Help Document

UPLOAD AGENT FILE

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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.

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Logged in as James6.5 Logged james@mmls.org (edit)
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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 <u>No Authorized Agent Changes to Report</u> Help Document.

Definitions and Charts

Authorized AgentDefinitionAuthorized AgentAn 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 ItemA 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 <u>Upload File Specifications and Validation Errors</u> document to ensure appropriate formatting is used.

How to Upload Agent File

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

Authorized Agents Home								
	?? HELP							
Use the buttons below to manage authorized agent information relevant to your company. Visit the <u>Authorized Agent page</u> on the NMLS Resource Center for additional information.								
AVAILABLE ACTIONS FUNCTION								
VIEW PROCESSED FILE LIST • View previously uploaded agent files and results.								
UPLOAD AGENT FILE Upload an authorized agent file.								
ATTEST TO UPLOADED FILE • Attest to or cancel an uploaded file.								
• Attest that your company does not have any existing authorized agent relationships.								

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.*).

Authorized Agent Upload								
👌 🖓 HELP								
Companies holding money services business licenses use this page to report authorized agent information to their relevant regulators. For more information, refer to the <u>Uniform Authorized Agent/Delegate Reporting</u> page of the NMLS Resource Center.								
Collect your company's authorized agent location information and enter it into the Agent Upload File Template.								
Click the Browse button to locate the authorized agent file. Select the file, provide an optional description, and click the Upload File button. For complete instructions, click the Help button above.								
File: 2 Browse_No file selected.								
Description: (100 chars max. Optional)								
To view authorized agent files previously uploaded by your company, click the <i>Processed Authorized Agent File List and Results</i> link on the left navigation panel.								
3 Upload File Cancel								

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.

Processed Authorized Agent File List and Results												
								👌 🖓 HELP				
A file is Pending Attestation. Another file can be uploaded when attestation is completed or the upload is deleted.												
Below For add	Below is a complete list of authorized agent files submitted within the past 365 days. Click the Original File link to view the original file uploaded by your company. For additional information on the File Status, click the help button in the sandbar.											
File processing usually occurs immediately. However, during periods of heavy system usage, processing of batch files may be deferred to a later time. Notification will be sent to the user who uploaded the file when processing is complete.												
File ID	Original File Description (if provided)	Uploaded On	Uploaded By		File Status	Results File	Total Records Evaluated	5				
9497	UAAR Upload File.csv	11/14/2014 10:26:38 AM	JamesL6	٢	Attestation Required	M	4	Attest and Submit Delete				
	Batch File 1 - 1 of 1											
	Return to Upload Agent File											

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.).



Figure 6: Attest and Submit

Additional Resources

- Uniform Authorized Agent/Delegate Reporting Page on NMLS Resource Center
- <u>Agent Upload File Template</u>
- <u>Upload File Specifications and Validation Errors</u>
- <u>Uniform Authorized Agent Reporting (UAAR) FAQs</u>
- <u>Authorized Agent Quick Guide</u>