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 the National 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.
5. Click the **Add to Cart** button.

   **NOTE:** If applicable, click the **Remove** button to delete SAFE tests from your Test Cart.

6. Click the **Proceed to Candidate Agreement** button.

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

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

**Scheduling a Test Center Appointment**

1. Log in to your NMLS account.

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

3. Click the **Manage Test Appointment** link on the submenu.

   ![Schedule Test Center]

4. Click the **Schedule – Test Center** button.

   a. You will be redirected to the Prometric website to schedule at a test center.

**Scheduling an Online Proctored Test Appointment**

1. Log in to your NMLS account.

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

3. Click the **Manage Test Appointment** link on the submenu.
4. Click the **Request – Online Proctored Test** button.

5. Select the reason for requesting an online proctored test.

6. Complete all attestations.
7. Click Submit.

RESULT: Confirmation message appears:

NOTE: For more information on the online test option, see the information on the Online Proctored Testing page of the NMLS Resource Center.

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