DEPARTMENT OF FINANCIAL SERVICES
Division of Unclaimed Property

HOLDER REPORTING ONLINE SYSTEM
USER MANUAL

(Revised October 2026)

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1. INTRODUCTION

1.1 OVERVIEW

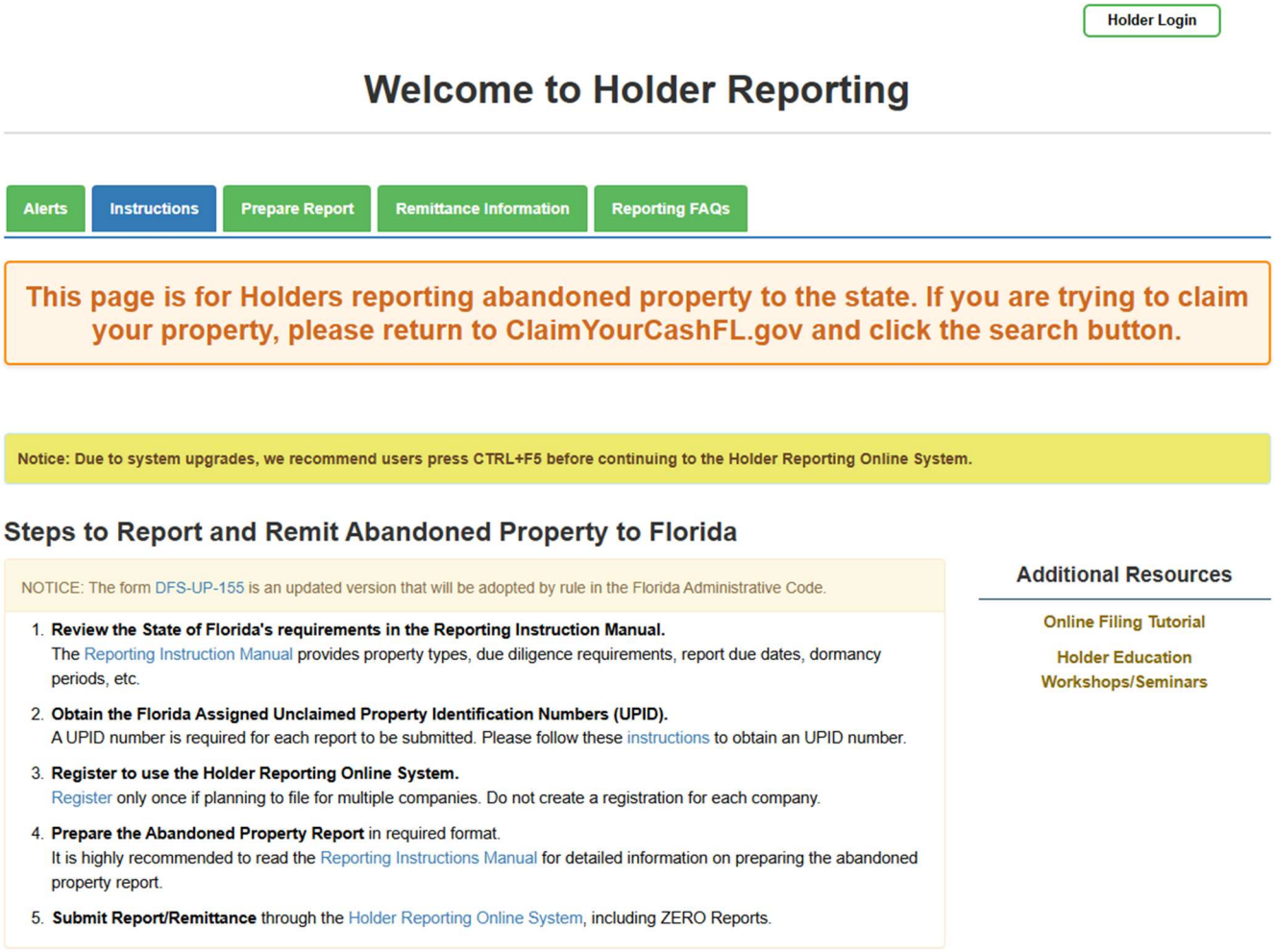
The Holder Reporting Online System has been designed to provide a safe and secure environment for external users required to submit abandoned property reports to the Florida Department of Financial Services, Division of Unclaimed Property.

1.2 PURPOSE

The purpose of this document is to provide a comprehensive training manual for users of the Holder Reporting Online System. This manual contains a detailed explanation of all of the available options in this system from registering to use this system through report submission and payment.

2. REGISTER TO USE THE HOLDER REPORTING ONLINE SYSTEM

Steps to register to use the Holder Reporting Online System; from the home page, scroll to blue/grey, horizontal line under the search area, click on Property Holder Reporting Portal link then click on the instruction tab, number 3. **REGISTER** link.

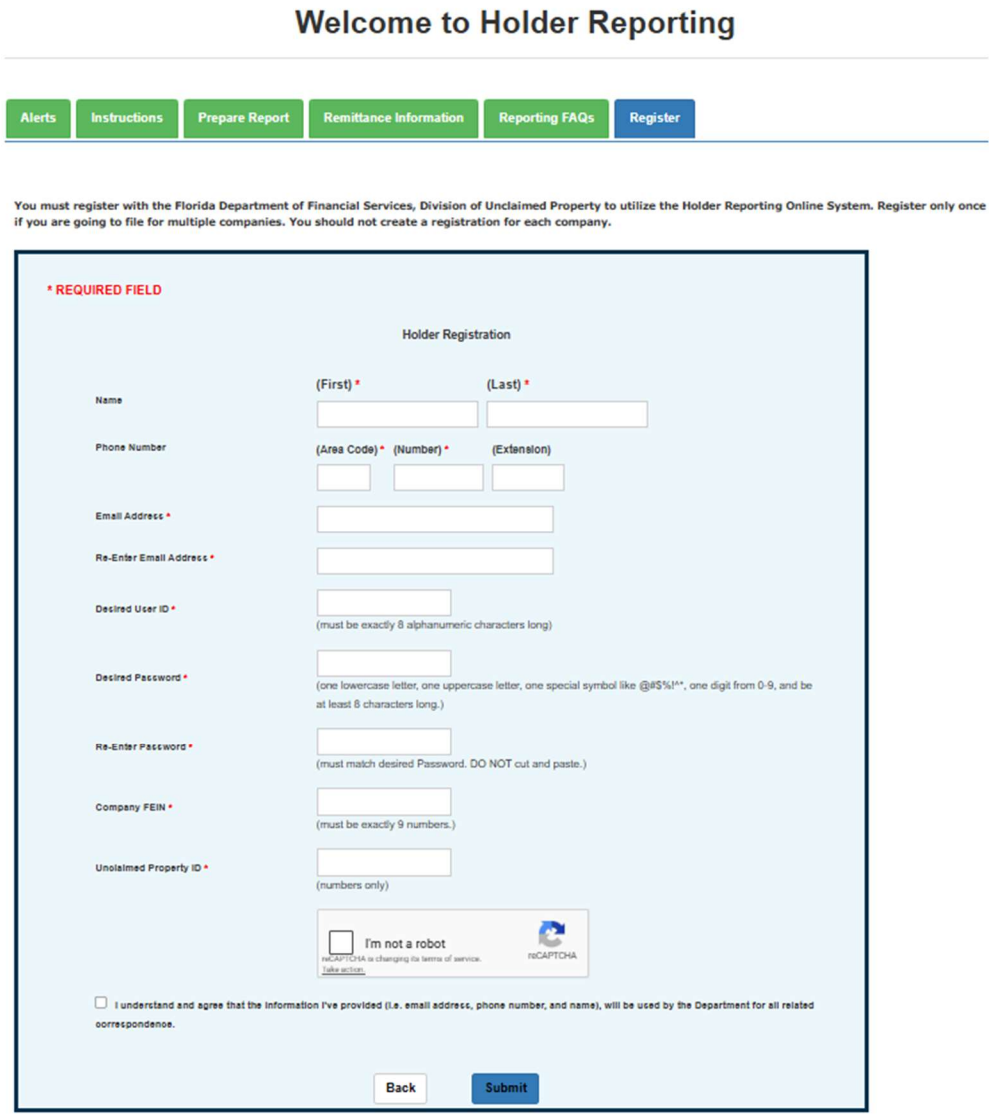


2.1 Online Filing User Registration Page

To use the online system, you must currently be an "Active" holder in the Florida Division of Unclaimed Property's database and have been assigned an Unclaimed Property Identification Number UPID.

If you do not know your entities UPID, go back to the Welcome to Holder Reporting page and under the Instructions tab click on the instructions link under number 2 and the information will be provided on how to obtain the UPID.

IMPORTANT - The registration should be in the name of the representative from your organization who will be responsible for submitting the annual report through this system.



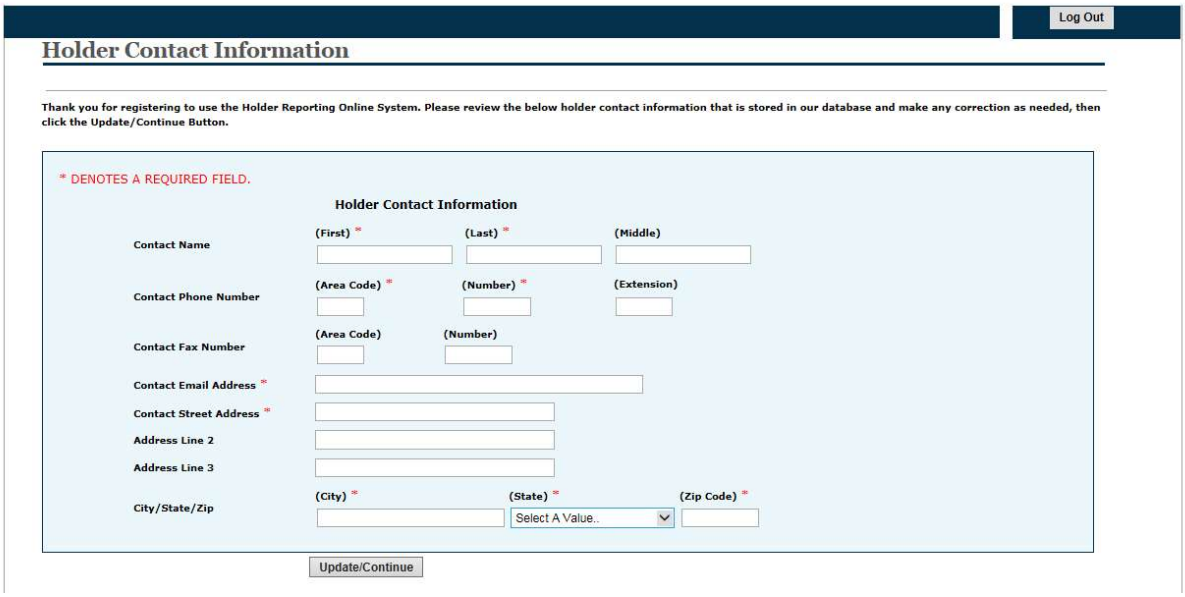
2.1.1 Registration Page Fields Specifications

- **Name (First) and (Last):** Names must be alpha and longer than 1 character.
- **Phone Number (Area Code), (Number) and (Extension):** Area Code must be 3 numbers. Number must be 7 digits (no dashes or spaces). Extension must be numeric and be between 1 and 10 digits long.
- **Email Address:** Must be in a valid email address format.
- **Re-Enter Email Address:** Must exactly match what was input as the Email Address.
- **Desired User ID:** Must be alpha, numeric or a combination of both and be exactly 8 characters long.
- **Desired Password:** Must contain 1 lowercase letter, 1 uppercase letter, 1 special symbol like @#$%^&, 1 number from 0-9 and be at least 8-characters and no more than 15 characters long.
- **Company FEIN:** Must be 9 numbers and be valid for the Unclaimed Property ID entered. (no dashes or spaces)
- **Unclaimed Property ID:** Must be a number and be valid for the Company FEIN entered. You will receive an error message if you input a UPID that is not valid for the FEIN that is input.
- **Check the box "I am Not A Robot":** User must select exactly what is required.
- **Statement Check Box:** Must be checked to proceed with registration.
- **Back Button:** When clicked, will take you back to the Welcome to Holder Reporting Information page.
- **Submit Button:** When clicked, the system will process your request. An email confirming your registration will be sent to the email address provided in the registration process.

3. THE HOLDER REPORTING ONLINE SYSTEM

3.1 HOLDER CONTACT INFORMATION PAGE

The Holder Contact Information page will appear the **first time** the user successfully logs into the Holder Reporting Online System. Subsequent to the initial access, this page will only appear after a period of inactivity on the account. This page contains the holder contact information currently in the Division's database for the UPID number input by the user. The user will need to verify and make revisions as needed and then click the Update/Continue button.

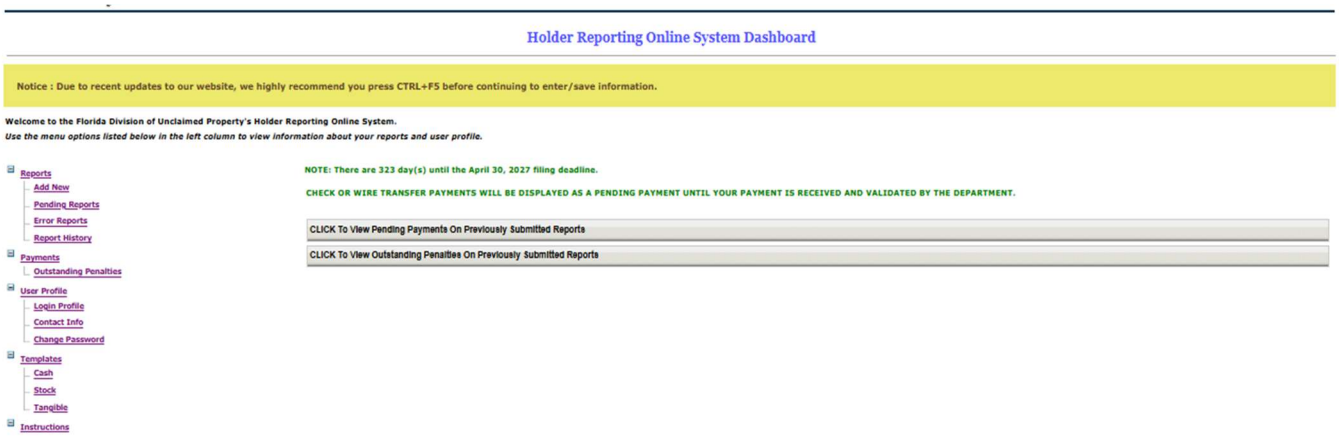


3.1.1 Holder Contact Information Page Field Specifications

- **Contact Name (First), (Last) and (Middle):** Names must be alpha and longer than 1 character.
- **Contact Phone Number (Area Code), (Number) and (Extension):** Area Code must be 3 numbers. Number must be 7 digits (no dashes or spaces). Extension must be numeric and be between 1 and 10 digits long.
- **Contact Fax Number (Area Code) and (Number):** Area Code must be 3 numbers. Number must be 7 digits.
- **Contact Email Address:** Must be in a valid email address format.
- **Contact Address, Address Line 2 and Address Line 3:** Must be valid mailing address.
- **City:** Must be valid city.
- **State:** Must be valid state.
- **Zip Code:** Must be 5 or 9 numbers (no dashes or spaces).
- **Update/Continue Button:** When clicked will save information on page and take you to the Holder Reporting Online System Dashboard page.

3.2 HOLDER REPORTING ONLINE SYSTEM DASHBOARD

The Holder Reporting Online System Dashboard will be displayed upon successful access to the Holder Reporting Online System. This page contains the menu options available within the application.



Reports

- **Add New:** Select when you are ready to submit an abandoned property report to the Division.
- **Pending Reports:** Select to view abandoned property reports loaded into the online system that have not yet been submitted to the Division.
- **Error Reports:** Select to view the error report(s) for rejected abandoned property report(s). To view the reports, select the "CLICK to View Rejected Reports" link.
- **Report History:** Select to view list of abandoned property reports submitted to the Division. To view the list of abandoned property reports, select the "CLICK to View A History Of Submitted Reports" link.

Payments

- **Pending Payments:** Select to identify all submitted reports in which the Division has not yet received the remittance that is due with the report.
- **Outstanding Penalties:** Select to view all penalties assessed by the Division in which payment has not been received from the holder.

User Profile

- **Login Profile:** Select to edit the registered user's registration profile.
- **Contact Information:** Select to edit the Holder Contact Information that is linked to the user registration.
- **Change Password**: Select to update your login password.

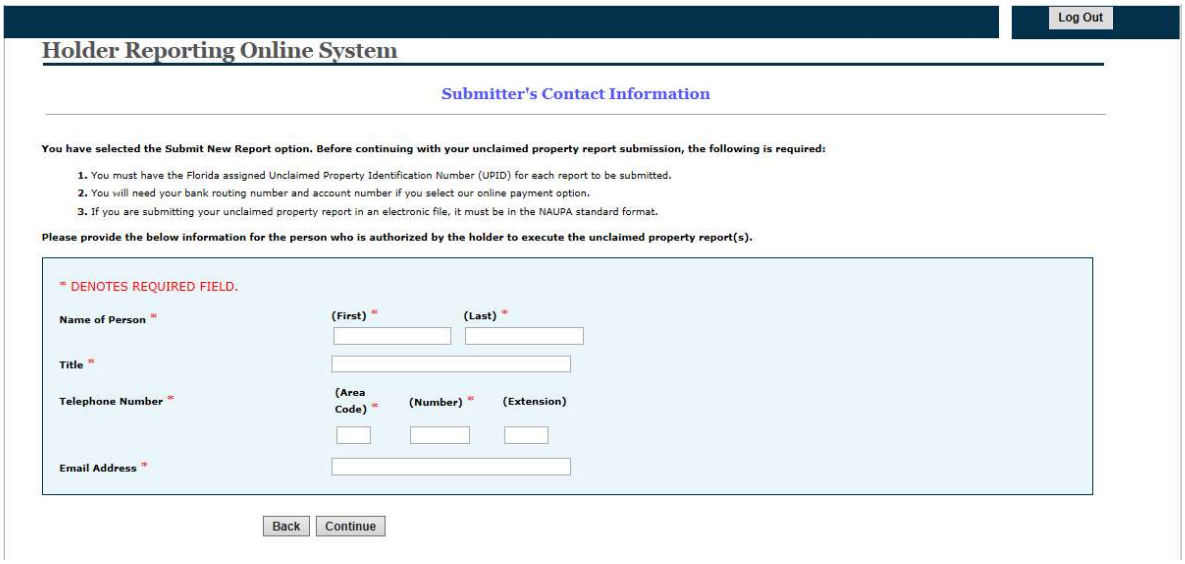
Templates

- **Cash**: Select to download the Excel template to create a Cash report.
- **Stock**: Select to download the Excel template to create a Stock report.
- **Tangible**: Select to download the Excel template to create a Tangible report.
- **Instructions**: Select to view instructions on the use of the online application.

