



CREATING RELATIONSHIPS & SPONSORSHIPS

Once the company and individual have applied for their license in the appropriate state, the state may require that a relationship and sponsorship be established by the company. Establishing a [relationship](#) with an individual indicates to the regulator that the individual is employed by your company, whereas [sponsorship](#) indicates that the company will be supervising the individual's license. Only the company can establish a relationship and sponsorship. This guide also contains information on updating an employee's [worker classification](#).

Create a Company Relationship

1. Log in to your company NMLS account and confirm that the individual you need to establish a relationship has granted your company access. The steps below will walk you through confirming access.

Step 1: Click the **Filing** tab.

Step 2: Click the **Access** link in the sub-menu.

Step 3: Filter to obtain the list of access.

Below is a list of Individual records to which your company has access for the date range indicated. You can change the date range to a period not exceeding one year or filter by the Individual's LastName or NMLS ID. Select the checkbox in the Remove column and click **Remove** at the bottom of the page to remove access to an Individual record(s) for which your company does not have an active Company Relationship, Sponsorship, MU2 Association, or Federal Employment.

Access, which allows you to submit filings on behalf of the Individual, create test enrollments for the Individual and/or view their record within NMLS, is obtained when your company creates the Individual's record in NMLS or the Individual expressly grants your company access to their record.

Filtering Options

Date Access Granted
 From: 3/18/2014 To: 3/25/2014
 NMLS ID: Last Name: **Filter**

Remove	NMLS ID	Individual Name	Year of Birth	SSN	Active Relationship?	Active Sponsorship?	Active MU2 Association?	Active Federal Employment?	Date Access Granted
<input type="checkbox"/>	45432	Andrews, Dave Michael	1984	xxx-xx-4555	No	No	No	No	3/25/2014 9:52:06 AM
<input type="checkbox"/>	45540	Lynn, Mike	1984	xxx-xx-2415	No	No	No	No	3/24/2014 9:24:02 AM

Remove

NOTE: If the individual you wish to manage has not given your company access, instruct them to do so. You can provide them with the [Providing Access to a Company Quick Guide](#) to the MLO to assist with this process.

2. The Active Relationship column indicates whether or not the company has an active relationship with an individual. If the column indicates “No”, take note of the Individual’s ID number you wish to create the relationship with.
3. Click the **Relationships** link in the sub-menu and enter the **Individual’s NMLS ID** number.

The screenshot shows the NMLS Relationships search interface. At the top, the user is logged in as AndrewsDM. The navigation menu includes 'HOME', 'FILING', 'MLO TESTING & EDUCATION', 'TASKS', 'COMPOSITE VIEW', 'RENEWALS', 'ADMIN', and 'REPORTS'. The 'Relationships' link is highlighted in the sub-menu. The main content area is titled 'Individual Search' and contains the following search options:

- Individual ID: (highlighted with a red box and a red '3')
- License Number:
- First Name:
 - Search by Soundex
- Last Name:
 - Search by Soundex

When the Soundex option is selected, the results will include similar names with different spellings (e.g. When searching for "John" the search results will return John and Jon).

At the bottom of the search area are buttons for 'Search', 'Cancel', and 'Clear'.

4. Click the **NMLS ID number** hyperlink beside their name.
5. Click the **Create Company Relationship** button.
6. Enter the **Employment/Association Date** and click the **Save** button.
7. Check the box beside the Registered Location the individual works. At least one registered location must be selected for each individual.

NOTE: The relationship start date cannot be a future date. Only licensed locations with a filing previously submitted will appear. To change locations, select the new location *before* removing the old location to avoid the sponsorship being dropped (when applicable).

The system will reflect an **Active Company Relationship** between the company and the individual.

Once the relationship has been created, if the relationship start date (Employment/Association Date) needs to be updated, the following steps will allow you to edit the relationship start date.

1. From the Company Relationships section, search for the individual.
2. Once selected, select the Edit icon (✎) to edit the Relationship.

