



PAYING CREDENTIAL FEE

Two-factor authentication is required in connection with the Federal Registry to satisfy federal data security standards. Institution Users (Account Administrators and Organizational Users) will be subject to this requirement to provide an additional level of verification to NMLS prior to gaining access to personally identifying information. The Account Administrators and Institution Users with Financial Admin role have the capability of paying the Credential Subscription fee (including renewal fees) for the Organizational Users.

Subscription Renewal: NMLS requires each Institution user to renew the subscription of their two-factor authentication credential (i.e. physical token, desktop application or phone application) every year on or before the subscription expiration date to avoid an interruption in the user's ability to log on to NMLS. An email notification will be sent to each user 30 days prior to the expiration of his/her subscription. Notification also will be provided to the Institution 30 days prior to the expiration of the subscription for one or more institution users.

To Pay an Organizational User Credential Subscription Fee:

1. Log into the institution's NMLS account.
2. In the *Welcome* screen, click **Invoice** in the sub-menu.
3. Click the View/Pay Invoice icon (📄) to the left of the corresponding invoice.

Outstanding Invoices

These are your unpaid invoices. Sort the list by clicking on any of the column headers.

Click the View 📄 icon to view and/or pay the corresponding invoice.
Click the Export 📄 icon to download the invoice details in CSV format.
Click the **Search All Invoices** button to locate and view other invoices.

	Invoice ID	Invoice Date	Source	User Name	Amount	Status	Status Date
3 📄	67119	7/24/2014	Credential Subscription	ClarkeR	\$55.00	Unpaid	7/24/2014

Invoice 1 - 1 of 1

Search All Invoices

Figure 1: Outstanding Invoices

4. Click the **Pay Invoice** button to submit payment.

Invoice

User Name: ClarkeR
Invoice ID: 67119
Invoice Source: Credential Subscription
Invoice Date: 7/24/2014
Invoice Amount: \$55.00
Invoice Status: Unpaid
Invoice Status Date: 7/24/2014

Entity	Subject	Charge Name	Amount
The Bank (39128)	Credential Subscription (Robin Clarke)	Subscription Fee	\$55.00

Payment
No payment information.

Note: This invoice must be paid through NMLS and NMLS will process your payment. If paying by credit card, a 2.5% service fee will be charged in addition to the invoiced amount. To pay this invoice, click **Pay Invoice** below.

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Figure 2: Invoice

5. Click the **I Agree** button on the *Payment Terms and Conditions* page.
6. Input payment information and click the Confirm and Submit button.
7. Your *Payment Confirmation Number* will display. You may print the confirmation for your records. Click the **Finish** button.

One Time Payment

Payment Confirmation

Thank you, your payment was successfully processed. Payment details are below. Please print a copy for your records.

Pay to the order of: **Nationwide Mortgage**
User Id: CalandrV
Payment Method: ACH
Payment Date: 12/10/2010
Amount: 70.00

Your **Payment Confirmation Number** is **V15D2ECE8B8B**

Print this page for your records. Your bank or credit card statement will read "Mortgage License - NMLS" for this transaction. To view full invoice details, access the [Invoice](#) option from your Home tab and enter the **Payment Confirmation Number** provided above as your search criteria.

Figure 3: Payment Confirmation

For information on how to register the credential, see the [Registering a Credential Quick Guide](#).

For further assistance please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).