

How to Create a Report Using HRSPro Standard – Web Version

Follow this link to log in to your account with HRS Pro:

<https://hrspro.unclaimedproperty.com/Account/Login?ReturnUrl=%2Freport>

The screenshot shows the HRS Pro website interface. At the top right, a "Log in" button is circled in red. Below the navigation bar, the "HRS Pro" logo and tagline "Holder reporting software that simplifies the reporting of unclaimed property to state governments." are displayed. A navigation bar below the logo includes "Editions", "Desktop FAQ", and "Web FAQ". The main content area is divided into two columns: "FREE" and "ENTERPRISE". The "FREE" column lists features such as "Full reporting capabilities for one company (FEIN) in the NAUPA II format for all states including Puerto Rico & District of Columbia" and "Limited to one user". A blue button labeled "Register for the FREE Edition" is circled in red. The "ENTERPRISE" column lists features such as "Full reporting capabilities in the NAUPA II format for all states including Puerto Rico & District of Columbia" and "Reporting for unlimited number of companies (FEINs)". A price tag of "\$295 for a 3-user license" is shown, along with a blue button labeled "Register for the ENTERPRISE Edition".

HRS Pro

Log in

Reports Holders Contacts Owners Guidelines

HRS Pro

Holder reporting software that simplifies the reporting of unclaimed property to state governments.

Editions Desktop FAQ Web FAQ

FREE

- Full reporting capabilities for one company (FEIN) in the NAUPA II format for all states including Puerto Rico & District of Columbia
- Limited to one user
- Import data using provided HRS Pro template
- No direct support – Getting Started Guide, FAQs, and How-to-Videos available
- Limited to 200 properties per state report
- Hosted by Conduent (web based application – no download)
- Cover Sheets & Due Diligence Owner Letters

Register for the FREE Edition

ENTERPRISE

- Full reporting capabilities in the NAUPA II format for all states including Puerto Rico & District of Columbia
- Reporting for unlimited number of companies (FEINs)
- Multiple users
- Unlimited number of state reports
- Unlimited number of properties per state report
- Cover Sheets & Due Diligence Owner Letters
- Phone and Email Support
- Getting Started Guide, FAQs and How-to-Videos
- Import data using provided HRS Pro template
- Export data to Excel or CSV formats
- Subscription based
- Web (Hosted by Conduent) or a local installation (download) application

\$295 for a 3-user license

Register for the ENTERPRISE Edition

If you are a new user, click the link to Register for the FREE Edition. If you already have an account, click Log In to access your account.

Register for the FREE Edition

Not the version you're looking for? [Click here to select a different version.](#)

Upon registering you will be sent an email to confirm the email address you have entered. If you have not received the email within minutes of completing the registration process, be sure to check your SPAM and JUNK folders. If the email doesn't reside in either of these places, check with your IT staff to make sure the email donotreply@unclaimedproperty.com isn't being blocked on the email server.

Create a new account.

Email *

holder.unclaimed@state.mn.us

Password *

Password must be at least 6 characters including one lower case, one UPPER case, one Special character, and 1 number.

