



Uploading License Proof on Agency Roster

An agency can use BAMP to update broker licensure renewals.

To make this update, log in to BAMP. From the “Agency Home” screen, click on “Staff Roster” or “Change a staff member on my roster.”

Home Agency Account Staff Roster Add New Staff Staff Training

Agency Home — Test Broker Agency, Inc.

What would you like to do?

- Add a new staff member to my roster
- Change a staff member on my roster
- Change Agency or Administrator Information

To edit the information for any individual staff member, click on the “View” link to the left of the name of the staff member.

Home Agency Account Staff Roster Add New Staff Staff Training

Staff Roster — Test Broker Agency, Inc.

	First Name	Last Name ▲	NPN	Admin ID	Training ID	Employment Status	Certification Status
View	Ada	Broker	1234567890		M27YnJw4Cn	Active	New
View	August	Broker			M6cq5VyW2V		New

Edit/Add Proof of License

To edit or add a file with proof of license scroll down to the heading “Proof of License”. Click on the link labeled “Edit Proof of License”.

Proof of License

[Edit Proof of License](#)

Proof of License

Proof of License Date Added

Once on the “Edit Staff Member” page, fill in the fields marked with a red asterisk. See image below.

Home Agency Account Staff Roster Add New Staff Staff Training

Edit Staff Member — TestBroker Agency, Inc.

Proof of License

First name	MI (optional)	Last Name
Miss		Yvonne

MN Lic # *

Licensed Broker?

 Licensed Broker

License Expiration Date *

Proof of License *

 No file chosen

Old Proof of License Added Date:

New Proof of License Added Date: 05/06/2021

[Cancel updates and return to detail listing](#)

Be sure to confirm the MN License number is correct.

Fill in the license expiration date with the **current** license expiration date.

Use the “Choose File” link under the “Proof of Licensure” heading to upload a copy of the broker’s MN license from the computer being used.

After all fields are completed and the license is successfully uploaded, click on the “Update” button.