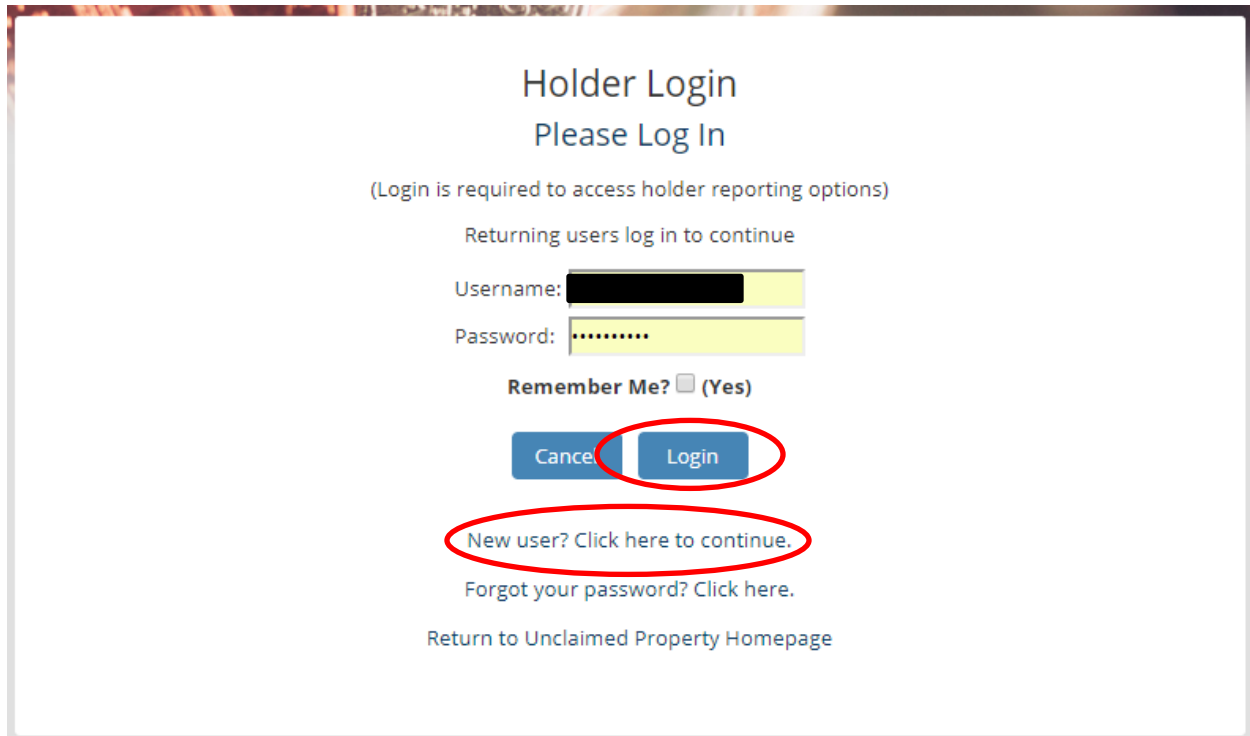


How to Upload Your Report to the Online Holder Report Submission Portal

Follow this link to log in to your account with HRS Pro: https://mn.unclaimedproperty.com/up/hldr_login.asp



Holder Login
Please Log In

(Login is required to access holder reporting options)

Returning users log in to continue

Username:

Password:

Remember Me? (Yes)

[New user? Click here to continue.](#)

[Forgot your password? Click here.](#)

[Return to Unclaimed Property Homepage](#)

If you are a new user, click the link to create your account. If you already have an account, enter your Username and Password and click Login.

User Information

User Name: *

Password: * Confirm Password: *

Min. length seven (7), including both numbers and letters (0-9,A-Z only).