Confirm password *

First Name *

Unclaimed

Last Name *

Property

Phone *

(651) 539-1545

Phone Extension

Phone Extension

Company Name *

State of Minnesota

Job title

Job title

Address 1 *

85 7th Place East

Address 2

Suite 600

Address 3

Address 3

City *

Saint Paul

State *

Minnesota

Zip *

55101

I agree to the License Agreement

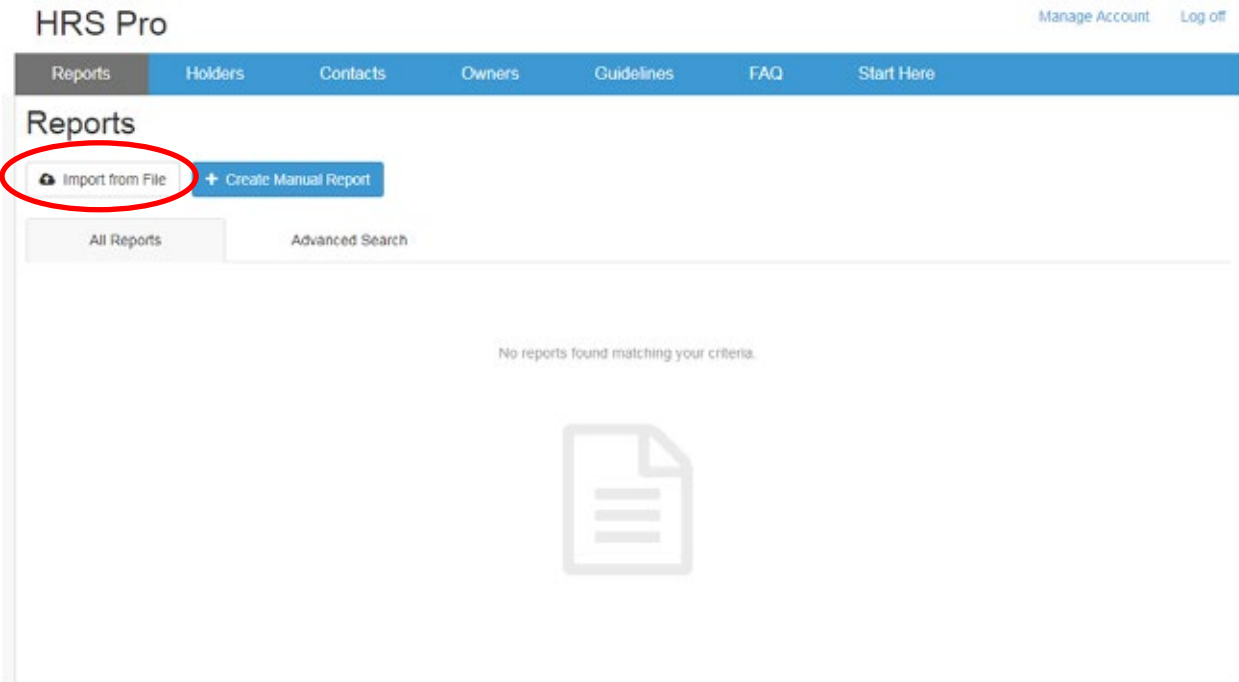
HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

Read the following terms and conditions carefully.

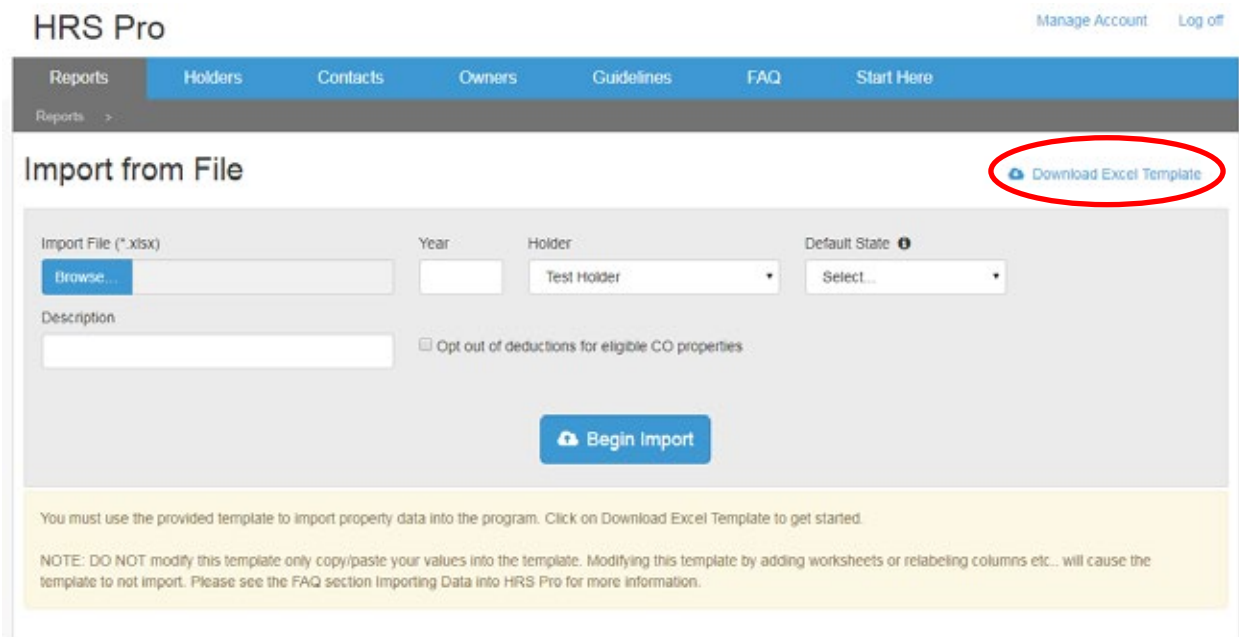
The use of this software acknowledges that you have read this agreement, understand it and agree to be bound by its terms and conditions.

