



TEST ENROLLMENTS (COMPANY)

Prior to scheduling an appointment to take a S.A.F.E. National Test at a test center, a test enrollment must be requested and paid for in NMLS. All Account Administrators and any company user with the “Manage Test Enrollment” role can request test enrollments for Individuals under the Testing sub-section of the MLO Testing & Education tab if the company has access to the Individual’s record.

Company Account Administrators will have automatic access to the MLO Testing & Education tab and the “Manage Test Enrollment” role. Company users must be granted the “Manage Test Enrollment” role to access to the MLO Testing & Education tab.

Many state agencies require a passing score on the SAFE MLO National Test prior to submitting an MU4 application for licensure through NMLS. The steps below will help you with this process.

Paying for an Individual’s Test Enrollment

1. Log in to your NMLS account.
2. Click the **MLO Testing & Education** tab.
3. Select **Testing** in the sub-menu.
4. On the left navigation panel, choose **Select by State, National Test, List of Eligible Tests** or **Group Enrollment by Test**.

NOTE: There are multiple ways to select test enrollments for your MLOs

- *Select by State, National Test* and *List of Eligible Tests* will allow you to select test enrollments for a single mortgage loan originator (MLO).
 - [Select by State](#) allows you to select National Test enrollments for an MLO in the state selected. It is functionally the same as selecting *National Test*.
 - [National Test](#) allows you to select National Test enrollments for an MLO.
 - [List of Eligible Tests](#) allows you to select test enrollments for an MLO from a list of tests the MLO is currently able to enroll in.
- [Group Enrollment by Test](#) will allow you to select test enrollments for a group of MLOs.

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

Select 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. Click **Search**.

2. In the search results, select the individual by clicking the **NMLS ID Number** next to their name.
3. Select the state(s) in which the Individual must comply with the testing requirements and click **Next**.
4. Select the **National Test** for which you wish to request enrollment and click **Add to Cart**.
5. Continue through the payment screens, then click **Proceed to Invoice**.

NOTE: If applicable, click the **Delete** icon (✘) to delete any test enrollments you do not want to request and pay for.

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

National Test

1. Enter the name or NMLS ID number of the individual for whom you would like to request one or more test enrollments. Click **Search**.
2. In the search results, select the individual by clicking the **NMLS ID number** next to their name.
3. Select the **SAFE Mortgage Loan Originator National Test** and click **Add to Cart**.
4. Continue through the payment screens. Click **Proceed to Invoice** to view and pay the invoice.

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

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

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. Click **Search**.
2. In the search results, select the individual by clicking the **NMLS ID number** next to their name.
3. Select the Test Component for which you wish to request enrollment for and click **Add to Cart**.

4. Continue through the payment screens. Click **Proceed to Invoice** to view and pay the invoice.

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

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

Group Enrollments by Test

1. Select the test component for which you wish to request enrollment for one or more individuals and click **Next**.
2. **Select the individual(s)** you would like to enroll in the test component selected. Then click **Add to Cart**.
3. Continue through the payment screens. Click **Proceed to Invoice** to view and pay the invoice.

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

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

Instructions regarding how to schedule the test are provided in the notification e-mail sent to confirm the appropriate test enrollment window has been opened. 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.

Log in to NMLS and select the **Composite View** tab to view information regarding open test enrollment windows under the “**View Testing Information**” section.

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