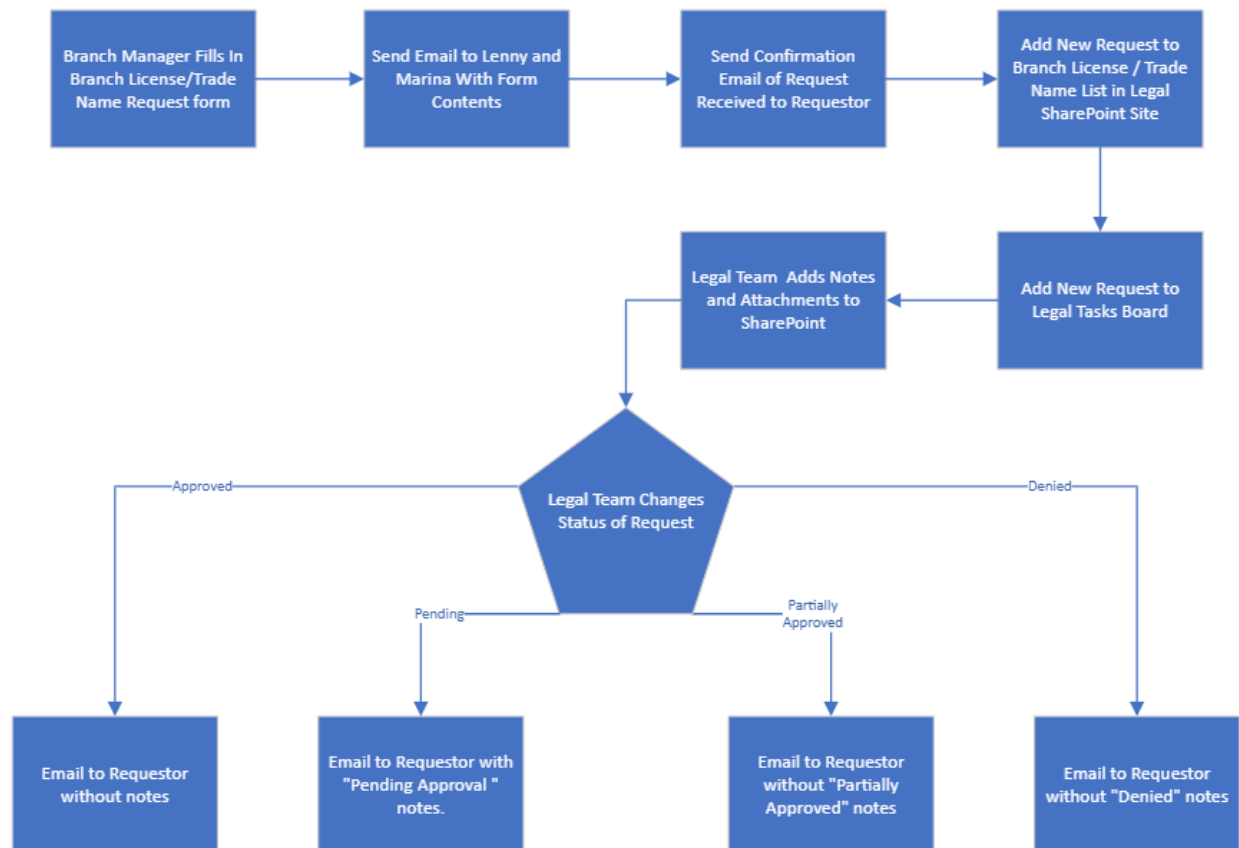# Branch License / Trade Name Request

Workflow Overview

1 Actors

1.1 Legal Team

- Censored

1.2 Email Team

- Censored

1.3 Branch Emails

- All branch emails may be requestors.

2 Branch License / Trade Name Request Form

https://forms.office.com/r/rbYc3bpPDJ

Form Name: Branch License/Trade Name Registration Request

Linked from Email Portal > Management Resources page as "Request Additional Branch License"

Branch License / Trade Name Request

Order	Field Name	Type	Required	Options
1	Your Name	Text	Yes	
2	Your Email	Text	Yes	
3	Your Phone	Text	Yes	
4	Branch *	Drop down select	Yes	See note below
5	Please select all states in which the branch seeks licensure.	Checkbox multi-select	Yes	All states except Nevada and New Jersey

Branch names are manually maintained with information stored in Retail- Onboarding Group > Documents > Data > Branches.xlsx

