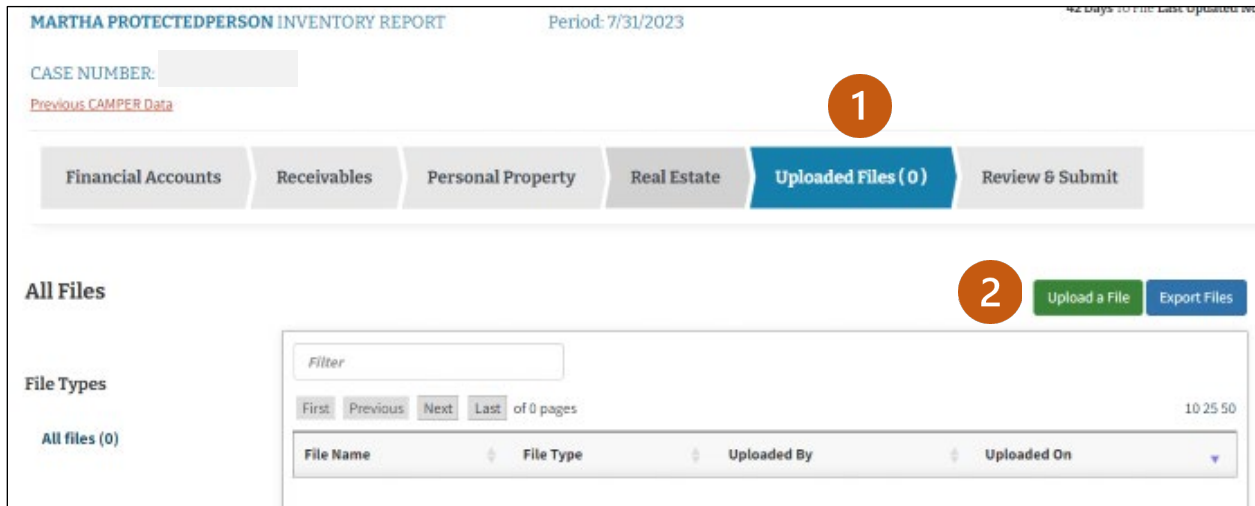


## QRG – Uploading Files in MyMNConservator (MMC)

### Upload files in an inventory or account report in progress

1. Click the **Uploaded Files** tab.
2. Click **Upload a File**.



MARTHA PROTECTEDPERSON INVENTORY REPORT      Period: 7/31/2023      42 Days to File Last Updated

CASE NUMBER: [REDACTED]

[Previous CAMPER Data](#)

Financial Accounts    Receivables    Personal Property    Real Estate    **Uploaded Files ( 0 )**    Review & Submit

All Files 2

File Types

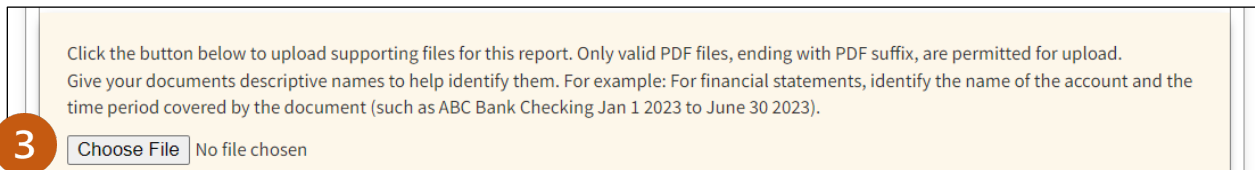
All files (0)

Filter

First Previous Next Last of 0 pages 10:25:50

File Name	File Type	Uploaded By	Uploaded On
-----------	-----------	-------------	-------------

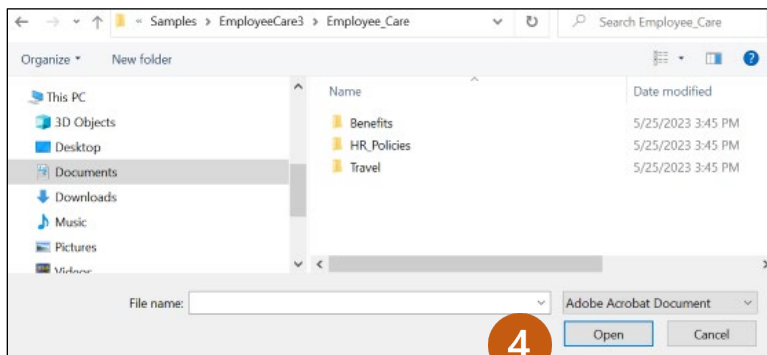
3. Review the instructions in the yellow box and click **Choose File**.



