



## TEST ENROLLMENTS (INDIVIDUAL)



**PRIOR TO ENROLLING IN ANY S.A.F.E NATIONAL OR STATE TEST YOU WILL NEED THE FOLLOWING:**

- A NMLS account
- Your individual NMLS ID

Prior to scheduling an appointment to take a S.A.F.E. national or state test component at a test center, a test enrollment must be requested and paid for in NMLS. The Individual test enrollment process allows you to identify the jurisdiction(s) where you are licensed or plan to seek licensure, and select the national test or one or more state tests required by the jurisdiction(s) for test enrollment. Many state agencies require a passing score on the National and State Components of the SAFE MLO Test prior to submitting the MU4 application for licensure through NMLS. The steps below will help you with this process.

### **HOW TO OBTAIN THE NMLS INDIVIDUAL ID:**

**For Individuals without an existing NMLS account, follow these steps to create your account and ID:**

1. Open the [NMLS Resource Center](#) website.
2. Select the “Log into NMLS” button
3. Select the “Create an individual account” link.
4. Retype the security letters & numbers shown on the screen in the space provided and click **Next**.
5. Complete the information on the “Create Individual User Account” page.
6. Click the “Finish” button to confirm.
7. A confirmation message containing your **User Name** and **Individual (User) ID** will be displayed.

**For Individuals with an existing NMLS account, follow these steps to view your ID:**

1. Open the [NMLS Resource Center](#) website.
2. Select the “Log into NMLS” button
3. Select the “Log in” link.
4. Select the “Composite View” tab.
5. Select the “View Individual” link at the top of the page.

6. Your **Individual ID** will be displayed.

### **ACCESSING NMLS TESTING SUB-MENU**

8. Log in to [NMLS](#).
9. Under the *Professional Requirements* tab, select the **Testing** sub-menu option.
10. On the left navigation panel, click *Test Enrollments*.

### **TEST ENROLLMENTS**

1. Select the jurisdiction(s) in which you must comply with the testing requirements and click **Next**.

**Note:** If you wish to enroll in the National Test only and your jurisdiction does not appear, select any jurisdiction.

2. Individually select the test(s) for which you wish to request a test enrollment or use the **Select All** or **Unselect All** options and click **Add to Cart**.

### **TEST ENROLLMENT CART**

1. Select the *Test Enrollments Cart* from the left navigation panel or continue from the *Test Enrollments* workflow.
2. If applicable, click the red "X" to delete any test(s) for which you do not want to request enrollment.
3. Click **Proceed to Invoice** for a complete breakdown of the fees.
4. Click **Pay Invoice** to continue to the payment screens and remit payment.

Instructions regarding how to schedule the test(s) will be provided in the notification e-mail(s) sent to confirm the appropriate test enrollment window(s) has/have been opened. Click [here](#) to access the MLO Testing Handbook containing valuable information regarding testing requirements and processes.

Login to the Professional Requirements - Testing section of the [NMLS Resource Center](#) and select the **Test Availability Schedule and Content Outlines** link under the Candidate Tools section regarding open test enrollment window periods.

For further assistance, please contact the NMLS Call Center at 240-386-4444.