



DEPARTMENT OF FINANCIAL SERVICES
Division of Unclaimed Property

HOLDER REPORTING ONLINE SYSTEM USER MANUAL

(Revised February 2022)

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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 unclaimed 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, top right side, click on Report/Remit then click on the instruction tab, number 3. [REGISTER](#) link.

Holder Login

Welcome to Holder Reporting

- Alerts
- Instructions
- Prepare Report
- Remittance Information
- Reporting FAQs

Notice : Due to system upgrades, we recommend users press CTRL+F5 before continuing to the Holder Reporting Online System.

Steps to Report and Remit Unclaimed Property to Florida

NOTICE: The form [DFS-UP-155](#) is an updated version that will be adopted by rule in the Florida Administrative Code.

- 1. Review the State of Florida's requirements in the Reporting Instruction Manual.**
The [Reporting Instruction Manual](#) provides property types, due diligence requirements, report due dates, dormancy periods, etc.
- 2. Obtain the Florida Assigned Unclaimed Property Identification Numbers (UPID).**
A UPID number is required for each report to be submitted. Please follow these [instructions](#) to obtain an UPID number.
- 3. Register to use the Holder Reporting Online System.**
[Register](#) only once if planning to file for multiple companies. Do not create a registration for each company.
- 4. Prepare the Unclaimed Property Report in required format.**
It is highly recommended to read the [Reporting Instructions Manual](#) for detailed information on preparing the unclaimed property report.
- 5. Submit Report/Remittance through the Holder Reporting Online System , including ZERO Reports.**

Additional Resources

- Online Filing Tutorial
- Holder Education Workshops/Seminars
- Procedure Manuals

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.

[Holder Login](#)

Welcome to Holder Reporting

[Alerts](#)

[Instructions](#)

[Prepare Report](#)

[Remittance Information](#)

[Reporting FAQs](#)


[Register](#)

You must register with the Florida Department of Financial Services, Division of Unclaimed Property to utilize the Holder Reporting Online System. Register only once if you are going to file for multiple companies. You should not create a registration for each company.

*** REQUIRED FIELD**

Holder Registration

Name	(First) *	(Last) *
Phone Number	(Area Code) *	(Number) * (Extension)
Email Address *		
Re-Enter Email Address *		
Desired User ID *	(must be exactly 8 alphanumeric characters long)	
Desired Password *	(one lowercase letter, one uppercase letter, one special symbol like @\$%!'^*, one digit from 0-9, and be at least 8 characters long.)	
Re-Enter Password *	(must match desired Password. DO NOT cut and paste.)	
Company FEIN *	(must be exactly 9 numbers.)	
Unclaimed Property ID *	(numbers only)	
Security Question #1 *	Select Security Question	
Answer #1 *	(must be greater than 1 character)	
Security Question #2 *	Select Security Question	
Answer #2 *	(must be greater than 1 character)	

I'm not a robot  [Privacy - Terms](#)

I understand and agree that the information I've provided (i.e. email address, phone number, and name), will be used by the Department for all related correspondence.

[Back](#) [Submit](#)

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-character 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.
- ❑ **Security Question #1:** Question must be selected.
- ❑ **Answer #1:** Must be greater than 1 character.
- ❑ **Security Question #2:** Question must be selected.
- ❑ **Answer #2:** Must be greater than 1 character.
- ❑ **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 Unclaimed Property 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.

Log Out

Holder Contact Information

Thank you for registering to use the Holder Reporting Online System. Please review the below holder contact information that is stored in our database and make any correction as needed, then click the Update/Continue Button.

* DENOTES A REQUIRED FIELD.

Holder Contact Information

Contact Name	(First) *	(Last) *	(Middle)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Phone Number	(Area Code) *	(Number) *	(Extension)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Fax Number	(Area Code)	(Number)	
	<input type="text"/>	<input type="text"/>	
Contact Email Address *	<input type="text"/>		
Contact Street Address *	<input type="text"/>		
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
City/State/Zip	(City) *	(State) *	(Zip Code) *
	<input type="text"/>	Select A Value..	<input type="text"/>

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 unclaimed property report to the Division.
- ❑ **Pending Reports:** Select to view unclaimed 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 unclaimed property report(s). To view the reports, select the “CLICK to View Rejected Reports” link.
- ❑ **Report History:** Select to view list of unclaimed property reports submitted to the Division. To view the list of unclaimed 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.

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 unclaimed 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 unclaimed property report(s).

3.3.1 Submitter's Contact Information Page

Holder Reporting Online SystemLog Out

Submitter's Contact Information

You have selected the Submit New Report option. Before continuing with your unclaimed property report submission, the following is required:

1. You must have the Florida assigned Unclaimed Property Identification Number (UPID) for each report to be submitted.
2. You will need your bank routing number and account number if you select our online payment option.
3. If you are submitting your unclaimed property report in an electronic file, it must be in the NAUPA standard format.

Please provide the below information for the person who is authorized by the holder to execute the unclaimed property report(s).

*** DENOTES REQUIRED FIELD.**

Name of Person *	(First) *	(Last) *		
	<input type="text"/>	<input type="text"/>		
Title *	<input type="text"/>			
Telephone Number *	(Area Code) *	(Number) *	(Extension)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address *	<input type="text"/>			

- ❑ **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 unclaimed property report(s).

NOTE: You can submit an unclaimed 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 unclaimed 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 unclaimed property report contains fewer than 25 properties.
- ❑ **Input Zero Report(s):** This option can only be used if you do not have any unclaimed 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.

