

IndianaUnclaimed.com

Online Reporting Guide

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Welcome

- Under Indiana law, almost every business organization (and government body) is required to report and remit unclaimed property to the Indiana Attorney General's Unclaimed Property Division whenever the property owner cannot be found.
- Holders are required to report unclaimed property annually by **November 1st**. The reporting deadline for life insurance companies is **May 1st**.
- In order to report online, you must request access to Indiana's online reporting system.

Registration

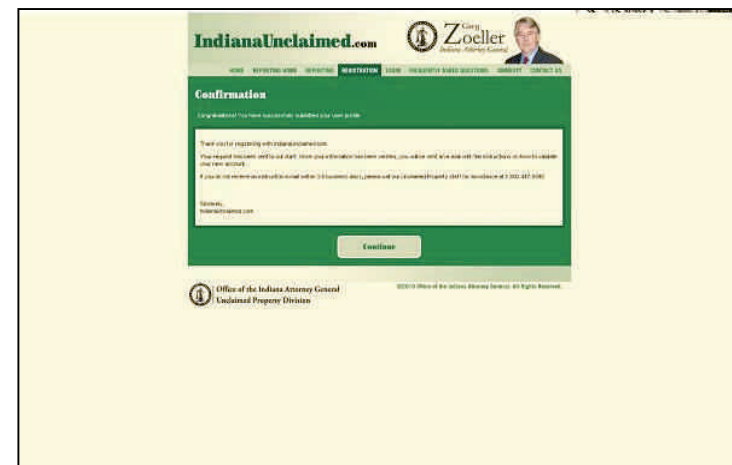
Registration

- www.IndianaUnclaimed.com/reporting
- Go to the registration tab at the top.
- Complete all required fields
 - **SAVE** the password you create, you will need it at a later time.
 - In the final box **YOU MUST** list all businesses and FEINs for which you will be reporting
- Click Submit

The screenshot shows the 'HOLDER REGISTRATION FORM' on the website. The page has a green header with the site name and navigation tabs. The form itself is white with green accents. It contains several sections of input fields: a 'Create Account' section with fields for email, password, and confirm password; a 'Contact Info' section with fields for name, phone, and address; a 'Business Info' section with fields for business name, address, and phone; and a 'List the businesses and FEINs for which you are reporting' section with a large text area. A 'Submit Form' button is at the bottom right. The footer includes the Office of the Indiana Attorney General logo and text.

Registration cntd

- Click Agree on the User Agreement pop up
- Click Continue. You will receive an e-mail confirming your request. Please be sure to check your spam folder.



Registration Confirmation e-mail

Please call our office if you do not receive

From: updholder@indianaunclaimed.com

Subject: Office of the Attorney General - User Registration Confirmation

Dear UPD Holder:

Thank you for visiting IndianaUnclaimed.com.

Your request has been sent to our staff. Once your information has been verified, you will be sent an e-mail with the instructions on how to validate your new account.

If you do not receive an instruction e-mail within 3-5 business days, please call our Unclaimed Property staff for assistance at 1-800-447-5598.

Sincerely,
IndianaUnclaimed.com

Validation E-mail

From: updholder@indianaunclaimed.com

Subject: Indiana Online Reporting Application User Welcome

Dear Online Holder,

You have been granted access to become an online holder using the Indiana Attorney General's online reporting system.

You must follow these steps in order to validate your account:

1. Follow the link (after reading the full text of this email):
<https://www.indianaunclaimed.com/apps/ag/ucp/userValidation.html?userValidationForm.controlNumber=3AD10FD0B63F8E535745D5E42BF42083>

Note: If you have problems linking to the long address above please visit

<https://www.indianaunclaimed.com/apps/ag/ucp/userValidation.html> and copy & paste the control number 3AD10FD0B63F8E535745D5E42BF42083 in the field provided.

2. The link above will take you to a page that will have the confirmation number pre-populated. You must enter the password you created when you first registered for an account.
3. Click Submit. Your account will be validated.

