

IndianaUnclaimed.gov

Online Reporting Guide

Table of Contents

• Registration.....	4 - 10
• Login.....	11 - 12
• Upload.....	13 - 23
• Manual Entry.....	24 – 31
• Correcting Warnings and Errors.....	32 – 36
• Edit Staged Reports.....	37 – 41
• Zero Reports.....	42 – 44
• Preferences.....	45 – 47
• Contact Us.....	48 – 49

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.gov/reporting
- Select “New Holder Registration”
- 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 Continue

The screenshot shows the registration process on the IndianaUnclaimed.gov website. The header is green with the word "Register" and the logo "IndianaUnclaimed.gov". Below the header, there is a green bar with the text "Please complete the following information. Click 'Continue' when completed." The form is divided into two main sections: "Contact Information" and "Business Information".

Contact Information

Do Not Use Punctuation such as commas, periods, or hyphens when filling in the claim form. • Required Field

If you are not a business, please click [here](#) to return to the home page.

• E-mail

• Password • Confirm Password

• Contact Name • Office Title

• Country

• Address Address 2

Address 3

• City

• State • Zip

• Phone Ext.

Fax

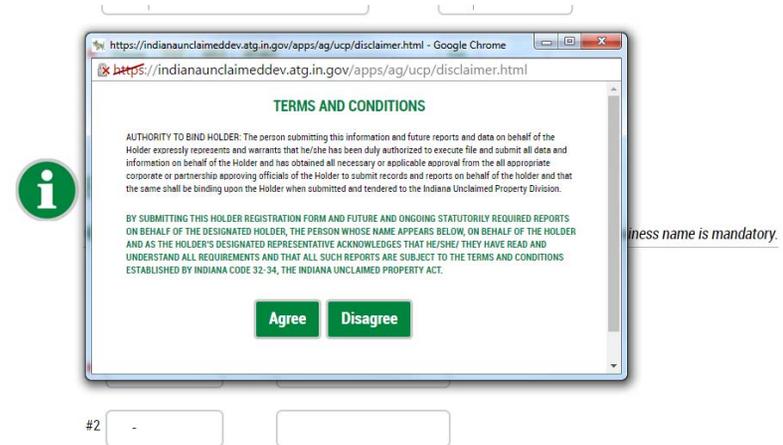
Business Information

Please list your FEIN/business names for which you are reporting. At least one FEIN/Business name is mandatory.

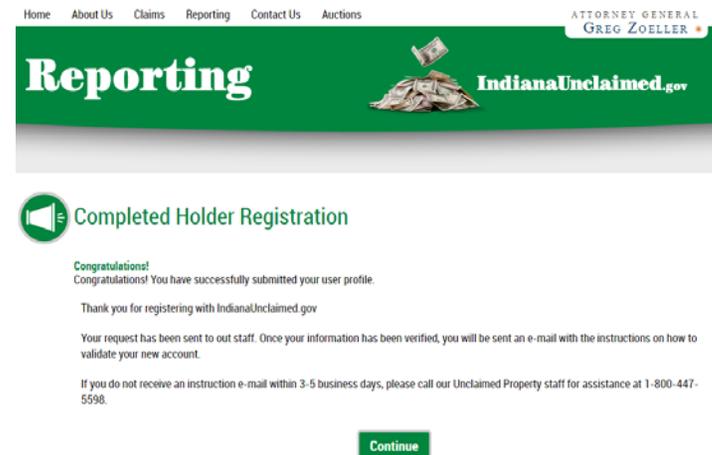
FEIN	Business Name
• <input type="text"/>	• <input type="text"/>
#2 <input type="text"/>	<input type="text"/>
#3 <input type="text"/>	<input type="text"/>
#4 <input type="text"/>	<input type="text"/>
#5 <input type="text"/>	<input type="text"/>

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@atg.in.gov

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@atg.in.gov

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.gov/apps/ag/ucp/userValidationhtml?userValidationForm.controlNumber=3AD10FD0B63F8E535745D5E42BF42083>

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

<https://www.indianaunclaimed.gov/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 (updholder@atg.in.gov) 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 'IndianaUnclaimed.com' website. At the top, there is a navigation menu with links: HOME, REPORTING INFO, REPORTING, REGISTRATION, LOGIN, FREQUENTLY ASKED QUESTIONS, ABOUT US, and CONTACT US. The main content area is titled 'HOLDER REGISTRATION VALIDATION' and contains the following text: 'Enter the CAPTCHA below from the following 5-Minute test.' Below this is a CAPTCHA field with the text '0342E1F1A0B2D4761E230002'. The next line says 'Enter the password associated to your account.' followed by a password input field. A note below the field reads '(This may be the password you used when you first registered for an account)'. At the bottom of the form is a green 'Submit Form' button. The footer of the page includes the logo for the Office of the Indiana Attorney General, Unclaimed Property Division, and the copyright notice: '©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@atg.in.gov