3.3 DASHBOARD - ADD NEW REPORT

This section addresses all options available for submitting your abandoned property report through the Holder Reporting Online System. When the Add New Report option is selected you will first be taken to the Submitter's Contact Information page to input information for the person **who is authorized** by the holder to execute and submit the abandoned property report(s).

3.3.1 Submitter's Contact Information Page



- **Name of Person (First), (Last) and (Middle):** Names must be alpha and greater than 1 character.

- **Title:** Can be alphanumeric and must be greater than 1 character.

- **Telephone Number (Area Code), (Number) and (Extension):** Area Code must be 3 numbers. Number must be 7 digits (no dashes or spaces). Extension must be numeric and be between 1 and 10 digits long.

- **Email Address:** Must be in a valid email address format.

- **Back Button:** When click will take you back to the to the Holder Reporting Online System Dashboard page.

- **Continue Button:** When clicked will save information on page and take you to the Report Submission Options page.

3.3.2 Report Filing Options

Four options are available for filing your abandoned property report(s).

NOTE: You can submit an abandoned property report for each option as long as it meets the requirements for the selected option.

- **Upload Electronic File(s):** This option is used to submit your abandoned property report(s) via an electronic file. The electronic file is required to be in the NAUPA standard format. Files not in the NAUPA standard format will not be accepted.

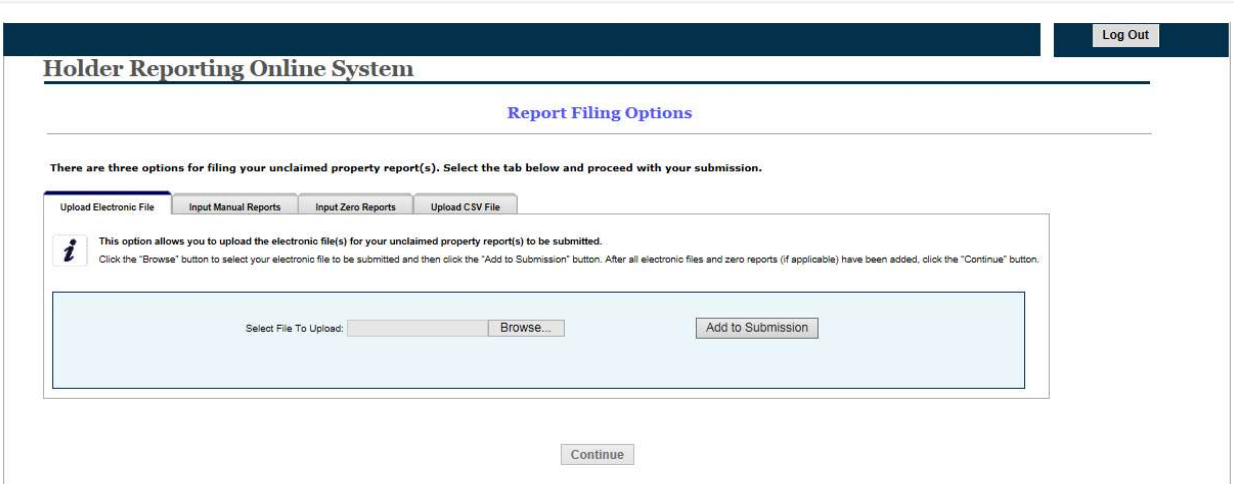
- **Input Manual Report(s):** This option can only be used if your abandoned property report contains fewer than 25 properties.

- **Input Zero Report(s):** This option can only be used if you do not have any abandoned property to report this year for your organization.

- **Template(s):** This option allows the user to enter owner information into one of three templates that is specific to the type of property being reported; Cash, Stock or Tangible accounts. The Excel template must be saved as a .CSV text delimited file before uploading.

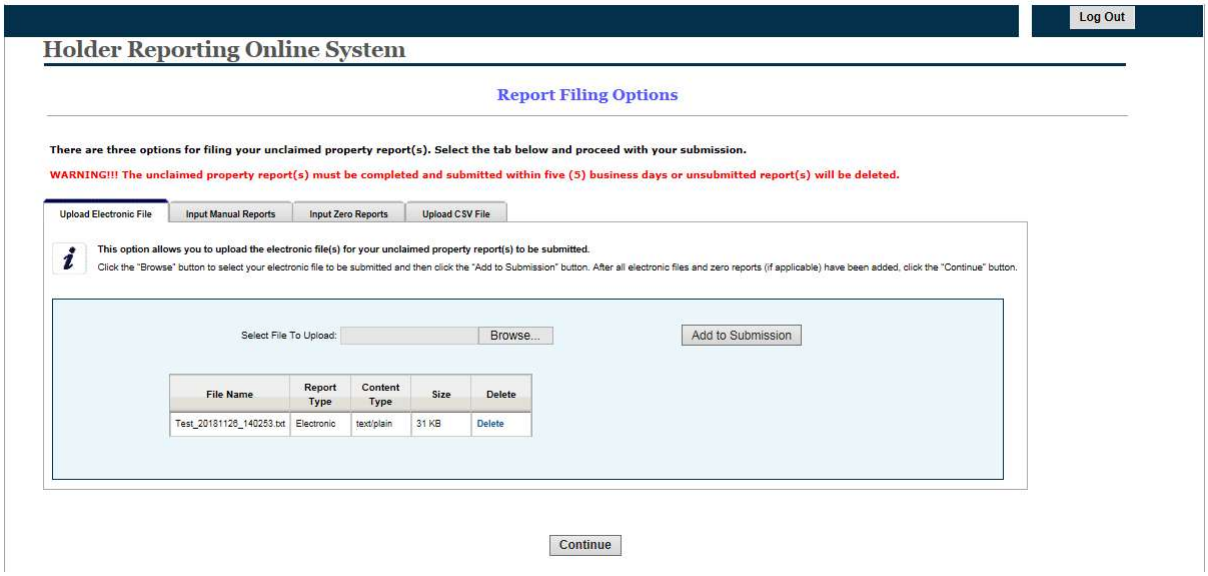
3.3.3 Upload Electronic File(s) Option

The Upload Electronic File option is used to submit your electronic file that is created in the required NAUPA format. You can upload multiple electronic files through this application.



- **"Browse…":** When clicked allows you to locate where your electronic file is stored and select the file to be uploaded.
- **Add to Submission:** When clicked will upload your electronic file to be submitted.
- **Continue:** The button will not be active until a file is uploaded into the system

3.3.3.1 ELECTRONIC FILE UPLOAD SUMMARY

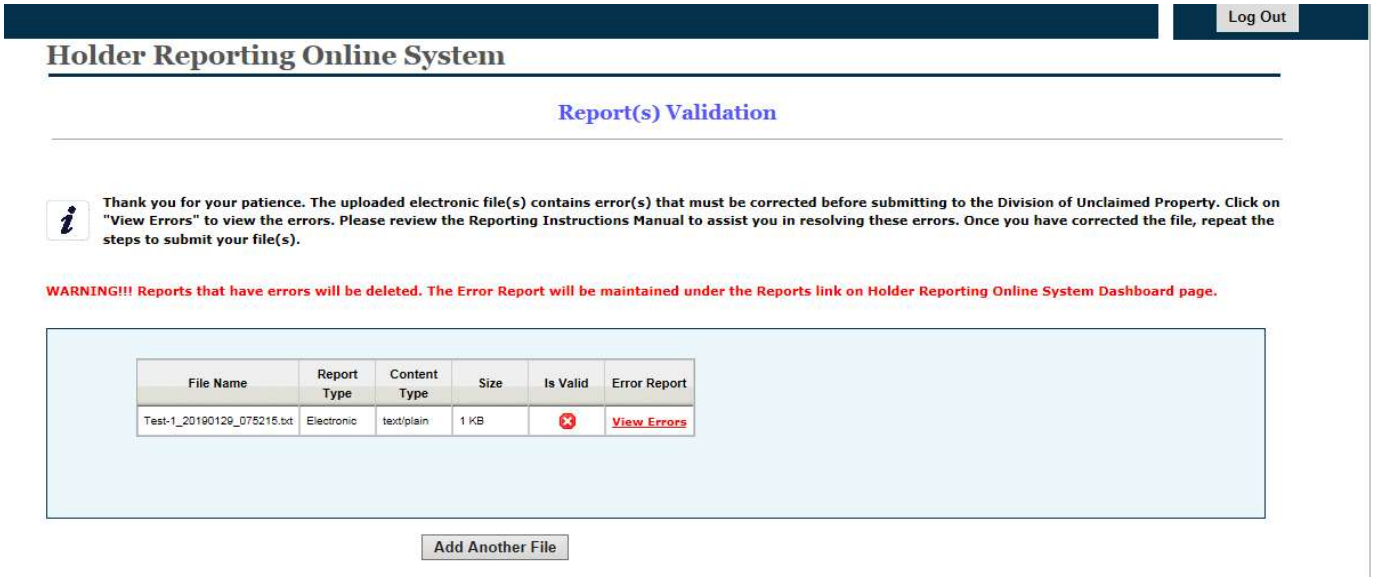


Information on each uploaded electronic file will be displayed on this page.

- **"Browse…" Button:** When clicked allows you to locate where your electronic file is stored and select the file to be uploaded.
- **Add to Submission Button:** When clicked will upload your electronic file to be submitted.
- **Continue Button:** The button will be active once a file is uploaded into the system. Click this button once **all** of your electronic files to be submitted to the Division have been uploaded. Will take you to the File(s) Summary page.

3.3.3.2 ELECTRONIC FILE UPLOAD SUMMARY - ERROR

The Validating Report(s) page will only be displayed when the uploaded electronic file(s) contains error(s) that must be corrected before it will be accepted by the Department.



- **"View Errors" Link:** When clicked will display the Electronic File Error Report as shown below in section 3.3.3.3. The errors listed on the electronic file must be corrected before it will be accepted by the Division.

- **Add File Button:** When clicked will take you back to the Report Submission Options page where you can upload your corrected electronic file to be submitted.

3.3.3.3 ELECTRONIC FILE ERROR REPORT

IMPORTANT: These errors must be corrected on the electronic file before it will be accepted by the Division.

```
Report 1 for year 2017
================================================================================
Reported Contact info
--------------------------------------------------------------------------------
Contact 1
000098765  - 0001
TEST HOLDER 1
TEST
111 TEST STREET
NotFound
NotFound  - NotFound  - 33222
Tel : 0-0 SIC : 8011
Email : NotFound

--------------------------------------------------------------------------------
Contact 2
TEST TESTER
FLTEST
111 TEST
STREET
NotFound  - NotFound
Tel :
Email : NotFound
--------------------------------------------------------------------------------
1190 -> Owner last name field cannot contain punctuation.
Property Sequence number on file with error: 1
Total Errors =1

--------------------------------------------------------------------------------
Total Count  of Cash Properties from Report     = 1
Total Cash - Valid Properties from Report       = 82.55
Total Cash - All Properties from Report         = 82.55
Total Amount of Cash from Summary               = 82.55

Total Count of Stock Properties from Report     = 0
Total Stock - Valid Properties from Report      = 0.0000
Total Stock -All Properties from Report         = 0.0000
Total Stock value from Summary                  = 0.0000

Total Count of Tangibles from Report            = 0

Total Number of Properties                      = 1
Total Number of Additional  Owners              = 0

Total Records  from summary record              = 0
Total Records properties and additional owners  = 1

================================================================================

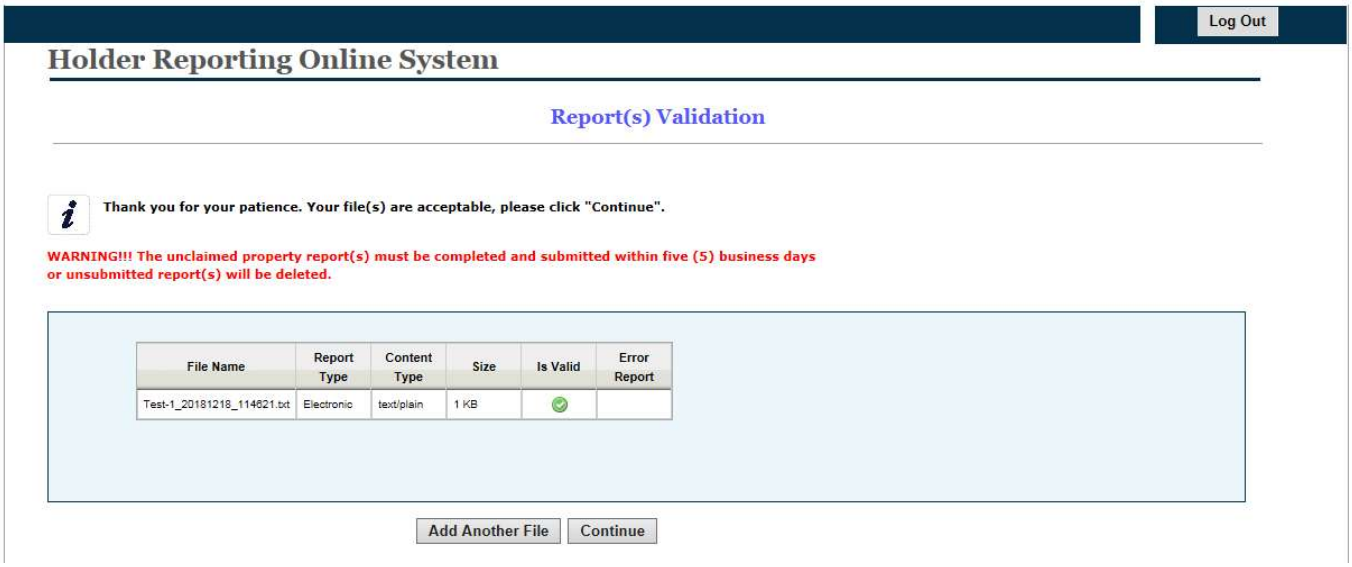
CUMULATIVE CASH & STOCK FROM ALL REPORTS

Cumulative Report Count                          = 1
Cumulative Cash -All properties from all report = 82.55
Cumulative Stock-All properties from all report = 0.0000

================================================================================
```

3.3.3.4 ELECTRONIC FILE UPLOAD SUMMARY - VALID FILE

The below Report(s) Validation page will display if you have uploaded either a valid Manual Input report or a valid Zero Report to the current submission. You must select one of the two options to proceed.



This page will be displayed when the uploaded electronic file(s) is valid and does not contain error(s) that must be corrected before they will be accepted by the Department.

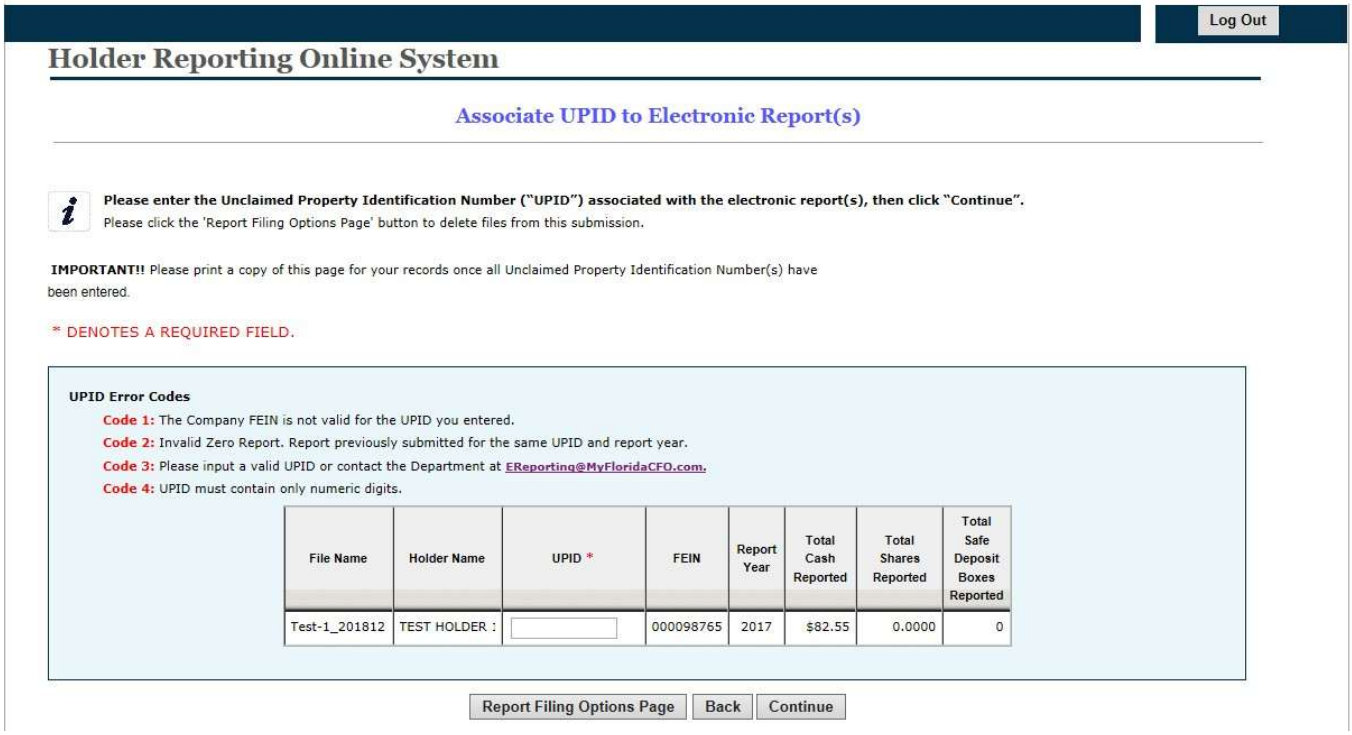
NOTE: Name error(s) cannot be detected in this application. You will be contacted by the Division if your report contains name errors or other questionable information that must be clarified or corrected.

