This guide walks you through the most common process for completing and submitting the MSB Call Report. This guide covers the steps required to:

- Create a New MSB Call Report Filing
- Upload a CSV (Excel) or XML File
- Mark Sections Ready to Submit
- Submit the MSB Call Report

Create a New MSB Call Report Filing

MSB Call Reports are to be submitted for each calendar quarter.

1. Log in to NMLS.

2. Click the *Filing* tab.
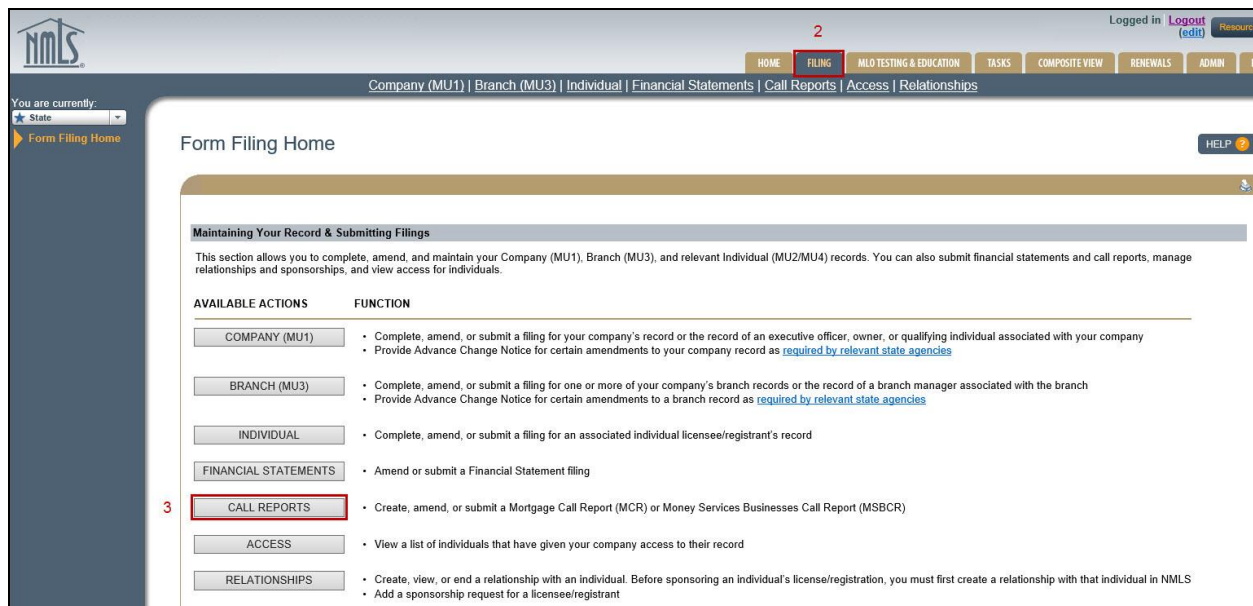
3. Click the *Call Reports* button (see *Figure 1*).

Figure 1: Form Filing Home

4. Click the *MSB Call Report* button.

5. Click the *Create New MSB Call Report* button (see *Figure 2*).

Figure 2: Create New MSB Call Report

6. Select the desired year and period.

7. Click the **Upload via CSV or XML** button (see *Figure 3*).

    NOTE: For manual entry, click the **Create or Edit (Manual Entry)** button. Please refer to the MSB Call Report worksheet and the MSB Call Report Field Definitions guide for assistance when completing a filing.
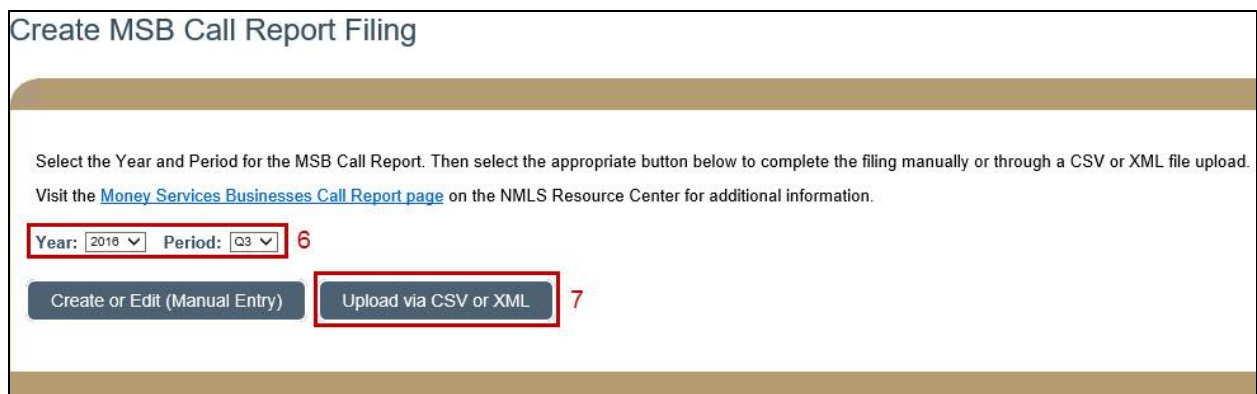