You will receive further instructions once you have validated your account.

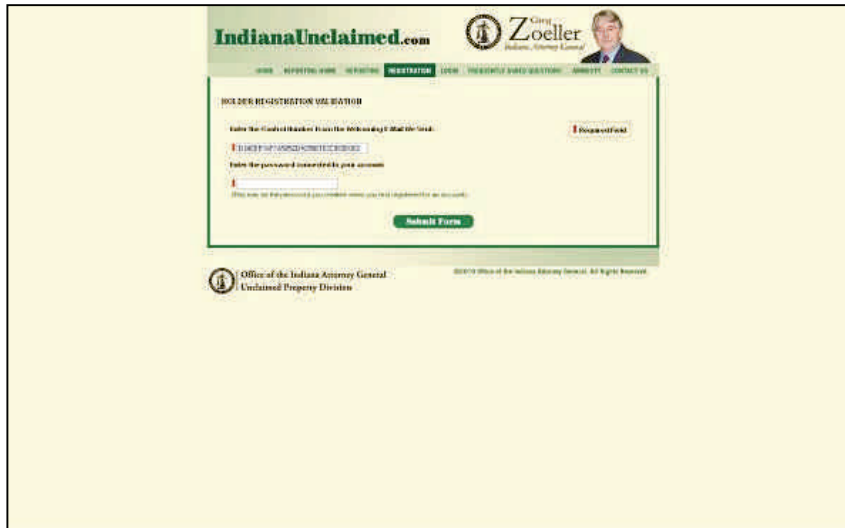
If you experience any problems, please call (M-F 8-5 EST 1-800-447-5598) or e-mail (upd@indianaunclaimed.com) our office.

Thank You,
Holder Staff
Division of Unclaimed Property
Office of the Indiana Attorney General

- Allow 3-5 business days to receive this e-mail
- Please follow the instructions carefully in order to gain access to your account

Validation Access

- Click on the link in step 1 of “Indiana Online Reporting Application User Welcome” e-mail
- Type in the password you created when you first registered for an account



The screenshot displays the 'HOLDER REGISTRATION VALIDATION' page on the IndianaUnclaimed.com website. The page features a header with the site name and a navigation menu. The main content area contains a form with the following elements:

- A heading: **HOLDER REGISTRATION VALIDATION**
- Instructions: "Enter the Credit/Debit from the Welcome e-mail link."
- A text input field labeled "Enter your password here".
- A text input field labeled "Enter the password entered in your account".
- A green button labeled "Submit Form".

At the bottom of the page, there is a footer with the text: "Office of the Indiana Attorney General, Unclaimed Property Division" and "©2010 Office of the Indiana Attorney General. All Rights Reserved."

SUCCESSFUL VALIDATION E-MAIL

When you have successfully validated your account, you will receive an e-mail

From: updholder@indianaunclaimed.com

Subject: Office of the Attorney General - User Registration Validation Confirmation

Dear UPD Holder:



Your account is now validated and ready to use!
You may follow this link,
www.indianaunclaimed.com/up3/index.php to the
online reporting application and log on using your
account operator ID and password.

PLEASE NOTE every time you go to the
application, a window will pop up asking for a user
name and password.

On this window, use **INUPD** for the user name and
inup3 for the password.

If you are asked for the domain name, leave the
field blank.

You will then be presented the login page into which
you need to enter your personal operator ID and
personal password.