Click the button below to upload supporting files for this report. Only valid PDF files, ending with PDF suffix, are permitted for upload. Give your documents descriptive names to help identify them. For example: For financial statements, identify the name of the account and the time period covered by the document (such as ABC Bank Checking Jan 1 2023 to June 30 2023).

3  No file chosen

4. Find the file and click **Open**.



← → ↑ ↓    Samples > EmployeeCare3 > Employee\_Care    Search Employee\_Care

Organize    New folder

Name	Date modified
Benefits	5/25/2023 3:45 PM
HR_Policies	5/25/2023 3:45 PM
Travel	5/25/2023 3:45 PM

File name: [REDACTED]    Adobe Acrobat Document

4

## QRG – Uploading Files in MyMNConservator (MMC)

5. Click the Document Types dropdown and select a **Document Type**.



Select a document type that best corresponds to the content in the document you are uploading.

6. Click **Upload**.

Click the button below to upload supporting files for this report. Only valid PDF files, ending with PDF suffix, are permitted for upload. Give your documents descriptive names to help identify them. For example: For financial statements, identify the name of the account and the time period covered by the document (such as ABC Bank Checking Jan 1 2023 to June 30 2023).

DependantsCare.pdf

**Document Types\***

Select Document Type 5

- Select Document Type
- Bank Statement
- Communication
- Debt Statement
- Expense Document
- Income Tax Returns
- Insurance / Prepaid Burial Statement
- Investment Statement
- Other
- Personal Property Value
- Real Estate / Mortgage Statement
- Receivable Document

6

or

\* = Required

Uploaded On

7. Click **Upload a File** and follow the instructions above for each subsequent file.

7

### Edit uploaded files

1. Hover over the uploaded file and click **Edit**.

Filter

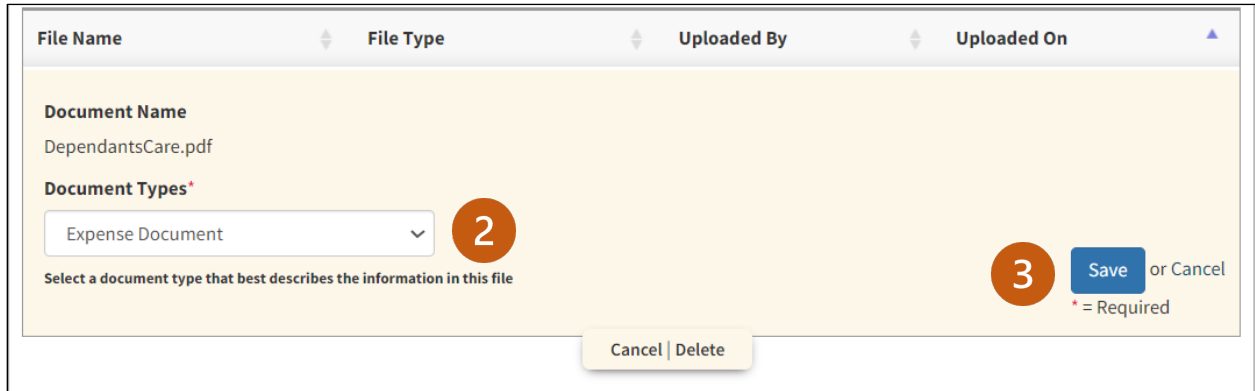
First Previous 1 Next Last of 1 pages 10 25 50

File Name	File Type	Uploaded By	Uploaded On
DependantsCare.pdf	Expense Document	Test Conservator	8/18/2023 5:19 PM

