# MS Help Document

### AUTHORIZED AGENTS HOME

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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.





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 An entity designated by a licensee to provide money services on behalf of Agent 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

7/30/2019

## How to View Processed File List

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

Authorized Agents Home	
	IELP
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	
1 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 Agents Home

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

Proce	ssed Authorized	d Agent File Lis	st and Res	sults			
							💩 🥐 HELP
Below i For add	s a complete list of authorize itional information on the File	ed agent files submitted wit Status, click the help but	hin the past 365 o ton in the sandba	days. Click the Original File r.	ink to viev	v the original file	e uploaded by your company.
File pr Notific	ocessing usually occurs in ation will be sent to the us	nmediately. However, du er who uploaded the file	ring periods of h when processi	neavy system usage, proce ng is complete.	essing of	batch files ma	y be deferred to a later time.
File ID	Original File Description (if provided)	Uploaded On	Uploaded By	File Status	Results File	Total Records Evaluated	
9497	UAAR Upload File.csv	11/14/2014 10:26:38 AM	JamesL6 🔇	Processed and Submitted	*	4	_
			Batch	File 1 - 1 of 1			-
			Return to U	Jpload Agent File			

Figure 4: Processed Authorized Agent File List and Results

How to Upload Agent File

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

Authorized Agents Home	e	
	s 🤹 🥐	HELP
Use the buttons below to manage authoriz Center for additional information.	red agent information relevant to your company. Visit the <u>Authorized Agent page</u> on the NMLS Resource	
AVAILABLE ACTIONS FUN		
VIEW PROCESSED FILE LIST	View previously uploaded agent files and results.	
1 UPLOAD AGENT FILE	Upload an authorized agent file.	
ATTEST TO UPLOADED FILE	Attest to or cancel an uploaded file.	
NO AGENTS TO REPORT	Attest that your company does not have any existing authorized agent relationships.	

Figure 5: Authorized Agent Home

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

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 <u>Agent Upload File Template</u> . Click the <b>Browse</b> button to locate the authorized agent file. Select the file, provide an optional description, and click the <b>Upload File</b> button. For complete instructions, click the <b>Help</b> 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 6: Authorized Agent Upload

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

Authorized Agents Home
🕹 (??) HELP)
Use the buttons below to manage authorized agent information relevant to your company. Visit the Authorized Agent page 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.
NO AGENTS TO REPORT

Figure 7: Authorized Agents Home

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

File ID	Original File Description (if provided)	Uploaded On	Uploaded By		File Status	Results File	Total Records Evaluated	2	
9497	UAAR Upload File.csv	11/14/2014 10:26:38 AM	JamesL6 (	0	Attestation Required	*	4	Attest and Submit Delete	
			Bate	ch F	ile 1 - 1 of 1				
			Return t	to U	Ipload Agent File				

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).

Attest and Submit - Authorized Agent Upload
👌 🥐 HELP
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.
3 🛞 verify that I am the named person above and that I am authorized to attest to and submit on behalf of the Company.
4 Attest and Submit Return to Results List

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 11Figure 5).

Authorized Agents Hom	ie
	👌 ? HELP
Use the buttons below to manage author information.	ized agent information relevant to your company. Visit the <u>Authorized Agent page</u> on the NMLS Resource Center for additional
AVAILABLE ACTIONS FU	NCTION
VIEW PROCESSED FILE LIST	View previously uploaded agent files and results.
UPLOAD AGENT FILE	Upload changes, additions, or deletions to reported authorized agent relationships.
ATTEST TO UPLOADED FILE	Attest to or cancel an uploaded file.
1 NO CHANGES TO REPORT	Attest that there are no changes, additions, or deletions to reported authorized agent relationships.

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
- <u>Authorized Agent Quick Guide</u>
- Uniform Authorized Agent Reporting (UAAR) FAQs
- Agent Upload File Template