

## HOW TO REGISTER FOR YOUR MLO 20 HOUR SAFE EXAM

### retc.com / **MLO SAFE EXAM**

Before logging into NMLS you will need to create an NMLS ID Account.

#### HOW TO OBTAIN AN NMLS INDIVIDUAL ID ACCOUNT:

**For Individuals who do not yet have an existing NMLS account, follow these steps to create your account and ID:**

1. Go to [www.nationwidelicensingsystem.org](http://www.nationwidelicensingsystem.org)
2. Select the “**Log into NMLS**” button in the top right corner.
3. Select the “**Create an individual account**” link.
4. Retype the security letters & numbers shown on the screen in the space provided and click “**Next**”.
5. Complete the information on the *Create Individual User Account* page.
6. Click the “**Finish**” button to confirm.
7. A confirmation message containing your **User Name** and **Individual (User) ID** will be displayed.

**For Individuals who have an existing NMLS account, follow these steps to view your ID:**

1. Go to [www.nationwidelicensingsystem.org](http://www.nationwidelicensingsystem.org)
2. Select the “**Log into NMLS**” button in the top right corner.
3. Log into NMLS.
4. Select the “**Composite View**” tab.
5. Select the “**View Individual**” link at the top of the page.
6. Your **Individual ID** will be displayed.

## HOW TO ENROLL FOR A TEST COMPONENT

1. Go to [www.nationwidelicensingsystem.org](http://www.nationwidelicensingsystem.org)
2. Select the “**Log into NMLS**” button in the top right corner.
3. Log into NMLS.
4. From the *Welcome* screen, select the tab. Professional Requirements
5. Under the *Professional Requirements* tab, select the “**Testing**” sub-menu option.
6. On the left navigation panel, click *Test Enrollments*.
7. Select the **STATE** in which you must comply with the testing requirements and click **Next**.
8. Select the test(s) for which you wish to enroll or use the **Select All** or **Unselect All** options and click **Add to Cart**.
9. Click **Proceed to Invoice** for a complete breakdown of the fees.
10. Click **Pay Invoice** to continue to the payment screens and remit payment.

For further assistance, please contact the NMLS Call Center at 240.386.4444