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Policy

Uniform Authorized Agent Reporting (UAAR) assists regulators with the supervision and monitoring of money services businesses and their authorized agent locations. Money services businesses submit periodic reports regarding authorized agents by uploading an authorized agent file via an excel template for their company, upload changes to current authorized agent locations, or report that there are no changes to current authorized agent locations.

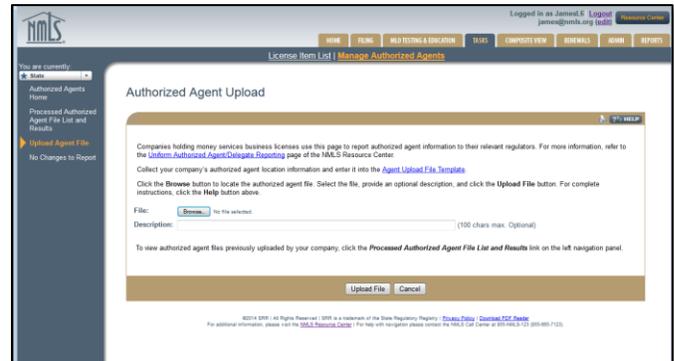


Figure 1: Authorized Agent Upload

Reasons to upload an authorized agent file:

- Companies received an authorized agent license item notification as a reminder of the quarterly requirement to report updates to authorized agent location information.

This may include:

- New authorized agent locations
- Updates to existing authorized agent locations
- Terminated authorized agent locations
- If companies have no changes to report, consult the [No Authorized Agent Changes to Report](#) Help Document.

Definitions and Charts

Definition

Authorized Agent An entity designated by a licensee to provide money services on behalf of the licensee. This may include company owned branch locations. This relationship is often formalized through an agreement/contract between the licensee and agent.

License Item A deficiency or a jurisdiction requirement indicating further action is required by the licensee/applicant to satisfy the regulators' review of the filing or a requirement.

Figure 2: Key Terms

How to Create the Agent Upload File

1. Open the [Agent Upload File Template](#).
2. Enter agent location information as necessary into template.

NOTE: Use the [Upload File Specifications and Validation Errors](#) document to ensure appropriate formatting is used.

How to Upload Agent File

1. Click the **Upload Agent File** button (see *Figure 3* **Error! Reference source not found.** **Error! Reference source not found.**).

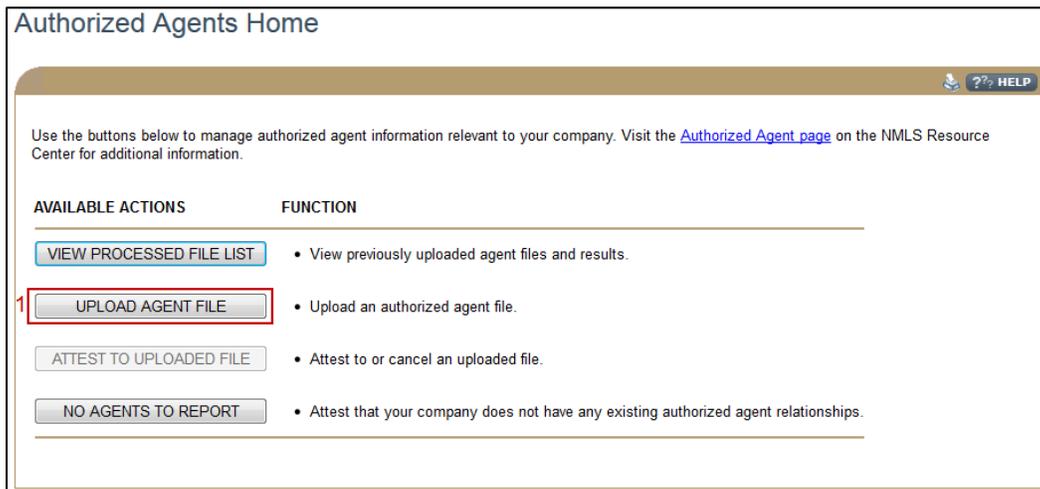


Figure 3: Authorized Agent Home

2. Click the **Browse** button and select the appropriate file.
3. Click the **Upload File** button (see **Error! Reference source not found.**).

