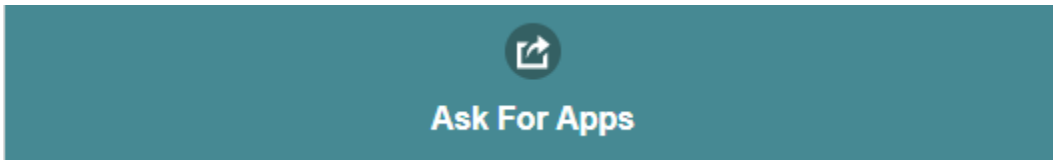


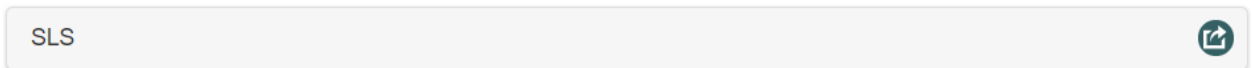
NYS Department of Financial Services

How to access the SLS Annual Report submission application on the NYS DFS Portal

1. If you are a first-time user, create an account using the “Create Account” link located on the [portal homepage](#).
2. Login to the portal.
3. Click on the “Ask for Apps” button.



4. Click on SLS



5. In the available text box, begin typing your NMLS# or entity name.
6. When your entity is displayed, click on it.
7. Click “Submit Request”.
8. Once your request has been approved, you will receive an email confirmation. This step may take up to a few days.
9. After you receive email confirmation that your request was approved, log back in to the portal.
10. You should now see the “SLS” application displayed under “My Apps” and can complete your submission.