Register *

Enter the requested information and check the box to agree to the license agreement. Click Register to continue.



You have two options for creating a report. The first option is to Import from File.



Click Download Excel Template (if you do not already have the template) to download the report template, and enter your owner and property information in the applicable fields. All reporting codes can be found in our 2018 Holder Report Guide. Save your spreadsheet to your desire location. Do not modify the template in any way, as this will prevent the template from importing correctly.

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Import from File [Download Excel Template](#)

Import File (*.xlsx) Year Holder Default State

[Browse...](#) Example Template.xlsx 2018 Test Holder Minnesota

Description Opt out of deductions for eligible CO properties

[Begin Import](#)

You must use the provided template to import property data into the program. Click on Download Excel Template to get started.

NOTE: DO NOT modify this template only copy/paste your values into the template. Modifying this template by adding worksheets or relabeling columns etc. will cause the template to not import. Please see the FAQ section Importing Data into HRS Pro for more information.

Browse to the file location and upload your report template. Enter the report year for which you are reporting and choose the Default State (the state in which the property owners' last known addresses are located). Click Begin Import to import your report template.

HRS Pro Manage Account Log off

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Reports

[Import from File](#) [+ Create Manual Report](#)

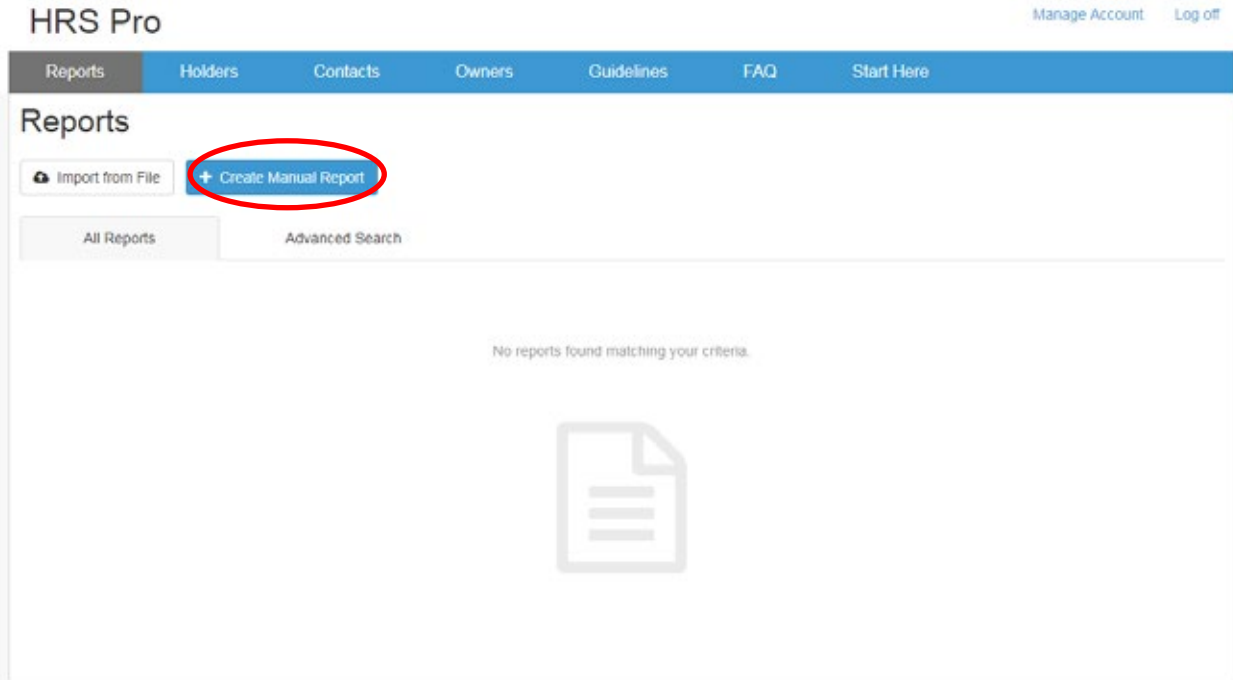
Import succeeded! 1 new report(s) were created for Test Holder.

