



UPLOADING A 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 the Standard RMLA by uploading an XML file for the MCR.

Upload your S-MCR:

1. Once you are logged into NMLS, click the **Filing** tab.
2. Click the **Call Reports** button.
3. Click the **Mortgage Call Report** button.
4. Click the **Upload New MCR** button.
5. Browse for your XML file, click the **Open** button and then click the **Upload** button.

NOTE: Visit the NMLS Resource Center for information regarding the [MCR XML Specifications](#).

If all file specifications are met NMLS will create one or more RMLA components based on where the company is actively licensed and required to file. NMLS will also populate the components with any data provided in the upload file. S-MCR components can be uploaded in a single or multiple files. It can take a minute or two for the system to finish uploading; continue to refresh the screen until the status changes to "Upload Complete."

6. Click the **Mortgage Call Reports** link on the left navigation panel.
7. Click the **View/Edit** icon next to the appropriate filing to access the components of the pending S-MCR.

IMPORTANT NOTE: Uploading your MCR filing does not complete the submission process. Even if you provided all data required to complete your S-MCR filing in the upload file, you must run completeness checks for each component and place the components in a "Ready to Submit" status before you will be able to submit your S-MCR filing.

Complete the RMLA Component:

8. Under the **Residential Mortgage Loan Activity** component, select the **Edit** icon for the first state listed.

NOTE: If you wish to submit an RMLA to a state that is not listed, click the **Add New RMLA** button and select the state.

9. Each Section on the left navigation panel will need to be completed. Complete Section I – Section I MLO(s) and save in each section.
 10. Click **Completeness Check and Warnings** from the left navigation panel.
 11. Correct any completeness check errors if applicable.
 12. Click the **Ready to Submit** button. Repeat steps above for each state listed.
- NOTE:** Once each component is in a “Ready to Submit” status, the MCR filing can be submitted.

Complete Company-Level Information:

1. Click the **Edit** icon under the *Company-Level Information* section.
2. Each section on the left navigation panel must be completed.
3. Click **Completeness Check and Warnings** on the left navigation panel.
4. Review any outstanding completeness check items or click the **Ready to Submit** button.
5. Before you can submit the S-MCR, all components must be in a **Ready to Submit** status. Please review all components before continuing.

Submit your S-MCR Filing:

1. Click the **Completeness Check and Submit** button on the *MCR Components* page to begin the MCR submission process.
2. Select the attestation checkbox and click the **Attest and Submit** button.

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