

# EquitySmart

## HOME LOANS

## Becoming a Branch in Idaho

*(For branch managers / prospective branches — corporate completes the filings)*

Becoming a branch means ESHL will license an additional **Idaho branch location** under the company's NMLS record, using the information you provide, after a required consultation.

### **Required first step: consultation (no exceptions):**

Before anything moves forward, you must meet with ESHL Compliance/Licensing to confirm:

- Idaho feasibility and structure fit
- Who will be designated as the Branch Manager / Qualified Individual (QI) as applicable
- DBA usage (if any) and next steps (see DBA section)

*Important Note:*

- Please remember that you are responsible for paying all fees and renewals associated with the branch.
- Email us at [licensing@equitysmartloans.com](mailto:licensing@equitysmartloans.com)

### **What you must have ready:**

ESHL will request information that matches the NMLS Branch Form, including:

- Legal entity applying (company record in NMLS)
- Branch main address (**no PO Box**) and mailing address (if different)
- Branch phone/fax/email and website URL(s) (if applicable)
- Mortgage business activities conducted at the branch
- Any Trade Name / DBA and the states where it will be used (including Idaho, if applicable)
- Branch Manager name and NMLS ID

### **What ESHL Corporate handles:**

- Preparing and submitting the Idaho branch request in NMLS (Schedule BR)
- Coordinating internal approvals, state communications, and handoffs
- Confirming required associated individual filings (see next section)

## Branch Manager / Qualified Individual (QI):

**A QI is not just a title.** It is the person ESHL designates to ensure the branch operates compliantly day-to-day.

At a minimum, you should expect the Branch Manager/QI to be responsible for:

- Supervision of origination activity and adherence to ESHL policies
- Oversight of advertising/representations and proper use of the licensed location
- Ensuring licensing status is maintained for themselves and the team (including education/renewals)
- Cooperating with audits, exams, record retention, and corrective actions as directed by ESHL

## Dual-application

In addition to the branch request, **an individual filing may also be required.** NMLS indicates a Branch Manager is required for each branch and **may need an NMLS Individual Form completed.**

You should plan for this as part of the approval package.

## DBA / Trade Name policy:

If you plan to use a DBA:

- **You must notify ESHL Corporate Licensing/Compliance before using it** (including on marketing, websites, signage, social, or disclosures).
- The DBA must be **approved by ESHL corporate**, and **ESHL is responsible for getting the DBA properly activated.**
- Do **not** operate or advertise under a DBA until corporate confirms approval + activation.

## Education & license maintenance reminders:

You are responsible for keeping yourself and your team eligible to originate, including:

- Pre-licensing / state-specific requirements (as applicable)
- Continuing education and renewal deadlines

- Avoiding common reinstatement/expiration pitfalls (missed CE, missed renewal windows, etc.)

## Idaho specifics:

### Sponsorship / association timing (Idaho)

Idaho Department of Finance notes MLOs may be “**Approved-Inactive**” until sponsorship and/or affiliation to an Idaho-licensed location is complete; branch approval can impact personnel tied to the location.

### Advertising & remote work (Idaho)

If anyone works remotely, marketing and public-facing materials must **not imply an unlicensed home/remote address is a licensed business location** (addresses/phone numbers/representations).

### Idaho resources & support

- Idaho Department of Finance – [Mortgage overview/resources](#)
- [NMLS Branch Form \(Schedule BR\) overview/instructions](#)
- IDOF [Telecommuting & Branch Licensing Requirements guidance](#)

*Questions? Please email us at [licensing@equitysmartloans.com](mailto:licensing@equitysmartloans.com)!*