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.gov/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. www.indianaunclaimed.gov/reporting
2. Click Returning Holder
3. Click Login Here
4. A new page will open and a box requesting a username and password will appear.
5. Enter the email you registered with and the password you created.
6. Check the box to indicate you are not a robot.
 1. Box must be checked before clicking Logon.
 2. If the box gives you instructions like “Please select all of the rivers” follow the instructions until the box is checked.
7. Click Logon

Path: System Login

Friday, Sep 2, 2016
Greenwood, IN Time: 12:43pm

Internet Explorer (ie) is not supported by our system

Property Reporting Deadline:
November 1st

Life Insurance Deadline:
May 1st

All system traffic is encrypted using an industry standard 256-bit SSL.

Username:

(default is your e-mail address)

Password:

I'm not a robot

rsCAPTCHA
Envision Tutorials

Logon

~OR~

[Reset Your Password](#)

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**

IndianaUnclaimed

Greg Zoeller
Indiana Attorney General

HOME PAGE REPORTING NOTES LOG OFF

Path: Home Page

Friday, Sep 2, 2016
Greenwood, IN Time: 12:50pm

Holder Reporting

- Click **Holder Report Data Entry**

Property Reporting Deadline: **NOVEMBER 1ST** Life Insurance Deadline: **MAY 1ST**
You are currently logged on as **Upd Holder**. [[change your user profile](#)]
[[Home Page](#)] [[Reporting](#)] [[Log Off](#)] [[Notes](#)]

Office of the Indiana Attorney General
Unclaimed Property Division

©2010 Office of the Indiana Attorney General. All Rights Reserved.

IndianaUnclaimed

Greg Zoeller
Indiana Attorney General

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Reporting Module Menu

Friday, Sep 2, 2016
Greenwood, IN Time: 12:51pm

Reporting Sub-System Main Menu

Holder Processing
Holder Report Data Entry

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Property Reporting Deadline: **NOVEMBER 1ST** -- Life Insurance Deadline: **MAY 1ST**
All system traffic is encrypted using an industry standard 256-bit SSL

You Are:
UPD HOLDER
[[change your profile](#)]
[[Home Page](#)] [[Reporting](#)] [[Log Off](#)] [[Notes](#)]

Office of the Indiana Attorney General
Unclaimed Property Division

©2010 Office of the Indiana Attorney General. All Rights Reserved.

Upload Files

- Select Upload a NAUPA Format File
- Continue to upload report step 1



IndianaUnclaimed 

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#) > [Reporting](#) > Report Entry Friday, Sep 2, 2016
Greenwood, IN Time: 12:53pm

Holder Report Entry Menu

- [View Current Staged Report List](#)
- [Create a Zero Report](#)
- [Upload a NAUPA Format File](#)
- [Begin Entry of a Manual Report](#)
- [Search for Data Entry Properties](#)

UP3 User Note Pad Below
[Add a new system note](#)

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[\[Change user profile\]](#)

[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

 Office of the Indiana Attorney General
Unclaimed Property Division ©2010 Office of the Indiana Attorney General. All Rights Reserved.



IndianaUnclaimed 

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#) > [Reporting](#) > [Report Entry](#) > NAUPA Upload Friday, Sep 2, 2016
Greenwood, IN Time: 12:59pm

Report Upload Disclaimer

UP3: Indiana Unclaimed Property, will accept two different formats of file uploads, the [old NAUPA standard format](#) and the [updated NAUPA standard format](#).

The old format was the standard until November, 2002 when many additional items were added to the format. Feel free to use either format to upload to the State of Indiana using this site.

[Continue to upload report step 1](#)

[View the list of your staged reports](#)

[Return to the main report entry menu](#)
[Return to the reporting module main menu](#)
[Return to the system home page](#)

UP3 User Note Pad Below
[Add a new system note](#)

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[\[Change user profile\]](#)

[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

 Office of the Indiana Attorney General
Unclaimed Property Division ©2010 Office of the Indiana Attorney General. All Rights Reserved.

