Setting up NMLS Evaluator User(s) in LMS for Course Application Review

Purpose
The purpose of this notice is to inform NMLS approved course providers that NMLS is establishing certain user information for use in the review of courses in the online self-study (OSS) format. Employing this user information in courses being reviewed by NMLS for approval will make confirming compliance with the biometric requirement more efficient.

Requirements
NMLS evaluator user(s) should be registered with the following information:

Primary Account (required):
  Email: jesquina@csbs.org
  NMLS ID: reviewer

Secondary Account (optional or as requested):
  Email: mgallagher@csbs.org
  NMLS ID: reviewer2

Course providers are expected to establish username(s) and password(s) for access to course(s) for review. These must be listed in the course application form submitted with the course application materials.

The parameter d2 should be the course application ID for new applications until an NMLS approved course number is issued. Otherwise, parameter d2 must be the NMLS approved number issued to the course.

ls= provider number
d1=current year
d2=course number (or application ID if course has not been approved yet)
d3=location parameter
d4=course name
d5=course hours

Questions can be sent to Jessica Esquina jesquina@csbs.org.