The screenshot shows the 'Holder Reporting Online System' interface. At the top right is a 'Log Out' button. Below the header is the 'Report Filing Options' section. A message states: 'There are three options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.' Below this are four tabs: 'Upload Electronic File', 'Input Manual Reports', 'Input Zero Reports', and 'Upload CSV File'. The 'Upload Electronic File' tab is active. An information icon is followed by the text: 'This option allows you to upload the electronic file(s) for your unclaimed property report(s) to be submitted. Click the "Browse" button to select your electronic file to be submitted and then click the "Add to Submission" button. After all electronic files and zero reports (if applicable) have been added, click the "Continue" button.' Below this is a form area with a text input field labeled 'Select File To Upload:', a 'Browse...' button, and an 'Add to Submission' button. At the bottom center is a 'Continue' button.

- ❑ **“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 not be active until a file is uploaded into the system

3.3.3.1 ELECTRONIC FILE UPLOAD SUMMARY

Holder Reporting Online System

Log Out

Report Filing Options

There are three options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.

Upload Electronic File | Input Manual Reports | Input Zero Reports | Upload CSV File

i This option allows you to upload the electronic file(s) for your unclaimed property report(s) to be submitted. Click the "Browse" button to select your electronic file to be submitted and then click the "Add to Submission" button. After all electronic files and zero reports (if applicable) have been added, click the "Continue" button.

Select File To Upload: Browse...

File Name	Report Type	Content Type	Size	Delete
Test_20181128_140253.txt	Electronic	text/plain	31 KB	Delete

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.

Holder Reporting Online SystemLog Out

Report(s) Validation

 **Thank you for your patience. The uploaded electronic file(s) contains error(s) that must be corrected before submitting to the Division of Unclaimed Property. Click on "View Errors" to view the errors. Please review the Reporting Instructions Manual to assist you in resolving these errors. Once you have corrected the file, repeat the steps to submit your file(s).**

WARNING!!! Reports that have errors will be deleted. The Error Report will be maintained under the Reports link on Holder Reporting Online System Dashboard page.

File Name	Report Type	Content Type	Size	Is Valid	Error Report
Test-1_20190129_075215.txt	Electronic	text/plain	1 KB	✖	View Errors

- ❑ **“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

Errors will be listed with an identifying number and a description of the error to be corrected. In addition, the line number on the electronic file that contains the error will be provided. Please review the Reporting Instructions Manual to assist you in resolving these errors.

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.

Holder Reporting Online System

Report(s) Validation

Thank you for your patience. Your file(s) are acceptable, please click "Continue".

WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.

File Name	Report Type	Content Type	Size	Is Valid	Error Report
Test-1_20181218_114621.txt	Electronic	text/plain	1 KB		

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 unclaimed 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 unclaimed 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 unclaimed 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, contact the Division at EReporting@myfloridacfo.com.

Log Out

Holder Reporting Online System

Associate UPID to Electronic Report(s)

 Please enter the Unclaimed Property Identification Number ("UPID") associated with the electronic report(s), then click "Continue".
Please click the 'Report Filing Options Page' button to delete files from this submission.

IMPORTANT!! Please print a copy of this page for your records once all Unclaimed Property Identification Number(s) have been entered.

* DENOTES A REQUIRED FIELD.

UPID Error Codes

Code 1: The Company FEIN is not valid for the UPID you entered.

Code 2: Invalid Zero Report. Report previously submitted for the same UPID and report year.

Code 3: Please input a valid UPID or contact the Department at EReporting@MyFloridaCFO.com.

Code 4: UPID must contain only numeric digits.

File Name	Holder Name	UPID *	FEIN	Report Year	Total Cash Reported	Total Shares Reported	Total Safe Deposit Boxes Reported
Test-1_201812	TEST HOLDER :	<input style="width: 60px;" type="text"/>	000098765	2017	\$82.55	0.0000	0

Report Filing Options Page
Back
Continue

- ❑ **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 unclaimed property report.
- ❑ **Report Filing Options Page:** Will take you back to the Report Filing Options page where you can add additional unclaimed 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

This option can only be used if your unclaimed property report contains 24 or less properties.

Holder Reporting Online System

Log Out

Report Filing Options

There are three options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.

Upload Electronic File **Input Manual Reports** Input Zero Reports Upload CSV File

i This option allows you to manually input the unclaimed property report(s) to be submitted. Click the "Add Manual Report" button to manually input up to 24 properties that will be on the unclaimed property report. Once all reports to be submitted have been added (Electronic, Manual, and/or Zero), click the "Continue" button.

Add Manual Report

Continue

- ❑ **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

Holder Reporting Online System

Log Out

Report Details

This section MUST be completed and saved in order to proceed.

* DENOTES A REQUIRED FIELD.

REPORT DETAILS

Unclaimed Property ID * Company FEIN * Report Year *

Save Cancel

Input the identifying information for the unclaimed 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

Holder Reporting Online System Log Out

Report Details

This section **MUST** be completed and saved in order to proceed.

* DENOTES A REQUIRED FIELD.

REPORT DETAILS

Unclaimed Property ID	Company FEIN	Report Year
11941	000012345	2017

Holder Name: TEST HOLDER

LIST OF PROPERTIES

Select the applicable button below (Cash, Stock or Tangible) for each type of property being submitted. At least one property must be entered and saved for the unclaimed property manual report to be generated.

Report Details Section – will display the identifying information for the unclaimed 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 unclaimed 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 unclaimed 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 unclaimed property report.

Holder Reporting Online SystemLog Out

CASH PROPERTY

 Input the property/owner information below and click "Save".
Note: At least one property must be saved for a report to be generated.

* DENOTES A REQUIRED FIELD.

