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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 file for their company, upload changes to current authorized agent locations, or report that there are no changes to current authorized agent locations.



Figure 1: Authorize Agents

Only companies with a prior Company Filing and a MSB license type in a pending, approved, surrendered, or terminated status are permitted to upload an Authorized Agent file.

Users may navigate to the following pages to manage authorized agents:

- View Processed File List: displays previously uploaded agent files and results from the past 365 days
- Upload Agent File: allows new agent locations, changes to existing locations, and terminations to be reported
- Attest To Uploaded File (file must be successfully uploaded) No Changes To Report/No Agents To Report: allows entity to attest that there are no additions or changes to current agent relationships or no agents to report.

Under the Composite View tab the View Authorized Agent Reporting History section provides a complete history of successfully submitted uploads and No Changes to Report submissions.

Definitions and Charts

Term

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.

Figure 2: Key Term

## How to View Processed File List

1. Click the **View Processed File List** button (see *Figure 3*).

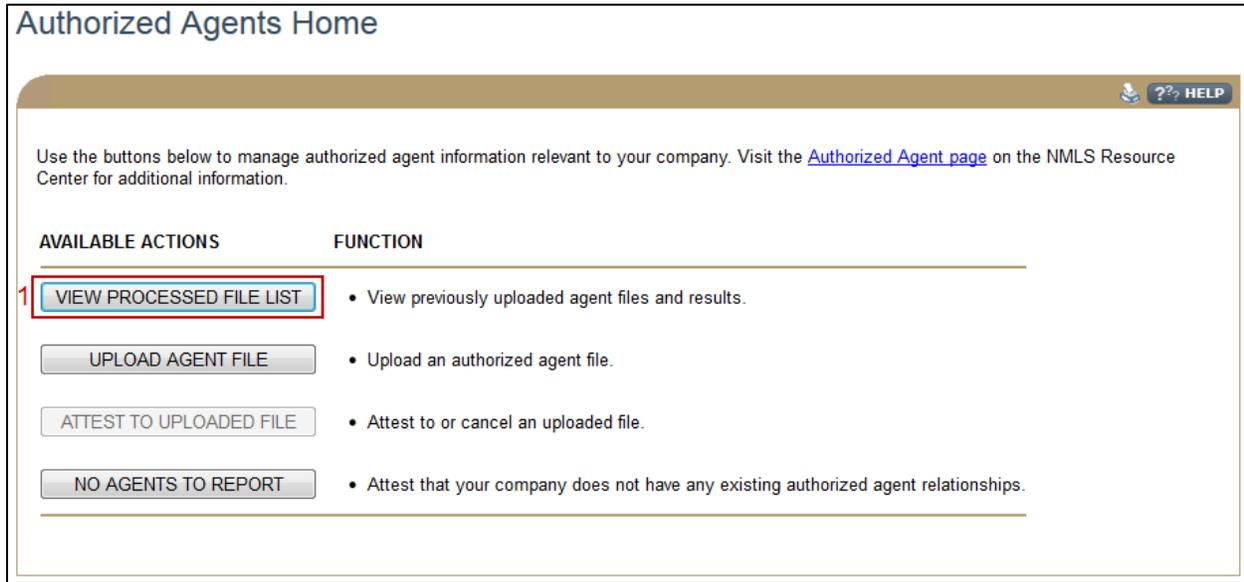


Figure 3: Authorized Agents Home

2. Review the processed Authorized Agent file (see *Figure 4*).

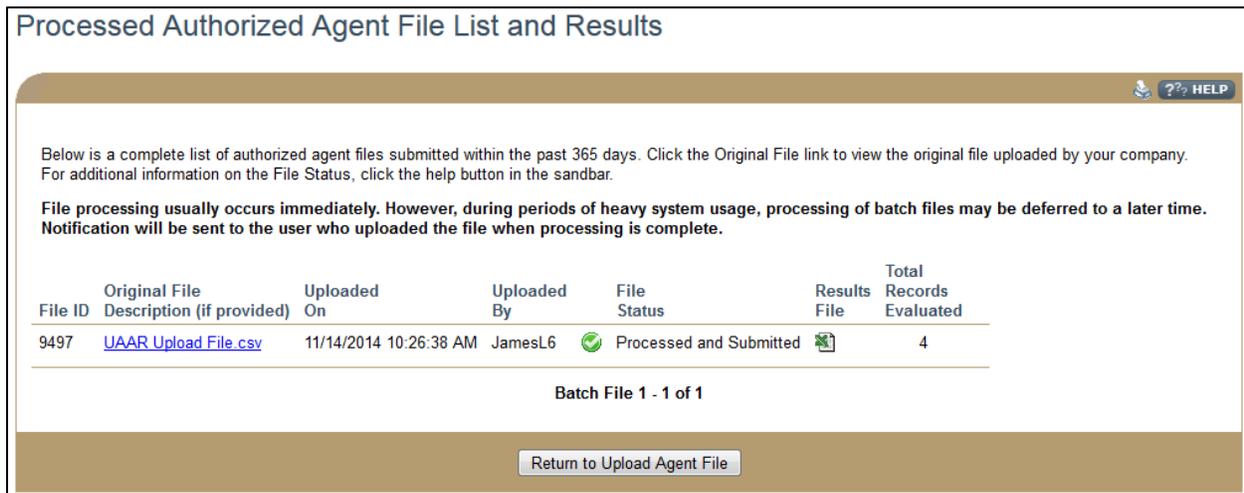


Figure 4: Processed Authorized Agent File List and Results

## How to Upload Agent File

1. Click the **Upload Agent File** button (see *Figure 5*).

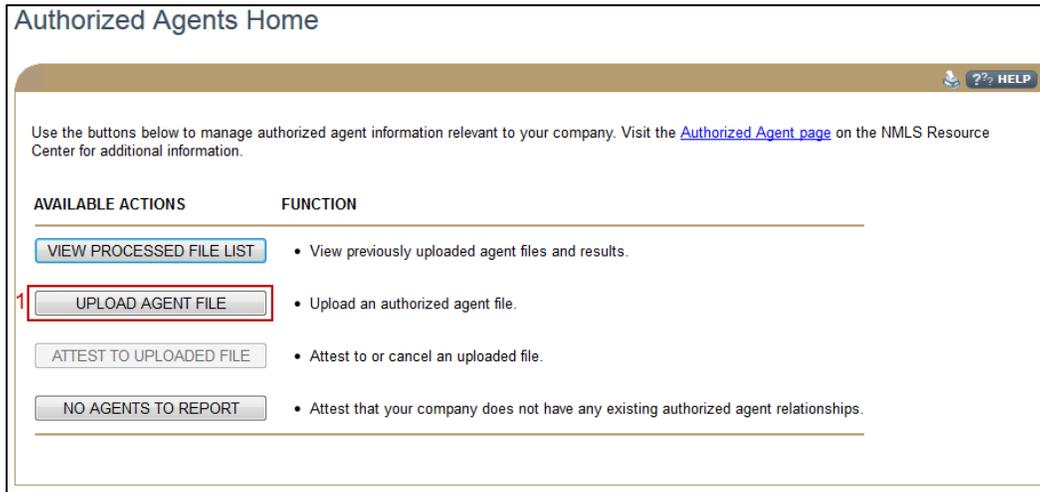


Figure 5: Authorized Agent Home

2. Click the **Browse** button and select the appropriate file.
3. Click the **Upload File** button (see *Figure 6*).

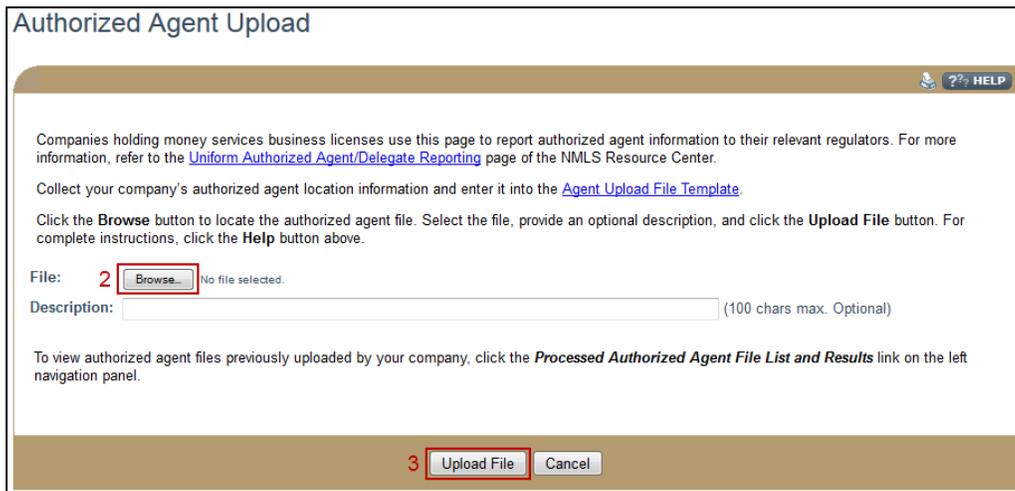
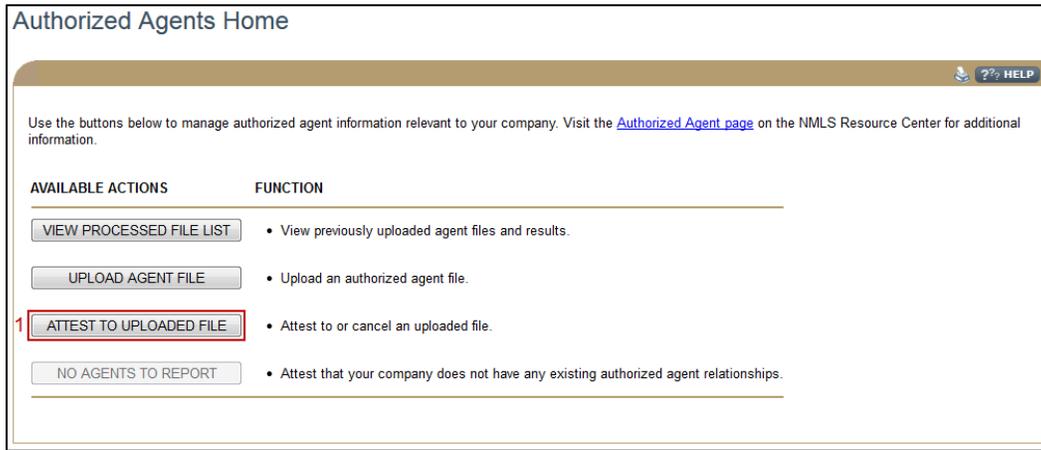


