

Each Agency Account Manager should complete all of the items below to ensure their Government Agency is prepared and successfully submits a New MGA application.

To apply for New MGA, Government Agencies will need to designate an Agency Account Manager, who will coordinate the Users' responsibilities of the application process (register online and sign a User Acknowledgement Form), and submit the required Application Materials to the Minnesota Judicial Branch. Once your application has been submitted, approved, and processed, Users will be able to use New MGA.

Note: Allow ample time for the entire application process.

1. Prepare

- a. Make sure the Agency wants and is eligible for New MGA. (See the Policies and Notices [tab](#) for eligibility information.)
- b. Designate an Agency Account Manager (required).
- c. Read these three (3) documents to correctly prepare the Application Materials:
 - i. [Agency Account Managers' Checklist](#);
 - ii. [Agency Account Managers' Tips](#); and
 - iii. [Users' Instructions](#)
- d. Gather and prepare the following, **required** Application Materials to submit:
 - i. [Master Subscriber Agreement](#);
 - ii. Master Subscriber Agreement Signing Authority (see [Agency Account Managers' Tips](#) for more information);
 - iii. [New MGA Request Form](#);
 - iv. [User Acknowledgement Form](#)(s); and
 - v. [CAT \(Configuration Assessment Tool\)](#)
- e. Manage the process.
 - i. Identify each User who will need to use New MGA.
 - ii. Provide the Users with these two (2) documents:
 - [Users' Instructions](#);
 - [Quick Reference Guide: Registering for New MGA](#)

2. Complete

- a. Verify that each User (including you) has registered online for New MGA and signed and given you a User Acknowledgement Form.
- b. Gather all the Users' exact User names (email addresses) they provided during online registration and add them to the CAT, while verifying that the User names (email addresses) exactly match what they used to register online (e.g., Thomas vs. Tom).

Important! The CAT must be completed:

- In Excel format; and
 - After Users have finished online registration
- c. Complete all application Materials (gathered in Step 1d).

3. Submit

All the following, **required** Application Materials to GSAreceiving@sp.courts.state.mn.us with a subject and message of your choice.

- i. Master Subscriber Agreement;
- ii. Master Subscriber Agreement Signing Authority;
- iii. New MGA Request Form;
- iv. Signed User Acknowledgement Form(s) – **compiled in one PDF document**; and
- v. CAT (Configuration Assessment Tool) – **in an Excel spreadsheet**

4. Wrap-Up

The Minnesota Judicial Branch will do the following:

- a. Alert the Agency Account Manager if there are any discrepancies or questions.
- b. Notify the Agency Account Manager when your Agency has access and Users' accounts have been set up and are ready for use.
- c. Send a fully executed copy of the Master Subscriber Agreement to the Agency Account Manager, after the Agency's application has been completely processed.

If you have any support-related questions, please direct them to:

- MGAAccessSupport@courts.state.mn.us (for application process questions or system access questions)
- Technical Support Contact Form (for technical support questions)