PROPERTY DETAILS

Property Owner Type* Individual Business

Property Type*

Date of Last Transaction (MM/DD/YYYY)* <input type="text"/>	Account Number <input type="text"/>	Miscellaneous Information <input type="text"/>
Deduction Type <input type="text" value="TW"/>	Check Number <input type="text"/>	
Reported Cash Amount* <input type="text" value="0.00"/>	Remitted Amount <input type="text" value="0.00"/>	Deducted Amount <input type="text" value="0.00"/>

OWNER DETAILS

Last Name/Business Name* <input type="text"/>	Address Line1 <input type="text"/>
First Name <input type="text"/>	Address Line2 <input type="text"/>
Middle Name <input type="text"/>	City <input type="text"/>
Suffix <input type="text"/>	State <input type="text"/>
Date of Birth (MM/DD/YYYY) <input type="text"/>	Zip <input type="text"/>
SSN/FEIN <input type="text"/>	Country <input type="text" value="USA - UNITED STATES OF AMERICA"/>
	Property Relationship Code* <input type="text" value="Select relationship code"/>

Property Details Section

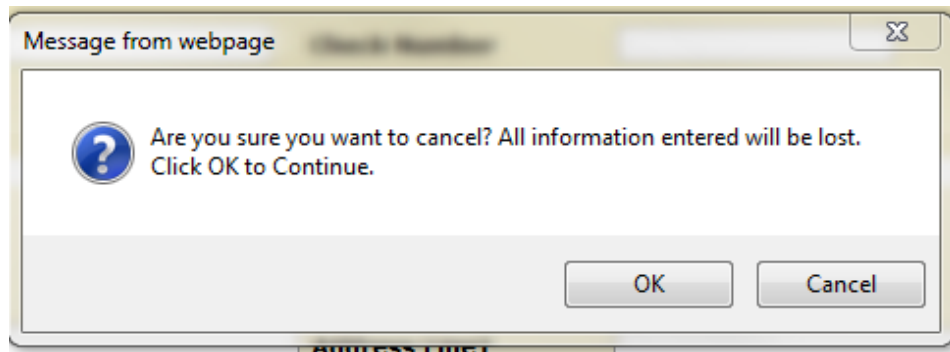
- ❑ **Property (Individual or Business):** Identifies whether property belongs to an individual or a business by selecting one of the radio buttons.
- ❑ **Property Type:** Select a property type from the drop-down list of property types that best describes the unclaimed property being reported.
- ❑ **Date 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.
- ❑ **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.

Holder Reporting Online System Log Out

PROPERTY DETAILS

REPORT DETAILS

Unclaimed Property ID: 11941 Company FEIN: 000012345 Report Year: 2017
Holder Name: TEST HOLDER

PROPERTY DETAILS EDIT

Owner Type	Property Type	Check Number	Account Number	Last Transaction Date	Type	Amount
INDIVIDUAL	AC01 - CHECKING ACCOUNTS			1/1/2010	CASH	\$1.00

Property Owner	Address	SSN/FEIN	Date of Birth	Property Relationship
TEST, TESTER	111 TEST STREET, . TEST, FL 32333 USA			SO - SOLE OWNER

PROPERTY ADDITIONAL OWNER DETAILS ADD ADDITIONAL OWNER

Additional owner is not allowed for 'SO - SOLE OWNER' property relationship code. You have to edit the property and change the relationship code if you need to add additional owners.

Continue to Report Details

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.

[Log Out](#)

ADDITIONAL OWNER

 **Input the owner information below and click "Save".**

*** DENOTES A REQUIRED FIELD.**

Last Name/Business Name *	<input type="text"/>	Address Line1	<input type="text"/>
First Name	<input type="text"/>	Address Line2	<input type="text"/>
Middle Name	<input type="text"/>	City	<input type="text"/>
Suffix	<input type="text"/>	State	<input type="text" value=""/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>	Zip	<input type="text"/>
SSN/FEIN	<input type="text"/>	Country	<input type="text" value="USA - UNITED STATES OF AMERICA"/>
Miscellaneous Information	<input type="text"/>	Relationship to Primary Owner *	<input type="text" value="Select relationship code"/>

- ❑ **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 unclaimed property report.

Log Out

Holder Reporting Online System

STOCK PROPERTY

 Input the property/owner information below and click "Save".
Note: At least one property must be saved for a report to be generated.

* DENOTES A REQUIRED FIELD.

PROPERTY DETAILS

Property Owner Type* Individual Business

Property Type*
Select a property type code

Date of Last Transaction (MM/DD/YYYY)* <input type="text"/>	Account Number <input type="text"/>	Miscellaneous Information <input type="text"/>
Deduction Type <input type="text" value="TW"/>	CUSIP Number* <input type="text"/>	Issue Name * <input type="text"/>
Reported Share Qty * <input type="text" value="0.0000"/>	Remitted Shares <input type="text" value="0.0000"/>	Deducted Shares <input type="text" value="0.0000"/>

OWNER DETAILS

Last Name/Business Name* <input type="text"/>	Address Line1 <input type="text"/>
First Name <input type="text"/>	Address Line2 <input type="text"/>
Middle Name <input type="text"/>	City <input type="text"/>
Suffix <input type="text"/>	State <input type="text"/>
Date of Birth (MM/DD/YYYY) <input type="text"/>	Zip <input type="text"/>
SSN/FEIN <input type="text"/>	Country <input type="text" value="USA - UNITED STATES OF AMERICA"/>
Property Relationship Code * <input type="text" value="Select relationship code"/>	

