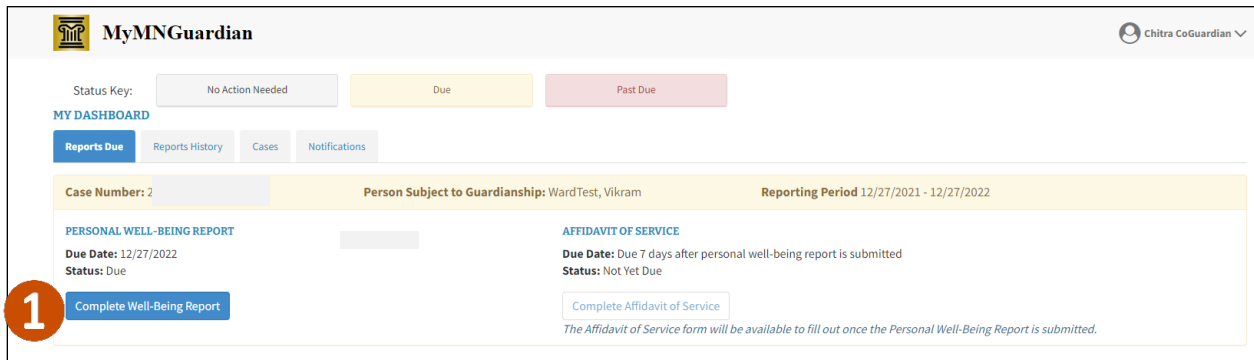


QRG – Filing the Personal Well-Being Report and Affidavit of Service

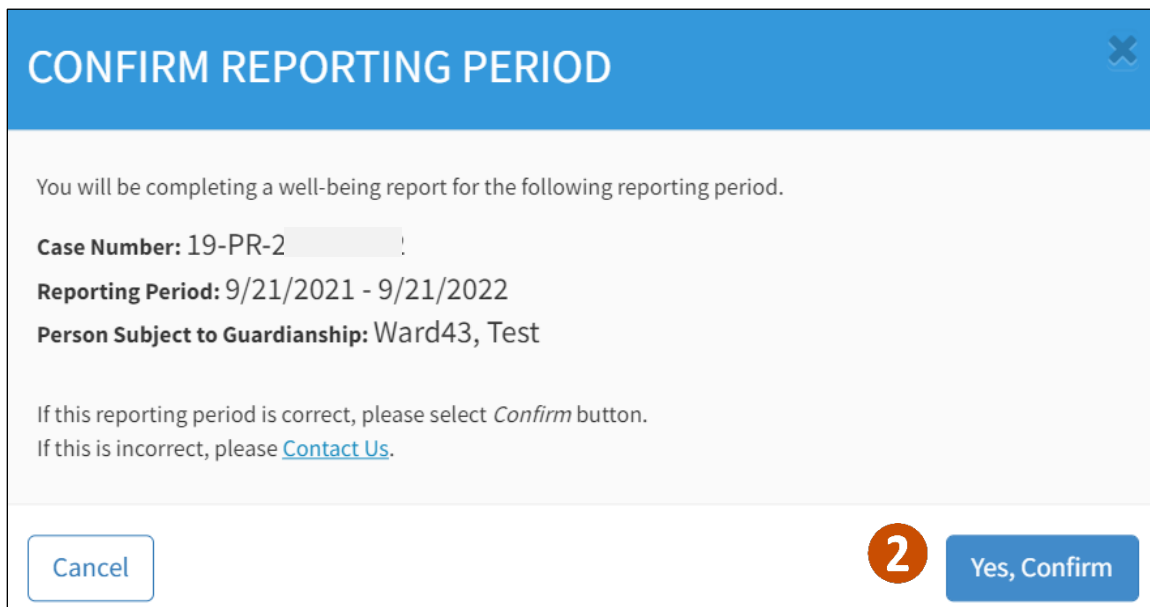
Complete the Personal Well-Being Report

1. Click **Complete Well-Being Report**.



The screenshot shows the MyMNGuardian dashboard. At the top, there is a status key with three buttons: 'No Action Needed', 'Due', and 'Past Due'. Below this is a 'MY DASHBOARD' section with tabs for 'Reports Due', 'Reports History', 'Cases', and 'Notifications'. The 'Reports Due' tab is active. A summary bar displays 'Case Number: 2', 'Person Subject to Guardianship: WardTest, Vikram', and 'Reporting Period 12/27/2021 - 12/27/2022'. Below this, there are two main sections: 'PERSONAL WELL-BEING REPORT' and 'AFFIDAVIT OF SERVICE'. The 'PERSONAL WELL-BEING REPORT' section shows 'Due Date: 12/27/2022' and 'Status: Due', with a blue button labeled 'Complete Well-Being Report' circled in red with the number 1. The 'AFFIDAVIT OF SERVICE' section shows 'Due Date: Due 7 days after personal well-being report is submitted' and 'Status: Not Yet Due', with a button labeled 'Complete Affidavit of Service'.

