
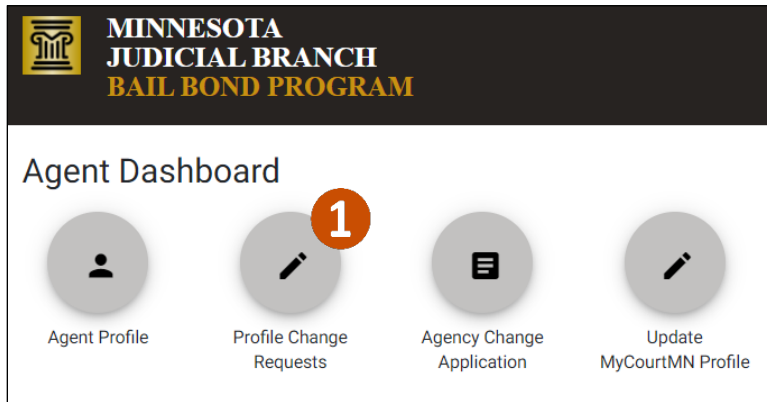


QRG – Submitting a Profile Change Request

Submitting a profile change request (for agent, agency, or surety)

1. After logging in to the Bail Bond Program Database, click **Profile Change Requests**.

 Refer to QRG – Creating a MyCourtMN User Account on the [Bail Bond Program](#) website for login instructions. The following screens show an agent profile change request, but the steps are the same for agencies and sureties.



3. Click **Request Profile Change**.



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4. Change necessary profile information.

5. Add an **Agent Comment**.

 The screen shows an Agent Comment, but the steps are the same for agencies and sureties.

6. Click **Submit**.

Change Request

Save
Submit
Close

Agent Information (*) Indicates a required field

First Name * 3

Sample 6/50

Middle Name 0/50

Last Name * 5

Agent 5/50

+ Add Additional Maiden, Alias, or Former Names

Date of Birth * mm/dd/yyyy

5/1/1970 12/12

MN Insurance Producer License Number *

1234567 7/50

MN Insurance Producer License Expiration Date * mm/dd/yyyy

5/1/2024 28/200

Drivers License or State ID Type mm/dd/yyyy

Driver's License 7/50

Drivers License or State ID Number *

1234567 7/50

Drivers License or State ID State

Minnesota 7/50

Contact Information

Primary Phone * 12/12

651-555-1234 12/12

Ext

Is this a mobile phone?

Yes

No

Email Address * 28/200

megan.rix@courts.state.mn.us 28/200

Mailing Address

Address 1 (Street, Apartment Number) *

123 Maple St 8/50

Address 2 (Street, Apartment Number)

City * 8/50

St. Paul 8/50

State * 12/80

Minnesota 12/80

Zip Code * 0/80

55123 5/10

Agent Comment 4

7. Click **Yes**.

Submit Change Request

Are you sure you want to submit this change request?

No
Yes



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8. A list of the Profile Change Requests will appear on the page with the ID, Status of Submitted and the date created. Click the request to open it.

Id	Status	Created ↓	Last Updated
101	Submitted	06/10/2022	06/10/2022



If you submit a Profile Change Request and realize there was incorrect information or need to cancel the request, you may delete it if it has not been approved. If the Bail Bond Program approves the change, you will need to submit a new request with the correct information. The system does not allow two or more Profile Change requests for the same user at the same time.