



COMPLETING A MANUAL STANDARD FINANCIAL CONDITION

The Standard Mortgage Call Report (S-MCR) requires a Financial Condition Component be submitted through NMLS on an annual basis, 90 days from the fiscal year end. The S-MCR can be created by manually entering the data in NMLS or by uploading an XML file. The steps below will walk you through creating and completing the Standard Financial Condition manually in NMLS. For details on uploading a Standard Financial Condition MCR, see [XML specification](#).


Manually Create your S-MCR:

1. Once you are logged into NMLS, select the **FILING** Tab
2. Select **MCR**
3. Select **+ Create New MCR**
4. Select the appropriate year and period (Only the **Annual** option fulfills the minimum yearly requirement)

5. Select **+ Create Standard MCR**

The **Financial Condition** of the Standard MCR will be available

6. Under the **Financial Condition** component, select the edit icon ()

Financial Condition (FC)				
Available Actions	Required	Status	Last Updated By	Last Updated Date
	Y	Pending Initial	RyanT4	4/13/2011

7. Each Schedule on the left navigation panel will need to be completed. Complete Schedule A – Schedule D and save in each section.
 8. Select Completeness Check from the left Navigation Panel
 9. Correct any completeness check errors if applicable. If you are unsure how to correct errors listed, refer to the [Data Validation Reference Guide](#).
 10. Select **Ready To Submit**
- Once the Financial Condition Component is in a “Ready to Submit” status, the MCR filing can be submitted.
11. Select **Completeness Check and Submit** from the bottom of the MCR Components page to begin the MCR submission process.

Select the attestation checkbox and Attest and Submit the filing

For additional assistance, contact the NMLS Call Center at 240-386-4444.