



## **Document Upload Enhancements Added to MyMNConservator (MMC) Program Effective September 26, 2023**

A new tab labeled “Uploaded Files” has been added to the conservator reports in the MMC program. This updated function will provide one location in each report where uploaded documents related to that report can be found instead of spread across the various tabs within the report.

As conservators upload supporting documents to the report, they will now be asked to identify the type of document they are uploading from a dropdown list of options such as Bank Statement, Investment Statement, Expense Document, etc. Documents to be uploaded must still be in .pdf format, but the accepted size has been increased from 4 MB to 8 MB with this enhancement. Document naming that describes the specific asset it relates to is encouraged. See the Uploading Files Quick Reference Guide below and turn on the Help feature within the report in MMC for more details.

This updated function now also attaches to that inventory or accounting report a copy of the report as it was filed with the court, the related letters that were sent by the auditor or reviewer and the audit or review report and makes them accessible in MMC on the report history. Auditors and reviewers will also continue to send the letters and reports by email (or regular mail if email is not an option) directly to the conservator.

Uploading documents to the reports in MMC is preferred. If conservators are unable to upload documents, they will be given instructions for alternatives to provide documentation once the report is assigned to an auditor or reviewer.

[Quick Reference Guide for Uploading Files in MMC](#)  
[Tips-to-Prepare-for-a-Conservator-Account-Audit.pdf \(mncourts.gov\)](#)  
[Audit and Review Schedule Overview](#)