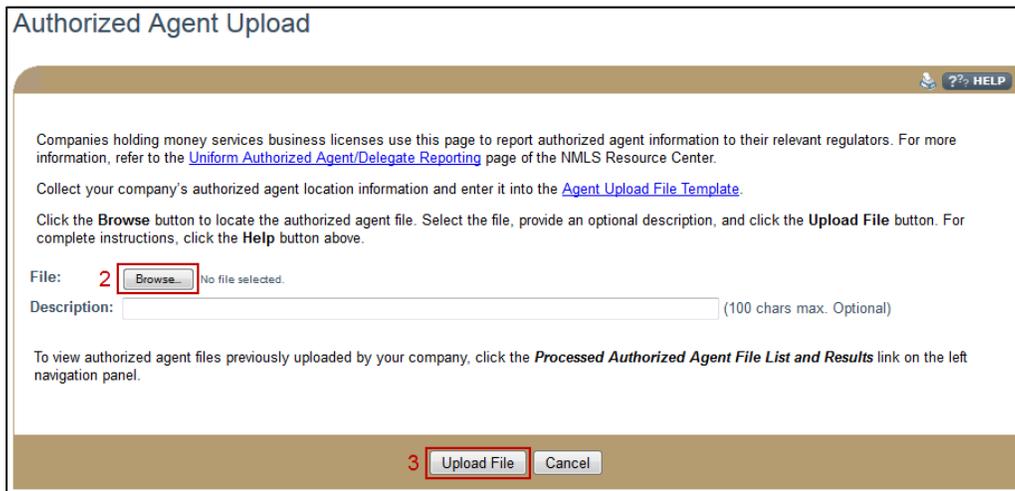


Figure 4: Authorized Agent Upload

4. The Processed Authorized Agent File List and Results page will display. The processing may take several moments and manual refresh is necessary if user remains on this page.
5. Once upload has processed, return to the Processed authorized Agent File List and Results page and click the **Attest and Submit** button.

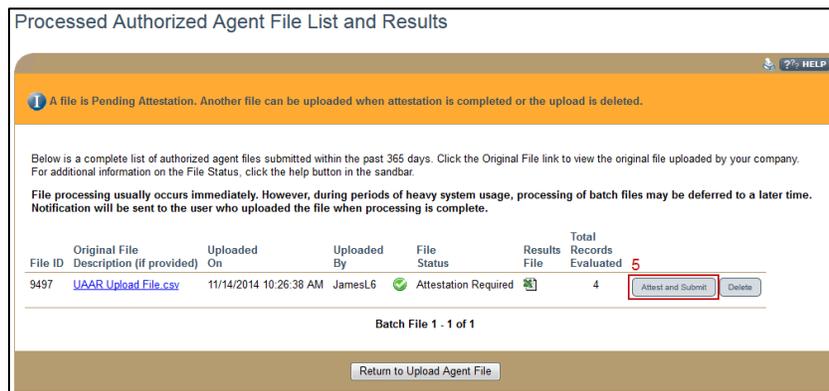


Figure 5: Attest and Submit

6. Select the checkbox verifying you are the named person.
7. Click the **Attest and Submit** button (see **Error! Reference source not found.**).

Attest and Submit - Authorized Agent Upload

You must accept the language below and click **Attest and Submit** to complete the submission of the upload file. To return to the Processed Authorized Agent File List and Results screen, click **Return to Results List**.

I, Lynn James, of Missouri Mortgage Co (46145) (Company), on this date Friday, November 14, 2014, certify that to the best of my knowledge and belief, the information contained in this submission is true, accurate and complete.

6 I verify that I am the named person above and that I am authorized to attest to and submit on behalf of the Company.

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Figure 6: Attest and Submit

Additional Resources

- [Uniform Authorized Agent/Delegate Reporting Page on NMLS Resource Center](#)
- [Agent Upload File Template](#)
- [Upload File Specifications and Validation Errors](#)
- [Uniform Authorized Agent Reporting \(UAAR\) FAQs](#)
- [Authorized Agent Quick Guide](#)