



COMPANY – TEST ENROLLMENTS FOR INDIVIDUALS

Prior to scheduling an appointment for a SAFE National Test Component or State Test component, a test enrollment must be requested and paid for in NMLS. All Account Administrators (AAs) and any company Organization Users (OUs) with the Manage Test Enrollment role can request test enrollments for individuals under the MLO Testing & Education tab if the company has access to the individual's record.

NOTE: OUs who do not have access to the MLO Testing & Education tab must contact their AA.

Many state agencies require a passing score on the National Test Component and State Components of the SAFE MLO Test prior to submitting an MU4 application for licensure through NMLS. The steps below will help you with opening test enrollments for associated individuals.

Paying for an Individual's Test Enrollment

1. Log in to your NMLS account.
2. Click the **MLO Testing & Education** tab.
3. Click the **Create New Test Enrollment Windows** link in the submenu.
4. Click one of the three options below on the left navigation panel to select test enrollments for a single mortgage loan originator (MLO):
 - **Select by State** allows you to select test enrollments for a MLO from a list of required tests in the state selected. This option allows you to select both the National and State Specific components.
 - **National Test with Uniform State Content** allows you to select only the SAFE Mortgage Loan Originator Test - National Component for a MLO.
 - **List of Eligible Tests** allows you to select test enrollments for a MLO from a list of tests the MLO is currently able to enroll in.
 - **Group Enrollment by Test** allows you to select test enrollments for a group of MLOs.

NOTE: Click **Pay for Tests in Cart** on the left navigation panel to pay for test enrollments that are already in your Test Cart.

Selecting by State

1. Search for the individual for whom you would like to request one or more test enrollments by typing in their name or their NMLS ID Number.
2. Click the **Search** button.
3. Click the **NMLS ID Number** to select the appropriate individual.

4. Select the state(s) in which the individual must comply with the testing requirements and click the **Next** button.
5. Select the **Test Component(s)** for which you wish to request enrollment for and click the **Add to Cart** button.
6. Click the **Proceed to Invoice** button.

NOTE: If applicable, click the **Remove** button to delete any test(s) enrollments for which you do not want to request and pay for.

7. Click the **Pay Invoice** button to continue to the payment screens and remit payment.

NOTE: Individuals must accept the Candidate Agreement before an appointment can be scheduled for this test. An email notification is sent to the individual notifying him or her of the required steps.

Taking the National Test with Uniform State Content

1. Search for the individual for whom you would like to request one or more test enrollments by typing in their name or their NMLS ID Number.
2. Click the **Search** button.
3. Click the **NMLS ID Number** to select the appropriate individual.
4. Select the **SAFE Mortgage Loan Originator Test – National Component with Uniform State Content** and click the **Add to Cart** button.
5. Click **Proceed to Invoice** button.

NOTE: If applicable, click the **Remove** button to delete any test(s) enrollments for which you do not want to request and pay for.

6. Click the **Pay Invoice** button to continue to the payment screens and remit payment.

NOTE: Individuals must accept the Candidate Agreement before an appointment can be scheduled for this test. An email notification is sent to the individual notifying him or her of the required steps.

Selecting from a List of Eligible Tests

1. Search for the individual for whom you would like to request one or more test enrollments by typing in their name or their NMLS ID Number.
2. Click the **Search** button.
3. Click the **NMLS ID Number** to select the appropriate individual.

4. Select the **Test Component(s)** for which you wish to request enrollment for and click the **Add to Cart** button.

5. Click the **Proceed to Invoice** button.

NOTE: If applicable, click the **Remove** button to delete any test(s) enrollments for which you do not want to request and pay for.

6. Click the **Pay Invoice** button to continue to the payment screens and remit payment.

NOTE: Individuals must accept the Candidate Agreement before an appointment can be scheduled for this test. An email notification is sent to the individual notifying him or her of the required steps.

Selecting Group Enrollments by Test

1. Select the **Test Component** for which you wish to request enrollment for one or more individuals and click the **Next** button.

2. Select the **individual(s)** you would like to enroll in the test component selected and click the **Add to Cart** button.

3. Click the **Proceed to Invoice** button.

NOTE: If applicable, click the **Remove** button to delete any test(s) enrollments for which you do not want to request and pay for.

4. Click the **Pay Invoice** button to continue to the payment screens and remit payment.

NOTE: Individuals must accept the Candidate Agreement before an appointment can be scheduled for this test. An email notification is sent to the individual notifying him or her of the required steps.

Scheduling an Individual's Test Appointment

All test enrollments opened (paid) by a company require the individual to accept the Candidate Agreement from his or her NMLS account. The Candidate Agreement must be accepted before a test appointment can be scheduled.

Instructions regarding how to schedule the tests will be provided in the notification e-mails sent to confirm the appropriate test enrollment windows are eligible for scheduling. These emails are sent to the affected individual and associated company after the Candidate Agreement is accepted.

Once a test enrollment is created and paid for, the candidate will have 180 days to schedule the testing appointment and take the test. Failure to take the test within 180 days will result in the test enrollment window closing, and a new test enrollment window must be requested and paid for prior to the candidate scheduling and taking the test.

Access the [MLO Testing Handbook](#) to review all information regarding testing requirements and processes.

1. Log in to your NMLS account.
2. Click the **MLO Testing & Education** tab.
3. Click the **Manage Test Appointments** link on the submenu.
4. Click the **Schedule Appointments** link on the navigation panel.

NOTE: Use the Filtering Options to only display test enrollment windows for a specific individual.

5. Click the **Schedule** button for the appropriate test.
6. Continue through the Prometric website by following the prompts.

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