- **Add Another File Button:** Click this button if you have other abandoned property reports (Electronic Files, Manual Input or Zero Reports) to be uploaded. It will take you back to the Report Submission Options page.

- **Continue Button: Click this button when you have uploaded all of your abandoned property** reports and you are ready to proceed with submitting these reports to the Division. Do not click this button if you have not completed uploading all of your abandoned property reports (Electronic Files, Manual Input or Zero Reports).

3.3.3.4 ELECTRONIC FILE HOLDER REPORT ASSOCIATION PAGE

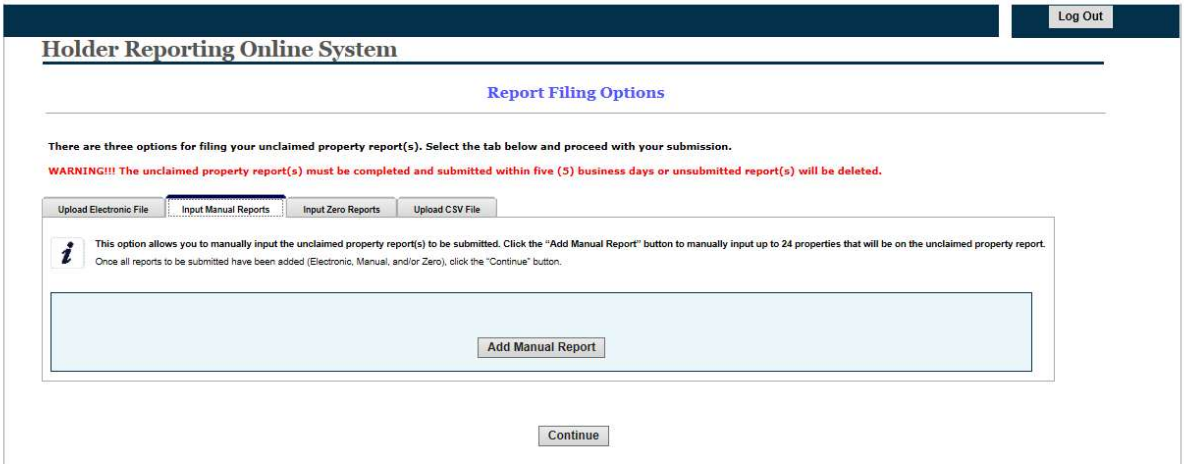
On the Holder Report Association page you will be required to input the corresponding UPID (Holder Number) for each report to be submitted. If you do not know the UPID for each report, go to the "Welcome to Holder Reporting" page – under the Instructions tab item #2.



- **UPID Input Field:** You must input the valid UPID for each electronic report uploaded. You will receive an error message if you input a UPID which is not valid for the FEIN provided on your abandoned property report.
- **Report Filing Options Page:** Will take you back to the Report Filing Options page where you can add additional abandoned property reports (electronic, manual input or zero reports).
- **Back Button:** When clicked will take you back to the previous page.
- **Continue Button:** Click this button if you have no additional reports to submit to the Division of Unclaimed Property. Will take the user to the File(s) Summary page.

3.3.4 Input Manual Report(s) Option

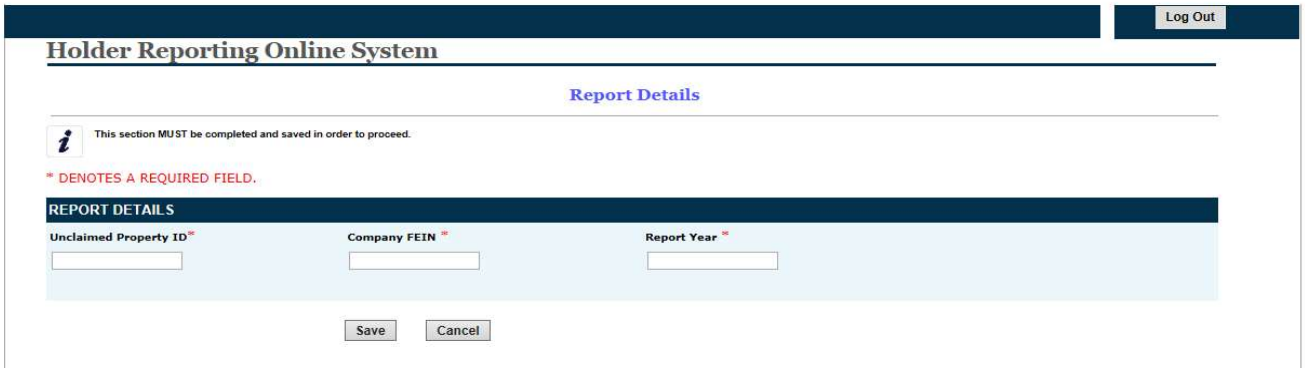
<u>This option can only be used if your abandoned property report contains 24 or less properties</u>.



- **Add Manual Report Button:** When clicked will take you to the Add New Manual Report – Report Details page.

- **Continue Button:** At least one valid report needs to be present to proceed with the filing.

3.3.4.1 ADD NEW MANUAL REPORT – REPORT DETAILS PAGE



Input the identifying information for the abandoned property report to be submitted.

- **Unclaimed Property ID:** Must be a number and be valid for the Company FEIN entered. You will receive an error message if you input a UPID that is not valid for the FEIN that is input.

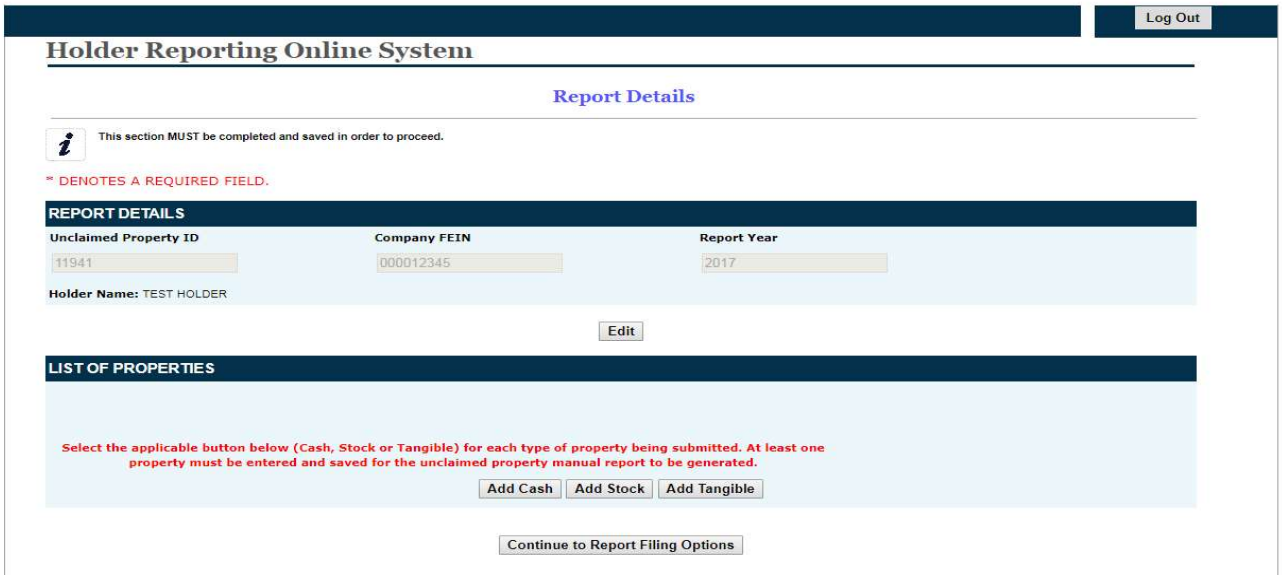
- **FEIN:** Must be 9 numbers and be valid for the Unclaimed Property ID entered. You will receive an error message if you input a FEIN is not valid for the UPID that is input.

- **Report Year:** Enter the four-digit year for which the property is being reported. *Example: For the report period ending December 31, 2014, the holder report year would be "2014". For the report period ending December 31, 2015, the holder report year would be "2015".* It cannot be a year subsequent to the current year.

- **Save Button:** When clicked will save the information entered and will take you to the Add New List of Properties page.

- **Cancel Button:** If clicked you will be taken back to the Report Submission Options Page.

3.3.4.2 ADD NEW MANUAL REPORT – LIST OF PROPERTIES PAGE



Report Details Section – will display the identifying information for the abandined property report to be submitted.

- **Edit Button:** When clicked will allow you to edit the information in the Report Details Section.

List of Properties Section – Provides the options for the properties (Cash, Stock and Tangible) that are to be included on your abandoned property report. Each property (Cash, Stock or Tangible) when added will be listed in this section with the ability to "Edit" or "Delete".

- **Add Cash Button:** When clicked will take you to the Cash Property page which provides various input fields for you to add the cash property/owner information.

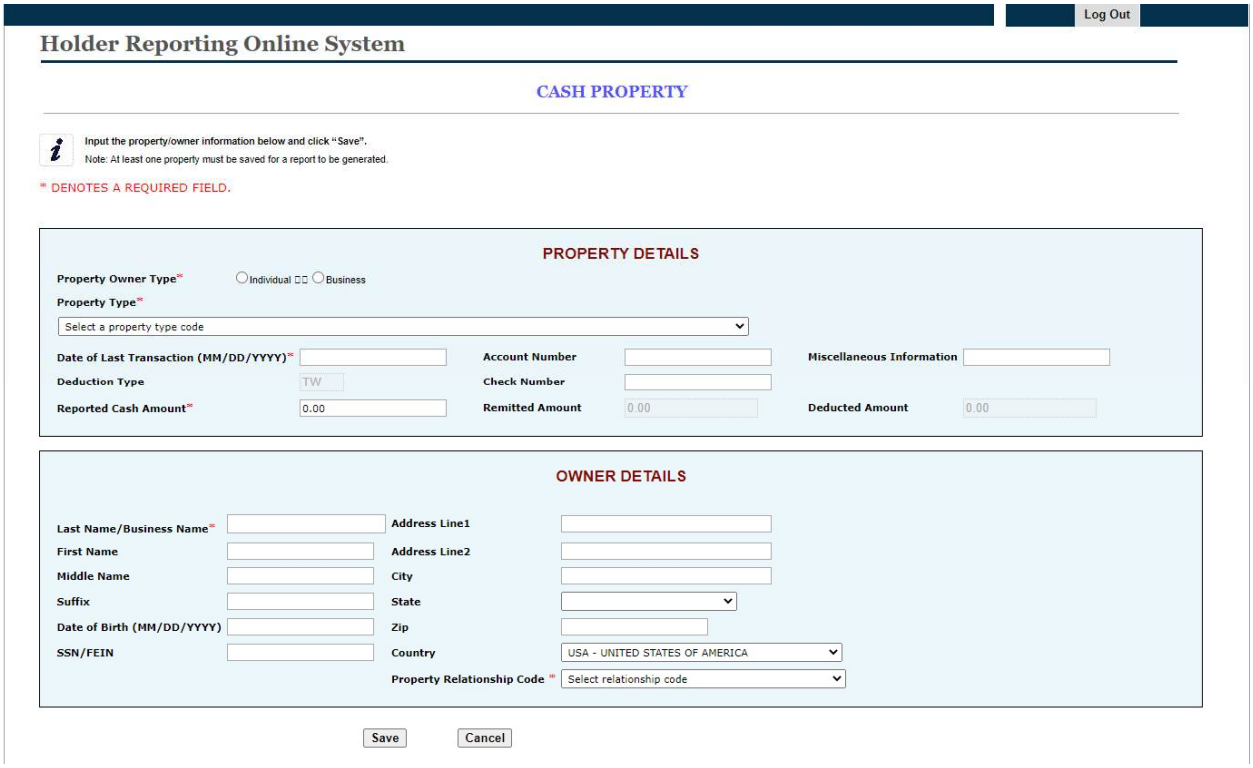
- **Add Stock Button:** When clicked will take you to the Add New Stock Property page which provides various input fields for you to add the stock property/owner information.

- **Add Tangible Button:** When clicked will take you to the Add New Tangible Property page which provides various input fields for you to add the tangible property/owner information.

- **Continue to Report Filing Options:** Should only be selected once all properties (Cash, Stock or Tangible) are added. When clicked it will save the abandoned property report, take you back to the Report Submission Options Page.

3.3.4.3 ADD CASH PROPERTY

The Cash Property page is used to input the property/owner information for each cash property on your abandoned property report.



Property Details Section

- **Property (Individual or Business):** Identifies whether property belongs to an individual or a business by selecting one of the radio buttons.
- **Property Type:** Select a property type from the drop-down list of property types that best describes the abandoned property being reported.
- **Date of Last Transaction:** Enter the last transaction date of the property. Must be valid date in the format MM/DD/YYYY. No future dates are allowed.
- **Miscellaneous Information:** An input field where any other property identification information not captured in the other fields on the page can be added.
- **Account Number:** Enter account number associated with the property.
- **Check Number:** Enter the check number associated with the property.

- **Cash Amount:** Enter the cash amount associated with the property.

Owner Details Section

- **Last Name/Business Name:** Enter the Last name of the individual if it is personal property otherwise enter Business name. The name must contain more than one (1) character. **Punctuation should not be used**.
- **First Name:** Enter first name only if it is a personal property. **Punctuation should not be used.**
- **Middle Name:** Enter middle name only if it is a personal property. **Punctuation should not be used.**
- **Suffix:** Enter the owner's suffix such as Jr, Sr, III. **Punctuation should not be used.**
- **Date of Birth:** Enter the date of birth of the property primary owner. Must be valid date in the format MM/DD/YYYY. **No future dates are allowed.**
- **SSN/FEID:** Enter the SSN or FEID of the property primary owner. Must be nine (9) numbers. Cannot be consecutive numbers, or all the same number (123456789, 000000000, 555555555)
- **Address Line 1:** Enter the address of the property primary owner as indicated in your records.
- **Address Line 2:** Enter the Address line 2 of the property primary owner as indicated in your records.
- **City:** Enter the City of the property primary owner as indicated in your records.
- **State:** Select the State from the drop-down list of the property primary owner as indicated in your records.

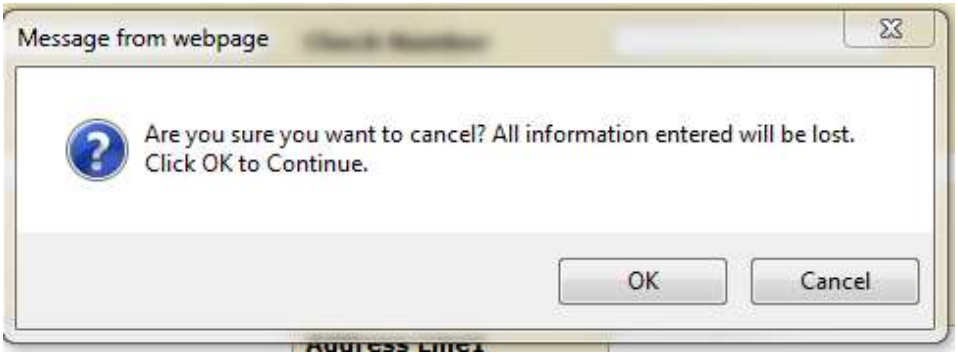
- **Zip:** Enter the Zip Code of the property primary owner. Must be 5 or 9 numbers.

- **Country:** Enter the Country of the property primary owner as indicated in your records.

- **Property Relationship Code:** Select the property relationship code from the drop-down list of property types that best describes the relationship of the property primary owner.

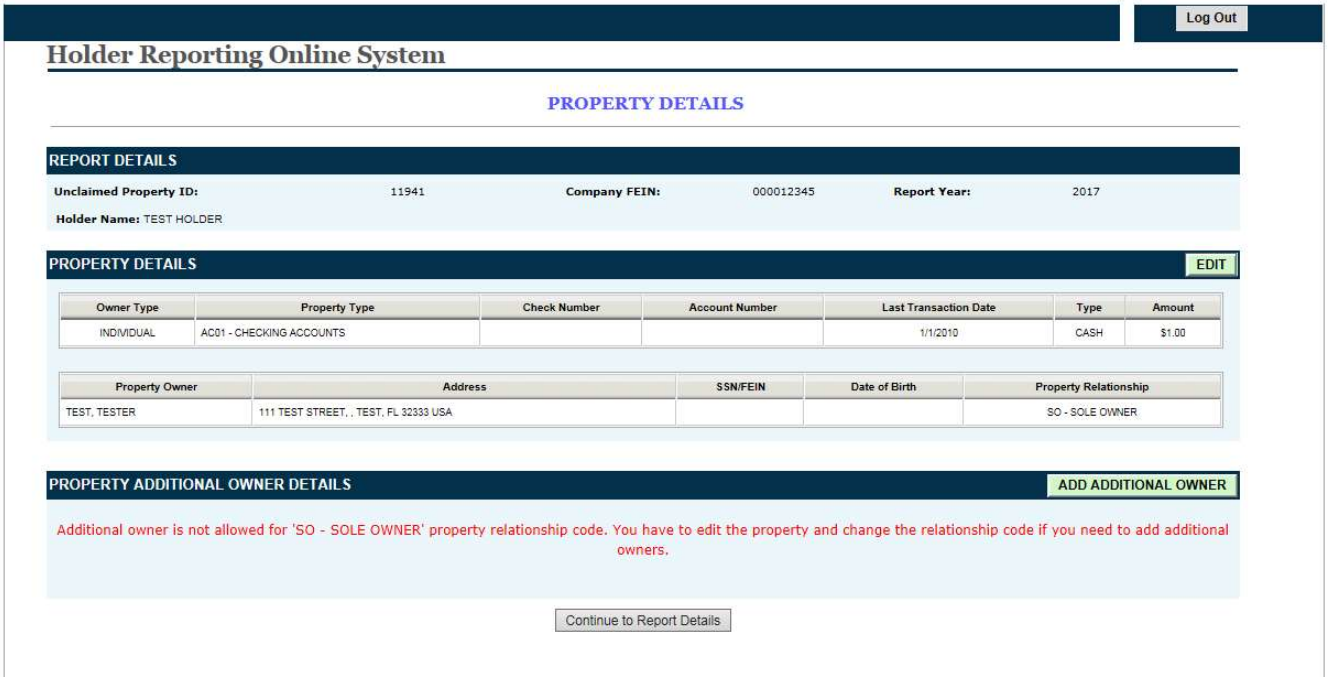
- **Save Button:** Click to save information input. Will take you back to the Property Details Page for the Cash Property. **IMPORTANT:** You have only Five (5) days to certify and submit the report. This information will be lost if this requirement is not met.

- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page.



3.3.4.4 Property Details - CASH

The Property Details for cash property page summarizes the information input on the Cash Property page.



Report Details Section – Provides information on the report level.

Property Details Section – Provides the property information

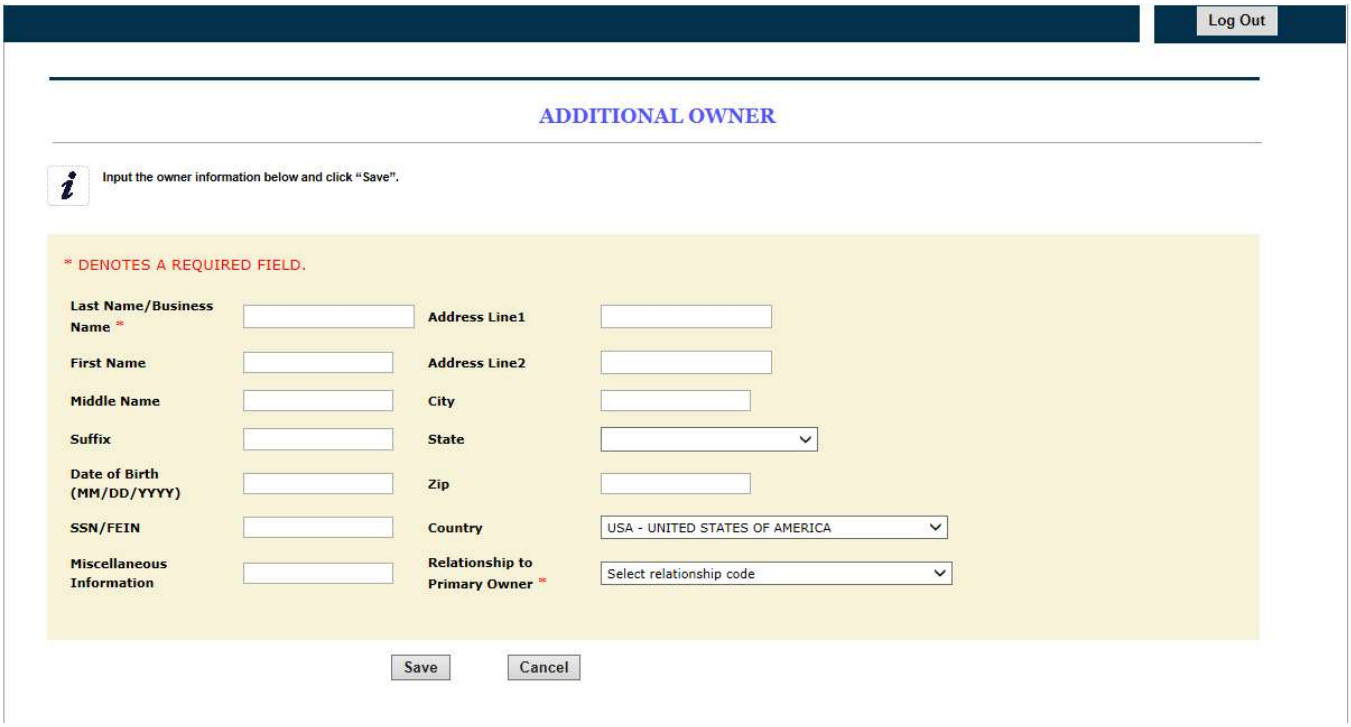
- **Edit Button:** Click to return back to the Cash Property page and edit/correct the property/owner information.

Property Additional Owner Details Section – Section provides for the input of an "Additional Owner" on a property when the property has more than one.

- **Add Additional Owner Button:** Will only be "Active" when the correct Property Relationship Code is selected on the Cash Property page. When clicked the Additional Owner page will display in order to add the additional owner.
- **Continue to Report Details Button:** When clicked you will be returned to the Report Details page where more properties can be added to the report or to continue with the report submission. NOTE: If a Property Relationship Code is selected that is applicable to an "Additional Owner" on the property this button will not be "Active" until the additional owner is added to the property.

3.3.4.5 ADDITIONAL OWNER

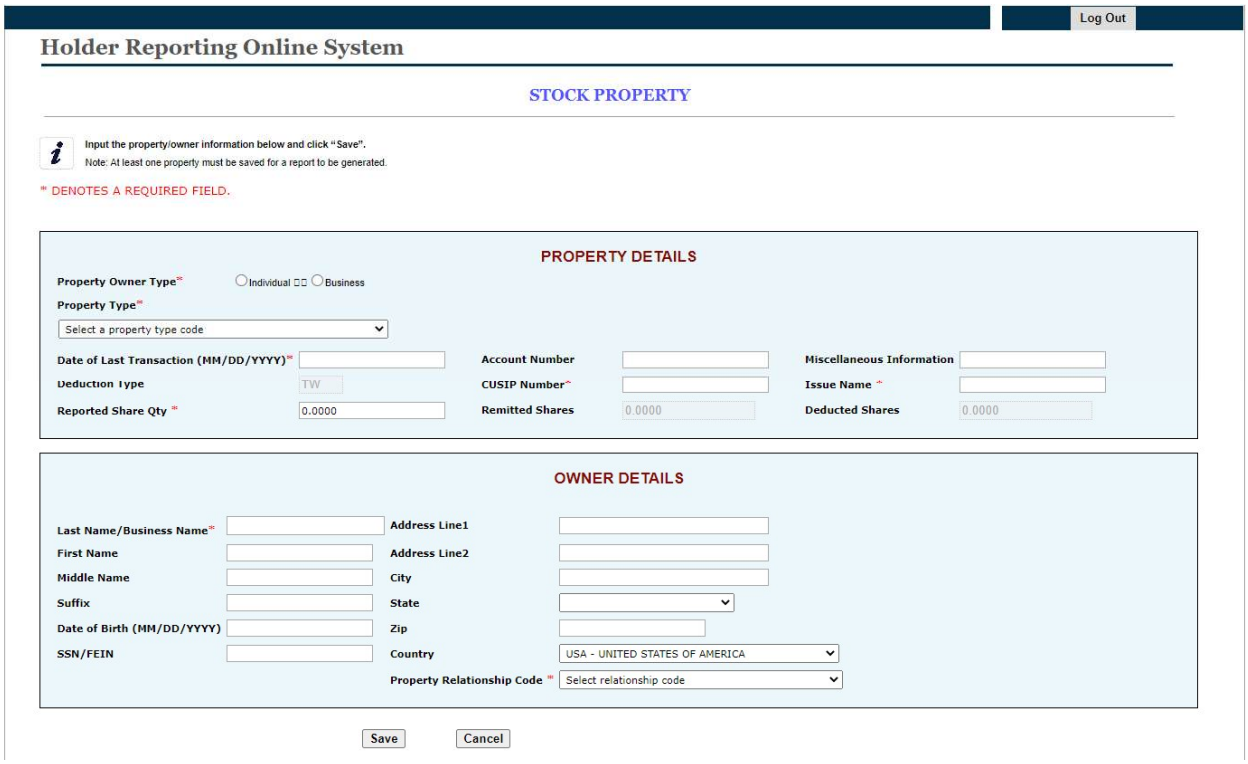
The Additional Owner page is used to input the information for each additional owner for the property.



- **Save Button:** Click to save information input. Will take you back to the Property Details Page.
- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page

3.3.4.6 ADD STOCK PROPERTY

This page is used to input the property/owner information for each stock property on your abandoned property report.



Property Details Section

- **Property (Individual or Business):** Identifies whether property belongs to an individual or a business by selecting one of the radio buttons.
- **Property Type:** Select a property type from the drop down list of property types that best describes the abandoned property being reported.
- **Date of Last Transaction:** Enter the last transaction date of the property. Must be valid date in the format MM/DD/YYYY. No future dates are allowed.
- **Miscellaneous Information:** An input field where any other property identification information not captured in the other fields on the page can be added.
- **Issue Name:** Enter the name of the stock property.

- **Account Number:** Enter account number associated with the property.
- **CUSIP Number:** Enter the nine (9) digit number associated with the stock property.
- **Number of Shares:** Enter the share amount associated with the property.

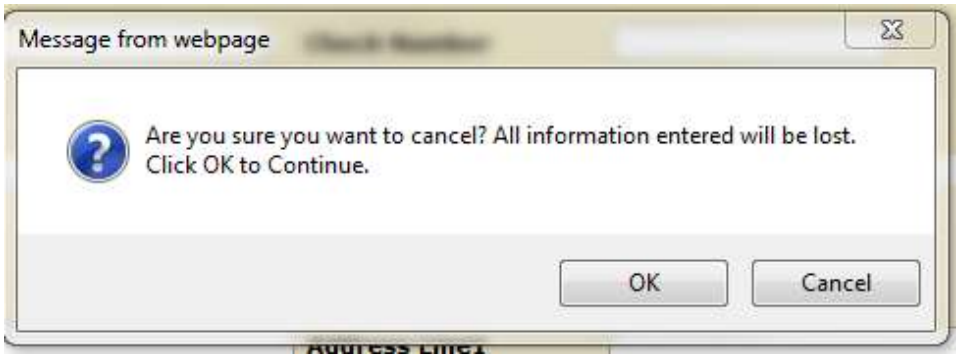
Owner Details Section

- **Last Name/Business Name:** Enter the Last name of the individual if it is personal property otherwise enter Business name. The name must contain more than one (1) character. **Punctuation should not be used**.
- **First Name:** Enter first name only if it is a personal property. **Punctuation should not be used.**
- **Middle Name:** Enter middle name only if it is a personal property. **Punctuation should not be used.**
- **Suffix:** Enter the owner's suffix such as Jr, Sr, III. **Punctuation should not be used.**
- **Date of Birth:** Enter the date of birth of the property primary owner. Must be valid date in the format MM/DD/YYYY. **No future dates are allowed.**
- **SSN/FEID:** Enter the SSN or FEID of the property primary owner. Must be nine (9) numbers.
- **Address Line 1:** Enter the address of the property primary owner as indicated in your records.
- **Address Line 2:** Enter the Address line 2 of the property primary owner as indicated in your records.
- **City:** Enter the City of the property primary owner as indicated in your records.
- **State:** Select the State from the drop down list of the property primary owner as indicated in your records.
- **Zip:** Enter the Zip Code of the property primary owner. Must be 5 or 9 numbers.
- **Country:** Enter the Country of the property primary owner as indicated in your records.

- **Property Relationship Code:** Select the property relationship code from the drop down list of property types that best describes the relationship of the property primary owner.

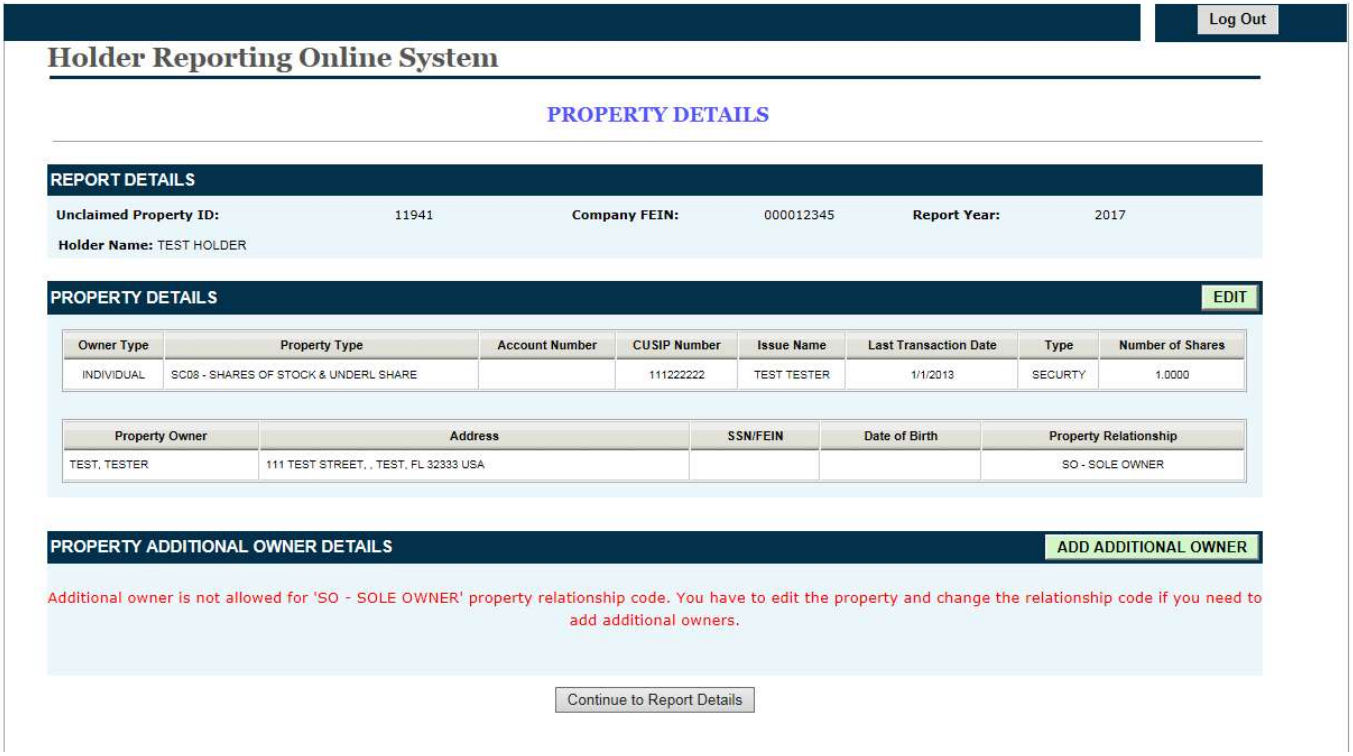
- **Save Button:** Click to save information input. Will take you back to the Property Details Page for the Stock property. **IMPORTANT:** You have only Five (5) days to certify and submit the report. This information will be lost if this requirement is not met.

- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page.



3.3.4.7 PROPERTY DETAIL-STOCK

The Property Details for cash property page summarizes the information input on the Stock Property page.



Report Details Section – Provides information on the report level.

Property Details Section – Provides the property information

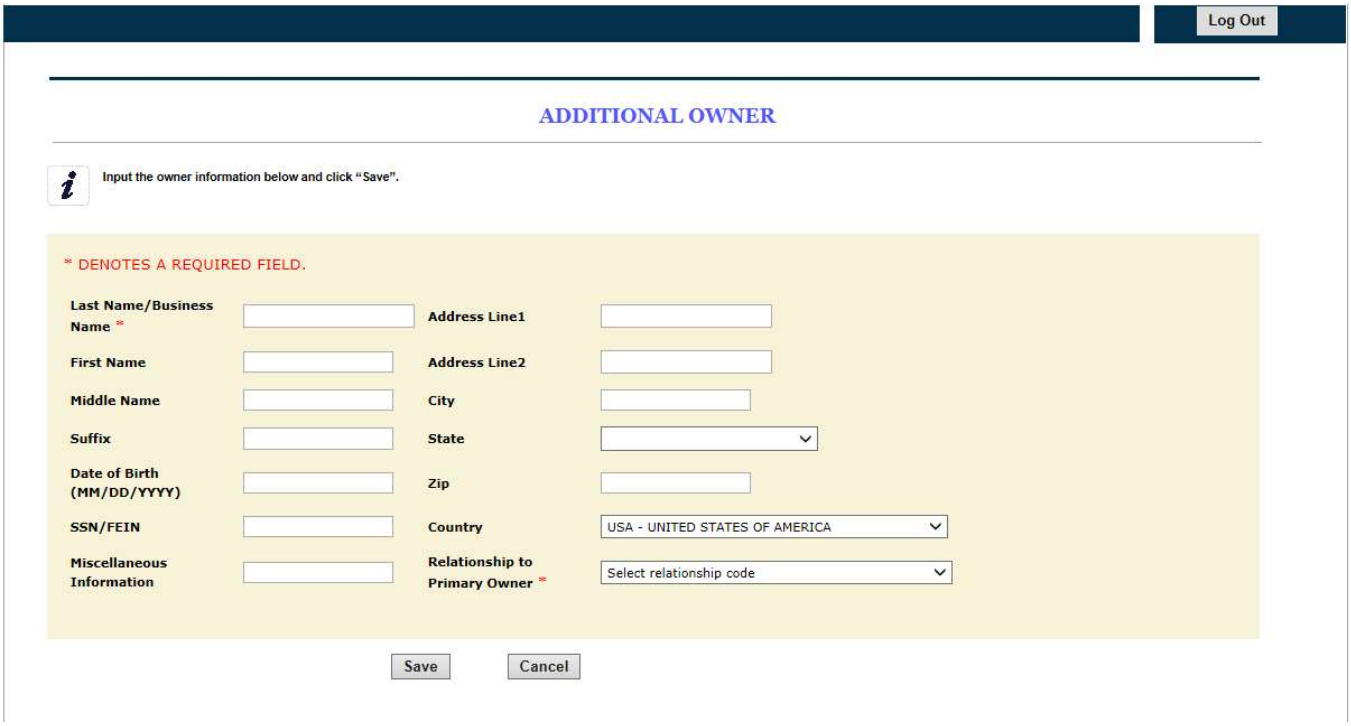
- **Edit Button:** Click to return back to the Stock Property page and edit/correct the property/owner information.

