INDIVIDUAL TEST ENROLLMENTS

PRIOR TO PAYING FOR A SAFE TEST YOU WILL NEED THE FOLLOWING:

- An NMLS account
- Your individual NMLS ID Number

See the Individual Account Creation Quick Guide if you do not yet have an NMLS account and NMLS ID Number.

Once a SAFE test is paid for, the individual 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 paid for again. Refer to the MLO Testing Handbook to obtain valuable information regarding rescheduling policies, testing requirements, and processes.

Viewing your NMLS ID Number

1. Navigate to the NMLS Resource Center.
2. Click the Log into NMLS button in the upper right corner.
3. Log in to your NMLS account.
4. Click the Composite View tab.
5. Click the View Individual link on the submenu.
6. Your Individual NMLS ID Number is be displayed.

Paying for a SAFE Test

1. Log in to your NMLS account.
2. Click the MLO Testing & Education tab.
3. Click the Create New Test Enrollment Window link on the submenu.
4. Click National Test with UST.

**NOTE:** Click the Pay for Tests in Cart link on the left navigation panel to pay for SAFE tests that may already exist in your Test Cart.

Taking the National Test

1. Select the SAFE Mortgage Loan Originator Test – National Component and click the Add to Cart button.

**NOTE:** If applicable, click the Remove button to delete SAFE tests from your Test Cart.
2. Click the **Proceed to Candidate Agreement** button.

3. Review the Candidate Agreement and click the **I Accept** button.

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

### Scheduling a Test Appointment

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 – Test Center** or **Request – Online Test** button.
   a. You will be redirected to the Prometric website to schedule at a test center.
   b. You will need to request an online test and attest that you understand the requirements for the online test.

   **NOTE:** For more information on the online test option, see the information on the [Online Proctored Testing](#) page of the NMLS Resource Center.

   **NOTE:** The Candidate Agreement must be accepted before the schedule option is available – click the **Candidate Agreement** button to accept the agreement (see the [Accepting the Candidate Agreement](#) instructions). If an appointment is already scheduled, the Reschedule/Cancel button will display.

### Accepting the Candidate Agreement

1. Log in to your NMLS account.

2. Click the **MLO Testing & Education** tab.

3. Click the **Candidate Agreement for SAFE MLO Tests** link on the submenu.

4. Review the agreement.

5. Click the **I Accept** button.

   **NOTE:** After accepting the Candidate Agreement, continue to the [Scheduling a Test Appointment](#) instructions to continue.

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