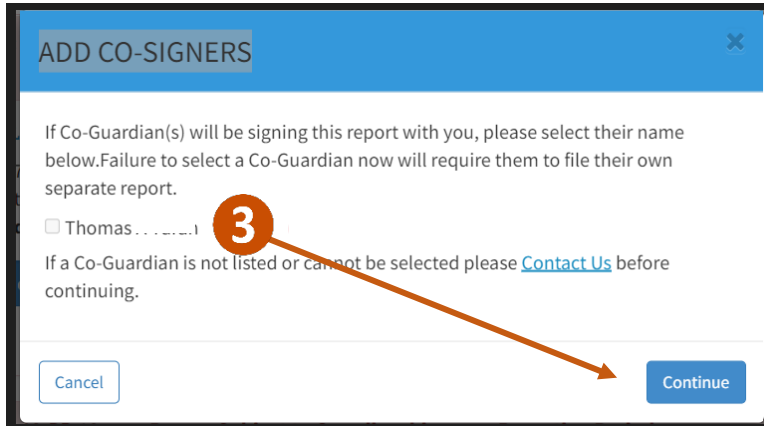
2. Click **Yes Confirm**.



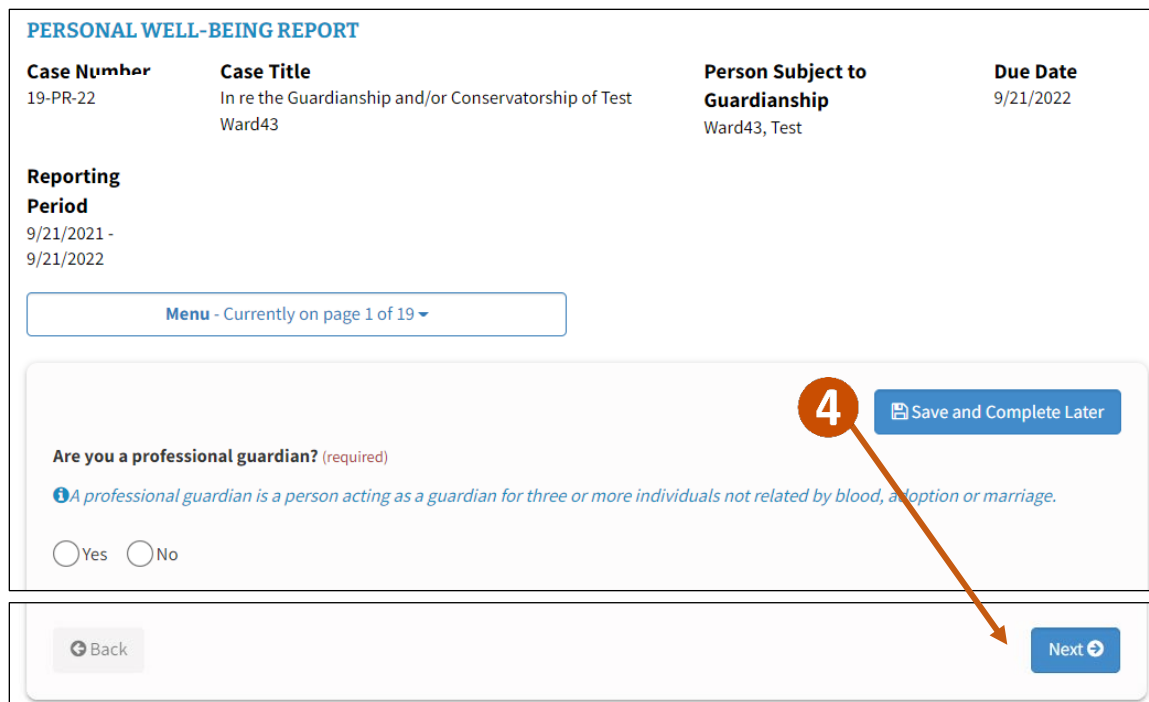
The screenshot shows a 'CONFIRM REPORTING PERIOD' dialog box. The title bar is blue with a close button (X) in the top right corner. The main content area is white and contains the following text: 'You will be completing a well-being report for the following reporting period.' followed by 'Case Number: 19-PR-2', 'Reporting Period: 9/21/2021 - 9/21/2022', and 'Person Subject to Guardianship: Ward43, Test'. Below this, it says 'If this reporting period is correct, please select *Confirm* button.' and 'If this is incorrect, please [Contact Us](#).' At the bottom, there are two buttons: 'Cancel' on the left and 'Yes, Confirm' on the right, which is circled in red with the number 2.

