



## STANDARD MCR RMLA

The Standard Mortgage Call Report (S-MCR) requires a Residential Mortgage Loan Activity (RMLA) component to be submitted through NMLS on a quarterly basis. The RMLA component will need to be submitted for each state a company is licensed in that has an MCR requirement. The following steps will walk you through completing a manual Standard RMLA for the MCR. For information on uploading an XML file, see [Mortgage Call Report XML Specification](#).

### Manually Create Your S-MCR:

1. Once you are logged into NMLS, click the **Filing** tab.
2. Click the **Call Reports** button.
3. Click the **Mortgage Call Report** button.
4. Click the **Create New MCR** button.
5. Select the appropriate year and period (Q1, Q2, Q3, and Q4 are the only options that satisfy the minimum quarterly requirement. Fiscal quarters do not).
6. Select **Create Standard MCR**.
7. The RMLA component will be available. The State-Specific Information and Company-Level Information must be completed.

Residential Mortgage Loan Activity (RMLA) Component(s)					
<b>State-Specific Information</b>					
Available Actions	State	Status	Last Updated By	Last Updated Date	Form Version
	Florida	Pending Initial	StateR	3/15/2015 10:05:43 PM	V4
<b>Company-Level Information</b>					
Available Actions	Status	Last Updated By	Last Updated Date	Form Version	
	Pending Initial	StateR	3/13/2015 10:18:52 AM	V4	

Figure 1: RMLA Components

### State-Specific Information:

1. Click the **Edit** icon under the *State-Specific Information* section.  
**NOTE:** If you wish to submit an RMLA for a state that is not listed here, click the **Add New RMLA** button and select the state.
2. Each section on the left navigation panel must be completed.  
**NOTE:** You can complete the Section I – MLO data by uploading a .csv file through NMLS. For details on the file specifications and instructions, see the [MLO Upload Specification and Sample](#).
3. Click **Completeness Check and Warnings** on the left navigation panel.
4. Correct any completeness check errors if applicable.
5. Click the **Ready to Submit** button.

6. Repeat steps 1-5 for each state that is listed.
7. Once each RMLA component is in a “Ready to Submit” status, the MCR filing can be submitted.
8. Click the **Completeness Check and Submit** button at the bottom of the *MCR Components* page to begin the MCR submission process.
9. Select the attestation checkbox and click the **Attest and Submit** button to submit the filing.

**Company-Level Information:**

1. Click the **Edit** icon under the *Company-Level Information* section.
2. Each section on the left navigation panel must be completed.
3. Click **Completeness Check and Warnings** on the left navigation panel.
4. Review any outstanding completeness check items or click the **Ready to Submit** button.

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