








MAKING AN AMENDMENT TO THE MCR

If you need to make an amendment to a component of the MCR filing after it has been submitted, the steps below will walk you through making a change to your MCR filing and submitting it.

1. Log into NMLS
2. Select the **FILING** Tab
3. Select **MCR**
4. Select the View/Edit icon () next to the appropriate filing to access the components of the processed MCR.

Available Actions	Year	Period	Period End Date	Format	Status	Last Updated By	Last Updated Date
 	2011	Q2	6/30/2011	Expanded	Processed	BookerSE	4/13/2011

Note: If your filing was initially uploaded in NMLS through an XML file, you can upload subsequent XML files in order to make any amendments by selecting the upload () icon.

5. Select the edit icon () under the component(s) you wish to make edits to (Financial Condition and/or Residential Mortgage Loan Activity)
6. Select Continue in order to proceed with the amendment
7. Make and save any necessary edits to the appropriate section(s) of each component
8. Select the **Explanatory Notes** and enter an explanation for the submission of the amendment filing. (i.e. typo, changing incorrect information). Ensure all relevant notes are on each RMLA component.
9. Once the edits have been made, select “Completeness Check” from the navigation panel and select **Ready To Submit**
10. Select **Completeness Check and Submit** on the MCR Components page to submit the amended MCR filing. Select the attestation checkbox and Attest and Submit the filing

If you need additional assistance, please contact the NMLS Call Center at 240-386-4444.