




COMPLETING A MANUAL STANDARD RMLA


The Standard Mortgage Call Report (S-MCR) requires a Residential Mortgage Loan Activity (RMLA) Component to be submitted through NMLS on a quarterly basis. The RMLA Component will need to be submitted for each state a company is licensed in that requires the MCR. The following steps will walk you through completing a manual Standard Residential Mortgage Loan Activity (RMLA) for the Mortgage Call Report (MCR). For information on uploading an XML file, see [XML specifications](#).

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 (The Q1,Q2,Q3,Q4 are the only options that satisfy the minimum quarterly requirement, not the Fiscal Quarter options).
5. Select **+ Create Standard MCR**.

The **Residential Mortgage Loan Activity** Component will be available.

6. Select the edit icon () under Residential Mortgage Loan Activity.

Residential Mortgage Loan Activity (RMLA) Component(s)						
Available Actions	Required	State	Status	Last Updated By	Last Updated Date	
	Y	Arizona	Pending Initial	RyanT4	4/13/2011	

Note: If you wish to submit an RMLA for a state that is not listed, select “Add New RMLA”, and select the state. If no states are populated in the RMLA section, you can select “Add New RMLA” to populate that state.

7. Each Section on the left navigation panel will need to be completed. Complete Section I – Section I MLO(s) and save in each section.
8. Select Completeness Check from left navigation panel
9. Correct applicable completeness check errors. If you are unsure how to correct errors listed, refer to the [Data Validation Reference Guide](#).
10. Select **Ready To Submit**.

Repeat steps above for each state listed.

Once each RMLA is in a “Ready to Submit” status, the MCR filing can be submitted.

11. Select [Completeness Check and Submit](#) from the MCR Components at the bottom of the page to begin the MCR submission process.
12. 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.