



INDIVIDUAL TEST ENROLLMENTS

PRIOR TO PAYING FOR A SAFE TEST YOU WILL NEED THE FOLLOWING:

- **An NMLS account**
- **Your individual NMLS ID Number**

See the [Individual Account Creation Quick Guide](#) if you do not yet have an NMLS account and NMLS ID Number.

Once a SAFE test is paid for, the individual 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 paid for again. Refer to the [MLO Testing Handbook](#) to obtain valuable information regarding rescheduling policies, testing requirements, and processes.

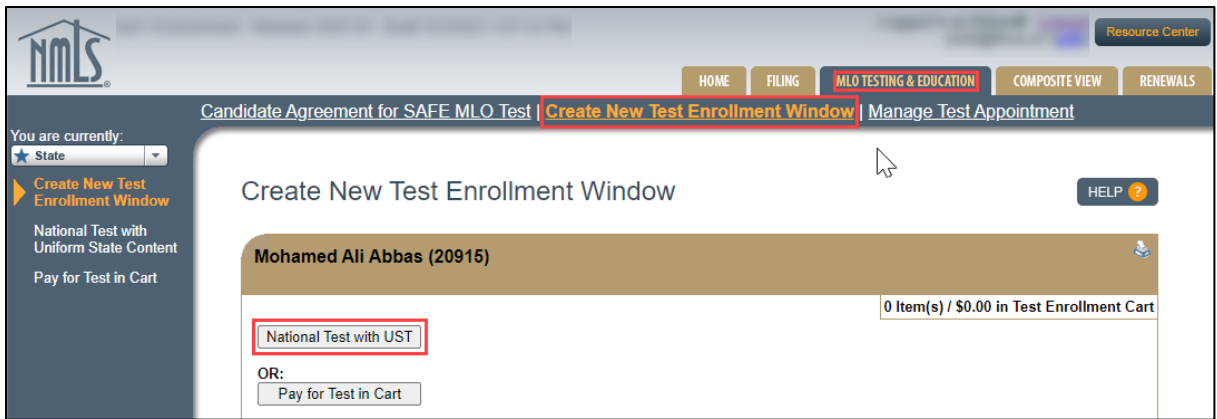
Viewing your NMLS ID Number

1. Navigate to the [NMLS Resource Center](#).
2. Click the **Log into NMLS** button in the upper right corner.
3. Log in to your NMLS account.
4. Click the **Composite View** tab.
5. Click the **View Individual** link on the submenu.
6. Your Individual NMLS ID Number is displayed.

Paying for the National Test

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**.

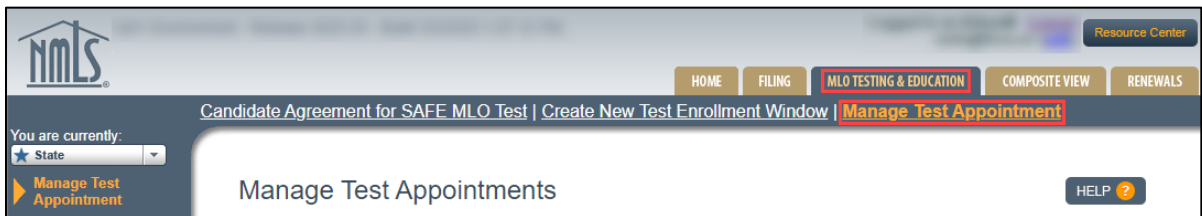
NOTE: Click the **Pay for Tests in Cart** link on the left navigation panel to pay for SAFE tests that may already exist in your Test Cart.



5. Click the **Add to Cart** button.
 - NOTE:** If applicable, click the **Remove** button to delete SAFE tests from your Test Cart.
6. Click the **Proceed to Candidate Agreement** button.
7. Review the Candidate Agreement and click the **I Accept** button.
8. Click the **Pay Invoice** button to continue to the payment screens and remit payment.

Scheduling a Test Center Appointment

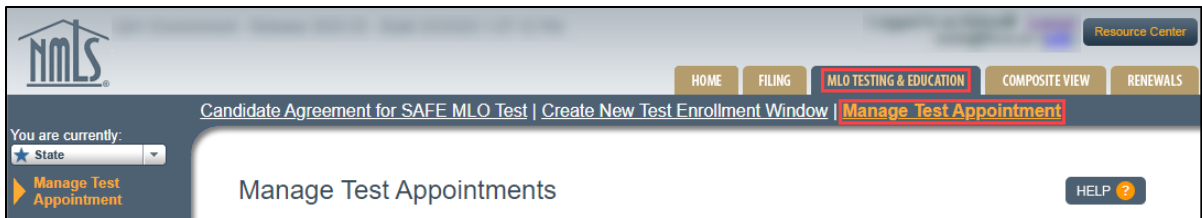
1. Log in to your NMLS account.
2. Click the **MLO Testing & Education** tab.
3. Click the **Manage Test Appointment** link on the submenu.



