

# Quick Reference Guide – Multiple Guardians Co-Signing

Last Revised: 5/28/2024

## Multiple Guardians

In cases where the court has appointed more than one guardian, each co-guardian is responsible for completing and filing an annual Personal Well-Being Report in MyMNGuardian (MMG). However, if co-guardians agree with all of the statements in a single report, they can use MMG’s co-signing process to have multiple guardians sign a single report.

## Co-Signing Process

Follow the steps in the [Filing the Personal Well-Being Report and Affidavit of Service](#) guide with special attention to the following steps.

### Starting the report

The **Add Co-Signers** dialogue box will appear after confirming the correct case information and reporting period.

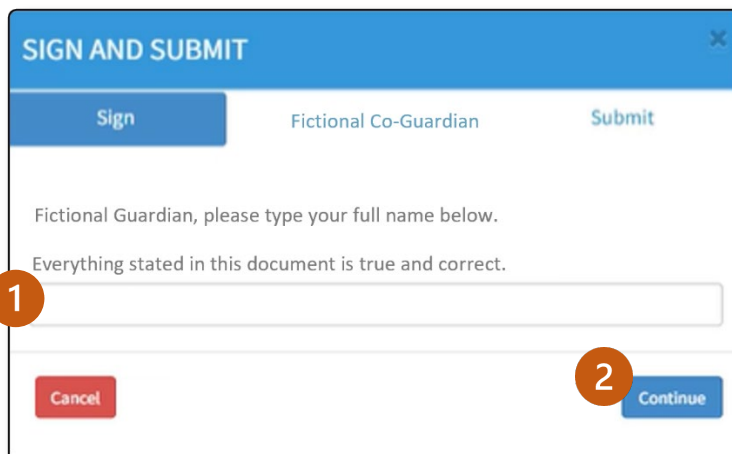
1. Select the check box next to the name of the co-guardians who wish to co-sign the report.
2. Select **Continue**.

Contact Us before continuing.' At the bottom, there are two buttons: 'Cancel' on the left and 'Continue' on the right, with a circled '2' next to the 'Continue' button." data-bbox="93 399 539 602"/>

### Signing the Report

The **Sign and Submit** dialogue box will appear after you have reviewed and confirmed you would like to **Submit Report**.

1. On the **Sign** tab, the guardian filling out the report will type their name to sign the report.
2. Select **Continue**.



3. On the **Co-Guardian** tab, select **Yes** to confirm the co-guardian agrees with all comments of the report.
4. The co-guardian will type their name to sign the report.
5. Select **Next**.

**SIGN AND SUBMIT**

Sign Fictional Co-Guardian Submit

You indicated when starting this report that co-guardians will be signing this report with you.


Does Fictional Co-Guardian agree with the comments of this report and will be co-signing this report?

3  Yes  No

Fictional Co-Guardian, please type your full name below.  
Everything stated in this document is true and correct.

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 If you select **No**, the signature box will not appear, but you can still select **Next**. However, the co-guardian will need to submit their own report.

6. On the **Submit** tab, read the submission statement, then select **Submit Report**.

**SIGN AND SUBMIT**

Sign Fictional Co-Guardian Submit

Once you submit this report to the court for filing you will not be able to make changes unless you submit an amended report. If co-guardians have not been selected and have not signed in the previous step, they will not be recorded as co-signing this report or any amended reports. They will be required to fill out and file their own report.

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