Property Additional Owner Details Section – Section provides for the input of an "Additional Owner" on a property when the property has more than one.

- **Add Additional Owner Button:** Will only be "Active" when the correct Property Relationship Code is selected on the Cash Property page. When clicked the Additional Owner page will display in order to add the additional owner.
- **Continue to Report Details Button:** When clicked you will be returned to the Report Details page where more properties can be added to the report or to continue with the report submission. NOTE: If a Property Relationship Code is selected that is applicable to an "Additional Owner" on the property this button will not be "Active" until the additional owner is added to the property.

3.3.4.8 ADD ADDITIONAL OWNER

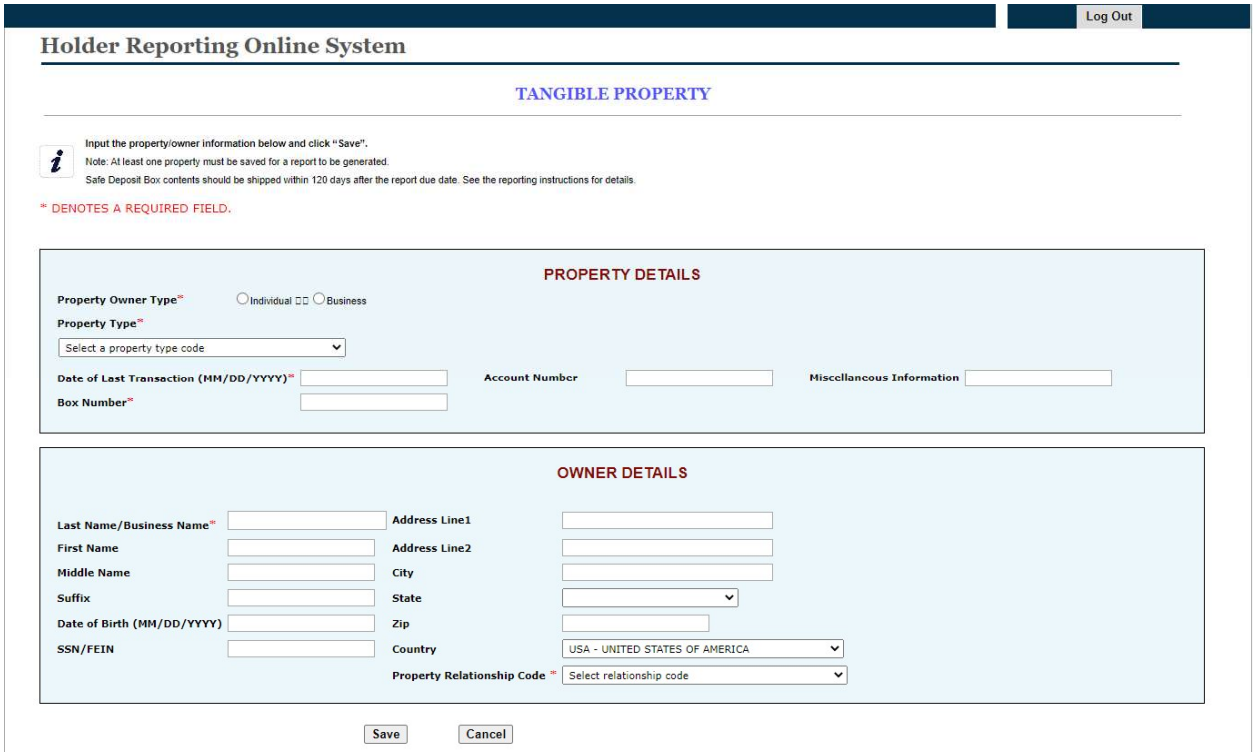
The Additional Owner page is used to input the information for each additional owner for the property.



- **Save Button:** Click to save information input. Will take you back to the Property Details Page.
- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page

3.3.4.9 ADD TANGIBLE PROPERTY

This page is used to input the property/owner information for each tangible property on your abandoned property report.



Property Details Section

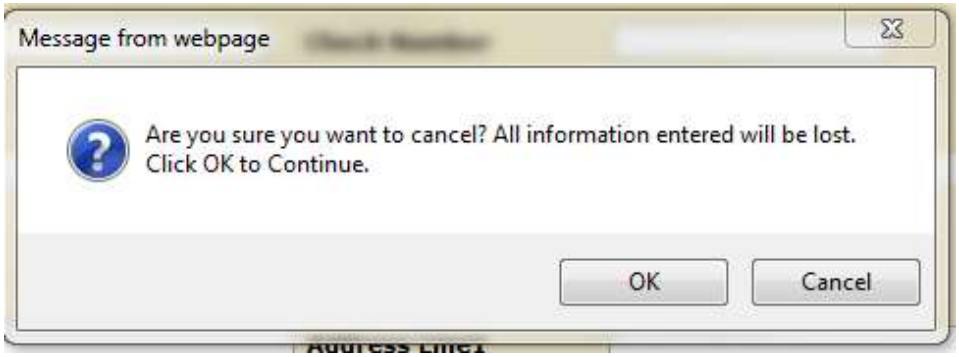
- **Property (Individual or Business):** Identifies whether property belongs to an individual or a business by selecting one of the radio buttons.
- **Property Type:** Select a property type from the drop-down list of property types that best describes the abandoned property being reported.
- **Date of Last Transaction:** Enter the last transaction date of the property. Must be valid date in the format MM/DD/YYYY. No future dates are allowed.
- **Miscellaneous Information:** An input field where any other property identification information not captured in the other fields on the page can be added.
- **Account Number:** Enter account number associated with the property.
- **Box Number:** Enter the safe deposit box number associated with the property.

Owner Details Section

- **Last Name/Business Name:** Enter the Last name of the individual if it is personal property otherwise enter Business name. The name must contain more than one (1) character. **Punctuation should not be used**.
- **First Name:** Enter first name only if it is a personal property. **Punctuation should not be used.**
- **Middle Name:** Enter middle name only if it is a personal property. **Punctuation should not be used.**
- **Suffix:** Enter the owner's suffix such as Jr, Sr, III. **Punctuation should not be used.**
- **Date of Birth:** Enter the date of birth of the property primary owner. Must be valid date in the format MM/DD/YYYY. **No future dates are allowed.**
- **SSN/FEID:** Enter the SSN or FEID of the property primary owner. Must be nine (9) numbers.
- **Address Line 1:** Enter the address of the property primary owner as indicated in your records.
- **Address Line 2:** Enter the Address line 2 of the property primary owner as indicated in your records.
- **City:** Enter the City of the property primary owner as indicated in your records.
- **State:** Select the State from the drop-down list of the property primary owner as indicated in your records.
- **Zip:** Enter the Zip Code of the property primary owner. Must be 5 or 9 numbers.
- **Country:** Enter the Country of the property primary owner as indicated in your records.
- **Property Relationship Code:** Select the property relationship code from the drop-down list of property types that best describes the relationship of the property primary owner.

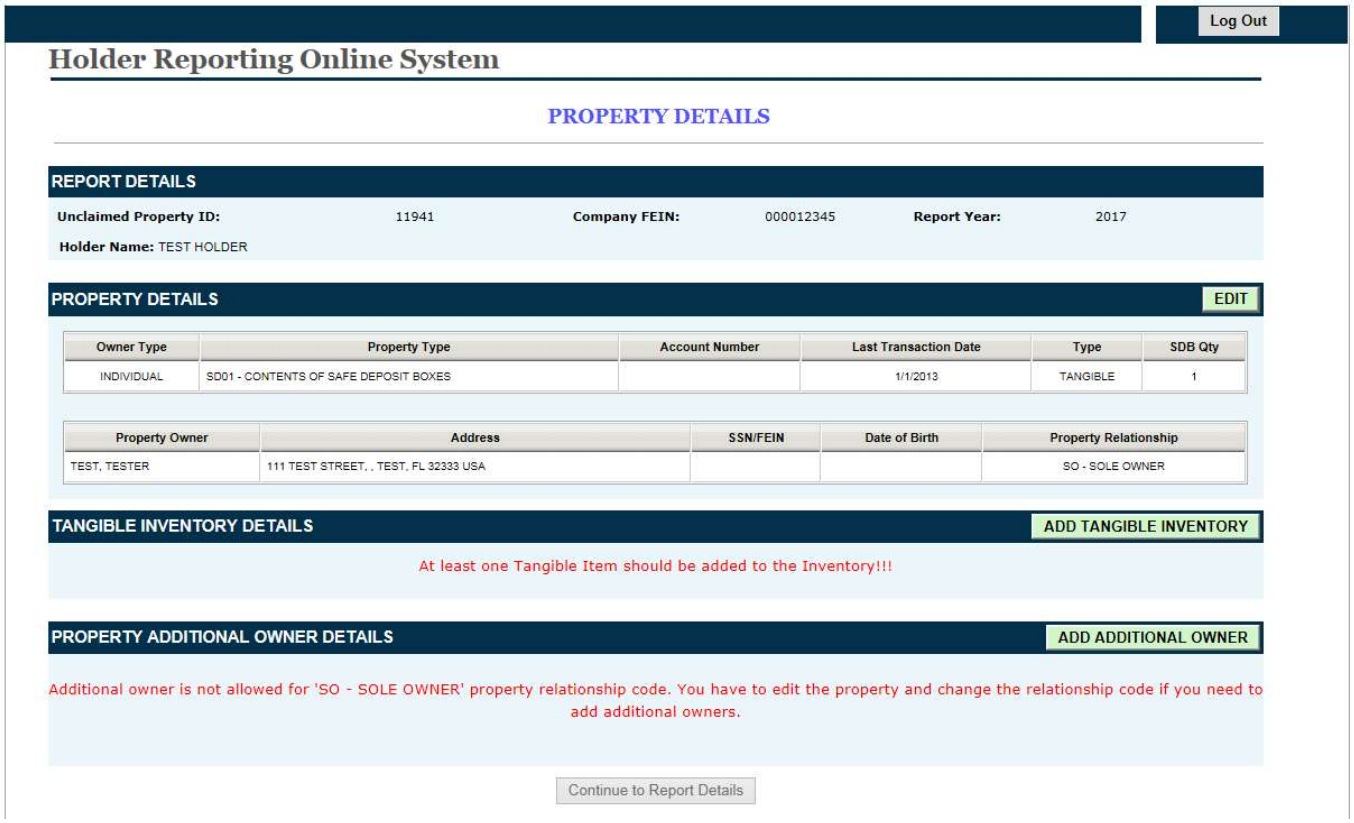
- **Save Button:**. Click to save information input. Will take you back to the Property Details Page. **IMPORTANT:** You have only Five (5) days to certify and submit the report. This information will be lost if this requirement is not met.

- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page.



3.3.4.10 PROPERTY DETAILS - TANGIBLE

The Property Details for tangible property page summarizes the information input on the Tangible Property page.



Report Details Section – Provides information on the report level.

Property Details Section – Provides the property information

- **Edit Button:** Click to return back to the Tangible Property page and edit/correct the property/owner information.

Tangible Inventory Details Section – Section provides for the input of the tangible property items that are in the safe deposit box for the tangible property.

- **Add Tangible Inventory Button:** When clicked the Tangible Inventory Details page will display in order to add the tangible property items that are in the safe deposit box.

- **Continue to Report Details Button:** When clicked you will be returned to the Report Details page where more properties can be added to the report or to continue with the report submission. NOTE: This button will not be "Active" if the Tangible Inventory Details page is not completed.

Property Additional Owner Details Section – Section provides for the input of an "Additional Owner" on a property when the property has more than one.

- **Add Additional Owner Button:** Will only be "Active" when the correct Property Relationship Code is selected on the Cash Property page. When clicked the Additional Owner page will display in order to add the additional owner.

- **Continue to Report Details Button:** When clicked you will be returned to the Report Details page where more properties can be added to the report or to continue with the report submission. NOTE: If a Property Relationship Code is selected that is applicable to an "Additional Owner" on the property this button will not be "Active" until the additional owner is added to the property.

3.3.4.11 TANGIBLE INVENTORY DETAILS

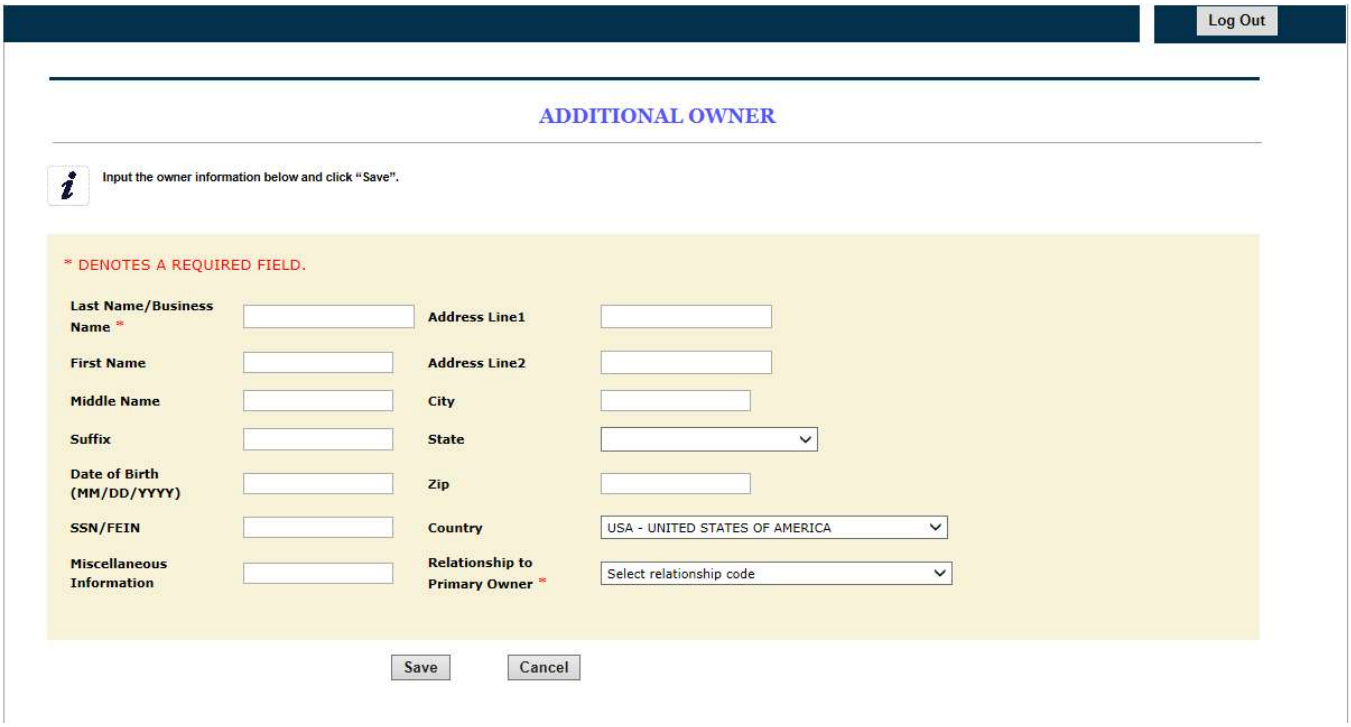
The Tangible Inventory Details page is used to add the tangible property items that are in the safe deposit box.



- **Item Quantity:** Input the total count of the tangible item(s) in the safe deposit box for the Category Type Code selected.
- **Item Category Type Code:** Provides a drop-down list to select the category which best describes the tangible property item(s) in the safe deposit box.
- **Item Description:** Input field to add a detailed description of the tangible property item(s) in the safe deposit box.
- **Save Button:** Click to save information input. Will take you back to the Property Details page for tangible property.
- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page

3.3.4.12ADDITIONAL OWNER

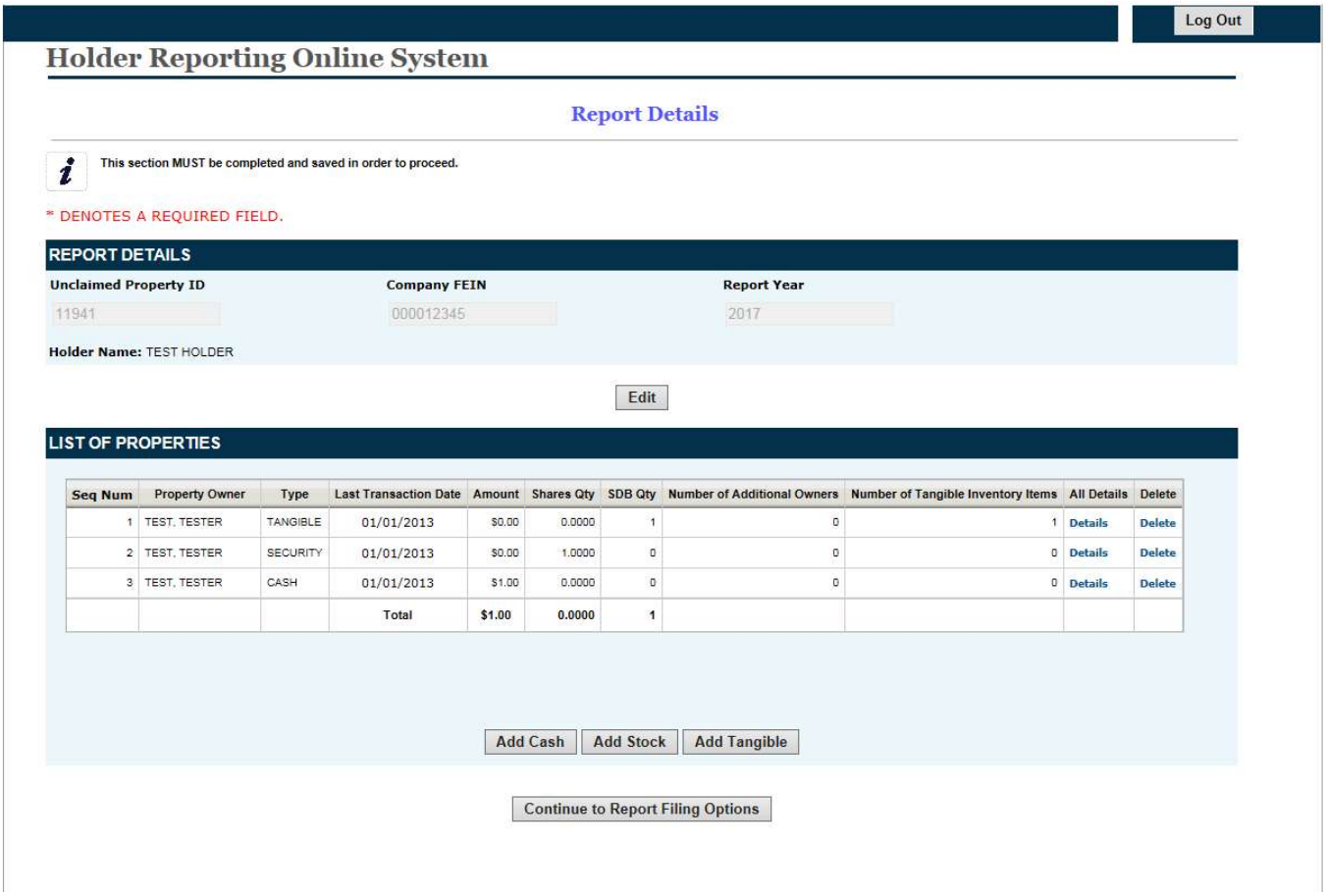
The Additional Owner page is used to input the information for each additional owner for the property.