Property Details Section

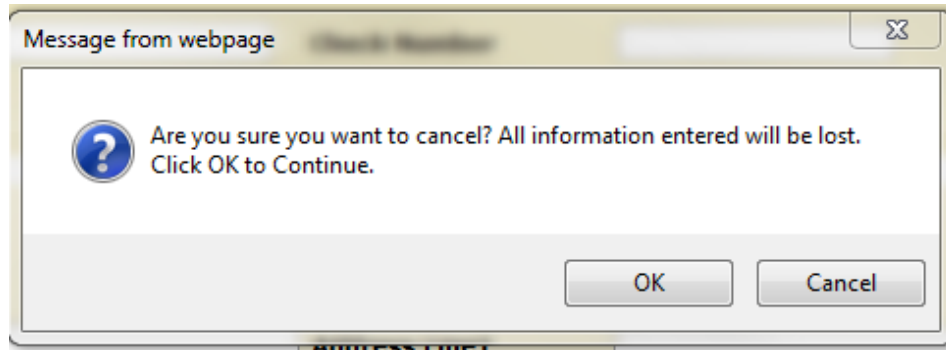
- ❑ **Property (Individual or Business):** Identifies whether property belongs to an individual or a business by selecting one of the radio buttons.
- ❑ **Property Type:** Select a property type from the drop down list of property types that best describes the unclaimed property being reported.
- ❑ **Date 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.

Log Out

Holder Reporting Online System

PROPERTY DETAILS

REPORT DETAILS

Unclaimed Property ID:	11941	Company FEIN:	000012345	Report Year:	2017
Holder Name: TEST HOLDER					

PROPERTY DETAILS EDIT

Owner Type	Property Type	Account Number	CUSIP Number	Issue Name	Last Transaction Date	Type	Number of Shares
INDIVIDUAL	SC08 - SHARES OF STOCK & UNDERL SHARE		111222222	TEST TESTER	1/1/2013	SECURITY	1.0000

Property Owner	Address	SSN/FEIN	Date of Birth	Property Relationship
TEST, TESTER	111 TEST STREET., TEST, FL 32333 USA			SO - SOLE OWNER

PROPERTY ADDITIONAL OWNER DETAILS ADD ADDITIONAL OWNER

Additional owner is not allowed for 'SO - SOLE OWNER' property relationship code. You have to edit the property and change the relationship code if you need to add additional owners.

Continue to Report Details

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.

[Log Out](#)

ADDITIONAL OWNER

 Input the owner information below and click "Save".

*** DENOTES A REQUIRED FIELD.**

Last Name/Business Name *	<input type="text"/>	Address Line1	<input type="text"/>
First Name	<input type="text"/>	Address Line2	<input type="text"/>
Middle Name	<input type="text"/>	City	<input type="text"/>
Suffix	<input type="text"/>	State	<input type="text" value=""/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>	Zip	<input type="text"/>
SSN/FEIN	<input type="text"/>	Country	<input type="text" value="USA - UNITED STATES OF AMERICA"/>
Miscellaneous Information	<input type="text"/>	Relationship to Primary Owner *	<input type="text" value="Select relationship code"/>

- ❑ **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 unclaimed property report.

Log Out

Holder Reporting Online System

TANGIBLE PROPERTY

 Input the property/owner information below and click "Save".
Note: At least one property must be saved for a report to be generated.
Safe Deposit Box contents should be shipped within 120 days after the report due date. See the reporting instructions for details.

* DENOTES A REQUIRED FIELD.

PROPERTY DETAILS

Property Owner Type* Individual Business

Property Type*
Select a property type code ▼

Date of Last Transaction (MM/DD/YYYY)* Account Number Miscellaneous Information

Box Number*

OWNER DETAILS

Last Name/Business Name*	<input style="width: 95%;" type="text"/>	Address Line1	<input style="width: 95%;" type="text"/>
First Name	<input style="width: 95%;" type="text"/>	Address Line2	<input style="width: 95%;" type="text"/>
Middle Name	<input style="width: 95%;" type="text"/>	City	<input style="width: 95%;" type="text"/>
Suffix	<input style="width: 95%;" type="text"/>	State	▼
Date of Birth (MM/DD/YYYY)	<input style="width: 95%;" type="text"/>	Zip	<input style="width: 95%;" type="text"/>
SSN/FEIN	<input style="width: 95%;" type="text"/>	Country	USA - UNITED STATES OF AMERICA ▼
		Property Relationship Code*	Select relationship code ▼

Save Cancel

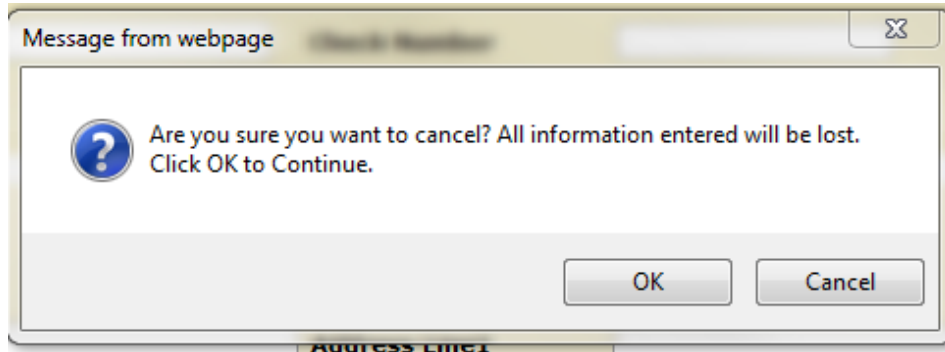
Property Details Section

- ❑ **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 unclaimed 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.

