PAYING AN INVOICE

This guide provides instructions on how to pay an invoice through your NMLS account.

The *Invoice* section of the Home tab allows a user to view outstanding invoices. Users can also search for, review, pay and/or print invoices that are paid, unpaid, cancelled, or have failed payment.

NMLS will restrict access for all users associated with an NMLS entity that has an unpaid or failed payment invoice that has not been repaid within 30 days. The exception to this rule is for an Agency Fee Invoice (AFI) that is created by the regulator. Unpaid AFIs will not restrict your access to NMLS but may impact your ability to request the renewal of your license. Full access will be restored when all invoices sufficiently overdue to restrict access are paid.
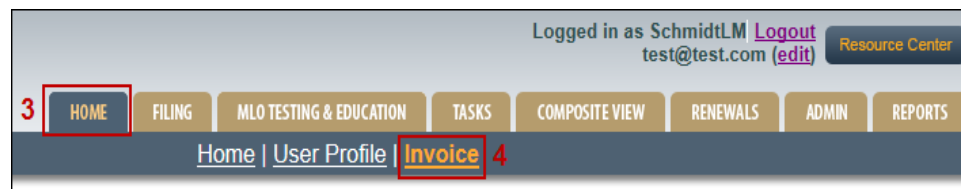
[How to Pay an Unpaid Invoice](#)
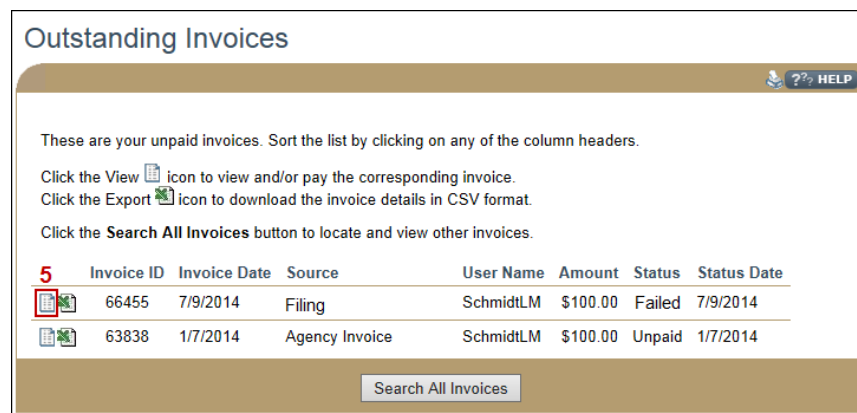[How to Repay a Failed Payment](#)
[How to Repay an Unpaid or Failed Payment when Restricted](#)

How to Pay an Unpaid Invoice

1. Navigate to the [NMLS Resource Center](#).

2. Click the **Log in to NMLS** button in the upper right corner.

3. Click the **Home** tab.

4. Click the *Invoice* link in the submenu.

The system displays all outstanding invoices (those in a "Failed" or "Unpaid" status).

5. Click the **View Invoice** 📄 icon to view the details of the specific invoice.