- **Save Button:** Click to save information input. Will take you back to the Property Details Page.
- **Cancel Button:** When clicked the below alert message will appear. "OK" will take you back to the previous page. "Cancel" will keep you on the current page

3.3.4.13MANUAL INPUT – REPORT DETAILS

All properties added through the Add Property pages (Cash, Stock, Tangible) will be listed on the Report Details Page.



Report Details Section – will display the identifying information for the abandoned property report to be submitted.

- **Edit Button:** When clicked will allow you to edit the information in the Report Details Section.

List of Properties Section – Lists each property (Cash, Stock, Tangible) added for your abandoned property report. Each property (Cash, Stock or Tangible) when added will be listed in this section with the ability to "Edit" or "Delete".

- **Details Link:** Will take the user back to the Property Details page where the property can be edited. When clicked will allow you to edit the information for the selected property.
- **Delete Link:** When clicked will allow you to delete the selected property from the report.
- **Add Cash Button:** When clicked will take you to the Add New Cash Property page which provides various input fields for you to add the cash property/owner information.

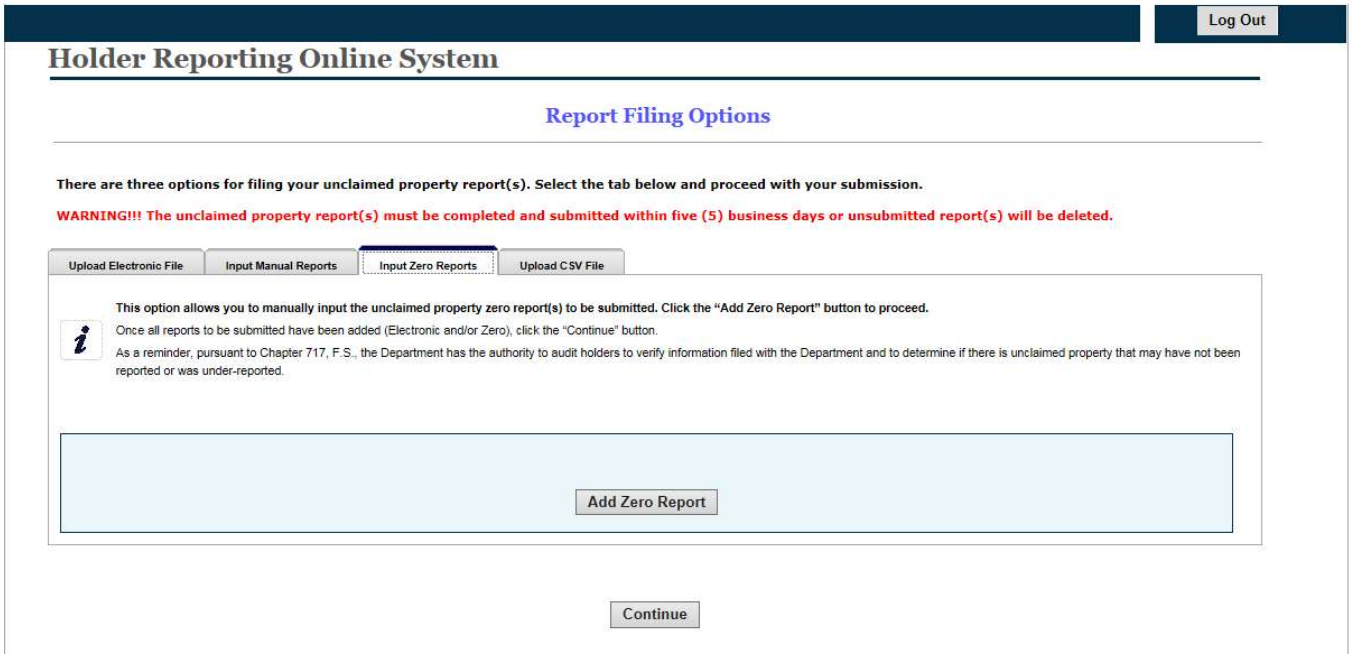
- **Add Stock Button:** When clicked will take you to the Add New Stock Property page which provides various input fields for you to add the stock property/owner information.

- **Add Tangible Button:** When clicked will take you to the Add New Tangible Property page which provides various input fields for you to add the tangible property/owner information.

- **Continue to Report Filing Options Button:** Should only be selected once all properties (Cash, Stock or Tangible) are added. When clicked it will save the abandoned property report, take you back to the Report Filing Options page).

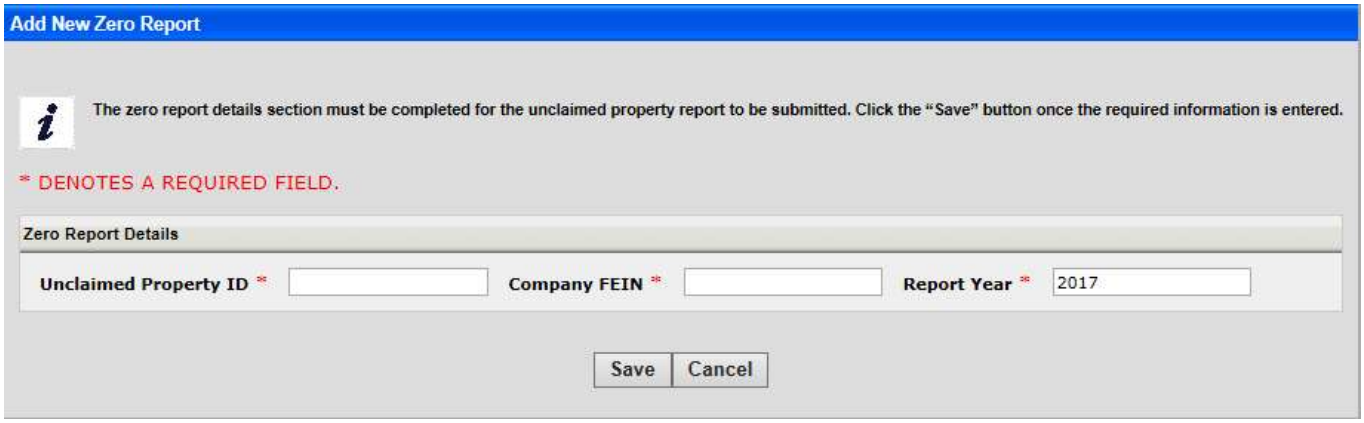
3.3.5 Input Zero Report(s) Option

This option can only be used if you have no abandoned property to report for the designated report year.



- **Add Zero Report Button:** When clicked will take you to the Add New Zero Report page.
- **Continue Button:** Will not be active until an abandoned property report is loaded.

3.3.5.1 ADD NEW ZERO REPORT



Input the identifying information for the abandoned property report to be submitted.

- **Unclaimed Property ID:** Must be a number and be valid for the Company FEIN entered. You will receive an error message if you input a UPID that is not valid for the FEIN that is input.

- **FEIN:** Must be 9 numbers and be valid for the Unclaimed Property ID entered. You will receive an error message if you input a FEIN is not valid for the UPID that is input.

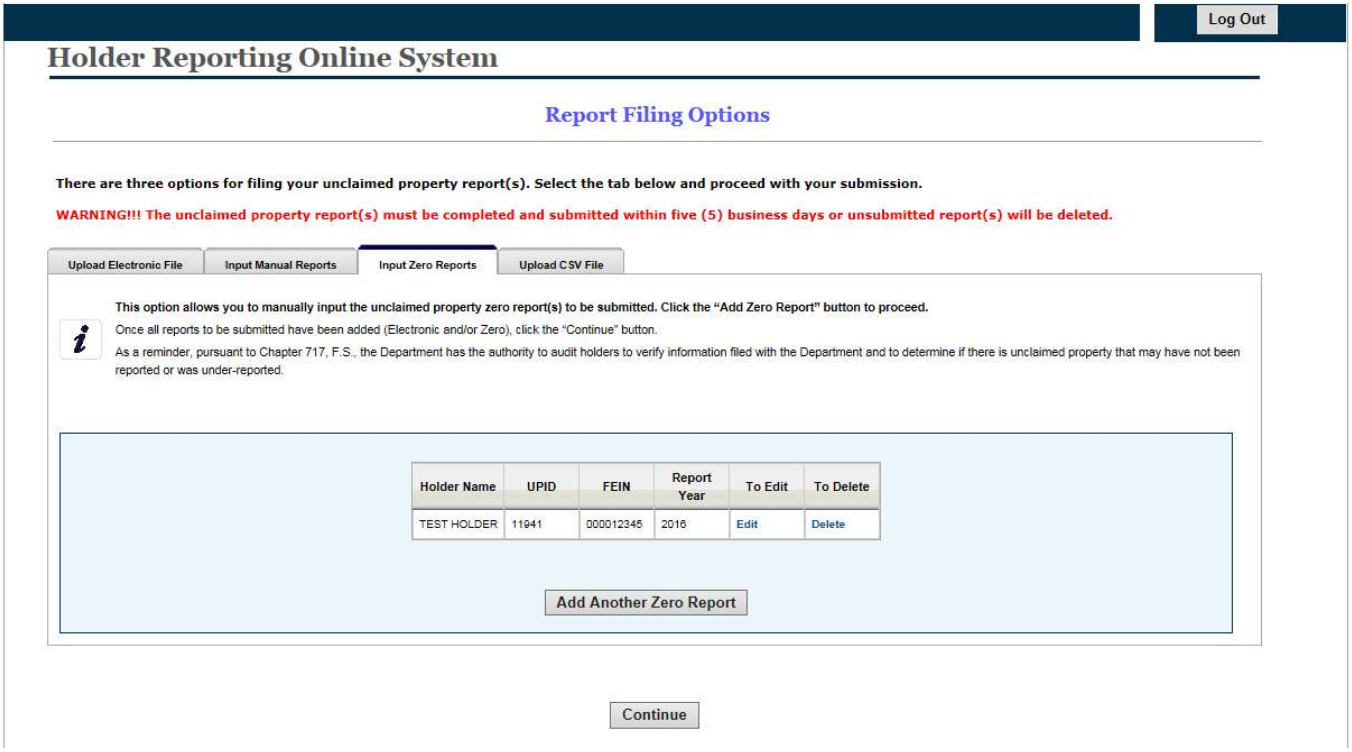
- **Report Year:** Enter the four-digit year for which the property is being reported. *Example: For the report period ending December 31, 2024, the holder report year would be "2024". For the report period ending December 31, 2025, the holder report year would be "2025".* It cannot be a year subsequent to the current year.

- **Save Button:** When clicked will save the information entered and will perform an edit check to make sure that a report was not previously submitted for the Report Year input. NOTE: a zero report cannot be submitted if a report was previously submitted for the Report Year input.

- **Cancel Button:** If clicked you will be taken back to the Report Filing Options Page – Input Zero Reports.

3.3.5.2 REPORT FILING OPTIONS – INPUT ZERO REPORTS

The Report Filing Options – Input Zero Report page will be displayed upon the input of a zero report as provided in previous section.

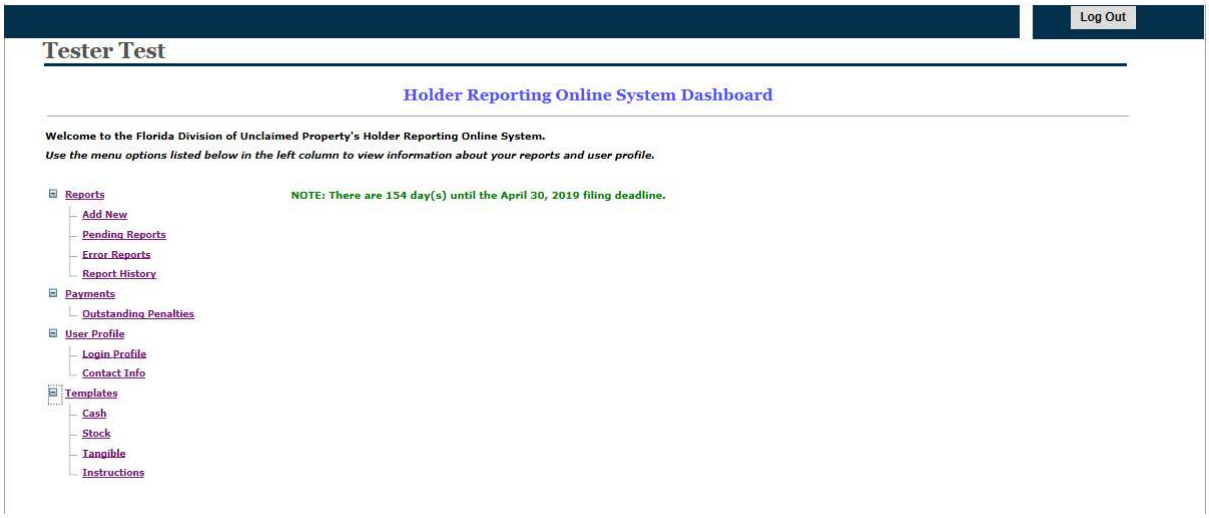


- **Add Another Zero Report Button:** Click if you have a different zero report that you are going to include with your submission.

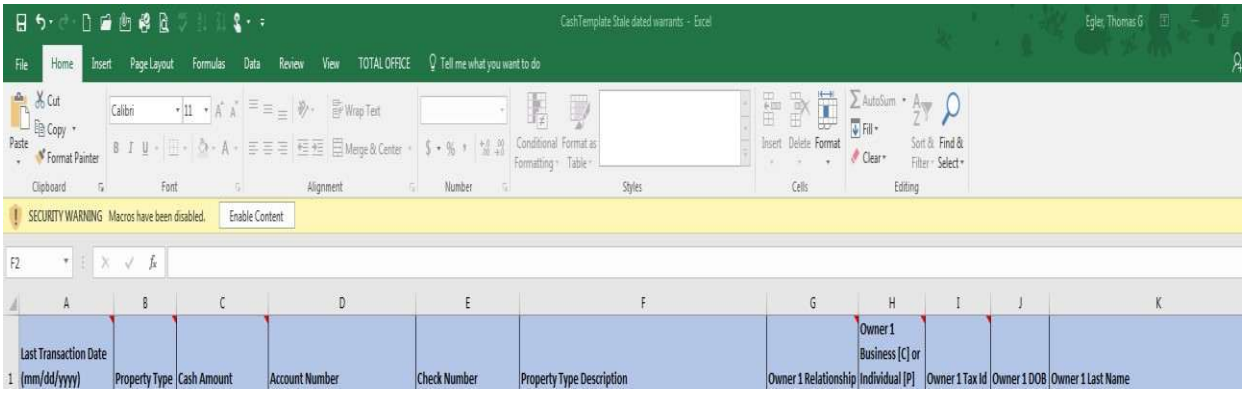
- **Continue Button:** Click to proceed with the filing of your abandoned property report(s). If there are any electronic report validations which have not been validated or the UPID associated to the report you will be taken to the applicable pages. Otherwise, you will be taken to the File(s) Summary page to proceed with the filing of your abandoned property report(s).

3.3.6 INPUT EXCEL TEMPLATES

The report filing option templates allows for a user to enter owner information to create their abandoned property report. Each template is specific to the type of property being reported: Cash, Stock, Tangible. Before each Excel Template can be used, the user must download the templates to their computer. Once the file is opened, the user must **"Enable Content"** for the template to accept data. The user must save the template as a .CSV (text delimited) file for the online system to accept it.









