

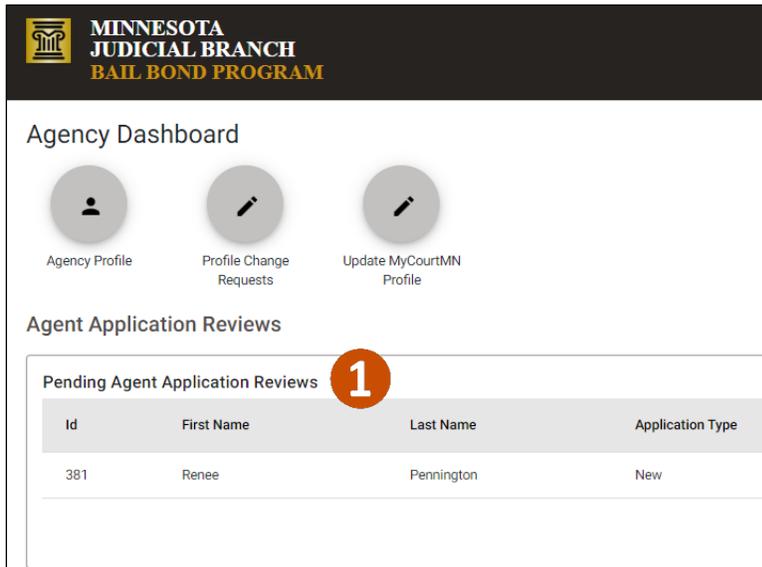
QRG – Approving a New Agent Application

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 [Bail Bond Program](#) website for login instructions.



**MINNESOTA
JUDICIAL BRANCH
BAIL BOND PROGRAM**

Agency Dashboard

Agency Profile Profile Change Requests Update MyCourtMN Profile

Agent Application Reviews

Pending Agent Application Reviews **1**

Id	First Name	Last Name	Application Type
381	Renee	Pennington	New

2. Click **Review**.



Date Submitted

06/10/2022 **2** **Review**

1 - 1 of 1 < >

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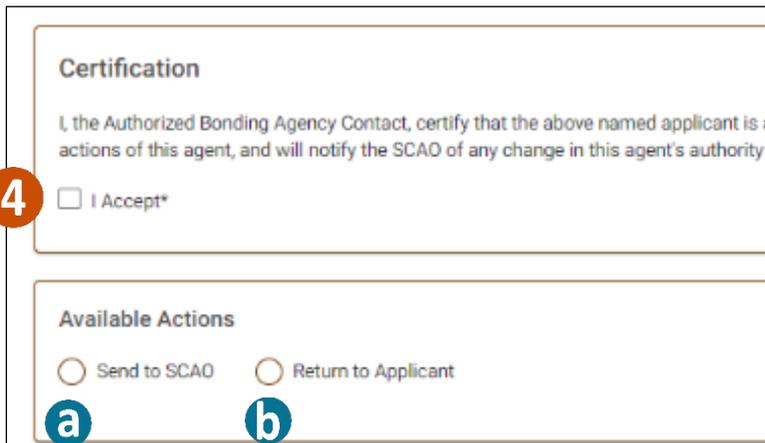
- Review all information and click **Add a Document** to upload a new Qualified Power of Attorney document.



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

- Click **Submit**.

 Repeat steps 1-5 for each application.




- Logout** of the Bail bonds System.