3   Branch License / Trade Name Requests SharePoint List

https://clslenders.sharepoint.com/sites/Legal/Lists/Branch%20License%20%20Trade%20Name%20Requests/AllItems.aspx

Upon submission of the Branch License/Trade Name Registration Request form, a new entry will be added to the list with the status of "New". Fields of the list are as follows:

Field Name	Type	Required	Options
ID	ID		Auto generated
Created	Date		Auto generated
Status	Select	Yes	New Pending Approved Partially Approved Denied
Requestor Name	Text	Yes	
Requestor Email	Text	Yes	
Requestor Phone	Text	Yes	
Branch	Text	Yes	
States in which the branch seeks licensure.	Text	Yes	
Attachments	File Upload	No	Anything related to the request can be attached here. These documents are viewable by anyone with access to the site.
Pending Notes	Text area	No	
Partially Approved Notes	Text area	No	
Approved Notes	Text area	No	

Branch License / Trade Name Request

Denied Notes	Text area	No	
Modified	Date		Auto generated
Modified by	User		Auto generated

4 MS Teams Legal Channel

Functionality described herein utilizes the Legal MS Teams Channel which created as a result of this new functionality.

5 MS Planner Legal Task Board

Functionality described herein utilizes the Legal Tasks Board which created as a result of this new functionality.

6 Manual Processes

6.1 Managing the Status of Requests and Notes

Members of the legal team will manually edit the status field in the Branch License / Trade Name Requests SharePoint list. Status types will be as follows:

- New (default selection upon submission)
- Pending
- Partially Approved
- Approved
- Denied

NOTE: The reason for "Partially Approved" is that the Branch Email could have requested licenses in more than one state. In the case where some were approved and somewhere not, the legal team should add denial notes.

6.1.1 Pending, Partially Approved, Approved and Denied Notes

- Whatever is entered in the "Pending Notes" will be sent to the requestor when the status of the item is changed to "Pending"
- Whatever is entered in the "Partially Approved Notes" will be sent to the requestor when the status of the item is changed to "Partially Approved"
- Whatever is entered in the "Approved Notes" will be sent to the requestor when the status of the item is changed to "Approved"
- Whatever is entered in the "Denied Notes" will be sent to the requestor when the status of the item is changed to "Denied"

Branch License / Trade Name Request

6.2   Attaching Relevant Files

The "Attachments" field of the Branch License / Trade Name Requests SharePoint list may be used to attach any relevant documents. Anyone with access to the Legal SharePoint site may view these attachments. Branch emails do NOT have access to this site.

7   Back End Processes

7.1   New Branch License / Trade Name Request

https://make.powerautomate.com/environments/Default-87525d23-ea88-459a-b0af-6faa4f949a8a/flows/a694b5e1-ce6a-421a-bf79-de6563c12ca3/details

What it does:

- Sends "New Branch License / Trade Name Request to Requestor" email to requestor.
- Sends "New Branch License / Trade Name Request to Legal Team" email to legal team.
- Creates a notification in the MS Team "Legal" Channel
- Adds a task to the "Legal task board"
- Adds request to SharePoint List
- Adds link to Legal Task Board task in the Sharepoint list.

7.1.1   New Branch License / Trade Name Request to Requestor Email

TO	Form.Your Email
SUBJECT	New Branch License / Trade Name Request – {form.Branch} Received - {submission date}
BODY	Your request has been received. Requested by: {form.Your Name} Email: {form.Your Email} Phone: {form.Your Phone} Branch: {form.Branch} All states in which the branch seeks licensure: {form selections}

7.1.2   New Branch License / Trade Name Request to Legal and Email Email

TO	legal@email;compliance@email
SUBJECT	New Branch License / Trade Name Request – {form.Branch} – {submission date}
BODY	A new request has been received. Requested by: {form.Your Name} Email: {form.Your Email} Phone: {form.Your Phone} Branch: {form.Branch} All states in which the branch seeks licensure: {form selections} Please visit the Branch License / Trade Name Requests list to manage this request.