The screenshot shows the 'Holder Reporting Online System' interface. At the top right is a 'Log Out' button. The main heading is 'Holder Reporting Online System' with a sub-heading 'PROPERTY DETAILS'. Below this is a 'REPORT DETAILS' section with fields for 'Unclaimed Property ID: 11941', 'Company FEIN: 000012345', and 'Report Year: 2017'. The 'Holder Name' is 'TEST HOLDER'. The 'PROPERTY DETAILS' section includes an 'EDIT' button and a table with columns: Owner Type (INDIVIDUAL), Property Type (SD01 - CONTENTS OF SAFE DEPOSIT BOXES), Account Number, Last Transaction Date (1/1/2013), Type (TANGIBLE), and SDB Qty (1). Below this is another table for 'Property Owner' with columns: Property Owner (TEST, TESTER), Address (111 TEST STREET, . TEST, FL 32333 USA), SSN/FEIN, Date of Birth, and Property Relationship (SO - SOLE OWNER). The 'TANGIBLE INVENTORY DETAILS' section has an 'ADD TANGIBLE INVENTORY' button and a red message: 'At least one Tangible Item should be added to the Inventory!!!'. The 'PROPERTY ADDITIONAL OWNER DETAILS' section has an 'ADD ADDITIONAL OWNER' button and a red message: 'Additional owner is not allowed for 'SO - SOLE OWNER' property relationship code. You have to edit the property and change the relationship code if you need to add additional owners.' At the bottom is a 'Continue to Report Details' button.

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.

The screenshot shows the 'Holder Reporting Online System' interface. At the top right, there is a 'Log Out' button. The main heading is 'Holder Reporting Online System', followed by 'TANGIBLE INVENTORY DETAILS'. Below this, an information icon and text state: 'Input the tangible inventory item and click "Save"'. A yellow highlighted area contains the form fields: 'Item Quantity' with a text input field, 'Item Category Type Code' with a dropdown menu showing 'Select category type', and 'Item Description' with a large text area and a '125 characters left' indicator. At the bottom of the form are 'Save' and 'Cancel' buttons.


- ❑ **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

3.3.4.12 ADDITIONAL OWNER

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

[Log Out](#)

ADDITIONAL OWNER

 Input the owner information below and click "Save".

*** DENOTES A REQUIRED FIELD.**

Last Name/Business Name *	<input type="text"/>	Address Line1	<input type="text"/>
First Name	<input type="text"/>	Address Line2	<input type="text"/>
Middle Name	<input type="text"/>	City	<input type="text"/>
Suffix	<input type="text"/>	State	<input type="text" value=""/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>	Zip	<input type="text"/>
SSN/FEIN	<input type="text"/>	Country	<input type="text" value="USA - UNITED STATES OF AMERICA"/>
Miscellaneous Information	<input type="text"/>	Relationship to Primary Owner *	<input type="text" value="Select relationship code"/>

- ❑ **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


3.3.4.13 MANUAL INPUT – REPORT DETAILS

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

[Log Out](#)

Holder Reporting Online System

Report Details

 This section **MUST** be completed and saved in order to proceed.

*** DENOTES A REQUIRED FIELD.**

REPORT DETAILS

Unclaimed Property ID	Company FEIN	Report Year
<input type="text" value="11941"/>	<input type="text" value="000012345"/>	<input type="text" value="2017"/>

Holder Name: TEST HOLDER

[Edit](#)

LIST OF PROPERTIES

Seq Num	Property Owner	Type	Last Transaction Date	Amount	Shares Qty	SDB Qty	Number of Additional Owners	Number of Tangible Inventory Items	All Details	Delete
1	TEST, TESTER	TANGIBLE	01/01/2013	\$0.00	0.0000	1	0	1	Details	Delete
2	TEST, TESTER	SECURITY	01/01/2013	\$0.00	1.0000	0	0	0	Details	Delete
3	TEST, TESTER	CASH	01/01/2013	\$1.00	0.0000	0	0	0	Details	Delete
Total				\$1.00	0.0000	1				

[Add Cash](#) [Add Stock](#) [Add Tangible](#)

[Continue to Report Filing Options](#)

Report Details Section – will display the identifying information for the unclaimed 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 unclaimed 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 unclaimed 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 unclaimed property to report for the designated report year.

The screenshot displays the 'Holder Reporting Online System' interface. At the top right, there is a 'Log Out' button. The main heading is 'Holder Reporting Online System', followed by a sub-heading 'Report Filing Options'. Below this, a message states: 'There are three options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.' A red warning message follows: 'WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.' There are four tabs: 'Upload Electronic File', 'Input Manual Reports', 'Input Zero Reports' (which is selected), and 'Upload CSV File'. The 'Input Zero Reports' tab contains an information icon and text: 'This option allows you to manually input the unclaimed property zero report(s) to be submitted. Click the "Add Zero Report" button to proceed. Once all reports to be submitted have been added (Electronic and/or Zero), click the "Continue" button. As a reminder, pursuant to Chapter 717, F.S., the Department has the authority to audit holders to verify information filed with the Department and to determine if there is unclaimed property that may have not been reported or was under-reported.' Below this text is a large light blue rectangular area containing an 'Add Zero Report' button. At the bottom center of the page is a 'Continue' button.

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

3.3.5.1 ADD NEW ZERO REPORT

Add New Zero Report

 The zero report details section must be completed for the unclaimed property report to be submitted. Click the "Save" button once the required information is entered.

* DENOTES A REQUIRED FIELD.

Zero Report Details

Unclaimed Property ID * Company FEIN * Report Year *

Input the identifying information for the unclaimed 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 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.

Log Out


Holder Reporting Online System

Report Filing Options

There are three options for filing your unclaimed property report(s). Select the tab below and proceed with your submission.

WARNING!!! The unclaimed property report(s) must be completed and submitted within five (5) business days or unsubmitted report(s) will be deleted.

Upload Electronic FileInput Manual ReportsInput Zero ReportsUpload CSV File

 This option allows you to manually input the unclaimed property zero report(s) to be submitted. Click the “Add Zero Report” button to proceed.

Once all reports to be submitted have been added (Electronic and/or Zero), click the “Continue” button.