All Reports Advanced Search

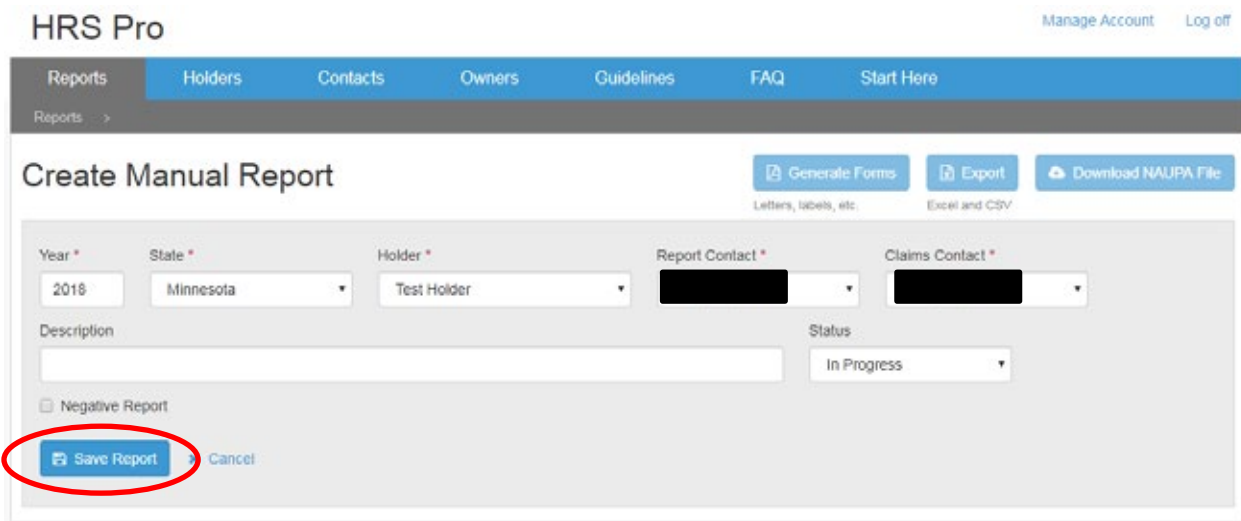
Year	Holder	State	Status	Report Totals				
				Properties	Cash	Shares	Tangibles	
2018	TEST HOLDER	MINNESOTA	IN PROGRESS	1	\$100.00	0	0	View Delete

1

If there are no errors in the report template, your import should be successful. If there are errors, they will need to be fixed before you can complete your filing.



If you do not wish to import your records from the Excel template, you may enter your property and owner information manually by clicking Create Manual Report.



Enter the appropriate information into the required fields and click Save Report.