1

## QRG – Uploading Files in MyMNConservator (MMC)

2. Select a different **Document Type**.
3. Click **Save**.



**File Name**      **File Type**      **Uploaded By**      **Uploaded On**

**Document Name**  
DependantsCare.pdf

**Document Types\***  
Expense Document

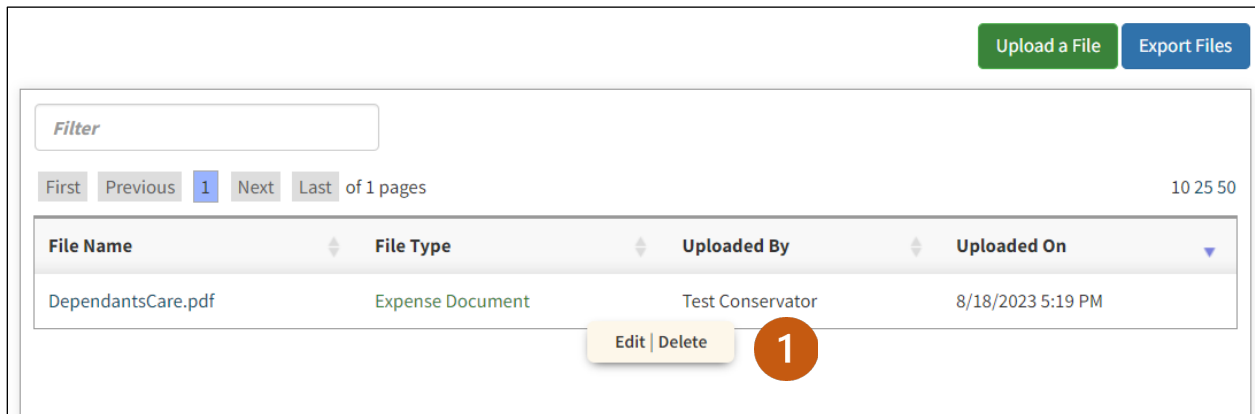
Select a document type that best describes the information in this file

Cancel | Delete

Save or Cancel  
\* = Required

### Delete an uploaded document

1. Hover over an uploaded document and click **Delete**.



Upload a File    Export Files

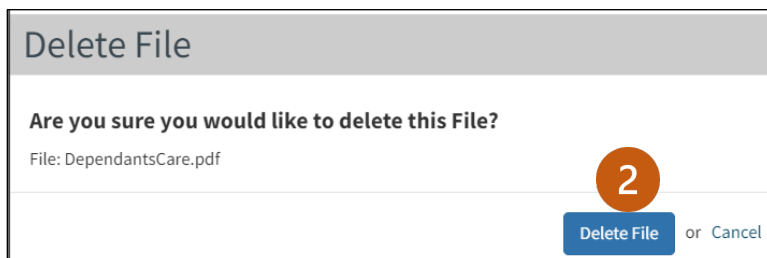
Filter

First   Previous   1   Next   Last   of 1 pages      10 25 50

File Name	File Type	Uploaded By	Uploaded On
DependantsCare.pdf	Expense Document	Test Conservator	8/18/2023 5:19 PM