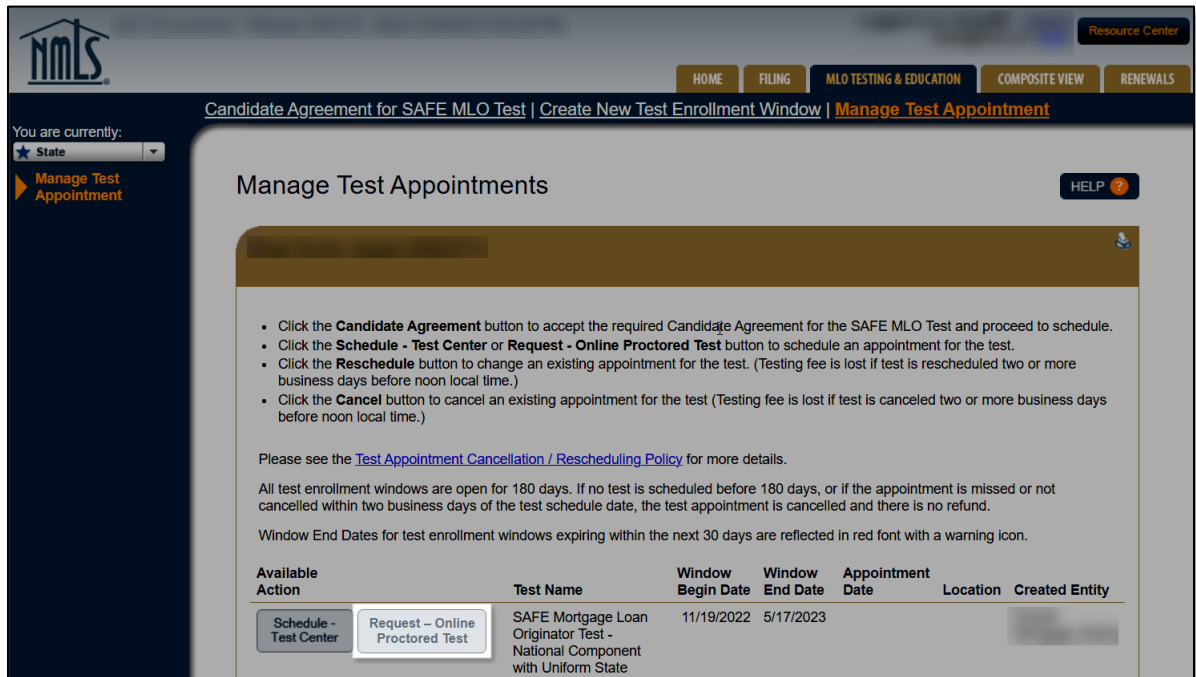
4. Click the **Schedule – Test Center** button.
 - a. You will be redirected to the Prometric website to schedule at a test center.

