

## **QRG** – Approving a New Agent Application

## Approve a New Agent Application

1. After logging in to the Bail Bond Program Dashboard, any **Pending Agent Application Reviews** are listed.

Refer to QRG – Creating a MyCourtMN User Account on the <u>Bail Bond Program</u> website for login instructions.

MIN JUDI BAIL	NESOTA CIAL BRANCH BOND PROGRAM					
Agency Dashboard						
-	~	*				
Agency Profile	Profile Change Requests	Update MyCourtMN Profile				
Agent Applic	cation Reviews					
Pending Age	nt Application Reviews					
Id	First Name	Last Name	Application Type			
381	Renee	Pennington	New			

## 2. Click Review.

Date Submitted			
06/10/2022	2	Revi	ew



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3. Review all information and click Add a Document to upload a new Qualified Power of Attorney document.

Qualified Power of Attorney (QPOA) from each appointing surety *	Add a Dor	cument
IMG_2410 (2)	± /	

- 4. In the Certification section, click **I Accept**.
  - a. If approved, click Send to SCAO.
  - b. If not approved (i.e., the agency has questions on the applications or information/documents are incorrect) click **Return to Applicant**.
- 5. Click Submit.

Repeat steps 1-5 for each application.

	Certification
	I, the Authorized Bonding Agency Contact, certify that the above named applicant is a actions of this agent, and will notify the SCAO of any change in this agent's authority is
4	□ I Accept*
	Available Actions
	Send to SCAO Return to Applicant
	a b
	Submit 5

6. Logout of the Bail bonds System.

