MANUAL FOR ON-LINE REPORTING FOR UNCLAIMED PROPERTY HOLDERS

This MANUAL FOR ON-LINE REPORTING FOR UNCLAIMED PROPERTY HOLDERS ("Manual") will walk you through the process of registering and filing unclaimed property reports online for the Puerto Rico Office of the Commissioner of Financial Institutions (the, "OCFI") and using Avenue's Insights and Analytics unclaimed property on-line reporting portal.

In this Manual you are going to find a quick reference to report unclaimed property.

Currently, the unclaimed property reports are file exclusively through the *Unclaimed Property Report Portal* ("portal" or "system").

The reporting and payment due day for Puerto Rico is **December 10.**

Along with the report you must submit the corresponding payment.

Reminder: Once the payment has been made, please submit evidence to holdersup@ocif.pr.gov.

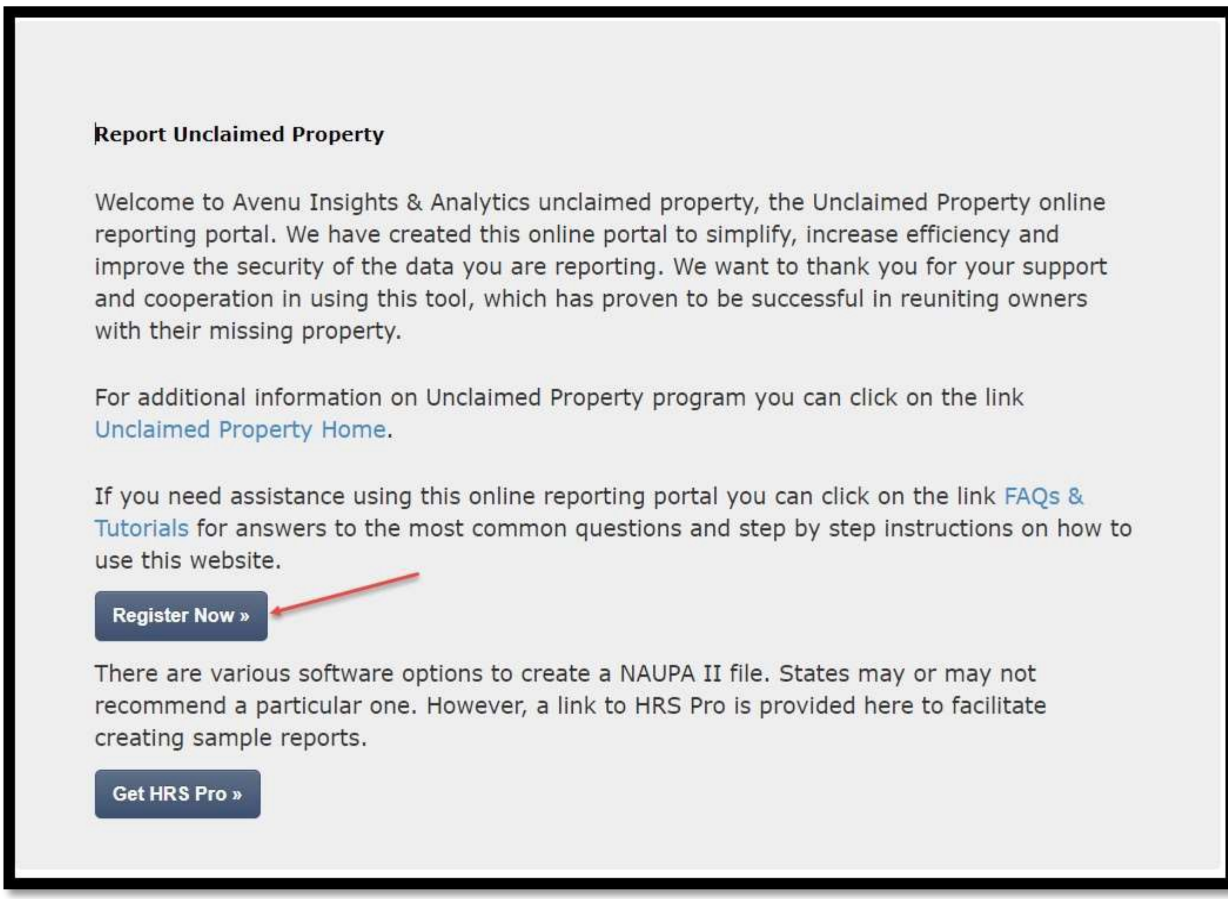
If you have any questions concerning the portal, please send an email to holdersup@ocif.pr.gov.

