



# Notice on Setting up NMLS Evaluator User(s) in LMS for Course Application Review

Effective May 15, 2020 | Reviewed April 20, 2020

## Setting up NMLS Evaluator User(s) in LMS for Course Application Review

### Purpose

The purpose of this notice is to inform NMLS approved course providers that NMLS is establishing certain user information for use in the review of courses in the online self-study (OSS) format. Employing this user information in courses being reviewed by NMLS for approval will make confirming compliance with the biometric requirement more efficient.

### Requirements

NMLS evaluator user(s) should be registered with the following information:

Primary Account (required):

Email: [jesquina@csbs.org](mailto:jesquina@csbs.org)

NMLS ID: reviewer

Secondary Account (optional or as requested):

Email: [mgallagher@csbs.org](mailto:mgallagher@csbs.org)

NMLS ID: reviewer2

Course providers are expected to establish username(s) and password(s) for access to course(s) for review. These must be listed in the course application form submitted with the course application materials

The parameter d2 should be the course application ID for new applications until an NMLS approved course number is issued. Otherwise, parameter d2 must be the NMLS approved number issued to the course.

ls= provider number

d1=current year

d2=course number (or application ID if course has not been approved yet)

d3=location parameter

d4=course name

d5=course hours

Questions can be sent to Jessica Esquina [jesquina@csbs.org](mailto:jesquina@csbs.org).