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- If there are co-guardians on the case, complete additional questions to confirm who will be signing the report, then click **Continue**.

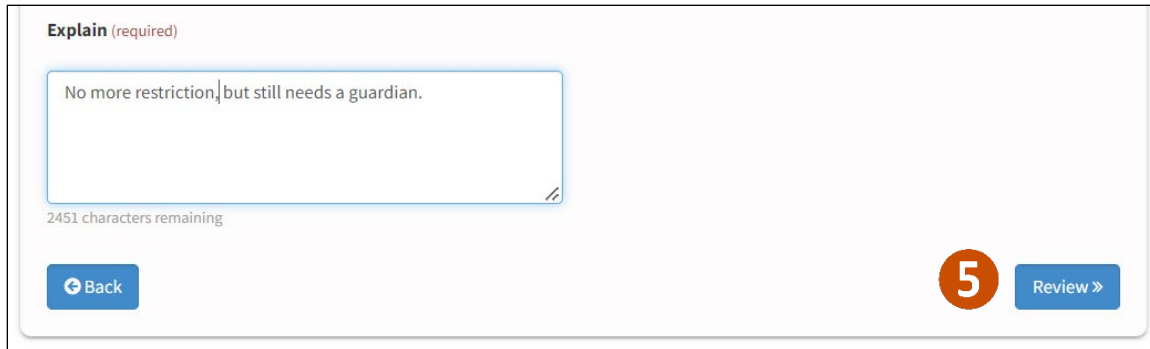


- Complete all 19 questions on the report. After each question click **Next** or click **Save and Complete Later**.



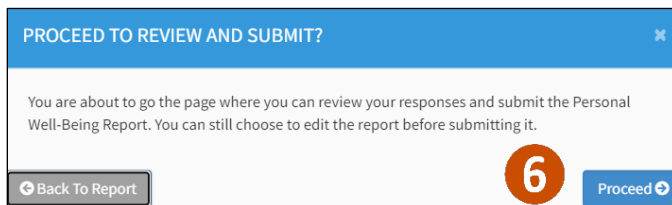
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5. Click **Review**.



If an answer needs to be changed, use the menu dropdown to go to a specific question.

6. Click **Proceed** to continue, or click **Back To The Report** to go back.



7. Review the report, and click **SUBMIT REPORT**.



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Sign and submit the Personal Well-Being Report

1. If you are the only guardian, type your name to sign the report, then click **Continue**.



The screenshot shows a web form titled "SIGN AND SUBMIT" with a close button (X) in the top right corner. Below the title are two tabs: "Sign" (active) and "Submit". The form contains the text: "Lauren Brauntest, please type your full name below." and "Everything stated in this document is true and correct." Below this text is a text input field. A red circle with the number "1" is placed over the input field, with an orange arrow pointing from it to the "Continue" button. At the bottom left is a red "Cancel" button, and at the bottom right is a blue "Continue" button.

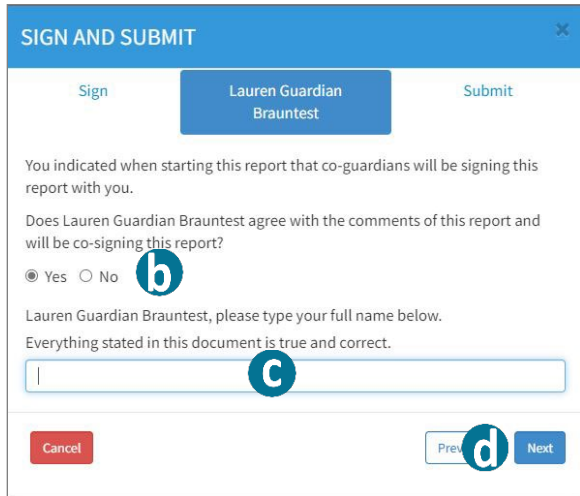
2. If there is a co-signer:
 - a. Type your name to sign the report and click **Continue**.



The screenshot shows the same "SIGN AND SUBMIT" form as above. A red circle with the number "2" is placed over the "Sign" tab. Below the text "Everything stated in this document is true and correct." is a text input field. A blue circle with the letter "a" is placed over the input field, with an orange arrow pointing from it to the "Continue" button. The "Cancel" and "Continue" buttons are at the bottom.