Registration and Login:

When you first register on the portal, you will need to provide a valid email address to create an account. Once you have completed registration, the system will send a confirmation email to verify your email address. Simply click on the link in the email to confirm. If you need the verification email to be resent, just click **Resend Verification Email**, and you'll be prompted to enter your email again. Forgot your password? No worries! You can easily reset it through the **Forgot Your Password?**

Register or Log In

Getting started is easy! Simply register using your email address as your username. Once you choose to register, you will be asked to provide your information to complete the process. It is quick, simple, and sets you up to access everything the portal has to offer.



Invite Sub Accounts and Manage Your Team

As a primary user, you have the power to invite others to join your account. Simply send an invitation, and secondary users will receive an email with a link to register. Once they have registered, secondary users can view the reporting history and submit reports, all under the same account as the primary user. However, they will not have access to other users' accounts.

Seamlessly Manage Your Team

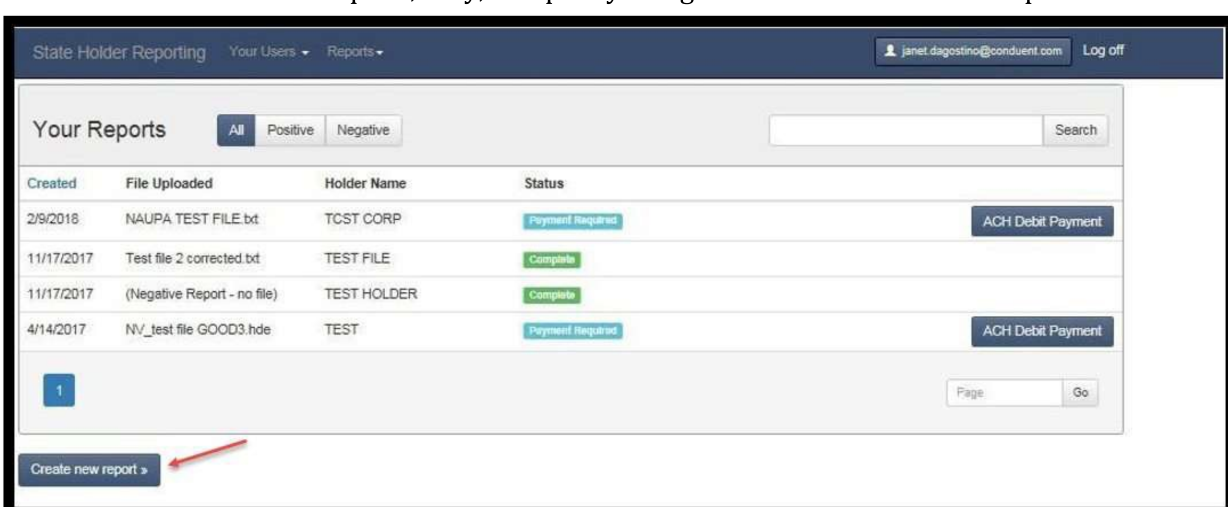
As the primary user, you can easily view all users in your group. If needed, you can assign a different user as the primary, transitioning yourself to a standard user role. This feature is ideal for smoothly shifting responsibilities when your role changes within the organization.

Update Your Information Anytime

Need to update your details? Simply click on your email at the top right of the screen to edit your account information.