3. Click the **Edit** button next to the Employment/Association Date.

Employment/Association Date: 5/1/2005	<input type="button" value="Edit"/>
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4. Enter the correct date and click **Save**.

Create a Sponsorship Request

A sponsorship request can only be submitted once a relationship has been established with an individual. The following steps will walk you through submitting a sponsorship request through NMLS.

1. Click the **Relationships** link from the sub-menu and enter the Individual's NMLS ID number.
2. Click the NMLS ID number hyperlink beside their name.
3. Under **Active Company Relationship** click the Edit icon ()
4. Click the **Add Sponsorships** button at the bottom of the page.
5. Select the license(s) the company will sponsor by checking the box, and then click the **Add to Cart** button.

NOTE: A company can only sponsor a license/registration where the company has filed a license/registration.

6. The **Sponsorship Cart** screen will list a breakdown of the licenses to be sponsored and the sponsorship fee associated with each.

NOTE: A sponsorship fee will be charged when a change in sponsorship request is made. Only a company can sponsor a license, therefore the fee is payable by the company. A \$30 processing fee along with any State Agency sponsorship fee will be charged. (There is no charge for first time sponsorship in NMLS).

7. After review of fees, click the **Proceed to Invoice** button.
8. Click the **Pay Invoice** button and enter all payment information.
9. The sponsorship request will be forwarded to the appropriate regulator for review.

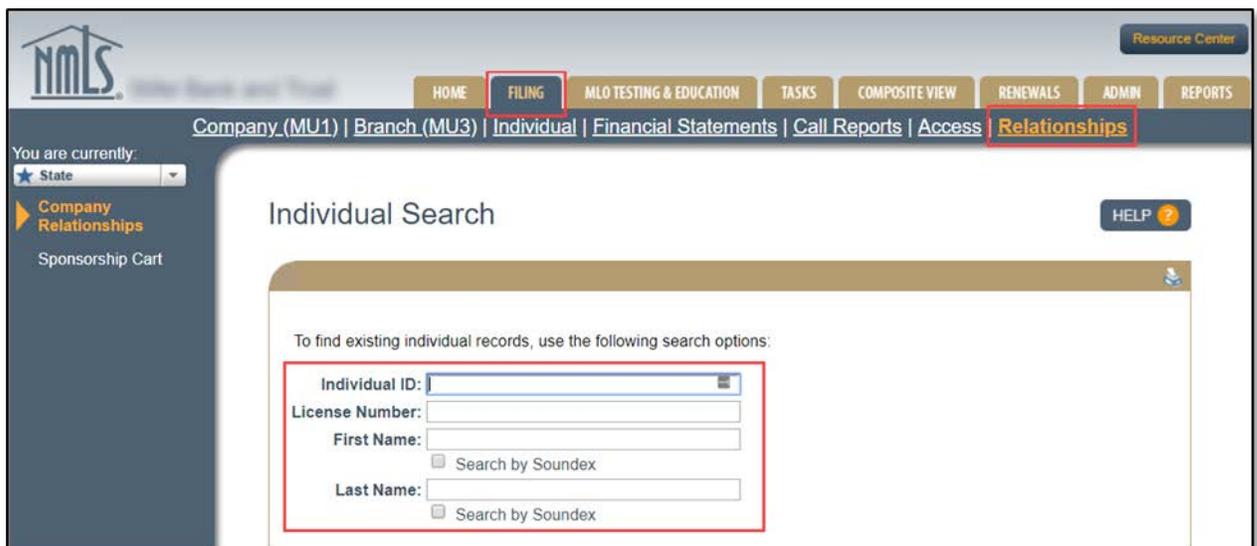
How to Edit an Individual's Worker Classification