Scheduling an Online Proctored Test Appointment

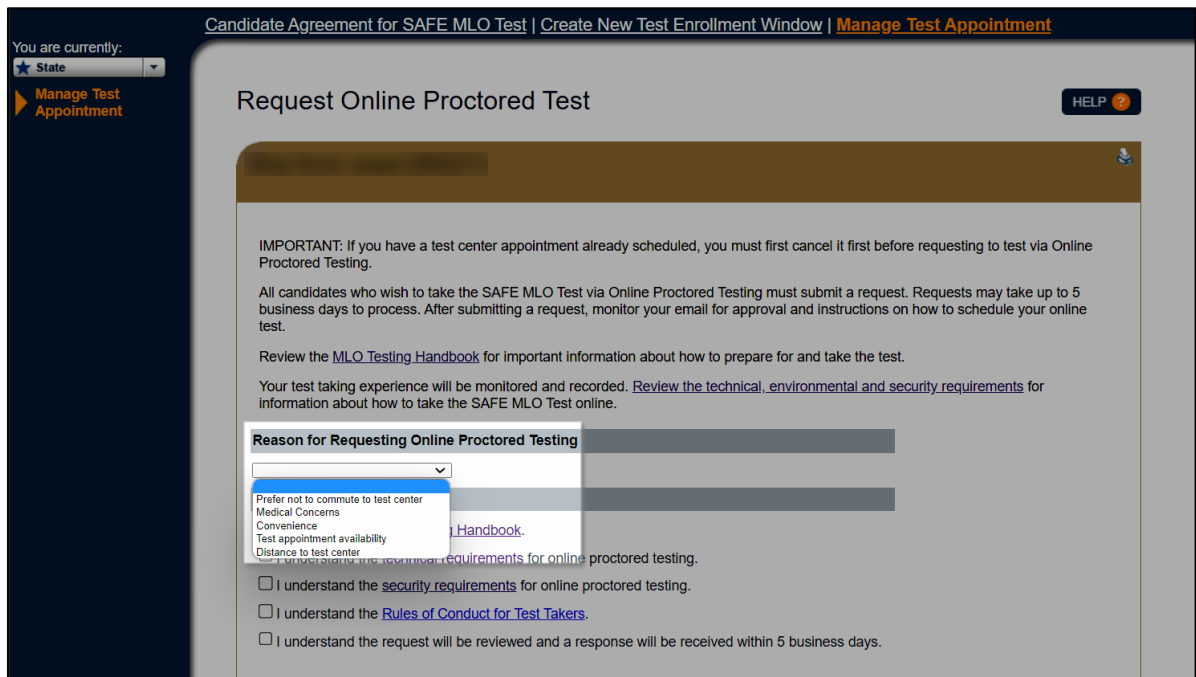
1. Log in to your NMLS account.
2. Click the **MLO Testing & Education** tab.
3. Click the **Manage Test Appointment** link on the submenu.



4. Click the **Request – Online Proctored Test** button.



5. Select the reason for requesting an online proctored test.



6. Complete all attestations.

Candidate Agreement for SAFE MLO Test | Create New Test Enrollment Window | [Manage Test Appointment](#)

You are currently:
 ★ State
 Manage Test Appointment

Request Online Proctored Test

IMPORTANT: If you have a test center appointment already scheduled, you must first cancel it first before requesting to test via Online Proctored Testing.

All candidates who wish to take the SAFE MLO Test via Online Proctored Testing must submit a request. Requests may take up to 5 business days to process. After submitting a request, monitor your email for approval and instructions on how to schedule your online test.

Review the [MLO Testing Handbook](#) for important information about how to prepare for and take the test.

Your test taking experience will be monitored and recorded. [Review the technical, environmental and security requirements](#) for information about how to take the SAFE MLO Test online.

Reason for Requesting Online Proctored Testing

Distance to test center

Attestations

- I have read the [MLO Testing Handbook](#).
- I understand the [technical requirements](#) for online proctored testing.
- I understand the [security requirements](#) for online proctored testing.
- I understand the [Rules of Conduct for Test Takers](#).
- I understand the request will be reviewed and a response will be received within 5 business days.

7. Click **Submit**.

RESULT: Confirmation message appears:

NMLS

HOME FILING MLO TESTING & EDUCATION COMPOSITE VIEW RENEWALS

Resource Center

Candidate Agreement for SAFE MLO Test | Create New Test Enrollment Window | [Manage Test Appointment](#)

You are currently:
 ★ State
 Manage Test Appointment

Manage Test Appointments

I Your request for Online Proctored Testing has been sent. Monitor your email for approval and instructions on how to schedule your online test.

I You have requested to take the SAFE MLO Test via Online Proctored Testing (OPT). Approval may take up to 5 business days to process. Monitor your email for approval and instructions on how to schedule your online test. Alternatively, you may schedule the test in-person anytime.

- Click the **Candidate Agreement** button to accept the required Candidate Agreement for the SAFE MLO Test and proceed to schedule.
- Click the **Schedule - Test Center** or **Request - Online Proctored Test** button to schedule an appointment for the test.
- Click the **Reschedule** button to change an existing appointment for the test. (Testing fee is lost if test is rescheduled two or more business days before noon local time.)
- Click the **Cancel** button to cancel an existing appointment for the test (Testing fee is lost if test is canceled two or more business days before noon local time.)

Please see the [Test Appointment Cancellation / Rescheduling Policy](#) for more details.

All test enrollment windows are open for 180 days. If no test is scheduled before 180 days, or if the appointment is missed or not cancelled within two business days of the test schedule date, the test appointment is cancelled and there is no refund.

NOTE: For more information on the online test option, see the information on the [Online Proctored Testing](#) page of the NMLS Resource Center.

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