

# LICENSING DEPT. QUICK HELP GUIDE



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19



# EMPLOYEE LOOKUP :

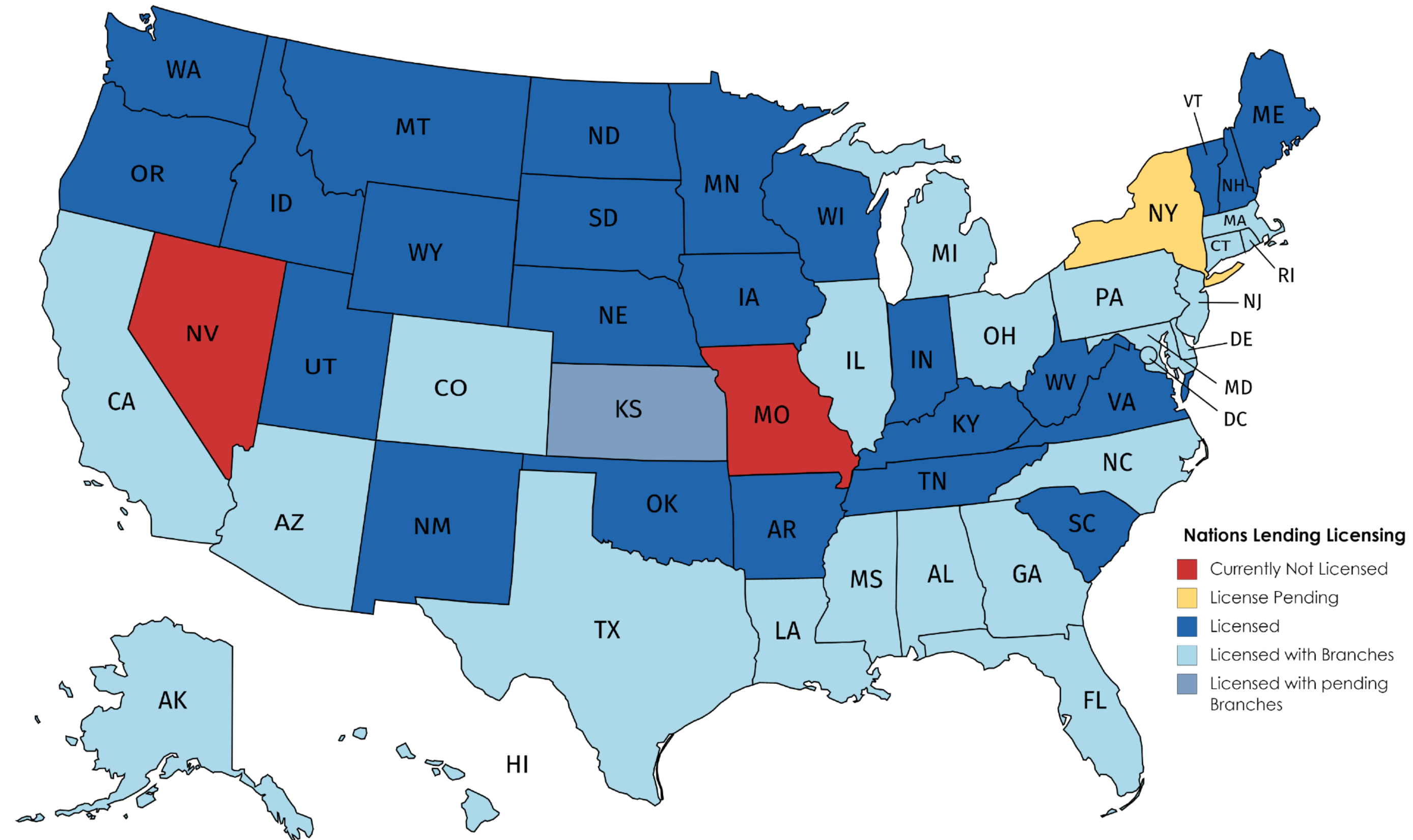


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# QUESTIONS? ANSWERS!

- **Current branch licensing**
- **Future branch**
- **Loan officer licensing**
- **New hires**
- **Continue Education**
- **Renewals**

Please feel free to reach out to the Licensing Department. We are only a phone call away or can be reached by email! We do our best to make the onboarding and new hire process as seamless as possible to get you up and running. In addition, it's our ultimate goal that we keep you in good standing with the states. Please use our department email address that our entire Licensing staff receives. Our email is : [Licensing@nationslending.com](mailto:Licensing@nationslending.com)

# FIRST STEP TO TRANSITIONING

## **Remove Access with your previous employer**

- Log in to your individual account in the NMLS
- Click the Filing tab
- Click Company Access from the sub-menu
- Select the box beside the company you wish to remove access and click Remove



## **Ending a Relationship with your previous employer**

- Click the filing tab
- Click Company Relationships from the sub-menu
- Click the edit  Icon.
- Enter the End Date and click the End Relationship button
- NMLS will prompt you to confirm you wish to end the relationship. Click the End Relationship button.