Branch License / Trade Name Request

	[Branch License / Trade Name Requests - Item properties (sharepoint.com)](sharepoint.com)

7.1.3   Task for Legal Added Upon Form Submission

Group ID	Legal
Plan ID	[Legal](#)
Title	Branch License / Trade Name Request – {form.Branch}
Bucket	Branch License Requests
Start Date Time	Empty
End Date Time	Empty
Assigned user IDs	legal@email Compliance@email
Description (Notes)	Request date: {submission date/time} Requested by: {form.Your Name} Email: {form.Your Email} Phone: {form.Your Phone} Branch: {form.Branch} All states in which the branch seeks licensure: {form selections}
Checklist items	• Obtain branch email agreement if necessary. • Brick and mortar check • Send invoice for branch license/tradename registration to Robert • Update License list in SharePoint
Attachment	Manage Item {item id} Links to item in [Branch License / Trade Name Requests - Item properties (sharepoint.com)](sharepoint.com)

7.1.4   New Branch License / Trade Name Request MS Teams Channel Notification

Post As:	Flow bot
Post In:	Channel
Team:	Legal
Channel:	General
Message:	New Branch License / Trade Name Request – {submission date} Requested by: {form.Your Name} Email: {form.Your Email} Phone: {form.Your Phone} Branch: {form.Branch} All states in which the branch seeks licensure: {form selections} Item Link: {Link to item in [Branch License / Trade Name Requests - Item properties (sharepoint.com)](sharepoint.com)}

Branch License / Trade Name Request

7.1.5   Branch License / Trade Name Request List
[Branch License / Trade Name Requests - Item properties (sharepoint.com)](#)

7.2   Branch License Request Pending
https://make.powerautomate.com/environments/Default-87525d23-ea88-459a-b0af-6faa4f949a8a/flows/c5f8ebe7-7a62-475d-9085-80ae945dad77?v3=true

- Sends "Branch License Request Pending" email to requestor, cc legal team including "Pending Notes"

7.2.1   Branch License Request Pending Email

TO	{Form.Your Email}
CC	legal@email;compliance@email
SUBJECT	Branch License / Trade Name Request Pending – {form.Branch} – {modified date}
BODY	Your Branch License / Trade Name Request Is Pending Requested by: {form.Your Name} Request Date: {submission date/time} UTC Pending Date {list.Modified date} Branch: {form.Branch} States in which the branch seeks licensure: {form selections} Pending Notes: {list.Pending Notes}

7.3   Branch License Request Partially Approved
https://make.powerautomate.com/environments/Default-87525d23-ea88-459a-b0af-6faa4f949a8a/flows/4bd0cf38-6f4d-45db-a55b-4d3aac598716/details

- Sends "Branch License Request Partially Approved" email to requestor, cc legal team including "Partially Approved Notes"

7.3.1   Branch License Request Partially Approved Email

TO	{Form.Your Email}
CC	legal@email;compliance@email
SUBJECT	Branch License / Trade Name Request Partially Approved – {form.Branch} – {modified date}
BODY	Your Branch License / Trade Name Request Has Been Partially Approved Request Date: {submission date/time} UTC Partially Approved Date {list.Modified date} Branch: {form.Branch} States in which the branch seeks licensure: {form selections}

Branch License / Trade Name Request

	Partially Approved Notes: {list.Partially Approved Notes}

7.4 Branch License Request Fully Approved

https://make.powerautomate.com/environments/Default-87525d23-ea88-459a-b0af-6faa4f949a8a/flows/aa4b2017-09e0-47eb-813c-5dd9554dab48/details?v3=false

- Sends "Branch License Request Fully Approved" email to requestor, cc legal team including "Approved Notes"
- Closes the related task in the Legal task board.

7.4.1 Branch License Request Fully Approved Email

TO	{Form.Your Email}
CC	legal@email;compliance@email
SUBJECT	Branch License / Trade Name Request Approved – {form.Branch} – {modified date}
BODY	Your Branch License / Trade Name Request Has Been Fully Approved Requested by: {form.Your Name} Request Date: {submission date/time} UTC Approval Date {list.Modified date} Branch: {form.Branch} States in which the branch seeks licensure: {form selections} Approved Notes: {list.Approved Notes}

7.5 Branch License Request Denied

https://make.powerautomate.com/environments/Default-87525d23-ea88-459a-b0af-6faa4f949a8a/flows/c79b3b3f-cf67-4019-9964-e91be026eec4/details

- Sends "Branch License Request Denied" email to requestor, cc legal team including "Denied Notes"
- Closes the related task in the Legal task board.

7.5.1 Branch License Request Denied Email

TO	{Form.Your Email}
CC	email@email
SUBJECT	Branch License / Trade Name Request Denied – {form.Branch} – {modified date}
BODY	Your Branch License / Trade Name Request Has Been Denied Request Date: {submission date/time} UTC Denied Date {list.Modified date}

	Branch: {form.Branch} States in which the branch seeks licensure: {form selections} Denied Notes: {list.Partially Denied Notes}

8 Out of Scope

Anything not declared within this document is out of scope.

End of document.