



## PROVIDING ACCESS TO A COMPANY

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Granting access to a company allows them to perform the following tasks:

- View your record
- Pay for a SAFE Test
- Create an Individual (MU2 or MU4) Form
- Create a Company Relationship and Sponsorship

Once granted, a company will continue to have access to your record until your Company Relationship is ended in NMLS. For more information, please see [Removing Access and Ending a Relationship Quick Guide](#).

### **Granting Access**

1. Navigate to the [NMLS Resource Center](#).
2. Click on the **Log in to NMLS** button in the upper right corner.
3. **Log in** to your NMLS account.
4. Click the **Filing** tab.
5. In the **Form Filing Home** screen, click the **Company Access** link in the sub-menu.
6. Click the **Add** button to search for the company you wish to grant access.

**NOTE:** Request your company's NMLS ID number to insure the access you're granting is to the correct company. You can also search by Company Name.

7. **Check the box** that corresponds with the company.
8. Click the **Save** button.
9. The **Company Access** screen will display, showing the company that you granted access to.

**NOTE:** The company will receive an email notification that you have granted them access.

10. Once access has been granted, the company can establish relationships and create sponsorship requests. Companies can only sponsor licenses in jurisdictions in which they are also licensed.

### **Verifying Relationship & Sponsorship Status**

1. Log in to your NMLS account.
2. Click the **Filing** tab.
3. Click the **Company Relationships** link in the sub-menu.

4. All current and previous **Company Relationships and Sponsorships** will display

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