



## 2023 Annual Renewal

### Tips to Prepare for NMLS Annual Renewal

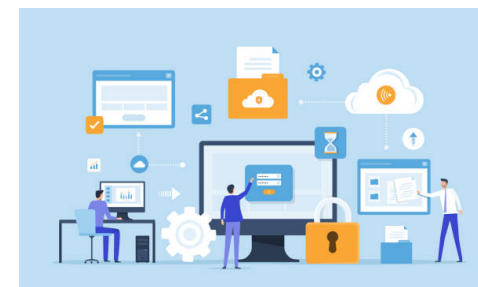
The NMLS annual renewal period starts Nov. 1 and will continue through Dec. 31. Below are some tips for getting prepared.

#### Update Your NMLS Record

Review your NMLS profile to make sure it is current and that your title/position held at the company associated with your NMLS user account is listed. Failure to update your record before Nov. 1 may cause a delay in your license renewal request being approved.

#### Check/Reset Your NMLS Password

On March 26, we implemented a new policy that requires you to reset your NMLS password based on the following criteria when your current password expires:



- Password must be a minimum of 20 characters and a maximum of 64 characters
- Password must contain at least one English uppercase letter (A to Z) and one English lowercase letter (a to z)
- Embedded spaces are allowed
- Leading and trailing spaces are not allowed

Along with these new password rules, you can now attempt to enter your password five times (instead of only three times) before being locked out. Then, simply wait 10 minutes for your password to automatically reset – eliminating the need to contact the NMLS Call Center for support.

#### Review State-Specific Renewal Requirements

State agencies start publishing their renewal requirements each year in September. Be sure you are aware of state-specific renewal deadlines, renewal fees and more that apply to your company. This information is available on the [Annual Renewal page](#) on the NMLS Resource Center.

#### Access Live and On-Demand Renewal Training

Whether your company is renewing its license for the first time or has gone through the process before, sign up for [live, virtual training sessions](#) to help you get . Plus, access an on-demand training video for [money services, consumer finance and debt companies](#) at your convenience.

As a reminder, your company must meet all renewal requirements in the states where it is licensed **before** a license renewal request can be submitted.

For more information on how to prepare and complete the license renewal process, visit the [Annual Renewal page](#) on the NMLS Resource Center.