QRG – Filing the Personal Well-Being Report and Affidavit of Service

- b. Click **Yes**.
- c. Type your name to sign the report.
- d. Click **Next**.



SIGN AND SUBMIT

Sign Lauren Guardian Brauntest Submit

You indicated when starting this report that co-guardians will be signing this report with you.

Does Lauren Guardian Brauntest agree with the comments of this report and will be co-signing this report?

Yes No **b**

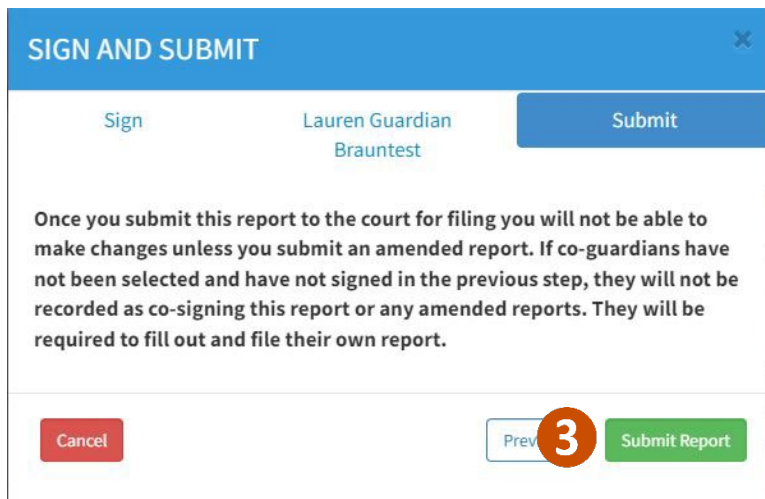
Lauren Guardian Brauntest, please type your full name below.
Everything stated in this document is true and correct.

 c

Cancel Prev **d** Next

 If you click No, the signature box will not appear, but you can still click Next. However, the co-guardian will need to submit their own report.

- 3. Read the submissions statement, then click **Submit Report**.



SIGN AND SUBMIT

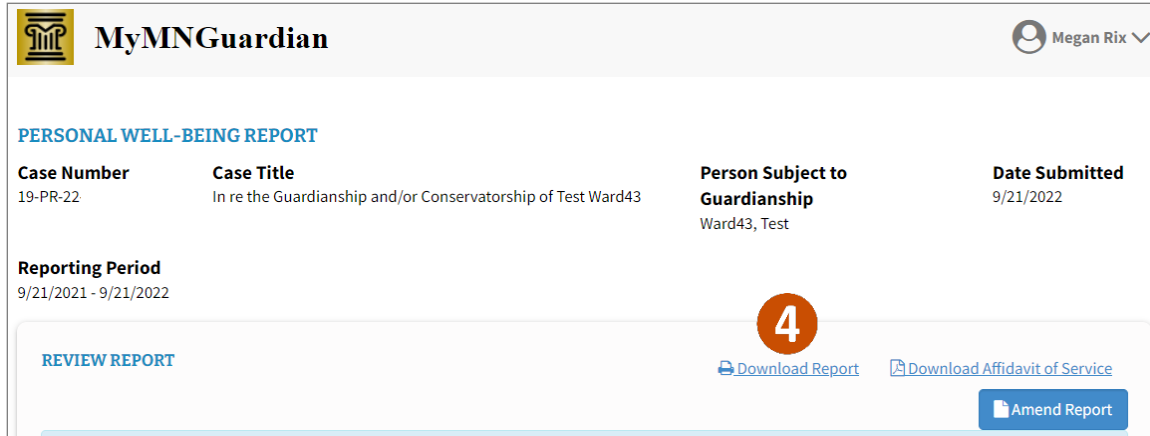
Sign Lauren Guardian Brauntest Submit

Once you submit this report to the court for filing you will not be able to make changes unless you submit an amended report. If co-guardians have not been selected and have not signed in the previous step, they will not be recorded as co-signing this report or any amended reports. They will be required to fill out and file their own report.

Cancel Prev **3** Submit Report

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4. Click **Download Report**.