1. Log into [NMLS](#) with your company username and password.
2. Accept the Industry Terms of Use.



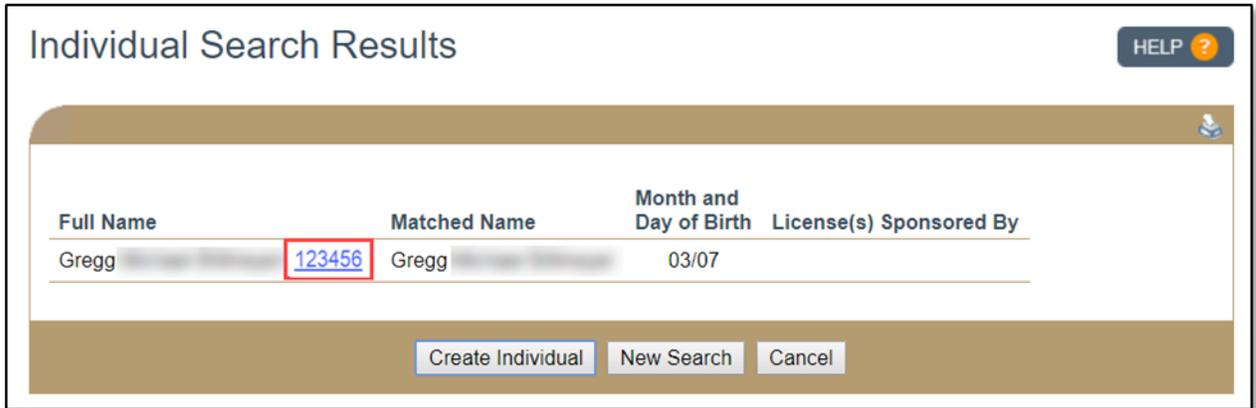
Note: The information message, “One or more individuals you have a relationship with does not have worker classification information filled in,” continues to appear on the dashboard until every MLO associated with the company has been classified as a W2 employee or Non-W2 Employee.

3. Click the **Filing** tab.
4. Click the **Relationships** hyperlink on the submenu.
5. Search for the individual by typing his or her NMLS ID number into the Individual ID field.



6. Click the **Search** button.

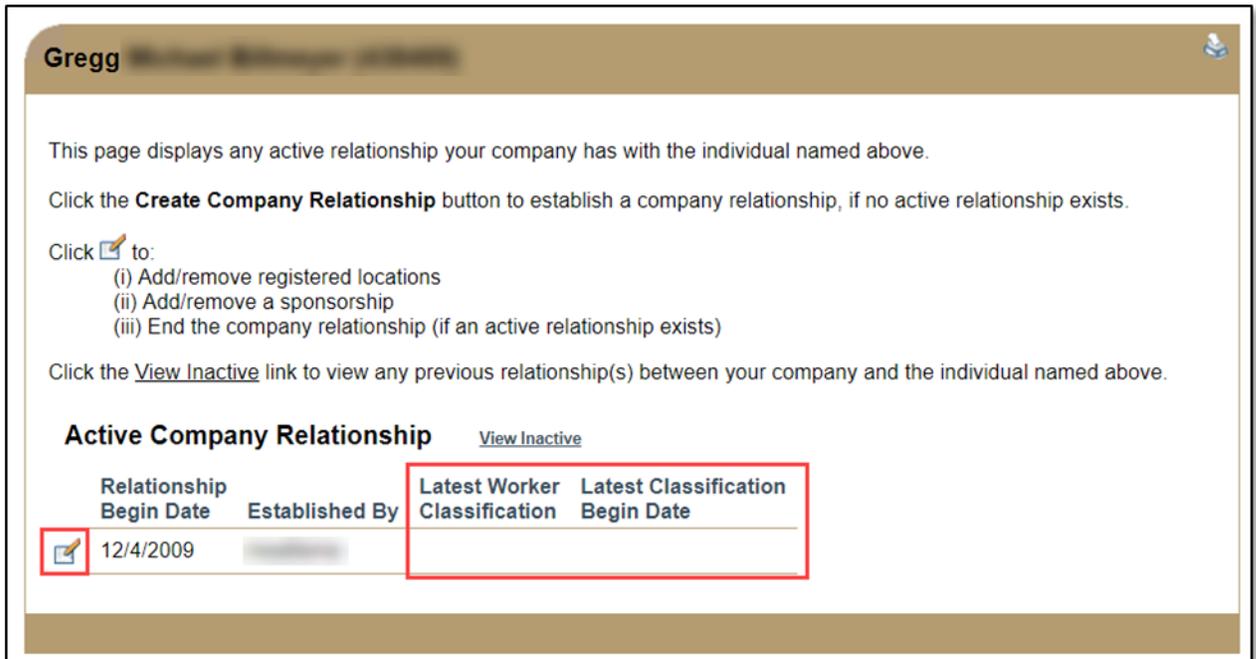
7. Click the individual's hyperlinked NMLS ID number.



