

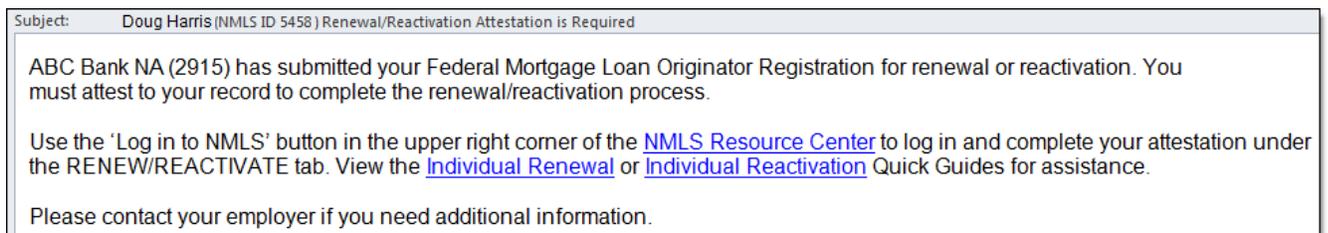


## INDIVIDUAL RENEWAL

Individual mortgage loan originator (MLO) registrants in an “Active” status prior to July 1 must be renewed in order to maintain an “Active” registration. An MLO’s employing institution is responsible for initiating the renewal process; however, MLOs must log in and attest to the accuracy of their record in order to renew their registration prior to December 31<sup>st</sup>.

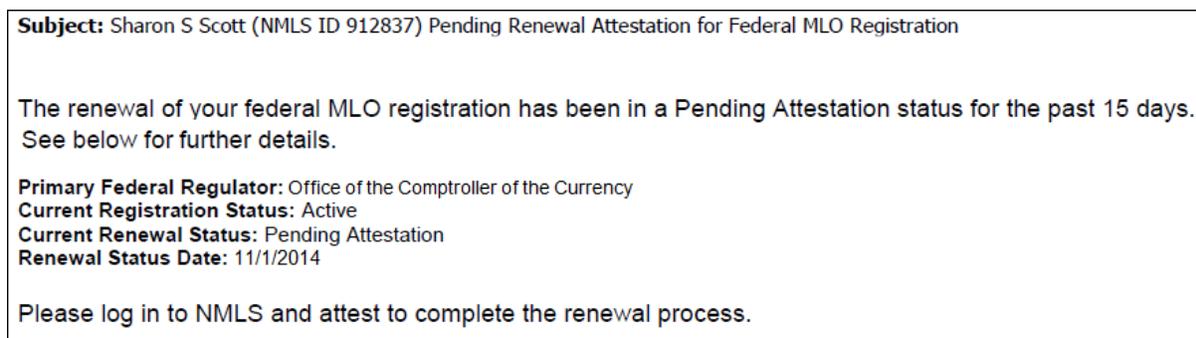
If your individual MLO registration status is in an “Inactive – Failed to Renew” status, your employing institution can reactivate your registration at any time through NMLS. Follow the steps included in the Individual Reactivation Quick Guide to reactivate your registration.

Once your institution has initiated the process for your renewal, you receive a system-generated email notification instructing you to log in to your account and attest (see *Figure 1*).



*Figure 1: Attestation Required Notification*

Renewal attestation reminder email notifications are then sent on a nightly basis if renewal attestation is not completed after 5, 10, and 15 calendar days (see *Figure 2*).



*Figure 2: Attestation Reminder Notification*

When you have received the attestation email notification, you can log in to your account to complete the Renewal/Reactivation process. If you need assistance retrieving your user name and password, see the [Managing User Profile Quick Guide](#).

1. Navigate to the [NMLS Federal Registry Resource Center](#).
2. Click the **Log in to NMLS** button in the upper right corner.

- Verify that you are in the federal context of NMLS (see *Figure 3*).



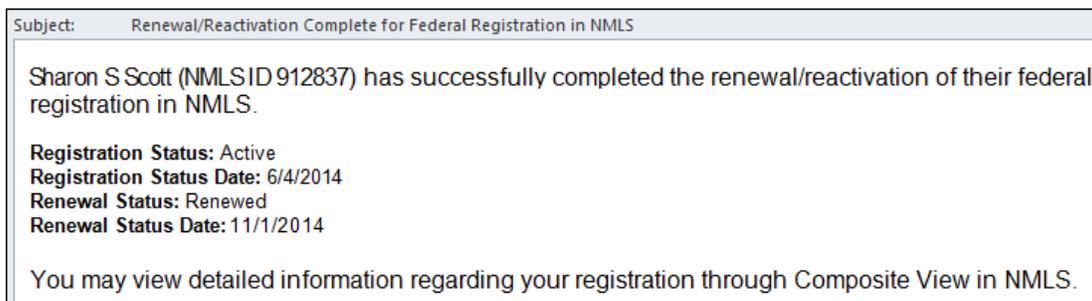
*Figure 3: Federal Context Indicators*

- Click the **Renew/Reactivate** tab.
- Review and confirm your MU4R and the attestation language.

**NOTE:** After review, if you determine that you need to update your record, click the **Amend Record Information** button.

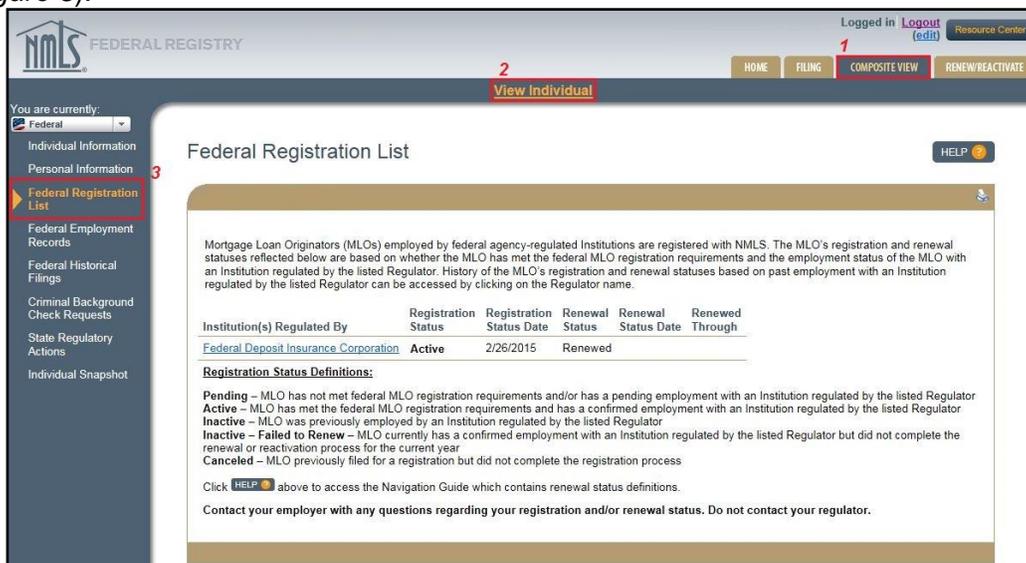
- Click the **Attest and Renew** button.

This completes the Renew/Reactivation process. You receive the following email confirming you have completed the required steps:



*Figure 4: Renewal/Reactivation Completed Notification*

You can confirm your registration renewal status at any time under the Composite View tab (see *Figure 5*).



*Figure 5: Composite View*

For additional navigational assistance, please contact your employer or the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).