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Reports >

Report Detail

[Generate Forms](#) [Export](#) [Download NAJPA File](#)
Letters, labels, etc. Excel and CSV

Year * 2018 State * Minnesota Holder * Test Holder Report Contact * [Redacted] Claims Contact * [Redacted]


Description [Empty] Status In Progress

[Edit Report Details](#)

Properties

[+ Add Owner Property](#)

No properties have been added yet.



Click Add Owner Property to add properties to your report.

Add New Property

Property Status * Reportable

Property Type * MS99 | AGGREGATE MISCELLANEOUS CHECKS LESS TH.

[Add Owner Property](#) Cancel

Enter the Property Status and Type, and click Add Owner Property to save. Property Status should always be Reportable for the State of Minnesota. Please refer to our 2018 Holder Report Guide for a full list of Property Type codes.

HRS Pro Manage Account Log off

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Reports > Report Detail >

Edit Property

Report Property To: [MN | Minnesota | State Website](#)

Property Status: Reportable

Property Type: MS99 | AGGREGATE MISCELLANEOUS CHECKS LESS TH.

Account Number: 123456789

Check Number: 123456

Last Activity Date: 01/01/2018

Comments:

Cash + Add Cash

Shares + Add Shares

Owners + Add New Owner + Link Existing Owner

No owners have been added yet.

+ Add Property Copy Save Property [Back to Report Details](#)

Enter any applicable account number, check number, last activity date, and/or comments. If the property is a cash-related property, click Add Cash to add the value of the cash to the property record. If the property is a securities-related property, click Add Shares to add the shares information.

Cash ✕

Cash To Report

Additions Reason

Deductions Reason

Cash To Remit **\$100.00** Interest Rate %

Enter the Cash to Report, along with any applicable Additions, Deductions, and/or Interest Rate %. Click Save Cash to save.

Shares ✕

CUSIP * (ex. 037833100)

Ticker Symbol (ex. AAPL)

Current Shares *

Mutual Fund Family

Issue Name

Sub Issue Name

Original Registration Name

Original Certificate Num

Original Shares

Stock Delivery Method * ▼

Deposit Account Number

Enter the required Shares information, if reporting shares, and click Save Shares to save.

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Reports > Report Detail >

Edit Property

Report Property To: [MN | Minnesota | State Website](#)

Property Status: Reportable

Property Type: MS99 | AGGREGATE MISCELLANEOUS CHECKS LESS TH

Account Number: 123456789

Check Number: 123456

Last Activity Date: 01/01/2018

Comments:

Cash

\$100.00 Cash To Report

\$100.00 Cash To Remit

[Edit Cash](#) [Remove](#)

Shares

CUSIP	Ticker Symbol	Current Shares	Issue Name	Mutual Fund Family
037833100	AAPL	100.0000	EXAMPLE STOCK	-
Original Registration Name	Original Certificate Num	Original Shares	Stock Delivery Method	Deposit Account Number
-	-	0	Account	-

[Edit Shares](#) [Remove](#)

Owners

No owners have been added yet.

[+ Add New Owner](#) [+ Link Existing Owner](#)

[+ Add Property](#) [Copy](#) [Save Property](#) [Back to Report Details](#)

Your Cash and Shares information has now been saved and you are now ready to enter the Owner information. Click Add New Owner to add owner information.

Relation to 1st Owner and Owner Type

Owner Type

OT | All Other Owners except Aggregate or Unknown

Relation to 1st Owner

PA | Payee

[Continue](#) [Cancel](#)

Enter the Owner Type and Relationship. All property, with the exception of Aggregate or Unknown properties, will use code OT. All reporting codes can be found in our 2018 Holder Report Guide. Click Continue.

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Add Owner

Category
 Individual Business

Tax ID: 123-45-6789 D.O.B.: 01/01/2018

Prefix: Mr/Mrs Title: Dr/Sgt Last Name: Doe First Name: John Middle Name: Suffix: Jr/Sr

Address: 1234 56th Street
Line 2
Line 3

City: Saint Paul State: MN | Minnesota Zip Code: 55101

County: Ramsey Country: USA

Date of Death: Driver's License: Driver's License State: Select... Email:

Save Cancel

Enter the applicable owner information and click Save to save.