MyMNGuardian Megan Rix

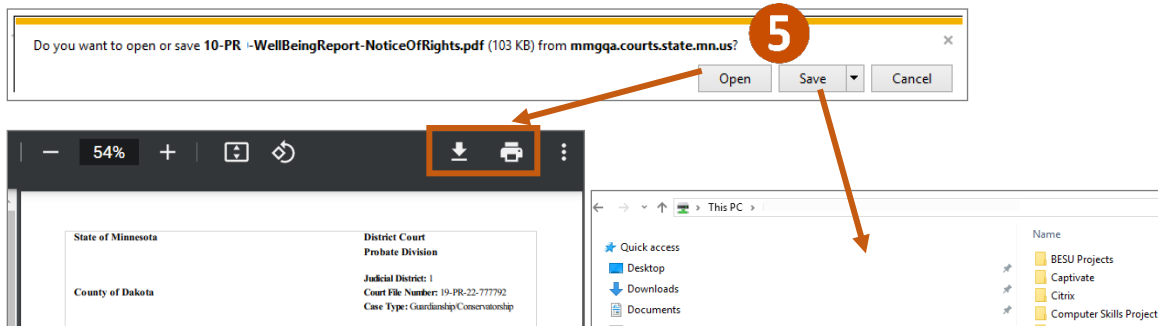
PERSONAL WELL-BEING REPORT

Case Number	Case Title	Person Subject to Guardianship	Date Submitted
19-PR-22	In re the Guardianship and/or Conservatorship of Test Ward43	Ward43, Test	9/21/2022

Reporting Period
9/21/2021 - 9/21/2022

[REVIEW REPORT](#) [Download Report](#) [Download Affidavit of Service](#) [Amend Report](#)

5. Click **Open** to review the document and print, or click **Save** to save the document to a folder on a computer.



! The Download Report will include the Personal Well-Being Report, Annual Notice of Rights, and the Bill of Rights. Serve all these documents on the Person Subject to Guardianship and interested persons. **ONLY** serve these to the interested persons if they are on record with the court. After serving the Person Subject to Guardianship, complete the Affidavit of Service form.



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Complete the Affidavit of Service

1. Click **Reports Due**.
2. Click **Complete Affidavit of Service**.

1

MY DASHBOARD

Reports Due | Reports History | Cases | Notifications

Case Number: Person Subject to Guardianship: Ward, Test Reporting Period 1/9/2022 - 1/9/2023

PERSONAL WELL-BEING REPORT Due Date: 1/9/2023 Status: Submitted Date Submitted: 1/27/2023 Review or Amend Report	AFFIDAVIT OF SERVICE Due Date: 2/3/2023 Status: Due 2 Complete Affidavit of Service <small>The Affidavit of Service must be filed within 7 days of serving the Well-Being Report, Notice of Rights, and Bill of Rights on the person subject to guardianship.</small>
---	---

3. Complete the information and questions:
 - a. Guardian Name
 - b. Date of serving the Person Subject to Guardianship (or mailing documents)
 - c. Method of serving the Person Subject to Guardianship
 - d. Location you served the Person Subject to Guardianship
 - e. Were any interested persons of record with the court served the documents mentioned above?
If yes, click **Add Interested Persons** and add their name.
 - f. Check the box to declare under penalty of perjury that everything you have stated in this document is true and correct.



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4. Click **Submit**.

Affidavit of Service

Case Number 19-PR-22 [*]	Case Title In re the Guardianship and/or Conservatorship of Test Ward43	Person Subject to Guardianship Test Ward43
---	--	--

Reporting Period
9/21/2021 - 9/21/2022

You certify that you have given a copy of the following documents to the person subject to guardianship:

- Personal Well-Being Report (GAC 11-U)
- Annual Notice of Right to Petition for Termination or Modification of Guardianship or Other Relief (GAC 11-G)
- Bill of Rights

3 **Guardian's Name ***

 a

**Date of serving the Person Subject to
Guardianship (or mailing documents)**

*

 b

**Method of serving the Person Subject to
Guardianship**

*

Mail **c**

In Person

**Address that you mailed the Person
Subject to Guardianship ***

 d

Were any interested persons of record served with the Personal Well-Being Report, Annual Notice of Rights, and Bill of Rights *

Yes **e**

No

+ Add Interested Persons

f I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

Submit **4**



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5. A success message will display. Click **MyMNGuardian** logo to go back to My Dashboard.
6. Click **Reports History**.
7. To view the Personal Well-Being Report, click **Review or Amend**. The reports can be filtered by date.
8. To download the Affidavit of Service, click **Download** to save to a computer.

5

MyMNGuardian

MY DASHBOARD 6

Reports Due
Reports History
Cases
Notifications

Filter On 'Well-Being Report Submission Date':

If you need to file an additional/amended affidavit of service, the form is available [here](#). Complete the form and file it with the court via eFile and/or US mail.

Well-Being Report Submitted Date	Review Report	Affidavit Submitted Date	Affidavit [PDF]	Person Subject to Guardianship	Case Number	Original/Amended
9/21/2022	7 Review or Amend Report	9/21/2022	Download 8	Test Ward43	19-PR-22- <input style="width: 50px;" type="text"/>	Original