



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.

Report Unclaimed Property

Welcome to Avenu Insights & Analytics unclaimed property, the Unclaimed Property online reporting portal. We have created this online portal to simplify, increase efficiency and improve the security of the data you are reporting. We want to thank you for your support and cooperation in using this tool, which has proven to be successful in reuniting owners with their missing property.

For additional information on Unclaimed Property program you can click on the link [Unclaimed Property Home](#).

If you need assistance using this online reporting portal you can click on the link [FAQs & Tutorials](#) for answers to the most common questions and step by step instructions on how to use this website.

[Register Now »](#)

There are various software options to create a NAUPA II file. States may or may not recommend a particular one. However, a link to HRS Pro is provided here to facilitate creating sample reports.

[Get HRS Pro »](#)

Invite Sub Accounts and Manage Your Team

The screenshot shows a web interface for 'State Holder Reporting'. At the top, there are navigation links: 'State Holder Reporting', 'Your Users', and 'Reports'. On the right, a user is logged in as 'janet.dagostino@conduent.com' with a 'Log off' button. The main heading is 'Register New Sub Account within your reporting entity'. Below this, there is a form with the following fields: 'Email address' (with a placeholder 'Email'), 'First name' (with a placeholder 'First name'), and 'Last name' (with a placeholder 'Last name'). There is an 'Add New User >' button. At the bottom right, the version number 'Version 1.1.37.4-a655d64' is displayed.

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.

The screenshot shows the 'Your Reports' page. At the top, there are navigation links: 'State Holder Reporting', 'Your Users', and 'Reports'. On the right, a user is logged in as 'janet.dagostino@conduent.com' with a 'Log off' button. The main heading is 'Your Reports'. Below this, there are tabs: 'All', 'Positive', and 'Negative'. There is a search bar with a 'Search' button. The table below shows the reporting history:

Created	File Uploaded	Holder Name	Status	
2/9/2018	NAUPA TEST FILE.bdt	TCST CORP	Payment Required	ACH Debit Payment
11/17/2017	Test file 2 corrected.bdt	TEST FILE	Complete	
11/17/2017	(Negative Report - no file)	TEST HOLDER	Complete	
4/14/2017	NV_test file GOOD3.hde	TEST	Payment Required	ACH Debit Payment

At the bottom left, there is a 'Create new report >' button with a red arrow pointing to it. At the bottom right, there is a pagination control showing 'Page' and 'Go'.

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 screenshot shows the 'State Holder Reporting' interface. At the top, there is a navigation bar with 'State Holder Reporting', 'Your Users', and 'Reports'. A user profile 'janet.dagostino@conduent.com' and a 'Log off' link are visible. The main content area is divided into two panels. The left panel, titled 'Upload Naupa File', instructs the user to select a Naupa file from their computer and upload it. It includes a 'Select File' button and a blue box for 'File Name:' and 'Size:'. The right panel, titled 'Start negative report', explains that a new negative report can be started manually without uploading a Naupa file. It contains fields for 'Reporting Year' (with a range of 1985-2025), 'Assets' (with a dollar sign and input field), 'Sales' (with a dollar sign and input field), 'Insurance Policies Written' (with an input field), and 'Number of Employees' (with an input field). A 'Create Negative Report' button is at the bottom right. A large 'Or' is placed between the two panels.

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

The screenshot shows a 'Find Holder by Tax ID' form. It has a title bar 'State Holder Reporting' with 'Your Users' and 'Reports' links. The form itself has a title 'Find Holder by Tax ID' and two input fields: 'Tax ID' (containing '789521456') and 'Extension / Branch'. A 'Search' button is located at the bottom right of the form.

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.

The screenshot shows the 'Create Holder' form in the State Holder Reporting system. The form is divided into two columns. The left column contains fields for Name (Holder Name), Street1, Street2, Street3, City, State (Alabama), and Zip. The right column contains fields for Tax ID (789521456), Tax ID Ext/Branch (Ext), NAICS Code (Look up NAICS code), Incorporated Date, and Holder Type (Life Insurance). At the bottom left are 'Create' and 'Cancel' buttons. The top navigation bar shows 'State Holder Reporting', 'Your Users', 'Reports', and a user profile for 'janet.dagostino@conduent.com' with a 'Log off' link.

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