3.3.6.1 CASH TEMPLATE

CASH TEMPLATE		M MANDATORY R REQUIRED O OPTIONAL	
Column	**Title**		**Requirement**
A	Last Transaction Date	M	MM/DD/YYYY
B	Property Type Code	M	Select from the drop-down menu or use the Paste Special function to input the Property Type Code
C	Cash Amount	M	Must be greater than 0.00 and smaller than 99999999.00
D	Account Number	R	Account number field can have up to 20 characters
E	Check Number	R	Check number field can have up to 20 characters
F	Property Type Description	O	Description must be 50 characters or less
G	Owner Relationship	M	Select from the drop-down menu or use the Paste Special function to input the relationship code
H	Owner 1 Business [C] or Individual [P]	M	Select from the drop-down menu or use the Paste Special function to input the code describing the apparent owner
I	Owner Tax ID	R	Must be 9 numeric digits
J	Owner Date of Birth	R	MM/DD/YYYY
K	All Owner Last Name Fields	M	Maximum 40 characters
L	All Owner First Name Fields	R	Maximum 30 characters
M	All Owner Middle Name Fields	R	Maximum 10 characters
N	All Owner Suffix Fields	R	Maximum 10 characters
O	All Owner Address Line 1 Fields	R	Maximum 30 characters
P	All Owner Address Line 2 Fields	R	Maximum 30 characters
Q	Owner 1 Address Line 3	R	Maximum 30 characters
R	All Owner City Fields	R	Maximum 30 characters
S	All Owner County Fields	R	Maximum 20 characters
T	All Owner State Fields	M	Requires 2 letters
U	All Owner Zip Code Fields	R	Maximum 9 numbers-no dashes
V	All Owner Country Fields	R	Can only have 3 letters

3.3.6.2 STOCK TEMPLATE

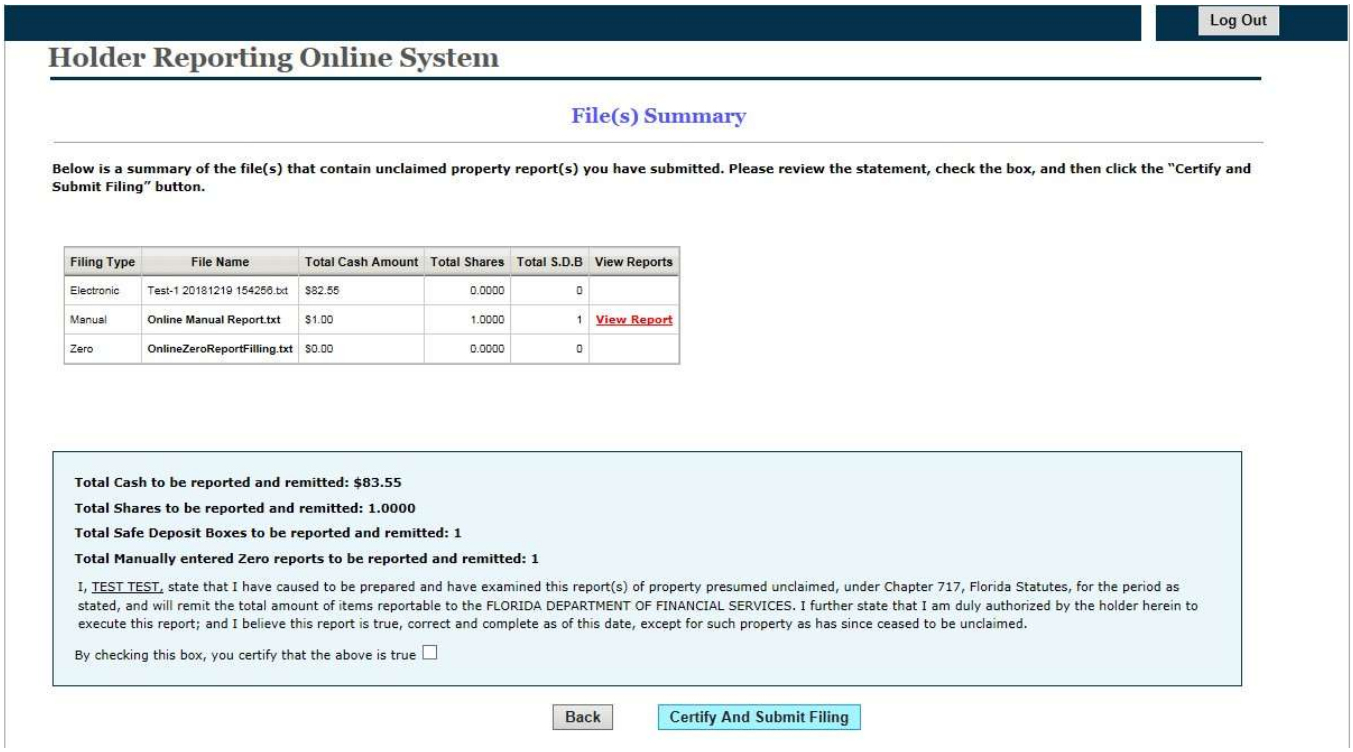
STOCK TEMPLATE		M MANDATORY R REQUIRED O OPTIONAL	
Column	**Title**		**Requirement**
A	Last Transaction Date	M	MM/DD/YYYY
B	Property Type Code	M	Select from the drop-down menu or use the Paste Special function to input the Property Type Code
C	Account Number	R	Account number field can have up to 20 characters
D	Stock Issue Name	M	Maximum 150 characters
E	Stock Cusip Number	M	Must have 9 characters
F	Share Quantity	M	Must be greater than 0.00 and less than 99999999.00
G	Property Type Description	O	Must be less than 50 characters
H	Owner Relationship	M	Select from the drop-down menu or use the Paste Special function to input the relationship code
I	Owner 1 Business [C] or Individual [P]	M	Select from the drop-down menu or use the Paste Special function to input the code describing the apparent owner
J	Owner Tax ID	R	Must be 9 numeric digits-No Dashes
K	Owner Date of Birth	R	MM/DD/YYYY
L	All Owner Last Name Fields	M	Maximum 40 characters
M	All Owner First Name Fields	R	Maximum 30 characters
N	All Owner Middle Name Fields	R	Maximum 10 characters
O	All Owner Suffix Fields	R	Maximum 10 characters
P	All Owner Address Line 1 Fields	R	Maximum 30 characters
Q	All Owner Address Line 2 Fields	R	Maximum 30 characters
R	Owner 1 Address Line 3	R	Maximum 30 characters
S	All Owner City Fields	R	Maximum 30 characters
T	All Owner County Fields	R	Maximum 20 characters
U	All Owner State Fields	M	Requires 2 letters
V	All Owner Zip Code Fields	R	Maximum 9 numbers-No Dashes
W	All Owner Country Fields	R	Can only have 3 letters

3.3.6.3 TANGIBLE TEMPLATE

TANGIBLE TEMPLATE		M	MANDATORY
		R	REQUIRED
		O	OPTIONAL
Column	**Title**		**Requirement**
A	Last Transaction Date	M	MM/DD/YYYY
B	Property Type Code	M	Select from the drop-down menu or use the Paste Special function to input the Property Type Code
C	Box Number	R	Box number field can have up to 20 characters
D	Property Type Description	O	Must be less than 50 characters
E	Account Number	M	Maximum 20 characters
F	SB 01 Jewelry Quantity	M	List the quantity of Jewelry items being reported
G	SB 02 Watch Quantity	M	List the quantity of Watches being reported
H	SB 03 Coin Quantity	M	List the quantity of Coins being reported
I	SB 04 Stock Certificate Quantity	M	List the quantity of Stock Certificates being reported
J	SB 05 Other Bond Quantity	M	List the quantity of Other Bonds being reported
K	SB 06 Personal ID Document Quantity	M	List the quantity of Personal ID Documents being reported
L	SB 07 Miscellaneous Other Item Quantity	M	List the quantity of Miscellaneous Other Items being reported
M	SB 08 Numismatic Bill Quantity	M	List the quantity of Numismatic Bills being reported
N	SB 09 Foreign Bill Quantity	M	List the quantity of Foreign Bills being reported
O	SB 10 Foreign Coin Quantity	M	List the quantity of Foreign Coins being reported
P	SB 11 Checks, CD's, Travelers Checks Quantity	M	List the quantity of Checks, CD's Travelers Checks being reported
Q	SB 12 US Savings Bond Quantity	M	List the quantity of US Savings Bonds being reported
R	SB 13 US Gold Coin Quantity	M	List the quantity of Gold Coin items being reported
S	SB 14 Foreign Gold Coin Quantity	M	List the quantity of Foreign Gold Coins being reported
T	SB 15 Cashiers' Check, Face Value Money	M	List the quantity of Cashiers' Check, Face Value Money being reported
U	Owner Relationship	M	Select from the drop-down menu or use the Paste Special function to input the relationship code
V	Owner 1 Business [C] or Individual [P]	M	Select from the drop-down menu or use the Paste Special function to input the code describing the apparent owner
W	Owner Tax ID	R	Must be 9 numeric digits-No Dashes
X	Owner Date of Birth	R	MM/DD/YYYY
Y	All Owner Last Name Fields	M	Maximum 40 characters
Z	All Owner First Name Fields	R	Maximum 30 characters
AA	All Owner Middle Name Fields	R	Maximum 10 characters
AB	All Owner Suffix Fields	R	Maximum 10 characters
AC	All Owner Address Line 1 Fields	R	Maximum 30 characters
AD	All Owner Address Line 2 Fields	R	Maximum 30 characters
AE	Owner 1 Address Line 3	R	Maximum 30 characters
AF	All Owner City Fields	R	Maximum 30 characters
AG	All Owner County Fields	R	Maximum 20 characters
AH	All Owner State Fields	M	Requires 2 letters
AI	All Owner Zip Code Fields	R	Maximum 9 numbers-No Dashes
AJ	All Owner Country Fields	R	Can only have 3 letters

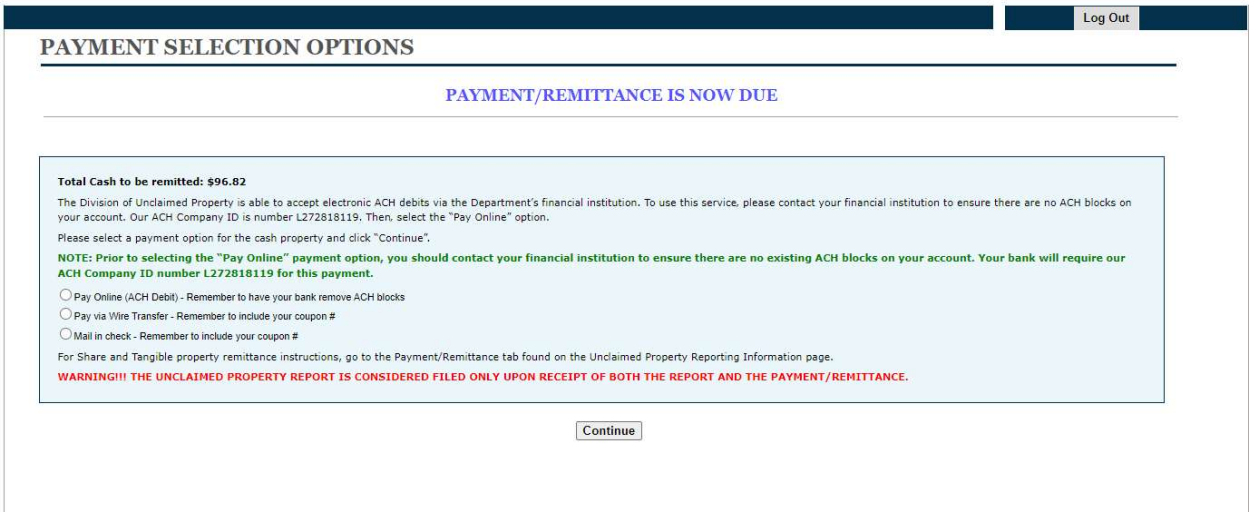
3.3.7 FILE SUMMARY

The File(s) Summary page is a summary of the file(s) that contain the abandoned property report(s) you will be including with the current submission to the Division of Unclaimed Property.



- You must check the box indicating your certification of the statement.
- **Back Button:** When clicked will take you back to the previous page.
- **Certify and Submit Filing Button:** Click this button when you have verified the accuracy of the submitted abandoned property reports and you have read and agreed with the report certification statement. You will receive an error message if the box is not checked after the report certification statement.

3.3.8 PAYMENT SELECTION OPTIONS



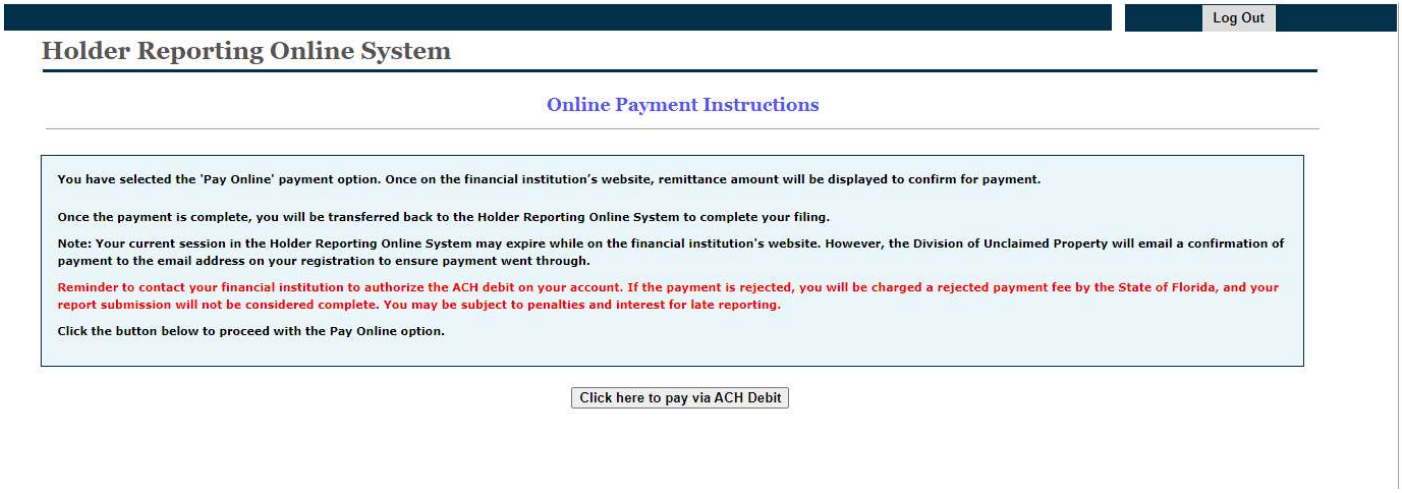
Payment/Remittance is due when you file your abandoned property report. There are three (3) options for submitting your cash payments for the cash property on your abandoned property report.

- **Pay Online (ACH/Check):** Will allow you to make an electronic ACH payment via the Department's financial institution's website. This is no charge for this service. **IMPORTANT: Before utilizing this option you should contact your financial institution to ensure there are no existing ACH blocks on your account. Your bank will require our ACH Company ID number L272818119 for this payment.**

- **Pay via Wire Transfer:** Will take you to the wire transfer instructions information page which will provide the information you will need to submit a wire transfer.

- **Mail in Check:** Will take you to the mail in check instructions page.

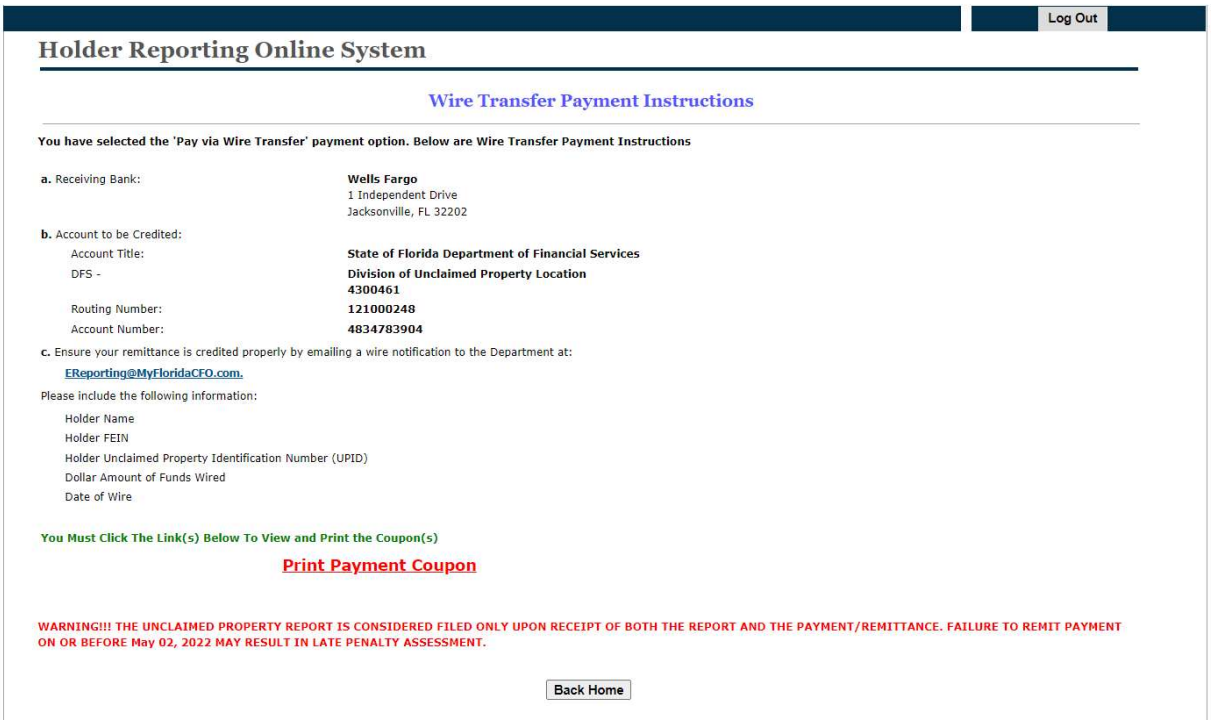
3.3.8.1 PAYMENT OPTION - ONLINE (ACH/ECHECK)



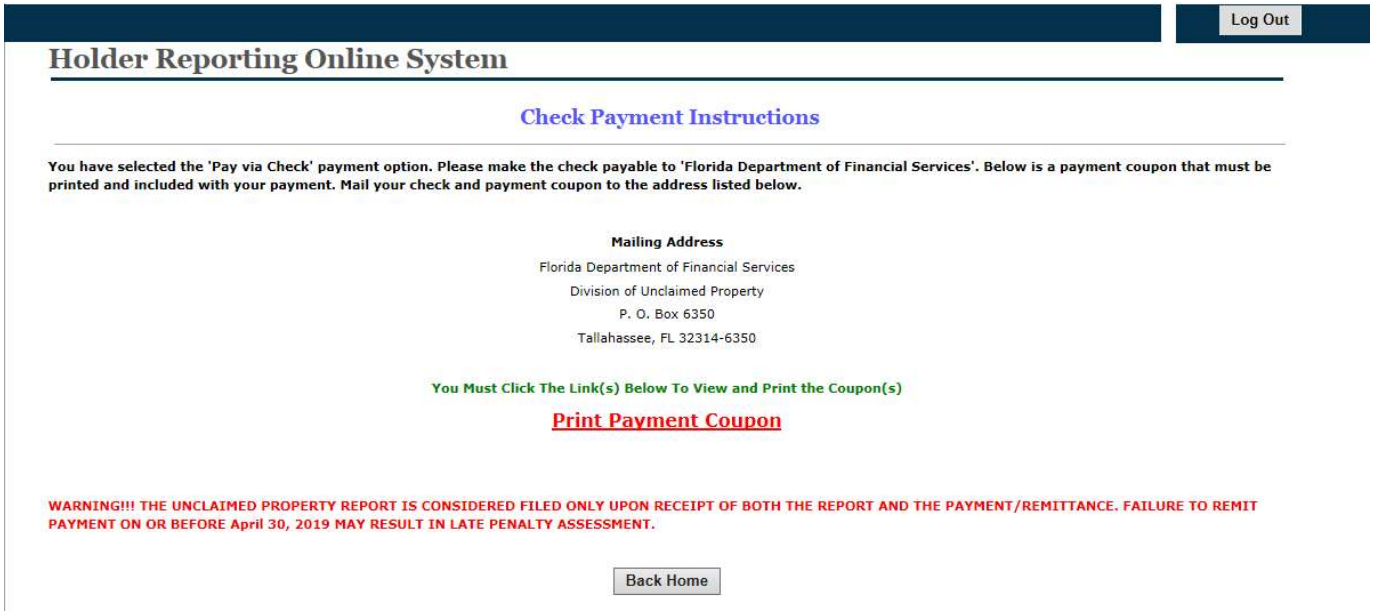
IMPORTANT

When the "Click here to pay via ACH Debit" button is clicked, the user will be taken to the Department's financial institution's website portal where the ACH Debit will be made. The portal will contain instructions on how to complete the payment transaction. At the end of the process the portal will display a Payment Receipt Confirmation page which will allow you to print the page. At this point, you **must** click on the "Continue" button which will take you back to the Department's online system which will display a Payment Confirmation page.