Effortless Access to Your Reporting History

Once you are logged in, the Home page instantly gives you a snapshot of your reporting history for your entity. Need to submit a new report? Simply hit the **"Create New Report"** button at the bottom of the screen – it's quick, easy, and puts you right on track for the next step.

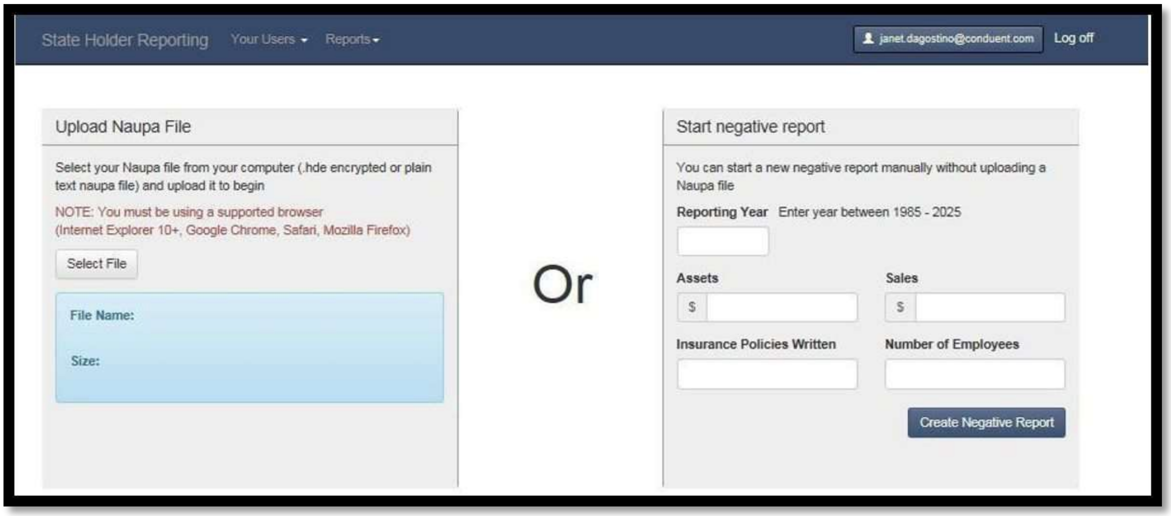


Seamless Report Submission

Once logged in, you will be presented with a simple and intuitive layout. On the left side of the screen, you will have the option to **upload a positive report**. On the right, you can easily **create a negative report**. Whether you're submitting positive or negative reports, the process is streamlined for your convenience!

Creating a Negative Report Made Easy (Puerto Rico Licensed Institutions)