Thank You,
Holder Staff
Division of Unclaimed Property
Office of the Indiana Attorney General

Login

Login Step 1

1. www.indianaunclaimed.com/reporting
2. Click on the Login tab at the top of the page
3. Click Login Here
4. A new page will open and a box requesting a username and password will appear.
5. You must enter the user name and password that was e-mailed to you in the **THIRD** e-mail you received titled *“Office of the Attorney General - User Registration Validation Confirmation”*
 - **NOTE: This is NOT the same e-mail and password that you created in the registration process.**



Login Step 2

- You will then be taken to the entry page of Indiana's Unclaimed Property online reporting system
- Login using the e-mail and password you created when you FIRST registered for an account



Upload Files

Uploaded Files Criteria

- Files must not be encrypted.
- Files must be in the current NAUPA II format.*
- City names must not be abbreviated

* Go here for free NAUPA endorsed reporting software

Upload Files

- Once you have successfully logged in click on **Holder Reporting**



Upload Files

1. Click on Holder Reporting to begin the upload process
2. Click on Upload a NAUPA II format file
3. Click Step 1 to Continue
4. Click Step 2 to Continue
5. Browse your computer to locate the NAUPA standard file that you will upload to the system and click continue
6. Click Continue Upload Process

Upload Files Cntd

- On this screen you will see a summary of the report you have just uploaded
- If there were no errors, *File Successfully Uploaded* will display at the top of the screen.



1. Click *View the remittance detail sheet that MUST be sent in with your remittance.*
2. PRINT and sign the remittance sheet.
3. ATTACH check made payable to the State of Indiana
4. MAIL to Office of the Indiana Attorney General



Manual Entry

Manual Entry of Properties

*Please do not abbreviate city names

- Click Holder Report
- Holder Data Entry
- Begin Entry of a Manual Entry Report
- Click Continue on to Report Entry Step #2
- Fill in all required fields
- Type in the amount you are reporting in, Total Amount Reported
- Click Continue

The screenshot displays the 'Holder Data Entry' form on the IndianaUnclaimed.com website. The form is titled 'Please enter information regarding the reporting holder below' and is divided into several sections. The top section is for 'Company Information' and includes fields for Company Name, EIN, Type of Company, Company City, State, and County. The middle section is for 'Contact Information' and includes fields for Contact Name, Type of Contact, County, Mailing Address, Zip Code, City, State, Phone Number, E-mail Address, and Fax Number. The bottom section is for 'General Report Information' and includes fields for Control Number, Official Report Date, Issuance, and Total Report Amount. A 'Continue' button is visible at the bottom of the form. The website header includes the logo for Zoeller & Zoeller, Indiana's Official Unclaimed Property Administrator.

Manual Entry of Properties Cntd

- Click add the first property to the new report
- Fill in as much information available for each property you are reporting
- Click Done entering all information for this property
- Choose either I want to add another property to this report or I am done entering this report and am ready to release it
- If done, the system will error check the report. When successfully error checked, click Submit Button on the right.

The screenshot shows the 'CURRENTLY BEING REPORTED' screen on the IndianaUnclaimed.com website. The page features a header with the website name and logo, a navigation bar, and a main content area with a table of properties. A 'Submit Button' is visible at the bottom right.

The screenshot shows the 'REPORT VIEW DATA ENTRY PAGE' on the IndianaUnclaimed.com website. The page features a header with the website name and logo, a navigation bar, and a main content area with a table of properties. A 'Submit Button' is visible at the bottom right.

Manual Entry of Properties Cntd

1. Click [View the remittance detail sheet that MUST be sent in with your remittance.](#)
2. PRINT and sign the remittance sheet.
3. ATTACH check made payable to the State of Indiana
4. MAIL to Office of the Indiana Attorney General