3.3.8.2 PAYMENT OPTION – WIRE TRANSFER



3.3.8.3 PAYMENT OPTION - CHECK



3.4 DASHBOARD - PENDING REPORT(S)

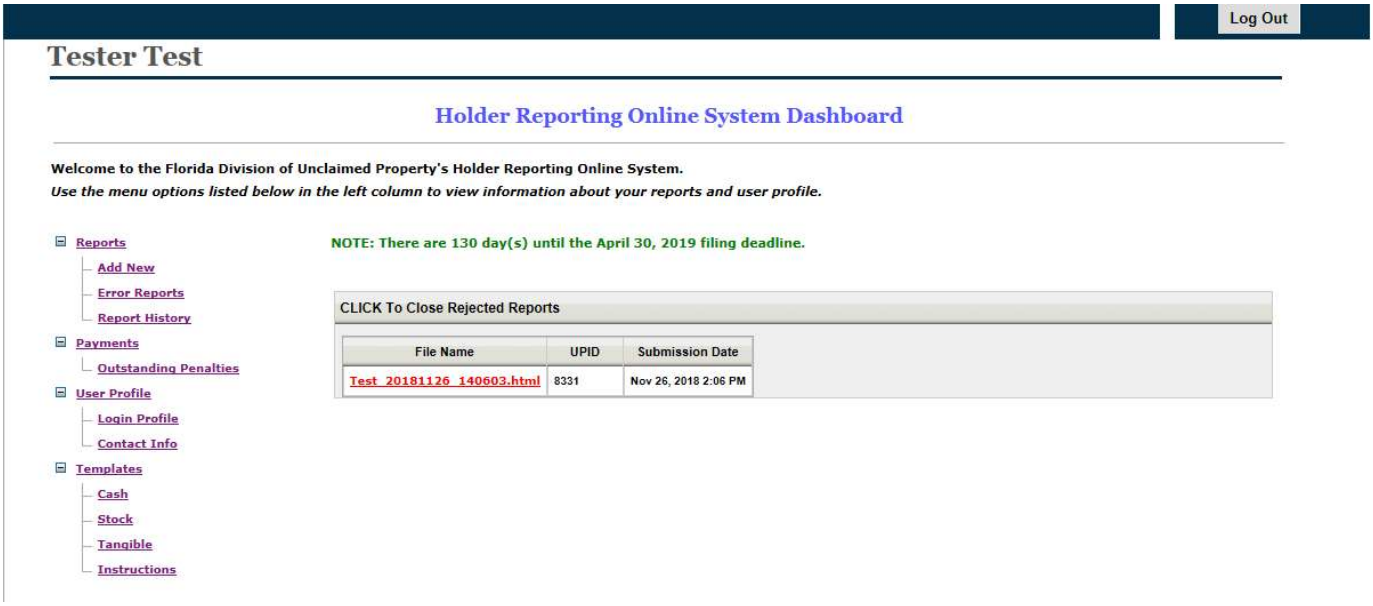
The Pending Report(s) list will show all report(s) loaded into the online application which have not yet been validated and/or submitted to the Division of Unclaimed Property



- **Add/Submit Report Button:** Will take you to the Submitter's Contact Information page where you will then be guided through the add new report process.
- **Delete Selected File(s) Button:** Will delete the selected report.

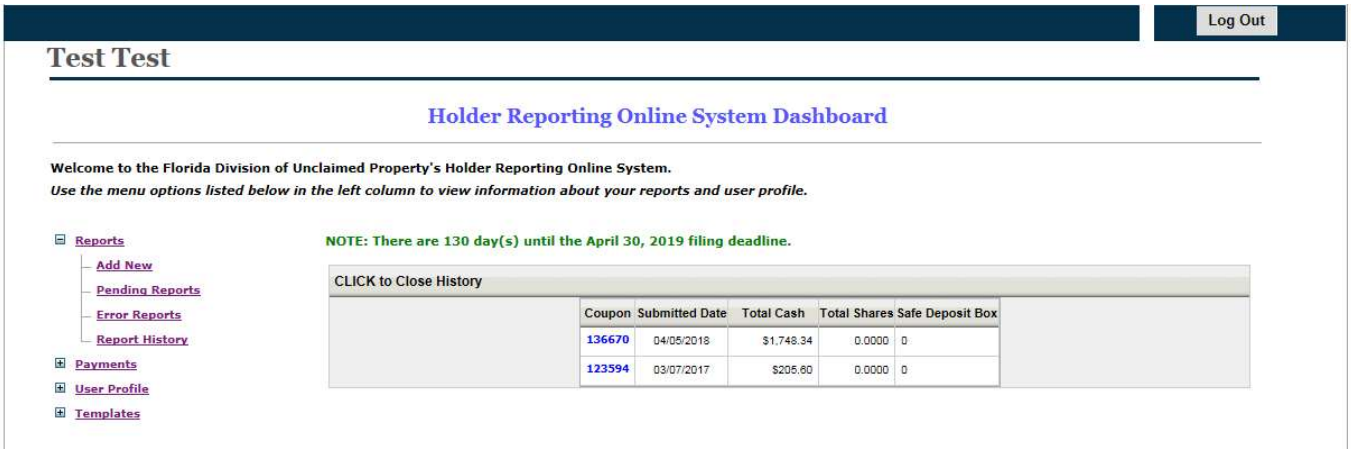
3.5 DASHBOARD – ERROR REPORT

The Error Reports will list all electronic files which contained errors that prevented them from being loaded into the online application.



3.6 DASHBOARD – REPORT HISTORY

The Report History will list all files loaded into the online application for the user registration.



3.7 DASHBOARD – PENDING PAYMENTS

The Pending Payments will list all files loaded into the online application for the user registration in which the remittance has not been received by the Division of Unclaimed Property.



- **Payment Options Button:** Will take you to the Payment/Remittance Is Now Due page for you to select an option for submitting the cash payments for the cash property on the abandoned property report.

3.8 DASHBOARD – OUTSTANDING PENALTIES

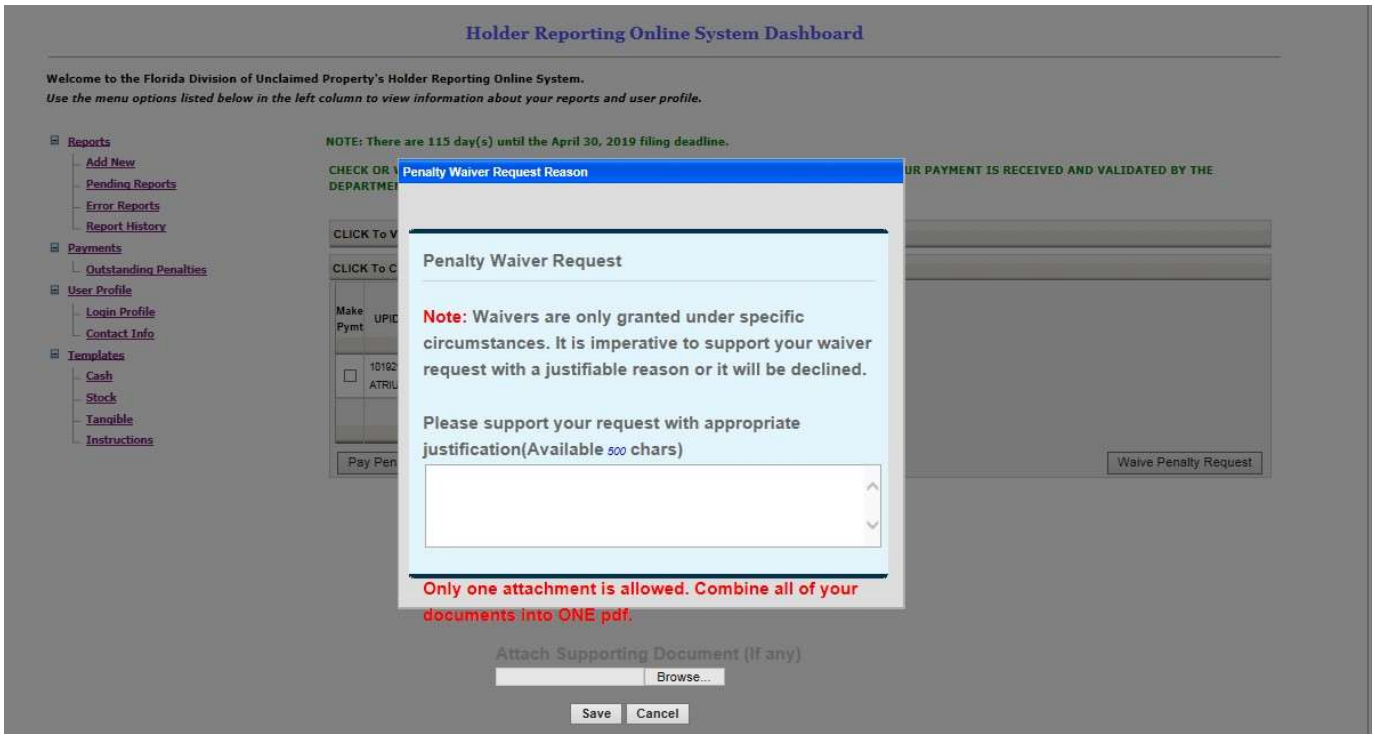
The Outstanding Penalties will show all report(s) loaded into the online application which were assessed a penalty but payment has not been received by the Division of Unclaimed Property.



- **Pay Penalties Online Button:** Will allow you to pay your penalty payment as an electronic ACH payment via the Department's financial institution's website. This is no charge for this service. **<u>IMPORTANT:</u> Before utilizing this option you should contact your financial institution to ensure there are no existing ACH blocks on your account. Your bank will require our ACH Company ID number L272818119 for this payment.**

- **Waive Penalty Request Button:** Will take you to the Penalty Waiver Request Reason page to generate a request to waive a penalty.

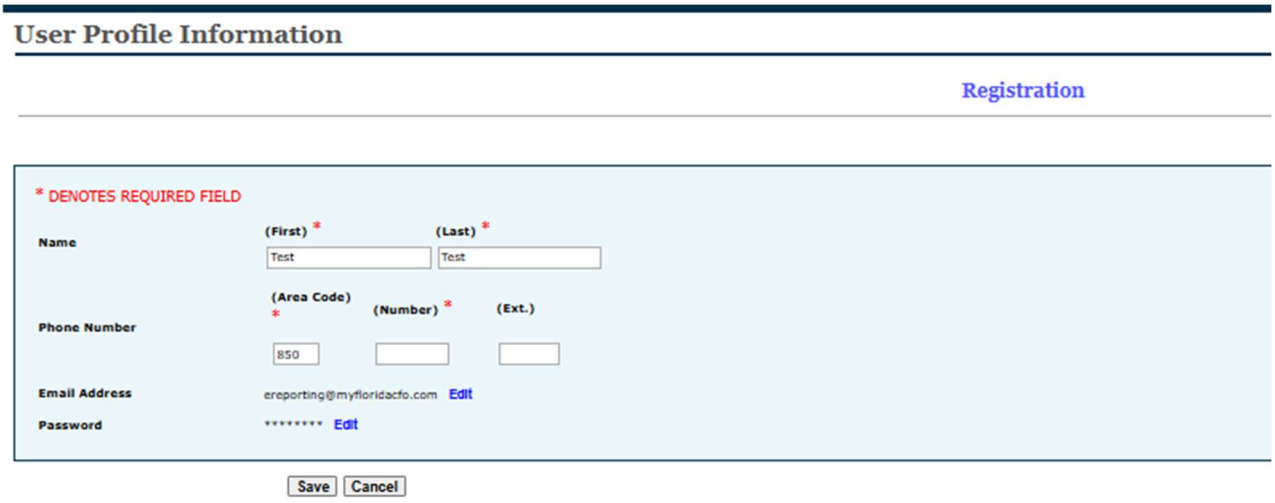
3.8.1 Penalty Waiver Request Reason



- **Waiver Request Input Box:** Will populate a 500-character text box for you to explain why the penalty should be waived.
- **Attached File/Browse:** Allows you to attach supporting documentation for your penalty waiver request.
- **Save Button:** Allows you to save and submit your request.
- **Cancel:** Will take you back one page but nothing will be saved.

3.9 DASHBOARD – LOGIN PROFILE

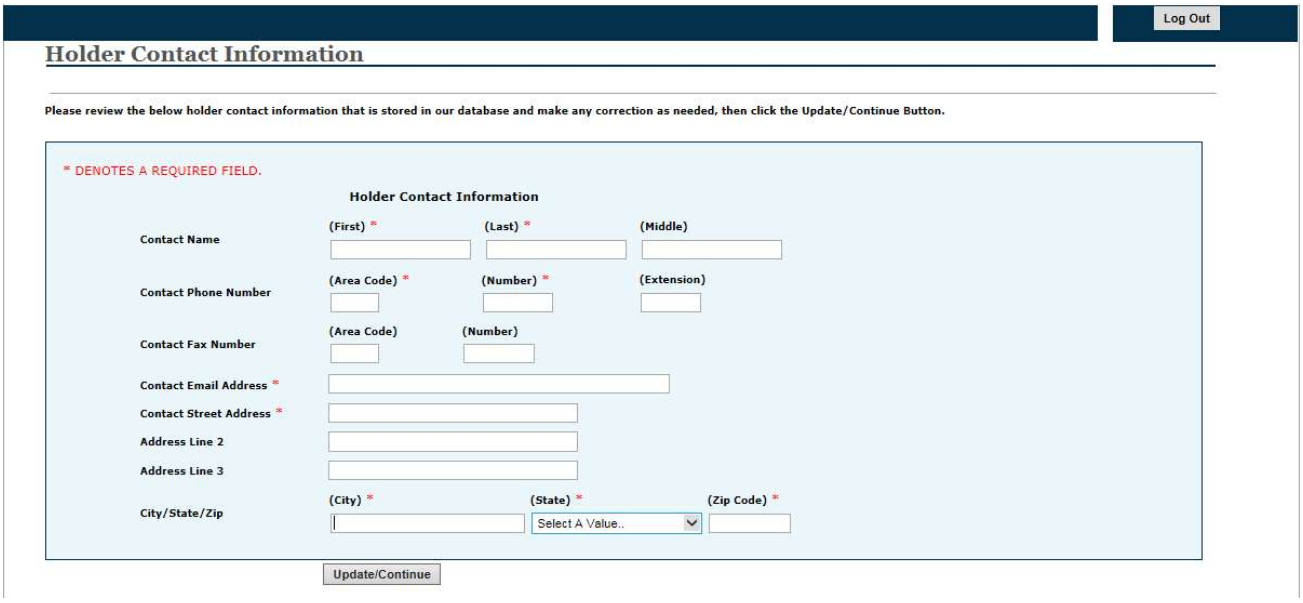
The Login Profile page can be used to update or revise selected information captured in the Registration process.



- **Name (First) and (Last):** Names must be alpha and longer than 1 character.
- **Phone Number (Area Code), (Number) and (Ext.):** Area Code must be 3 numbers. Number must be 7 digits (no dashes or spaces). Extension must be numeric and be between 1 and 10 digits long.
- **Email Address:** Edit will allow you to modify the email from within the portal. Must be in a valid email address format.
- **Password**: Edit will allow you to update your password from within the portal.
- **Save Button:** When clicked will save information on page and take you back to the Holder Reporting Online System Dashboard page.
- **Cancel Button:** When clicked will take you back to the Holder Reporting Online System Dashboard page.

3.10 DASHBOARD – CONTACT INFO

The Contact Info page can be used to revise or update holder contact information currently in the Division's database for the UPID you entered.



This page can be used to revise or update holder contact information currently in the Division's database for the holder number you entered.

- **Contact Name (First), (Last) and (Middle):** Names must be alpha and greater than 1 character.

- **Contact Phone Number (Area Code), (Number) and (Extension):** Area Code must be 3 digits. Number must be 7 digits (no dashes or spaces). Extension must be numeric and be between 1 and 10 digits long.

- **Contact Fax Number (Area Code) and (Number):** Area Code must be 3 numbers. Number must be 7 digits.

- **Contact Email Address:** Must be in a valid email address format.

- **Contact Address, Address Line 2 and Address Line 3:** Must be valid mailing address.

- **City:** Must be valid city.

- **State:** Must be valid state.

- **Zip Code:** Must be 5 or 9 numbers (no dashes or spaces).

- **Update/Continue Button:** When clicked will save information on page and take you back to the Holder Reporting Online System Dashboard page.