the invoice. Invoices paid by credit card may be subject to a convenience fee in addition to the invoice amount.

Repay Failed Payments

In the event an ACH payment has been returned (e.g. for insufficient funds,) or rejected (i.e., the account is not setup to accept ACH debits,) for payment, the user that submitted the rejected payment will be required to repay the invoice. When an ACH payment fails, an email is sent to the user who submitted the payment. Failed payments can be repaid by either ACH or credit card. System access is restricted to accounts with failed payments and/or unpaid invoices that are over 30 days past due. These accounts remain restricted until the applicable invoices are paid.

NOTE: Past due Agency Fee Invoices do not result in restricted System access.

Definitions and Charts

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confirmation Number</strong></td>
<td>This field is for the entry of the unique, system-generated number, assigned to the record, which confirms the payment.</td>
</tr>
<tr>
<td><strong>Entity ID</strong></td>
<td>This field is for the entry of the unique, system-generated NMLS number.</td>
</tr>
<tr>
<td><strong>Invoice Status</strong></td>
<td>This drop-down displays the state of the invoice as of the System date.</td>
</tr>
<tr>
<td><strong>Payment Method</strong></td>
<td>This drop-down displays the ways by which the invoice was paid.</td>
</tr>
<tr>
<td><strong>Begin Date</strong></td>
<td>This field is for the entry of the date on which the system should begin the search.</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>This field is for the entry of the date on which the system should end the search.</td>
</tr>
<tr>
<td><strong>Invoice ID</strong></td>
<td>This column displays the unique, system-generated number assigned to the invoice.</td>
</tr>
<tr>
<td><strong>Invoice Date</strong></td>
<td>This column displays the date on which the invoice was created in the System.</td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td>The reference of where the invoice was generated, such as: agency invoice, filing, renewals, sponsorship, or test enrollment.</td>
</tr>
<tr>
<td><strong>User Name</strong></td>
<td>The NMLS ID of the user who created the invoice.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>The total of the invoice in dollars; includes convenience charge.</td>
</tr>
</tbody>
</table>
How to Search for an Invoice

1. User may enter values for the Confirmation Number, Entity ID, Invoice Status, Payment Method, or Begin Date and End Date.
   **NOTE:** Entity ID, Begin and End Date, or Confirmation Number are required.

2. Click the **Search** button.
   **NOTE:** To repay a failed payment select **Failed Payment** from the Invoice Status drop-down and delete the dates in the Begin Date and End Date fields.

3. Click the **View/Pay Invoice** icon to the left of the record, to view invoice or pay for an invoice (see **Figure 3**).

   **Figure 3: Invoice Search Results

   NOTE:** Click the **Download Invoice** icon to the left of the record, to download invoice information.

4. Continue through the payment screens.

**Additional Resources**
- [Paying an Invoice](#)
- [Payment Options](#)
- [Paying by ACH](#)