






MCR AMENDMENTS

If you need to make an amendment to a component of the MCR filing after it has been submitted, the steps below will walk you through making a change to your MCR filing and submitting it.

1. Log in to NMLS.
2. Click the **Filing** tab.
3. Click **MCR** from the sub-menu.
4. Click the **View/Edit** icon () next to the appropriate filing to access the components of the processed MCR.

NOTE: If your filing was initially uploaded in NMLS through an XML file, you can upload subsequent XML files in order to make any amendments by selecting the **Upload** () icon.

5. Select the **Edit** icon () under the component(s) you wish to make edits to (Financial Condition and/or Residential Mortgage Loan Activity).
6. Click the **Continue** button to proceed with the amendment.
7. Make and save any necessary edits to the appropriate section(s) of each component.
8. Select the **Explanatory Notes** and enter an explanation for the submission of the amendment filing. (i.e. typo, changing incorrect information). Ensure all relevant notes are on each RMLA component.
9. Once the edits have been made, click **Completeness Check** from the left navigation panel.
10. Click the **Ready to Submit** button.
11. Click the **Completeness Check and Submit** button on the *MCR Components* page to submit the amended MCR filing. Select the attestation checkbox and **Attest and Submit** the filing.

If you need additional assistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).