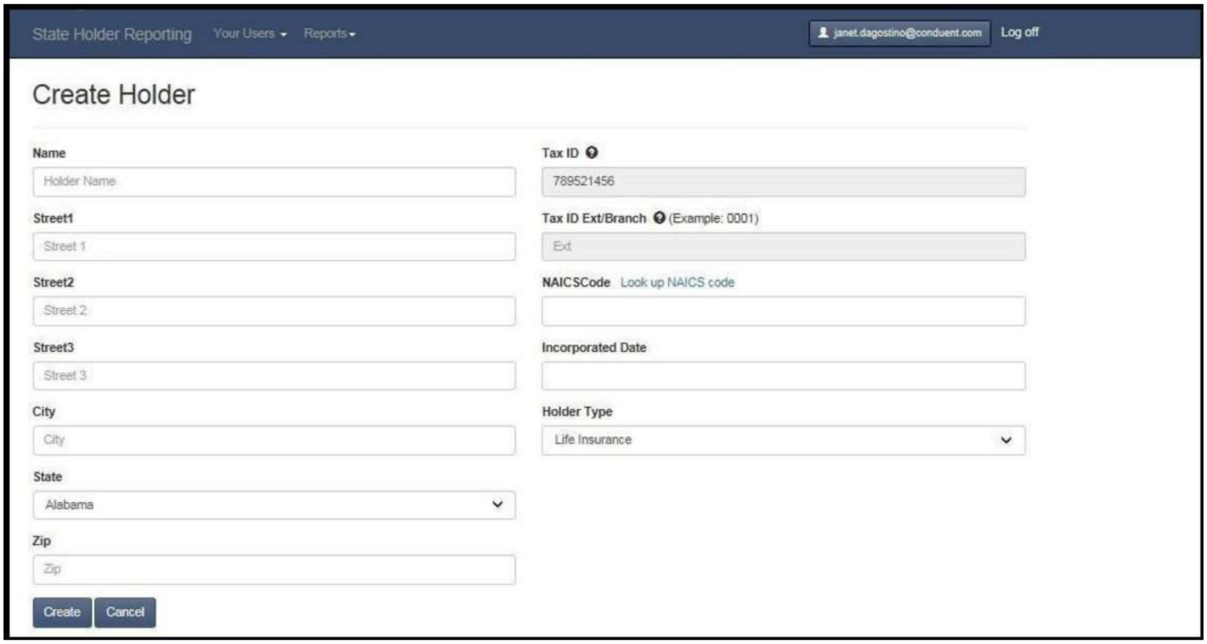
To create a negative report, simply enter the required information in the fields provided. Once you have filled everything out, just click **"Create Negative Report"** and you are all set. It is a quick and hassle-free process designed for your convenience!



The user will be prompted for their Tax ID and Extension/Branch

Once the Tax ID is entered the system will check the database to determine if the holder already exists in the system. If it exists, the holder's information will be used for filing the report. If no information is found, a warning will be presented to the user informing them that no matching holder record was found, and a new record will need to be created.

To create a new record for negative report filing the user will need to insert the required information on the screen.



Entering Your Tax ID and Extension/Branch

When creating a negative report, you will be prompted to enter your Tax ID and Extension/Branch information.

Once you submit your Tax ID, the system will automatically check the database to see if your holder record already exists. If a match is found, your existing holder information will be used to file the report.

If no match is found, no worries! A helpful warning will notify you that no existing holder record was found, and the system will guide you to create a new record by entering the required details to complete your report.

Submitting a Positive Report

To submit a positive report, simply select the file you want to upload.

The system will automatically validate the file as soon as it's uploaded. If there are any validation errors, an error message will appear. But don't worry – you can download a detailed text file that outlines all the errors, making it easy for you to identify and correct them.

If there are no errors in the report, you'll be prompted to select the type of report you're filing.

Review and Submit

Once you have selected **"Submit Report to State,"** you will be able to review the file summary. After confirming everything is correct, check the **verification** and **affidavit** boxes to finalize the submission.

After clicking the **"Submit Report to State"** button, a summary will appear, and you'll be prompted to enter the **stock date** if there is stock on the file.

Successful Submission

Once the report is submitted, a **"Successful"** notice will appear, and if there is cash property on the report, you will be presented with the option to **"Make Payment."** Additionally, the Unclaimed Property System will be updated with the submitted report.

Payments

BY CHECK:

CHECK PAYABLE TO:	Secretary of the Treasury
SEND IT TO THE FOLLOWING ADDRESS:	Office of the Commissioner of Financial Institutions Unclaimed Property Division PO Box 11855 San Juan, PR 00910-3855

BY ELECTRONIC FUNDS TRANSFER BY THE FEDERAL RESERVE BANK OF NEW YORK:

BANK NAME:	BANCO POPULAR DE PUERTO RICO
BANK ABA ROUTING NUMBER:	0215-02011
BANK ACCOUNT NUMBER:	030-049458
NAME:	SECRETARY OF THE TREASURY
DESCRIPTION OR REFERENCE:	UP OCFI (075) HOLDER NAME
BRANCH ADDRESS:	PO BOX 362708, SAN JUAN, PR 00936-2708
BRANCH LIAISON PHONE:	(787) 758-2856
BRANCH LIAISON FAX:	(787) 764-4318