

STANDARD MCR RMLA

The Standard Mortgage Call Report (S-MCR) requires a Residential Mortgage Loan Activity (RMLA) component to be submitted through NMLS on a quarterly basis. The RMLA component will need to be submitted for each state a company is licensed in that has an MCR requirement. The following steps will walk you through completing a manual Standard RMLA for the MCR. For information on uploading an XML file, see Mortgage Call Report XML Specification.

Manually Create Your S-MCR:

- 1. Once you are logged into NMLS, click the **Filing** tab.
- 2. Click the Call Reports button.
- 3. Click the Mortgage Call Report button.
- 4. Click the **Create New MCR** button.
- 5. Select the appropriate year and period (Q1, Q2, Q3, and Q4 are the only options that satisfy the minimum quarterly requirement. Fiscal quarters do not).
- Select Create Standard MCR.
- 7. The RMLA component will be available. The State-Specific Information and Company-Level Information must be completed.

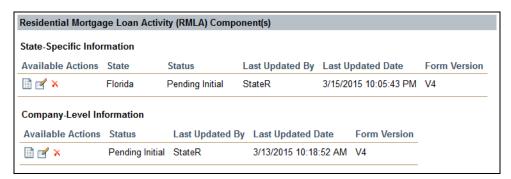


Figure 1: RMLA Components

State-Specific Information:

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1. Click the **Edit** icon under the *State-Specific Information* section.

NOTE: If you wish to submit an RMLA for a state that is not listed here, click the **Add New RMLA** button and select the state.

2. Each section on the left navigation panel must be completed.

NOTE: You can complete the Section I – MLO data by uploading a .csv file through NMLS. For details on the file specifications and instructions, see the MLO Upload Specification and Sample.

- 3. Click **Completeness Check and Warnings** on the left navigation panel.
- 4. Correct any completeness check errors if applicable.
- 5. Click the **Ready to Submit** button.

- 6. Repeat steps 1-5 for each state that is listed.
- 7. Once each RMLA component is in a "Ready to Submit" status, the MCR filing can be submitted.
- 8. Click the **Completeness Check and Submit** button at the bottom of the *MCR Components* page to begin the MCR submission process.
- 9. Select the attestation checkbox and click the **Attest and Submit** button to submit the filing.

Company-Level Information:

- 1. Click the **Edit** icon under the *Company-Level Information* section.
- 2. Each section on the left navigation panel must be completed.
- 3. Click Completeness Check and Warnings on the left navigation panel.
- 4. Review any outstanding completeness check items or click the **Ready to Submit** button.

If you need additional asssistance, please contact the NMLS Call Center at 1-855-NMLS-123 (1-855-665-7123).