



2023 Annual Renewal

Tips to Prepare for NMLS Annual Renewal

The NMLS annual renewal period starts Nov. 1 and will continue through Dec. 31. We have created a [Quick Start Guide for Individual Renewals](#) that provides steps you can take to prepare now for license renewal.

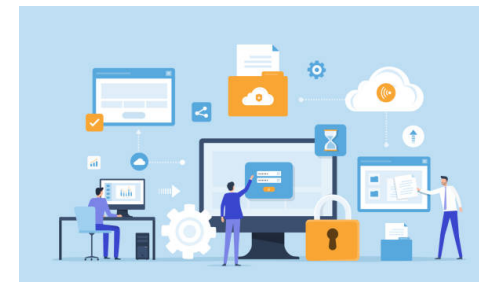
Below are just a few tips highlighted in the checklist and others to keep in mind:

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.

Provide a Current Email Address

You will receive important updates from NMLS during renewals, so make sure your email address is current. Choose an email address you plan to keep for the long-term. If you must use your company email address, be sure to change it in NMLS when you change jobs.