# SECOND STEP TO TRANSITIONING

## Providing Access to Nations Lending

- Navigate to the NMLS
- Click on the **Log in to NMLS** button in the upper right corner
- **Log in** to your NMLS account
- Click the **Filing** tab
- In the **Form Filing Home** screen, click the **Company Access** link in the sub-menu.
- Nations Lending **NMLS ID is 32416**
- **Check the box** that corresponds with the company
- Click the **save** button
- The **Company Access** screen will display, showing the company that you granted access.

**The Licensing Team will take it from here!**

# WHAT'S GOING ON IN THE LICENSING DEPT.

1. Accepting the relationship you've requested.
2. Creating a filing on your behalf.
3. Updating your employment history.
4. Updating your employment email address.
5. Checking your account for accuracy.
6. Submitting the filing for you to attest.
7. Creating a sponsorship.

## Maintaining your NMLS Account contact numbers, email addresses, mailing addresses, residential history

- Any changes must be made within 30 days.
- Make sure that you are logged in under State and not Federal.
- The Identifying Information section's mailing address in your NMLS profile must match your current residential history.
- (All of these updates are imperative for your licensing renewal and to avoid licensing approval delays with the states.)

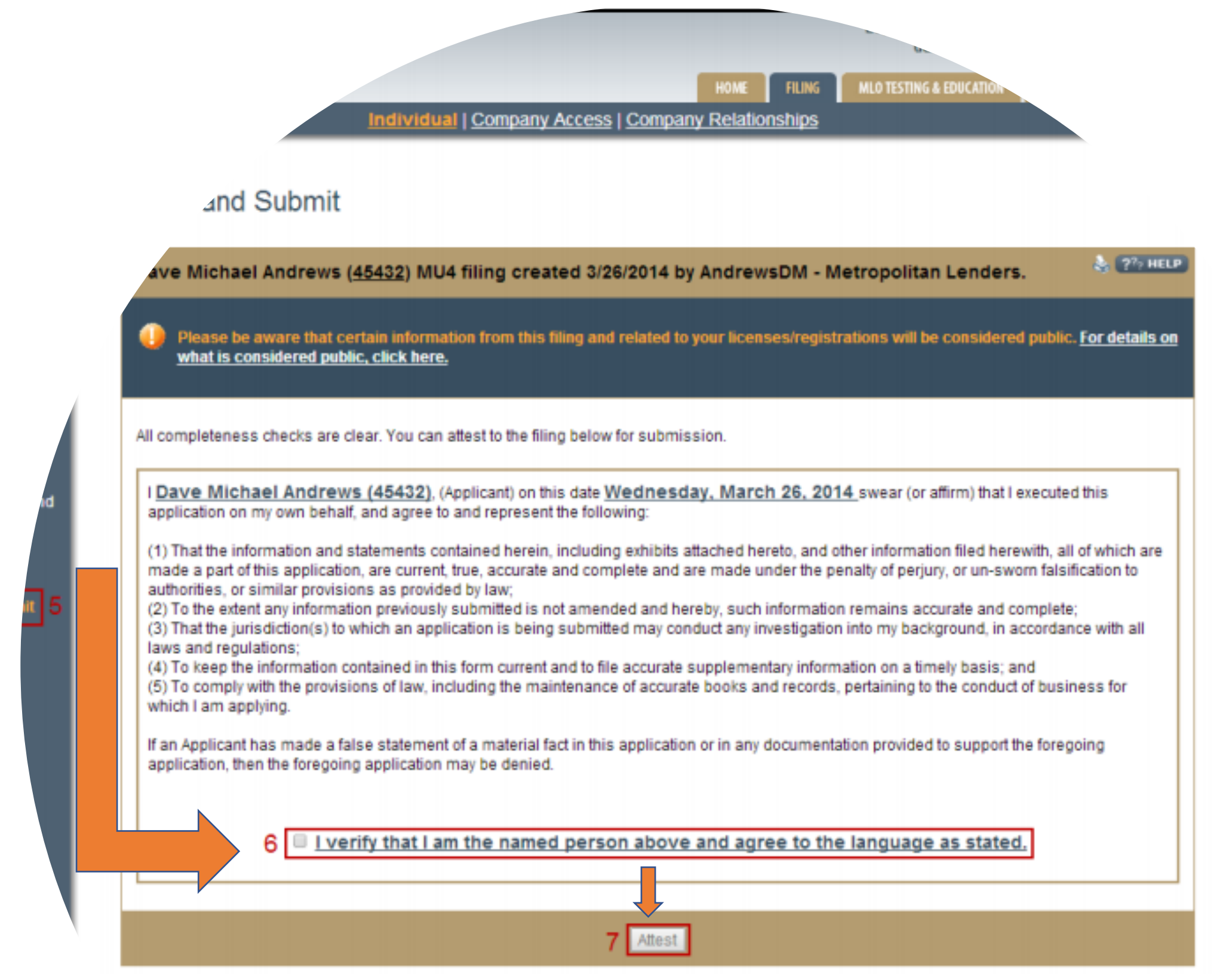
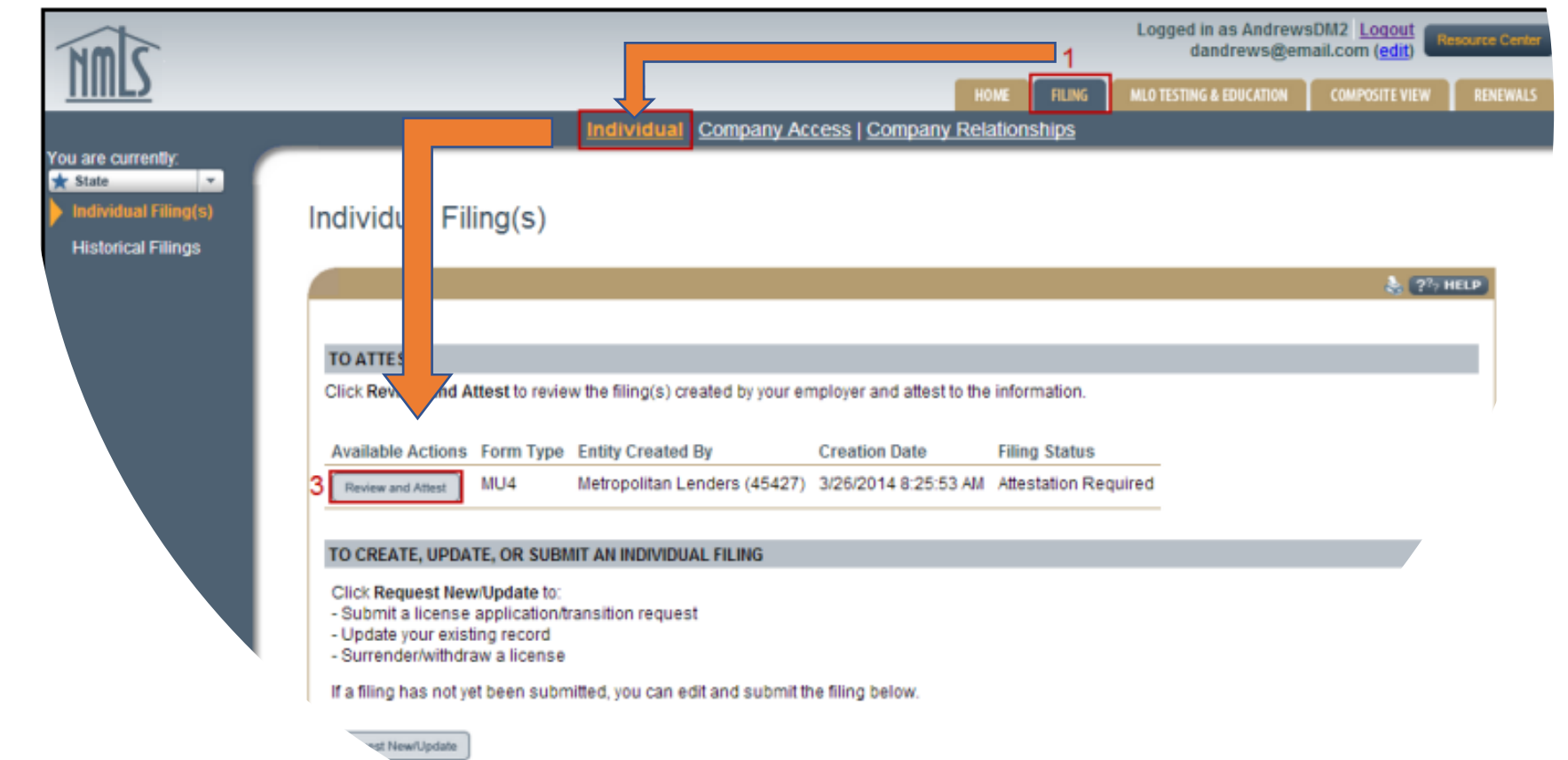




# LAST STEPS IN TRANSITIONING

## Attestation

- Log in to the NMLS
- Select the Filing tab
- Select Individual from the sub-menu.
- Select the Review and Attest button.
- Check the box to verify the attestation language
- Select the attest button.



## Additional state licensing for Branches & LO requests & Pre Education Requirements



- Our preferred online education provider is Training Pro OnCourse Learning.
- There are pre-education requirements for some states and it is indicated on the request forms.
- Licensing will email the Branch Manager the request form template.
- The Branch Licensing Request form & Loan Officer Licensing Request form must be completed and emailed to the Licensing Department by the Branch Manager at [Licensing@nationslending.com](mailto:Licensing@nationslending.com)
- The online course is offered Monday – Friday at 1030am EST and must be completed on the assigned date by 630pm EST.
- We ask that you provide us with a specific date that you would like course set up for and we will schedule it for you with our provider.

# Renewal & Continuing Education Completion



01

Our online education preferred provider is Training Pro OnCourse Learning.

02

CE online courses are self-paced. In classroom courses are available.

03

Deadline for Continuing Education completion is 08/31/19.

04

This completion date is a set standard across the board for the entire company.