Edit | Delete

2. At the confirmation message, click **Delete File**.



**Delete File**

**Are you sure you would like to delete this File?**

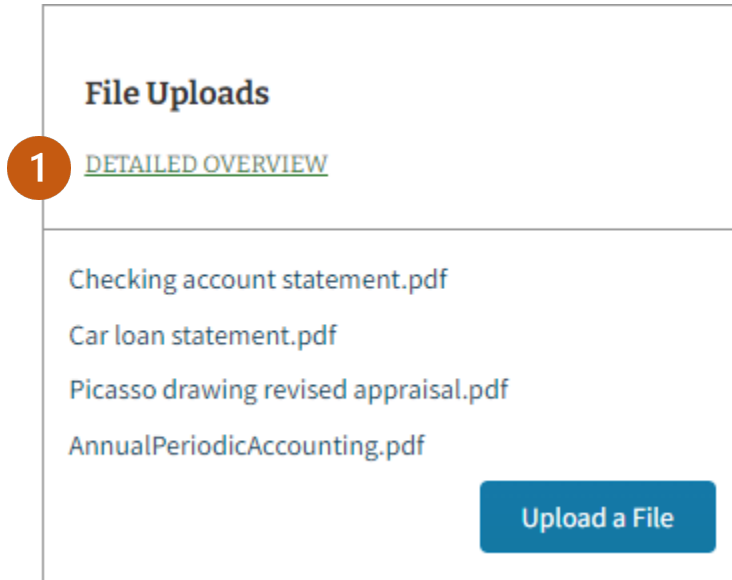
File: DependantsCare.pdf

Delete File or Cancel

## QRG – Uploading Files in MyMNConservator (MMC)

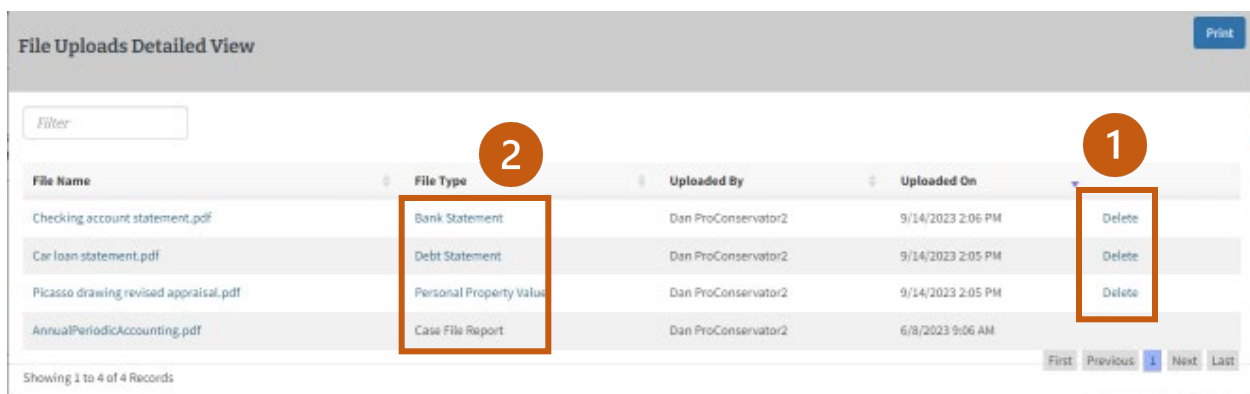
### Manage files in a submitted report

1. Click **Detailed Overview** to view additional details about the uploaded files.



### Edit or delete submitted files

1. Edit or delete a file while the report is pending assignment to a court reviewer or auditor. Files can no longer be edited or deleted after a report has been assigned to a court reviewer or auditor.
2. View files with a type of Case File Report that you submitted (e.g., inventory accounting report, annual periodic accounting). Case Report files cannot be edited or deleted.



File Name	File Type	Uploaded By	Uploaded On	Action
Checking account statement.pdf	Bank Statement	Dan ProConservator2	9/14/2023 2:06 PM	Delete
Car loan statement.pdf	Debt Statement	Dan ProConservator2	9/14/2023 2:05 PM	Delete
Picasso drawing revised appraisal.pdf	Personal Property Value	Dan ProConservator2	9/14/2023 2:05 PM	Delete
AnnualPeriodicAccounting.pdf	Case File Report	Dan ProConservator2	6/8/2023 9:06 AM	



## **QRG – Uploading Files in MyMNConservator (MMC)**

### **View inventory and annual account reports submitted on or before, and after, June 21, 2023**

1. To view inventory and annual reports submitted after June 21, 2023:
  - a. Select the inventory or annual account report that you submitted.
  - b. Select the Detailed View for your list of uploaded files.
  - c. Select the file name to view, that has a Case File Report file type, and has the uploaded date matching the date that you submitted the report.
  
2. To view inventory and annual reports submitted on or before June 21, 2023:
  - a. From your Internet browser, go to Minnesota Court Records Online (MCRO) (<https://publicaccess.courts.state.mn.us/>).
  - b. Click Document Search and enter your case number.
  - c. Select your inventory or annual account report filed on the date that you submitted the report.