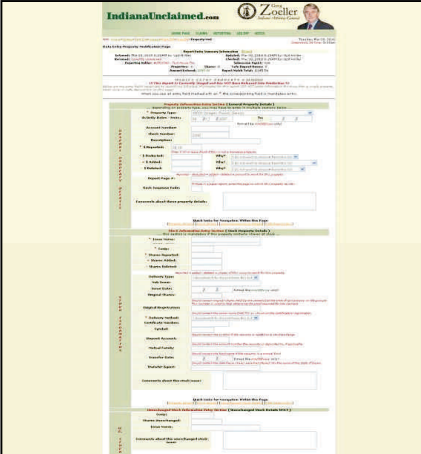
Edit Staged Reports

HOW TO MAKE CORRECTIONS OR
CHANGE YOUR REPORT **AFTER** YOU
HAVE MAILED YOUR REMITTANCE
SHEET AND CHECK

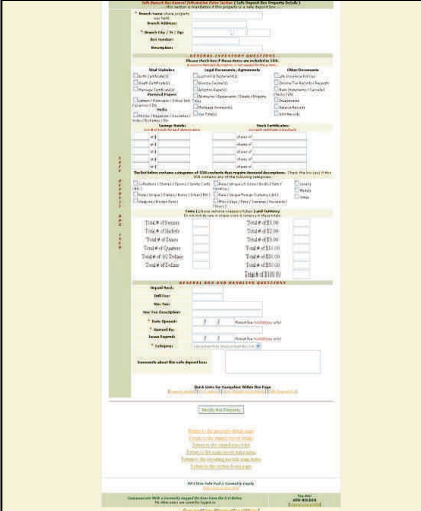
If your changes affect the total remittance amount, **YOU MUST** contact our office immediately

View/Edit Staged Reports

- To modify a property, click Mod next to the property. Here, you will see the full details of the property and can make any necessary changes.



The screenshot shows the 'View/Edit Staged Reports' page on IndianaUnclaimed.com. The page is divided into several sections: 'Property Information', 'Property Description', and 'Property Status'. The 'Property Information' section includes fields for 'Property Number', 'Address', 'City', 'State', and 'Zip'. The 'Property Description' section includes fields for 'Property Description', 'Property Type', and 'Property Status'. The 'Property Status' section includes fields for 'Property Status', 'Property Type', and 'Property Status'. The page also features a 'Mod' button next to the property name, indicating that the user can modify the property details.



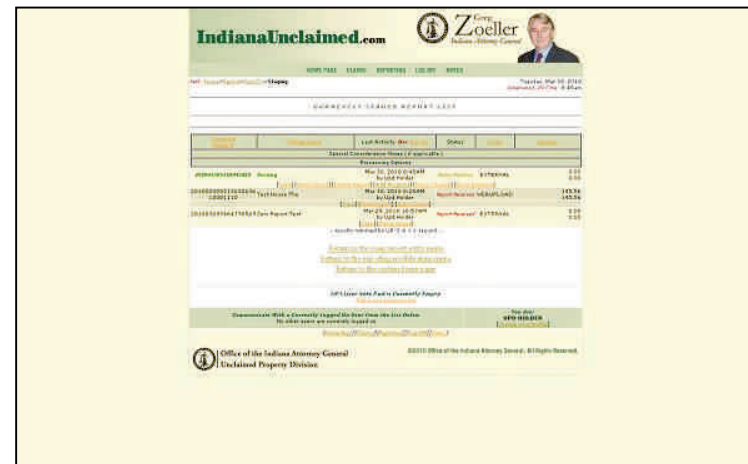
The screenshot shows the 'View/Edit Staged Reports' page on IndianaUnclaimed.com, displaying a detailed view of a property. The page is divided into several sections: 'Property Information', 'Property Description', and 'Property Status'. The 'Property Information' section includes fields for 'Property Number', 'Address', 'City', 'State', and 'Zip'. The 'Property Description' section includes fields for 'Property Description', 'Property Type', and 'Property Status'. The 'Property Status' section includes fields for 'Property Status', 'Property Type', and 'Property Status'. The page also features a 'Mod' button next to the property name, indicating that the user can modify the property details.

View/Edit Staged Reports

- Once changes are made, you will need to resubmit your report



- Be sure all reports you have entered and completed have **Report Received** as the status. If it does not, view the report to see what step was missed. You may need to error check and submit the report



Zero Reporting

Zero Report

- There are two ways to submit a zero report.
 - If your company is already an active company in our system
 - Click on Holder Reporting
 - Holder Data Entry
 - Create a Zero Report
 - Click on the company in the drop down menu for which you are reporting a zero report
 - Click File Report
 - You are done. There is no confirmation e-mail at this time.