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Edit Property

Report Property To: [MN | Minnesota | State Website](#)

Property Status:

Property Type:

Account Number:

Check Number:

Last Activity Date:

Comments:

Cash

\$100.00 Cash To Report

\$100.00 Cash To Remit

Shares

CUSIP	Ticker Symbol	Current Shares	Issue Name	Mutual Fund Family
037833100	AAPL	100.0000	EXAMPLE STOCK	-
Original Registration Name	Original Certificate Num	Original Shares	Stock Delivery Method	Deposit Account Number
-	-	0	Account	-

Owners

Name	Tax Id	Relation to 1st Owner	Owner Type	
DOE, JOHN	123-45-6789	Payee	All Other Owners except Aggregate or Unknown	<input type="button" value="Primary"/> <input type="button" value="Relation & Type"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

Once you have entered all property and owner information, click Save Property. You may continue to add properties and owners until all property to be reported has been entered. When you are done adding properties, click Back to Report Details to generate your NAUPA standard report file.

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Reports >

Report Detail

Generate Forms | Export | Download NAUPA File

Year * 2018 | State * Minnesota | Holder * Test Holder | Report Contact * Amy Stephens | Claims Contact * Amy Stephens

Description | Status In Progress

Edit Report Details

Properties

Primary Owner	Type	Status	Info		
DOE, JOHN	MS99 AGGREGATE MISCELLANEOUS CHECKS LESS THAN \$100	Reportable	Cash \$100.00	Shares 037633100 100.0000	Edit Delete

You are now ready to create your NAUPA standard report file. If you are submitting your file via CD, you'll need to click Generate Forms to download the Verification form. If you are submitting your report via our online holder report submission portal, you can skip this step.