Figure 3: Create MSB Call Report Filing

Upload a CSV (Excel) File

MSB Call Report filings can be prepared in the system manually or uploaded via a specially formatted CSV file. Sample upload, templates, and file specifications are available on the MSB Call Report CSV page of the NMLS Resource Center.

1. Click the **Browse** button on the *Upload MSB Call Report Filing* page.

2. Select the appropriate CSV or XML file for the desired year and period.

3. Click the **Open** button.
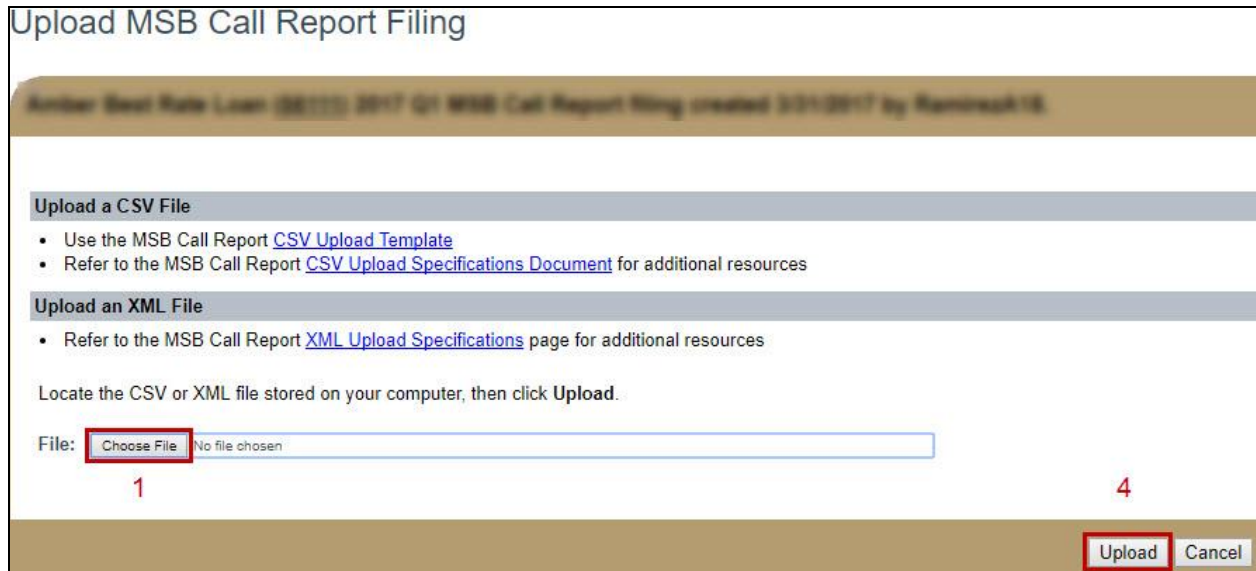
4. Click the **Upload** button (see *Figure 4*).

Figure 4: Upload Filing

NOTE: Any CSV upload errors are displayed on this page. Correct all errors and re-upload to proceed. Correct any errors if necessary and re-upload to proceed.

Upload an XML File

MSB Call Report filings can be prepared in the system manually or uploaded via a specially formatted XML file. Sample upload, templates, and file specifications are available on the MSB Call Report CSV page of the NMLS Resource Center.