Company Information

Company Name: *

Federal ID (FEIN): * ex: 01-1234567

Address 1: *

Address 2:

Address 3:

City: * State: *

Zip: *

County:

Phone: * ex.(123)456-7890

Extension: (If applicable)

Fax:

Inc. State: Inc. Date: (mm/dd/yyyy)

SIC Code: NAICS Code:

DUNS #:

Business Activity: ▼

Primary Contact Information

First * Last:

Address 1: (if different)

Address 2:

Address 3:

City: State:

Zip:

County:

Email: *

*Fields labeled in RED are required.

If you are a new user, fill out the required information and click "Register."

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for [REDACTED]

This service is offered for your convenience to help you comply with the State of Minnesota Unclaimed Property laws. From this page you may:

- Upload your NAUPA compliant electronic file ('Positive' report) and check the status of your report(s)
- Pay the reported amount to the state via ACH online or submit payment by mail.
- Update your account information

Holder Reporting Menu

[Upload a Positive Report](#)

[View previously filed Positive Reports](#)

[Submit payment by Mail](#)

[Submit payment on-line](#)

[File a new Negative Report](#)

[View previously filed Negative Reports](#)

[Update your account information](#)

[Log out of Holder Reporting](#)

Once you have logged in, you will be presented with the Holder Reporting Menu. To submit your standard NAUPA report file, click "Upload a Positive Report."

VERIFICATION OF YOUR USER INFO IS REQUIRED FOR THIS PROCESS

User information

User Name: [REDACTED]
Password: [REDACTED] * Confirm Password: [REDACTED] *
Min. length seven (7), including both numbers and letters (0-9,A-Z only).

Company Information

Company Name: [REDACTED] *
Federal ID (FEIN): 11-1111111 * ex: 01-1234567
Address 1: 85 7th Place East *
Address 2: Suite 600
Address 3:
City: Saint Paul * State: MN *
Zip: 55101 *
County:
Phone: [REDACTED] * ex.(123)456-7890
Extension: (If applicable)
Fax:
Inc. State: Inc. Date: (mm/dd/yyyy)
SIC Code: NAICS Code:
DUNS #:
Business Activity: **Please select**

Primary Contact Information

First [REDACTED] * Last: [REDACTED] *
Address 1:
(if different)
Address 2:
Address 3:
City: State:
Zip:
County:
Email: [REDACTED] *

*Fields labeled in RED are required.

Update Cancel Continue

Verify the Company and Primary Contact information. If changes need to be made, you can make your changes and click "Update." If the information is current, click "Continue."

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for [REDACTED]

The UPA accepts reports in either NAUPA Standard Electronic File Format including HRS-Pro encrypted files.

File a new Positive Report

Report Shares:

Report Amount: *

Report File: NaupaEncry...-05-24.hde

*Fields labeled in RED are required.

[Click here to view the NAUPA file format standard specifications](#)

Enter the Report Shares, if applicable, Report Amount, and choose your file to upload. Once you've enter the applicable information and selecting your report file, click "Upload."

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for [REDACTED]

Please Confirm your report amount.

Positive Report Information

Report Amount: **\$100.00**

Report File: [REDACTED]

[Confirm](#) [Start Over](#)

[Click here](#) for further details on Securities transfer procedures and information.

If this unclaimed property report contains any Securities, please transfer shares directly to our custodian as follows:

Participating DTC number: 2027

Account Number: 13487030

Account Name: State of Minnesota Unclaimed Property

If you are reporting shares that are ineligible for DTC transfer contact our office for additional instructions. We can be reached at 651-539-1545 or 1-800-925-5668. Select option 2 to speak with our holder reporting staff.

Wells Fargo Bank, N.A. FBO
State of Minnesota Unclaimed Property
PO Box 1450, WF9919
Minneapolis, MN 55485
Tax ID number: 94-1347393

Review the information and verify the Report Amount and Report File are correct. Once verified, click "Confirm." If anything is incorrect, click "Start Over" to begin again.

