




TEST ENROLLMENTS (COMPANY)

Prior to scheduling an appointment to take a SAFE national or state test component 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-menu item of the Professional Requirements tab if the company has access to the Individual’s record.

Company Account Administrators will have automatic access to the Professional Requirements tab and the “Manage Test Enrollment” role. Initially, all company users with the “Create and submit MU4 filings role” also will be granted the “Manage Test Enrollment” role and access to the Professional Requirements tab. Going forward, Account Administrators will need to assign company users with the “Manage Test Enrollment” role.

ACCESSING NMLS TESTING SUB-MENU

1. Log in to [NMLS](#).
2. From the *Welcome* screen, select the  tab.
3. Under the *Professional Requirements* tab, select the [Testing](#) sub-menu option.
4. On the left navigation panel, choose *Test Enrollments by Individual* or *Test Enrollments by Test*.

TEST ENROLLMENTS BY INDIVIDUAL

1. Enter search criteria for the Individual for which you would like to request one or more test enrollments.

Note: *Test Enrollments by Individual* will allow you to select national and/or state tests that must be taken by a single Individual. *Test Enrollments by Test* will allow you to select a single national or state test that must be taken by multiple Individuals.

2. Select the jurisdiction(s) in which the Individual must comply with the testing requirements and click **Next**.

Note: If you wish to enroll the Individual in the National Test only and his/her jurisdiction does not appear, select any jurisdiction.

3. Individually select the test(s) for which you wish to a request test enrollment for the Individual or use the **Select All** or **Unselect All** options and click **Add to Cart**.

Continue at Test Enrollment Cart.

TEST ENROLLMENTS BY TEST

1. Select one test for which you would like to request a test enrollment for one or more Individuals and click **Next**.
2. Select the Individual(s) you would like to enroll for the test and click **Add to Cart**.

Continue at Test Enrollment Cart.

TEST ENROLLMENT CART

1. Select the *Test Enrollments Cart* from the left navigation panel or continue from the *Test Enrollments by Individual* or *Test Enrollments by Test* workflow.
2. If applicable, click the red "X" to delete any test(s)/Individual(s) for which you do not want to request enrollment.
3. Click **Proceed to Invoice** for a complete breakdown of the fees.
4. Click **Pay Invoice** to continue to the payment screens and remit payment.

Instructions regarding how to schedule the test(s) will be provided in the notification e-mail(s) sent to confirm the appropriate test enrollment window(s) has/have been opened. Click [here](#) to access the MLO Testing Handbook containing valuable information regarding testing requirements and processes.

Login 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 240-386-4444.