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.

Many state agencies require a passing score on SAFE test(s) prior to accepting an application for licensure through the Individual (MU4) Form. Prior to scheduling an appointment through Prometric to take a SAFE test, the test must be paid for in NMLS.

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 be displayed.

Paying for a SAFE Test

1. Log in to your NMLS account.

2. Click the **MLO Testing & Education** tab.

3. Click the *Creat New Test Enrollment Window* link on the submenu.

4. Click one of the three options below on the left navigation panel:

   - **Select by State** allows for selection of required SAFE tests based on the designated state agency. This option allows you to select both the National and State-Specific components.

   - **National Test with Uniform State Content** allows you to select only the SAFE Mortgage Loan Originator Test - National Component with Uniform State Content.

- **List of Eligible Tests** allows you to select test enrollments from a list of tests that you are currently able to enroll in.

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.

Selecting by State

1. Select the state(s) in which you must comply with testing requirements and click the **Next** button.

   NOTE: If applicable, click the **Remove** button to delete SAFE tests from your Test Cart.

2. Select the Test Component(s) you wish to pay for and click the **Add to Cart** button.

3. Click the Proceed to Candidate Agreement button.

4. Review the Candidate Agreement and click the **I Accept** button.

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

Taking the National Test

1. Select the **SAFE Mortgage Loan Originator Test – National Component** and click the **Add to Cart** button.

   NOTE: If applicable, click the **Remove** button to delete SAFE tests from your Test Cart.

2. Click the Proceed to Candidate Agreement button.

3. Review the Candidate Agreement and click the **I Accept** button.

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

Selecting from a List of Eligible Tests

1. **Select the SAFE Test(s)** you wish to pay for and click the **Add to Cart** button.

   NOTE: If applicable, click the **Remove** button to delete SAFE tests from your Test Cart.

2. Click the Proceed to Candidate Agreement button.

3. Review the Candidate Agreement and click the **I Accept** button.
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4. Click **Pay Invoice** to continue to the payment screens and remit payment.

Scheduling a Test Appointment

1. Log in to your NMLS account.

2. Click the **MLO Testing & Education** tab.

3. Click the *Manage Test Appointments* link on the submenu.

4. Click the **Schedule** button for the appropriate test.

   NOTE:The Candidate Agreement must be accepted before the the schedule option is available – click the **Candidate Agreement** button to accept the agreement (see the Accepting the Candidate Agreement instructions). If an appointment is already scheduled, the Reschedule/Cancel button will display.

5. Continue through the Prometric website by following the prompts.

   NOTE: For questions regarding the Prometric website, please contact Prometric Support at 1-877-671-6657. Prometric site: www.prometric.com/nmls

Accepting the Candidate Agreement

1. Log in to your NMLS account.

2. Click the **MLO Testing & Education** tab.

3. Click the *Candidate Agreement for SAFE MLO Tests* link on the submenu.

4. Review the agreement.

5. Click the **I Accept** button.

   NOTE: After accepting the Candidate Agreement, continue to the Scheduling a Test Appointment instructions to continue.

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