The screenshot displays the 'ZERO REPORT ENTRY' page on the IndianaUnclaimed.com website. The page header includes the site name and the logo for Greg Zoeller, Indiana Attorney General. The main content area contains instructions for users to report unclaimed property. A dropdown menu is visible for selecting a company, and a 'File Report' button is present. The footer identifies the Office of the Indiana Attorney General, Unclaimed Property Division, and includes a copyright notice for 2013.

Zero Report 2

- If your company is not already in our system you will need to file a Manual Zero Report
 - Click Holder Report
 - Holder Data Entry
 - Begin Entry of a Manual Entry Report
 - Click Continue on to Report Entry Step #2
 - Fill in all required fields, in the 2nd field **“From our official database, select which reporting holder record to use:”** select This report will have a holder never before reported
 - Type 0 in the last field, Total Amount Reported
 - Click Continue

The screenshot shows the 'Holder Data Entry' form on the IndianaUnclaimed.com website. The form is titled 'STEP #2 of report entry:' and contains several sections for data entry. The first section is 'Please enter information regarding the reporting holder below:' and includes fields for Company Name, EIN, Type of Company, Company City, State, County, State of Incorporation, Federal SIC Code, and Federal NAICS Code. The second section is 'Please enter contact information below:' and includes fields for Contact Name, Type of Contact, County, Mailing Address, Zip Code, City, State, Phone Number, EMail, Fax Number, and Street Address. The third section is 'Please enter general report information below:' and includes fields for Official Report Date, Issuance, and Total Report Amount. The form also includes a 'Continue' button at the bottom.

Zero Report 2 Cntd

- Click view the list of Staged Reports
- Click View under the zero report
- Click Check this report for warnings and errors (under available options on the right)



Zero Report 2 Cntd

- If it was successfully error checked, the submit button will appear on the right. Click it
- Click [view your remittance sheet](#)
- Print, sign and mail the remittance sheet to our office.

The screenshot shows the 'REVIEW OF REPORT' page on IndianaUnclaimed.com. At the top, there is a navigation bar with links like HOME, FILE, EXPORT, REPORTING, and HELP. Below the navigation bar, there is a header for 'Zoepler Indiana - Attorney General'. The main content area is titled 'REVIEW OF REPORT' and contains a message: 'This Report is Currently Staged and Has NOT Been Released into Production'. The page is divided into several sections: 'General Report Information', 'Reporting Information', 'Reporting Information', and 'Reporting Information'. Each section contains various fields and checkboxes. A 'Submit' button is located at the bottom right of the form.

The screenshot shows the 'Mark Report Entry as Completed' page on IndianaUnclaimed.com. At the top, there is a navigation bar with links like HOME, FILE, EXPORT, REPORTING, and HELP. Below the navigation bar, there is a header for 'Zoepler Indiana - Attorney General'. The main content area is titled 'Mark Report Entry as Completed' and contains a message: 'Mark Report Entry as Completed'. Below the message, there are instructions for the user to print, sign, and mail the remittance sheet to the office. The page also includes a 'Print' button and a 'Submit' button.

Preferences

Preferences

- To change your preferences/password, click on the change your profile link under your name on the lower right hand side of the screen
- Here you can change your password, contact information, and reminder e-mail preferences



Reset Password

- Go to www.IndianaUnclaimed.com/reporting
- Click Login
- Click Forgot Password?
- Type your e-mail in and click submit
- You will receive two e-mails
 - Confirmation e-mail
 - This e-mail contains the link to confirm your account. You will copy and paste the password that you receive on this page.
 - Password
 - This e-mail contains the new password that you are assigned.

Contact Us

Contact Us

- For questions please contact us M-F 8am-4 pm EST
 - 1-800-447-5598
 - updholder@indianaunclaimed.com