The screenshot shows the 'Individual Search Results' page. At the top right is a 'HELP ?' button. Below the header is a table with the following columns: Full Name, Matched Name, Month and Day of Birth, and License(s) Sponsored By. The first row contains the name 'Gregg', a hyperlinked NMLS ID number '123456' (highlighted with a red box), the name 'Gregg', and the date '03/07'. At the bottom of the page are three buttons: 'Create Individual', 'New Search', and 'Cancel'.

Full Name	Matched Name	Month and Day of Birth	License(s) Sponsored By
Gregg	123456	Gregg	03/07

8. Click the **edit icon** to change the active company relationship for this individual.



The screenshot shows the 'Active Company Relationship' page for an individual named 'Gregg'. The page includes instructions on how to use the 'Create Company Relationship' button and a list of actions that can be performed by clicking an edit icon (a pencil in a square): (i) Add/remove registered locations, (ii) Add/remove a sponsorship, and (iii) End the company relationship (if an active relationship exists). There is also a link to 'View Inactive' relationships. Below this is a table of active relationships. The first row shows a relationship established on 12/4/2009. The 'Latest Worker Classification' and 'Latest Classification Begin Date' columns are highlighted with a red box. An edit icon is also highlighted with a red box in the first column.

Active Company Relationship [View Inactive](#)

Relationship Begin Date	Established By	Latest Worker Classification	Latest Classification Begin Date
12/4/2009			

NOTE: The Company Relationships screen shows the details of the individual's relationship with the company, including the worker classification status.

9. Click the **Edit** button.

Gregg [Profile Icon]

Relationship Begin Date: 12/4/2009
Worker Classification:
Worker Classification Begin Date:

Edit

10. Select the radio button for W2 Employee or Non-W2 Employee.

11. Enter the Worker Classification Begin Date.

NOTE: The Worker Classification Begin Date is most likely the same as the Relationship Begin Date. However, for example, if the individual changed from a Non-W2 Employee to a W2 Employee after the relationship was established, the corresponding Worker Classification Begin Date would be the date when the individual became a W2 Employee.

12. Click the **Save** button. A message appears confirming the classification was saved.

Edit the Relationship Begin Date:
10/9/2003 MM/DD/YYYY

- **W2 Employees:** Date of employment
- **Independent Contractors:** Contract start date
- **Appointed Officers or Directors:** Date of appointment
- **Owners:** Date ownership interest was acquired

Select the worker classification below. If the individual is a W2 Employee that also has a Non-W2 Employee role (e.g. Appointed Officer), select W2 Employee.

W2 Employee
 Non-W2 Employee (Independent Contractors, Appointed Officers or Directors, Owners, etc.)

Edit the Worker Classification Begin Date:
10/9/2003 MM/DD/YYYY

Save **Cancel**

13. Click the **Cancel** button to return to the Filings page. Or select any other tab to navigate to the desired section in the record.

Questions? Contact the NMLS Call Center at 1-855-665-7123.