As a reminder, pursuant to Chapter 717, F.S., the Department has the authority to audit holders to verify information filed with the Department and to determine if there is unclaimed property that may have not been reported or was under-reported.

Holder Name	UPID	FEIN	Report Year	To Edit	To Delete
TEST HOLDER	11941	000012345	2016	Edit	Delete

Add Another Zero Report

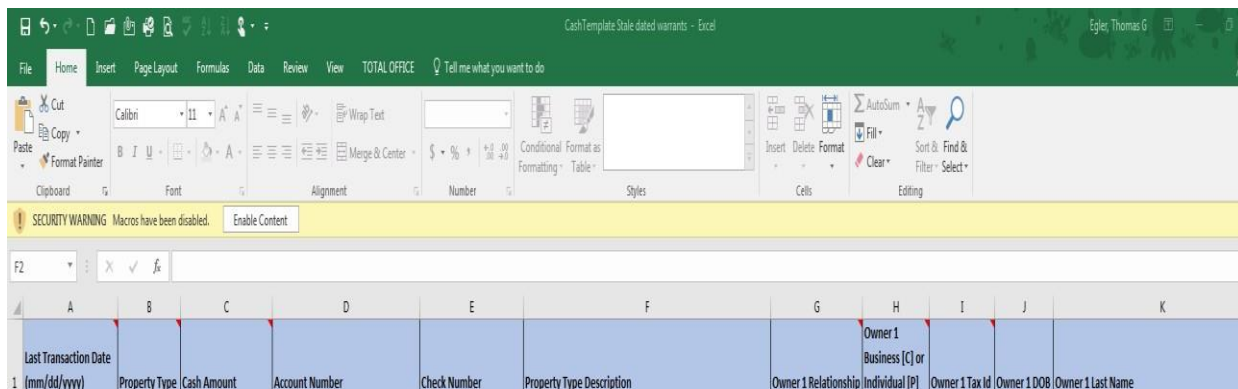
Continue

- ❑ **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 unclaimed 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 unclaimed 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 unclaimed 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 unclaimed property report(s) you will be including with the current submission to the Division of Unclaimed Property.

[Log Out](#)

Holder Reporting Online System

File(s) Summary

Below is a summary of the file(s) that contain unclaimed property report(s) you have submitted. Please review the statement, check the box, and then click the "Certify and Submit Filing" button.

Filing Type	File Name	Total Cash Amount	Total Shares	Total S.D.B	View Reports
Electronic	Test-1 20181219 154266.txt	\$82.55	0.0000	0	
Manual	Online Manual Report.txt	\$1.00	1.0000	1	View Report
Zero	OnlineZeroReportFiling.txt	\$0.00	0.0000	0	

Total Cash to be reported and remitted: \$83.55
Total Shares to be reported and remitted: 1.0000
Total Safe Deposit Boxes to be reported and remitted: 1
Total Manually entered Zero reports to be reported and remitted: 1

I, TEST TEST, state that I have caused to be prepared and have examined this report(s) of property presumed unclaimed, under Chapter 717, Florida Statutes, for the period as stated, and will remit the total amount of items reportable to the FLORIDA DEPARTMENT OF FINANCIAL SERVICES. I further state that I am duly authorized by the holder herein to execute this report; and I believe this report is true, correct and complete as of this date, except for such property as has since ceased to be unclaimed.

By checking this box, you certify that the above is true

Back Certify And Submit Filing

- 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 unclaimed 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

[Log Out](#)

PAYMENT SELECTION OPTIONS

PAYMENT/REMITTANCE IS NOW DUE

Total Cash to be remitted: \$96.82

The Division of Unclaimed Property is able to accept electronic ACH debits via the Department's financial institution. To use this service, please contact your financial institution to ensure there are no ACH blocks on your account. Our ACH Company ID is number L272818119. Then, select the "Pay Online" option.

Please select a payment option for the cash property and click "Continue".

NOTE: Prior to selecting the "Pay Online" payment 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 Online (ACH Debit) - Remember to have your bank remove ACH blocks

Pay via Wire Transfer - Remember to include your coupon #

Mail in check - Remember to include your coupon #

For Share and Tangible property remittance instructions, go to the Payment/Remittance tab found on the Unclaimed Property Reporting Information page.

WARNING!!! THE UNCLAIMED PROPERTY REPORT IS CONSIDERED FILED ONLY UPON RECEIPT OF BOTH THE REPORT AND THE PAYMENT/REMITTANCE.

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

Log Out

Holder Reporting Online System

[Online Payment Instructions](#)

You have selected the 'Pay Online' payment option. Once on the financial institution's website, remittance amount will be displayed to confirm for payment.

Once the payment is complete, you will be transferred back to the Holder Reporting Online System to complete your filing.

Note: Your current session in the Holder Reporting Online System may expire while on the financial institution's website. However, the Division of Unclaimed Property will email a confirmation of payment to the email address on your registration to ensure payment went through.

Reminder to contact your financial institution to authorize the ACH debit on your account. If the payment is rejected, you will be charged a rejected payment fee by the State of Florida, and your report submission will not be considered complete. You may be subject to penalties and interest for late reporting.

Click the button below to proceed with the Pay Online option.

[Click here to pay via ACH Debit](#)

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

Log Out

Holder Reporting Online System

Wire Transfer Payment Instructions

You have selected the 'Pay via Wire Transfer' payment option. Below are Wire Transfer Payment Instructions

- a. Receiving Bank: **Wells Fargo**
1 Independent Drive
Jacksonville, FL 32202
- b. Account to be Credited:
Account Title: **State of Florida Department of Financial Services**
DFS - **Division of Unclaimed Property Location**
4300461
Routing Number: **121000248**
Account Number: **4834783904**

c. Ensure your remittance is credited properly by emailing a wire notification to the Department at:
EReporting@MyFloridaCFO.com.