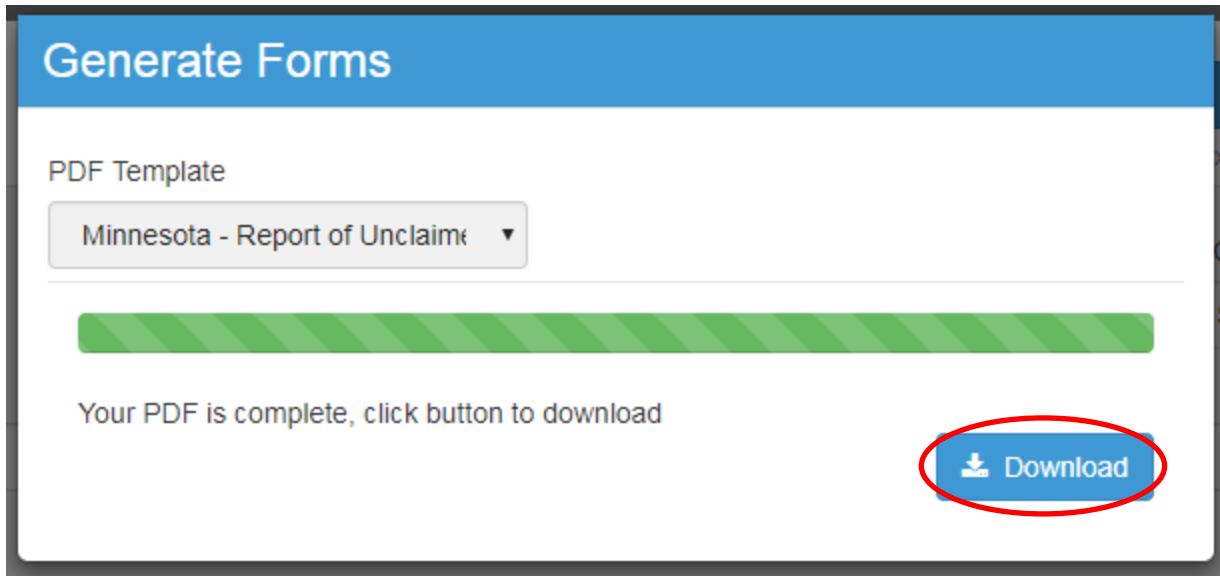
Generate Forms

PDF Template

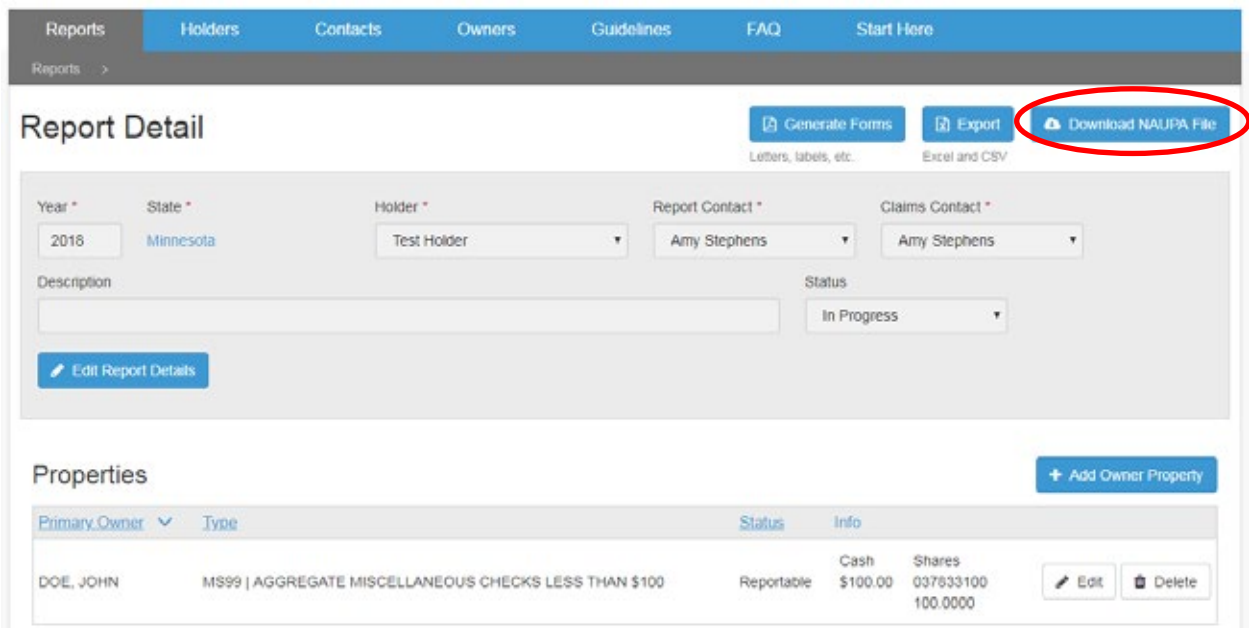
Minnesota - Report of Unclaimed Property Verification Form (UP-H)

Generate | Cancel

Select Minnesota – Report of Unclaimed Property Verification Form (UP-H) and click Generate.




Once generated, click Download to download the form and save.




Click Download NAUPA File to generate and download your NAUPA standard file format report file.

NAUPA File

Your NAUPA file is being generated, please wait.



Your file is complete, click button to download



Click Download to download and save your file.


NAUPA File

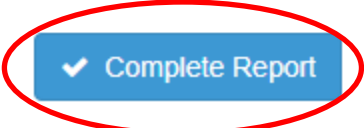
A download with your NAUPA file was initiated. Depending on your web browser and your settings, you will either need to save the file to a location on your desktop when prompted or it will automatically be saved in your downloads folder.

File Name: NaupaEncrypted Test Holder MN 2018-05-24.hde

You have the option to leave your report status as-is, or set the status to "Complete". When your report is marked as completed no further edits can be made to the report and property records including: deleting, editing, and adding.

Minnesota permits holders to submit their NAUPA file through their state website. [Click here](#) if you wish to submit your NAUPA file now. (Please contact the state directly with questions about the state specific website).



Would you like to set report to complete? Close 

Click Complete Report to complete.

You have now created and completed your NAUPA standard file format report file.