



TEST ENROLLMENTS (COMPANY)

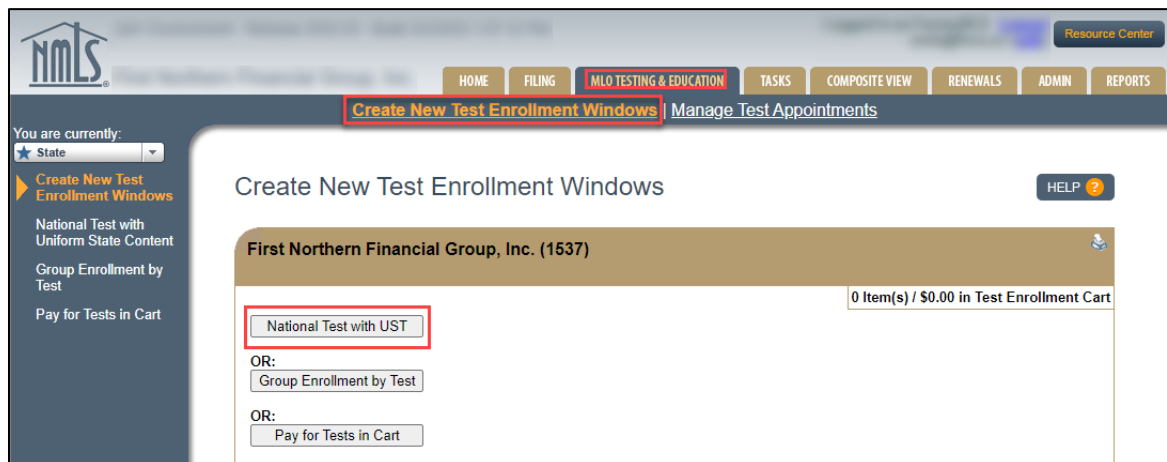
Prior to scheduling an appointment to take a S.A.F.E. National Test at a test center, a test enrollment must be requested and paid for in NMLS. All Account Administrators and any company user with the “Manage Test Enrollment” role can request test enrollments for Individuals under the Testing sub-section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

Paying for an Individual’s Test Enrollment

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



National Test with UST

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.

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).