Please include the following information:

Holder Name
Holder FEIN
Holder Unclaimed Property Identification Number (UPID)
Dollar Amount of Funds Wired
Date of Wire

You Must Click The Link(s) Below To View and Print the Coupon(s)

[Print Payment Coupon](#)

WARNING!!! THE UNCLAIMED PROPERTY REPORT IS CONSIDERED FILED ONLY UPON RECEIPT OF BOTH THE REPORT AND THE PAYMENT/REMITTANCE. FAILURE TO REMIT PAYMENT ON OR BEFORE May 02, 2022 MAY RESULT IN LATE PENALTY ASSESSMENT.

[Back Home](#)

3.3.8.3 PAYMENT OPTION - CHECK

Log Out

Holder Reporting Online System

Check Payment Instructions

You have selected the 'Pay via Check' payment option. Please make the check payable to 'Florida Department of Financial Services'. Below is a payment coupon that must be printed and included with your payment. Mail your check and payment coupon to the address listed below.

Mailing Address

Florida Department of Financial Services
Division of Unclaimed Property
P. O. Box 6350
Tallahassee, FL 32314-6350

You Must Click The Link(s) Below To View and Print the Coupon(s)

[Print Payment Coupon](#)

WARNING!!! THE UNCLAIMED PROPERTY REPORT IS CONSIDERED FILED ONLY UPON RECEIPT OF BOTH THE REPORT AND THE PAYMENT/REMITTANCE. FAILURE TO REMIT PAYMENT ON OR BEFORE April 30, 2019 MAY RESULT IN LATE PENALTY ASSESSMENT.

[Back Home](#)

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

Tester Test Log Out

Holder Reporting Online System Dashboard

Welcome to the Florida Division of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

Reports

- [Add New](#)
- [Error Reports](#)
- [Report History](#)

Payments

- [Outstanding Penalties](#)

User Profile

- [Login Profile](#)
- [Contact Info](#)

Templates

- [Cash](#)
- [Stock](#)
- [Tangible](#)
- [Instructions](#)

NOTE: There are 130 day(s) until the April 30, 2019 filing deadline.

Pending Reports

File Name	File Type	Size	Pymt Amt	Delete
Online Manual Report.txt	Manual	0	\$0.00	<input type="checkbox"/>

You have report(s) loaded into the online application that have not yet been validated and/or submitted to the Division of Unclaimed Property. Click the 'Add/Submit' button to submit the report(s) or check the box next to the file you would like to delete and click the 'Delete Selected File(s)' button.

- ❑ **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.

[Log Out](#)

Tester Test

Holder Reporting Online System Dashboard

Welcome to the Florida Division of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

- ▣ [Reports](#)
 - [Add New](#)
 - [Error Reports](#)
 - [Report History](#)
- ▣ [Payments](#)
 - [Outstanding Penalties](#)
- ▣ [User Profile](#)
 - [Login Profile](#)
 - [Contact Info](#)
- ▣ [Templates](#)
 - [Cash](#)
 - [Stock](#)
 - [Tangible](#)
 - [Instructions](#)

NOTE: There are 130 day(s) until the April 30, 2019 filing deadline.

CLICK To Close Rejected Reports

File Name	UPID	Submission Date
Test_20181126_140603.html	8331	Nov 26, 2018 2:06 PM

3.6 DASHBOARD—REPORT HISTORY

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

Test TestLog Out

Holder Reporting Online System Dashboard

Welcome to the Florida Division of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

- ▣ [Reports](#)
 - [Add New](#)
 - [Pending Reports](#)
 - [Error Reports](#)
 - [Report History](#)
- ▣ [Payments](#)
- ▣ [User Profile](#)
- ▣ [Templates](#)

NOTE: There are 130 day(s) until the April 30, 2019 filing deadline.

CLICK to Close History

Coupon	Submitted Date	Total Cash	Total Shares	Safe Deposit Box
136670	04/05/2018	\$1,748.34	0.0000	0
123594	03/07/2017	\$205.60	0.0000	0

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.

Log Out

Tester Tester

Holder Reporting Online System Dashboard

Welcome to the Florida Division of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

- [Reports](#)
- [Payments](#)
- [User Profile](#)
- [Templates](#)

NOTE: There are 130 day(s) until the April 30, 2019 filing deadline.

CHECK OR WIRE TRANSFER PAYMENTS WILL BE DISPLAYED AS A PENDING PAYMENT UNTIL YOUR PAYMENT IS RECEIVED AND VALIDATED BY THE DEPARTMENT.

CLICK To Close Pending Payments

Coupon	Date Submitted	Payment Option	View Coupon	Amount Owed	Previous Amount Paid	Balance Owed
145089	12/12/2018	Check	145089.pdf	\$0.01	\$0.00	\$0.01
Grand Total:						\$0.01

- ❑ **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 unclaimed property report.

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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.

Holder Reporting Online System Dashboard

Welcome to the Florida Division of Unclaimed Property's Holder Reporting Online System.
Use the menu options listed below in the left column to view information about your reports and user profile.

- ☐ [Reports](#)
 - [Add New](#)
 - [Pending Reports](#)
 - [Error Reports](#)
 - [Report History](#)
- ☐ [Payments](#)
 - [Outstanding Penalties](#)
- ☐ [User Profile](#)
 - [Login Profile](#)
 - [Contact Info](#)
- ☐ [Templates](#)
 - [Cash](#)
 - [Stock](#)
 - [Tangible](#)
 - [Instructions](#)

NOTE: There are 115 day(s) until the April 30, 2019 filing deadline.