[Click Here to Submit Payment by Mail](#)

[Click Here to Submit Payment On-line](#)

[Back to Holder Index Page](#)

Once the report has been uploaded, you will be presented with your payment submission options. Click "Submit Payment by Mail" to submit your payment via check. Click "Submit Payment On-line" to initiate an ACH Debit transaction.

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for [redacted]

Click on the file name to display and print the Remittance form to submit the payment for the uploaded report.

*Lines in GREEN are paid

File Name°	Upload Date	Status	Amount
[redacted]	5/31/2018	Not Paid	\$100.00

To Submit Payment by Mail, click the File Name of the report for which you'll be submitting a check. The Status should be "Not Paid," which indicates a payment voucher has not yet been printed for this report.

Note: Once a payment voucher has been printed, the Status will change to "Paid by Check" and highlighted in green. This denotes that a payment voucher has been printed; however, it does not mean that payment has been reconciled in our system and actually received by our Department.

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for [REDACTED]

*Lines in **GREEN** are paid

	File Name ^o	Upload Date	Status	Amount
<input checked="" type="radio"/>	[REDACTED]	5/31/2018	Not Paid	\$100.00

[Pay Now](#)

[Cancel](#)

*Do not expect to see status changes for at least 24 hours after payment.

Your file name, once uploaded, is prefixed with your user name, and possibly numeric characters, to ensure uniqueness.

[Back to Holder Index Page](#)

To Submit Payment On-line, select the File Name for the report which you'll be submitting your payment. The Status should be "Not Paid," which indicates payment for this report has not been attempted. Click Pay Now.

Note: Once an ACH Debit transaction has been initiated, the Status will change to "Paid On-line" and highlighted in green. This denotes that a transaction has been initiated; however, it does not mean that payment has been actually received by our Department. It is advised that Holders who remit via ACH Debit monitor to ensure the funds are debited from their account.

Unclaimed Property Division

Welcome to the State of Minnesota Online Holder Reporting Site

Reporting for **TestHolderAmy2**

Positive Report File Name:	<input type="text" value=""/>
Upload Date:	<input type="text" value="5/31/2018 10:53:31 AM"/>
Account:	<input type="radio"/> Business <input type="radio"/> Personal
Account Type:	<input type="radio"/> Checking <input type="radio"/> Savings
Bank ABA:	<input type="text" value=""/>
Confirm Bank ABA:	<input type="text" value=""/>
Bank Account Number:	<input type="text" value=""/>
Confirm Bank Account Number:	<input type="text" value=""/>
Amount:	<input type="text" value="100.00"/>

[Back to Holder Index Page](#)

Enter the information requested on this form. Once entered, click "Submit" to initiate your transaction.

Unclaimed Property Remittance

Minnesota Department of Commerce

You **MUST** print and return this form with your payment. This form is required in order to properly process your payment.
Please make the check payable to: Minnesota Department of Commerce

Checks should be mailed to:

Minnesota Department of Commerce
Unclaimed Property Program
85 7th Place East, Suite 280
Saint Paul, MN 55101

Amount Due: \$100.00

Remitter: [REDACTED]

Report #: 8382

FEIN: 11-1111111

File Uploaded [REDACTED]

Date / Time of Upload: 5/31/2018 10:36:29 AM

Contact name: [REDACTED]

Address:

[Click here](#) for further details on Securities transfer procedures and information.

If this unclaimed property report contains any Securities, please transfer shares directly to our custodian as follows:

Participating DTC number: 2027
Account Number: 13487030
Account Name: : State of Minnesota Unclaimed Property

If you are reporting shares that are ineligible for DTC transfer contact our office for additional instructions. We can be reached at 651-539-1545 or 1-800-925-5668. Select option 2 to speak with our holder reporting staff.

Wells Fargo Bank, N.A. FBO
State of Minnesota Unclaimed Property
Unclaimed Property Administration
PO Box 1450, WF9919
Minneapolis, MN 55485
Tax ID number: 94-1347393

Print and send the payment voucher, with your check, to the address listed.