1. Click the **Browse** button on the *Upload MSB Call Report Filing* page.

2. Select the appropriate CSV or XML file for the desired year and period.

3. Click the **Open** button.

4. Click the **Upload** button.

   NOTE: XML uploads are automatically displayed on the *MSB Call Report XML Upload History* page alongside their upload status. Correct any errors if necessary and re-upload to proceed.

5. Refer to the instructions on-screen and refresh the page after a moment to allow the System to process the XML upload.

   NOTE: If the upload is unsuccessful with an "Invalid" status, click the **View Errors** button to review the errors discovered during the validation process. Refer to the MSB Call Report Completeness Checks and Warnings reference document for more details.

6. Click the ***MSB Call Report*** link in the left navigation bar once an XML file is successfully uploaded.

7. Click the *View* 📄 icon next to the desired MSB Call Report on the *MSB Call Report* page.

Add a State

It is possible to upload multiple states at once through the XML or CSV upload process. It is also possible to manually add states to the ST section.

1. Click the **Add New ST** button on the *MSB Call Report Sections* page.

2. Select the desired state from the dropdown menu and click the **Add State** button.

3. Click the **Continue** button.

   NOTE: Only add ST information for states where you are licensed to perform money services businesses. You may need to update your Company Form (MU1).

4. Manually enter in relevant values in fields ST10 through ST250.

   NOTE: Use the **Fill Blank Fields with Zero** button to fill in any fields that do not apply to the submission.

5. Click the **Save and Move to Next** button.

6. Enter any necessary comments in the **Comments (Optional)** field and click the **Save and Move to Next** button.

7. Any warnings will display on the *Completeness Check and Warnings* page. Resolve any warnings and click the **Return to MSB Call Report Sections** button.

Mark Sections Ready to Submit

Each section, including sections without any business activity during the quarter, must be marked ready before the MSB Call Report can be submitted. Users can view, edit, or delete any section prior to submission on the *MSB Call Report Sections* page.

1. Click the *Edit* 📝 icon next to the desired section on the *MSB Call Report Sections* page.

2. Review data accuracy then click the **Save and Move to Next** button to proceed through each section.

3. Resolve any completeness checks or warnings on the *Completeness Check* page.

   NOTE: Completeness checks prevent marking a section as "Ready to Submit." Warnings *do not* prevent marking a section as "Ready to Submit" but require an explanatory note. For an explanation of all completeness checks, warnings, and errors, refer to the MSB Call Report Completeness Checks and Warnings reference document.

4. Click the **Mark as Ready to Submit** button (see *Figure 5*). This changes the section status on the *View MSB Call Report Sections* page to "Ready to Submit" with a green thumbs up 👍 icon (see *Figure 6*).

Figure 5: Mark as Ready To Submit

Figure 6: Ready to Submit

5. Repeat Steps 1-4 until every section is in a "Ready to Submit" status.

NOTE: Click the **Mark All as Ready** button to mark all State-specific Transactions (ST) sections and State Transactions Destination Country Detail (TD-B) sections with no completeness checks/data warnings as 'Ready to Submit' without navigating to each ST/TD-B filing (see *Figure 7*).

Figure 7: Mark All as Ready

Submit the MSB Call Report

A completeness check for the entire MSB Call Report is required prior to submission.

1. Click the **Completeness Check and Submit** button on the bottom of the *MSB Call Report Sections* page, note any System-generated language (see *Figure 8*).

The permissible investments section is not relevant to all license types, but still must be "marked as ready to submit" prior to submission of the report. Submission of this section by non-relevant licensees is a confirmation of not maintaining permissible investments.

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Completeness Check and Submit

Figure 8: Completeness Check Link

2. Resolve all completeness checks.

   NOTE: Click the ***Preview MSB Call Report Submission*** link prior to submitting the MSB Call Report to preview the complete MSB Call Report on one page.

3. Select the checkbox in the attestation language and click the **Attest and Submit** button (see *Figure 9*).

   NOTE: This puts the MSB Call Report into a "Processed" status. To amend a processed MSB Call Report, refer to the Amending an MSB Call Report Submission Quick Guide.

☑ I verify that I am the named person above and that I am authorized to attest to and submit this filing on behalf of the Company.
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Attest and Submit

Figure 9: Attest and Submit

For assistance, contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).