CHECK OR WIRE TRANSFER PAYMENTS WILL BE DISPLAYED AS A PENDING PAYMENT UNTIL YOUR PAYMENT IS RECEIVED AND VALIDATED BY THE DEPARTMENT.

CLICK To View Pending Payments On Previously Submitted Reports

CLICK To Close Outstanding Penalties

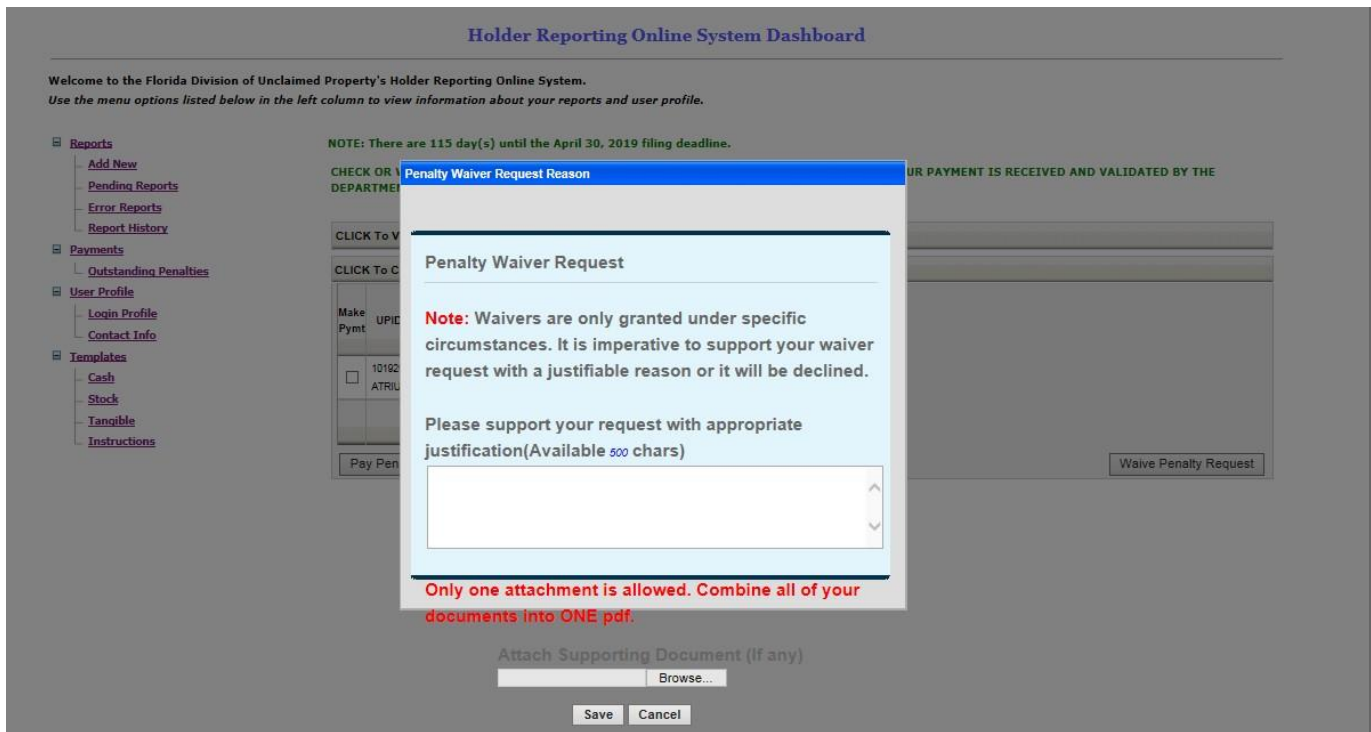
Make Pymt	UPID/ Holder Name	Coupon/ Report Year	Report Amt/Date	Annual Filing Penalty	Interest Penalty	Safe Deposit Box Penalty	Amount Due	Waiver Req
<input type="checkbox"/>	101929144 ATRIUM WINDOWS ANI	145082 2017	\$0.00 12/07/2018	\$500.00	\$0.00	\$1200.00	\$1,700.00	<input type="checkbox"/>
Grand Totals							\$1,700.00	

Pay Penalties Online
Waive Penalty Request

- ☐ **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. **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.**

- ☐ **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.

User Profile InformationLog Out

Registration

*** DENOTES REQUIRED FIELD**

Name	(First) *	(Last) *	
	<input type="text"/>	<input type="text"/>	
Phone Number	(Area Code) *	(Number) *	(Ext.)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address *	<input type="text"/>		
Re-Enter Email Address *	<input type="text"/>		Cancel Edit
Password	***** Edit		
Security Question #1 *	Select Security Question <input type="button" value="v"/>		
Answer #1 *	<input type="text"/> (must be greater than 1 character)		
Security Question #2 *	Select Security Question <input type="button" value="v"/>		
Answer #2 *	<input type="text"/> (must be greater than 1 character)		

- ❑ **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:** Must be in a valid email address format.
- ❑ **Re-Enter Email Address:** Must be in a valid email address format and exactly what input in the Email Address.

- ❑ **Security Question #1:** Question must be selected.
- ❑ **Answer #1:** Must be greater than 1 character.
- ❑ **Security Question #2:** Question must be selected.
- ❑ **Answer #2:** Must be greater than 1 character.
- ❑ **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.

Holder Contact Information

Please review the below holder contact information that is stored in our database and make any correction as needed, then click the Update/Continue Button.

* DENOTES A REQUIRED FIELD.

Holder Contact Information

Contact Name (First) * (Last) * (Middle)

Contact Phone Number (Area Code) * (Number) * (Extension)

Contact Fax Number (Area Code) (Number)

Contact Email Address *

Contact Street Address *

Address Line 2

Address Line 3

City/State/Zip (City) * (State) * (Zip Code) *

Update/Continue

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.