Figure 6: Authorized Agent Upload

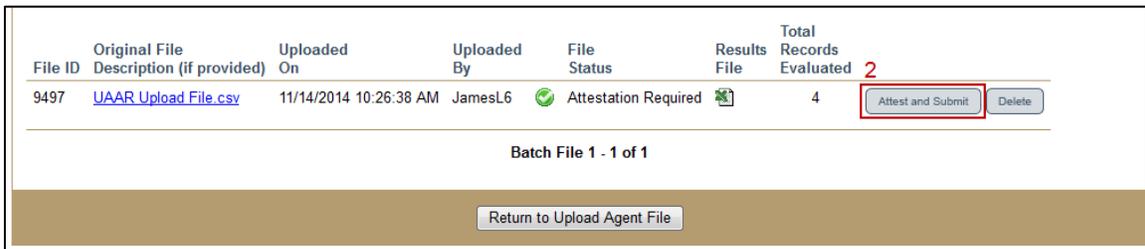
## How to Attest to Uploaded File

1. Click the **Attest to Uploaded File** button (see *Figure 7*).



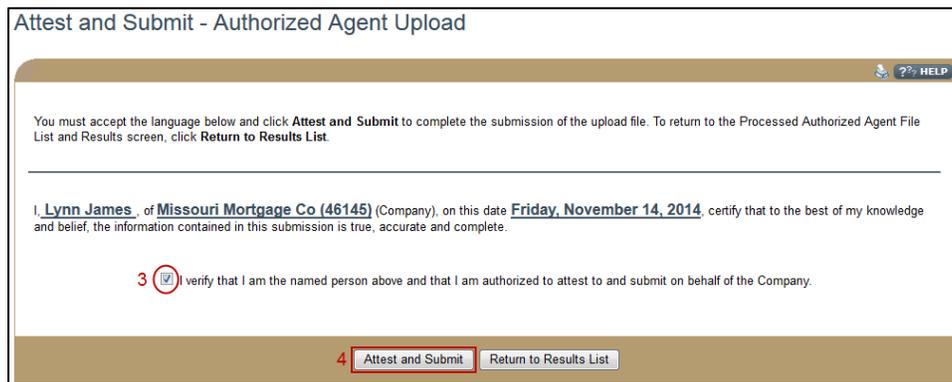
*Figure 7: Authorized Agents Home*

2. Click the **Attest and Submit** button (see *Figure 8*).



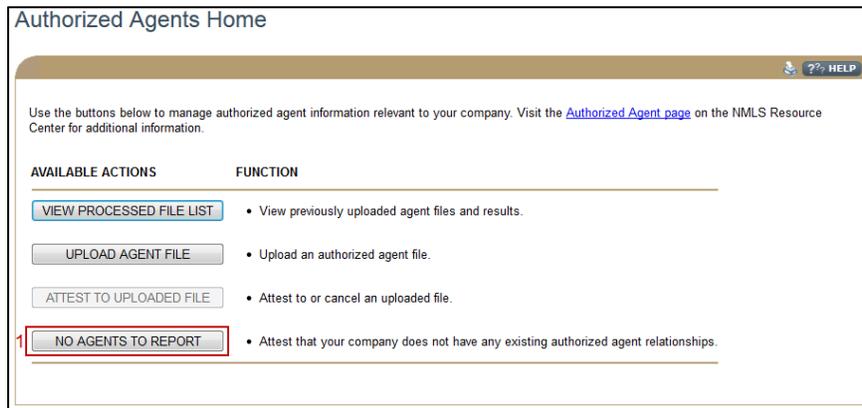
*Figure 8: Attest and Submit*

3. Select the checkbox verifying you are the named person.
4. Click the **Attest and Submit** button (see *Figure 9*).



*Figure 9: Attest and Submit*

1. Click the **No Agents to Report** button (see *Figure 10*).

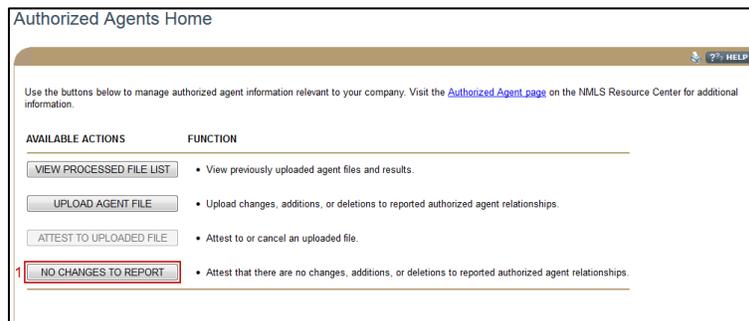


*Figure 10: Authorized Agent Home*

2. Select the checkbox verifying you are the named person.
3. Click the **Attest and Submit** button.

## How to Report No Changes

1. Click the **No Agents to Report** button (see *Figure 11*Figure 5).



*Figure 11: Authorized Agent Home*

2. Select the checkbox verifying you are the named person.
3. Click the **Attest and Submit** button.

## Additional Resources

- [Information Viewable in NMLS Consumer Access](#)
- [Uniform Authorized Agent/Delegate Reporting Page on NMLS Resource Center](#)
- [Authorized Agent Quick Guide](#)
- [Uniform Authorized Agent Reporting \(UAAR\) FAQs](#)
- [Agent Upload File Template](#)