Upload Files

- Continue on with step #2

IndianaUnclaimed  **Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Reporting>Report Entry>Upload Step 1 Friday, Sep 2, 2016
Greenwood, IN Time: 1:01pm

Report Upload Step #1

The report upload process has been initialized! To continue on to Step #2, click the link below:

[Continue on with step #2](#)

[Return to upload report step 1](#)

[View the list of your staged reports](#)
[Return to the main report entry menu](#)
[Return to the reporting module main menu](#)
[Return to the system home page](#)

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	View

Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[\[Change your profile\]](#)
[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

 Office of the Indiana Attorney General
Unclaimed Property Division

©2010 Office of the Indiana Attorney General. All Rights Reserved.

- Answer whether you are a medical provider.
- Select your holder type.
- Choose file to upload from your computer.
- Click Continue.

IndianaUnclaimed  **Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Reporting>Report Entry>Restart Report Upload>Upload Step 2 Friday, Sep 2, 2016
Greenwood, IN Time: 1:02pm

Report Upload Step #2

STEP #2 of report upload: Select the NAUPA format file to upload from your computer using the browse button below then click continue to move to the next step.

* Are you a medical provider?: Yes No

* Holder Type:

* File to Upload: No file chosen

[View the list of your staged reports](#)

[Return to the main report entry menu](#)
[Return to the reporting module main menu](#)
[Return to the system home page](#)

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	View

Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[\[Change your profile\]](#)
[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

 Office of the Indiana Attorney General
Unclaimed Property Division

©2010 Office of the Indiana Attorney General. All Rights Reserved.

Upload Files

- Review the file details.
- Click Continue Upload Process.

- Click Continue Submission Process

IndianaUnclaimed  

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#)>[Reporting](#)>[Report Entry](#)>[Restart Report Entry](#)>[Upload Step 3](#) Friday, Sep 2, 2016
Greenwood, IN Time: 1:06pm

Report Upload Step #3

UPLOAD FILE DETAILS
Check the details below for accuracy and click 'Continue Upload Process'.

Number of Holders:	1
Number of Properties:	1
Number of Owners:	1
Total Amount Reported:	\$0.00
Amount to Remit to Attorney General:	\$0.00
Stock Cusip List:	• 46 shares of 64110L106 - Netflix Inc
Total Number of Shares:	46

... results returned by UP-3 in < 1 second ...

[Continue Upload Process](#)

This process may take minutes, please be patient and only click this button once!

[Upload a different file](#)

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	View

IndianaUnclaimed  

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#)>[Reporting](#)>[Report Entry](#)>[Restart Report Entry](#)>[Upload Step 4](#) Friday, Sep 2, 2016
Greenwood, IN Time: 1:08pm

Report Upload Step #4

FILE SUCCESSFULLY UPLOADED

Number of Holders:	1
Number of Properties:	1
Number of Owners:	1
Total Amount Reported:	\$0.00
Amount to Remit to Attorney General:	\$0.00
Stock Cusip List:	• 46 shares of 64110L106 - Netflix Inc
Total Number of Shares:	46

... results returned by UP-3 in < 1 second ...

[Continue Submission Process](#)

[View the list of your staged reports](#)

[Return to the main report entry menu](#)

[Return to the reporting module main menu](#)

[Return to the system home page](#)

Upload Files

- Click Check this report for warnings and errors.

IndianaUnclaimed | Greg Zoeller, Indiana Attorney General

HOME PAGE | REPORTING | NOTES | LOG OFF

Friday, Sep 2, 2016 | Greenwood, IN Time: 1:10pm

REPORT VIEW DATA ENTRY PAGE
 ... !!! You Must Click Submit Report In Order To Finish The Reporting Process !!! ...

[Check this report for warnings and errors](#)

General Information		Downloadable Supportive Documents			
Control Number	Report Date	Type	File Description	Size	Date
201609023609306788	09/02/2016 (entry user is external, date may change)				
Entry Origin: Uploaded By Individuals Using Our Website		Record Addition Information Original Entry: Sep 2, 2016 1:08PM by: Upd Holder []			
Requires Additional Research After Release: No		Last Updated: Sep 2, 2016 1:08PM by: Upd Holder []			
Holder Retained the Funds: No		Available Options Create a printable report Verify entries for this report Make mass changes to this report Correct misspelled owner names Correct potentially bad owner names Delete this entire report Add a property to this report View the batch including this report			
Able to Claim Properties on Internet: No					
Setoff Able to Claim: No					
Send to Reciprocal States: No					
Locations: Staging					
Staging Notes:					
Report Notes:					
Properties: 1					
Shares: 45					
Safe Deposit Boxes: 0					
Property Amount: 10.00					
Report Match Total: 10.00					
Report Status: 1 (Prop Entered)					
Reports in this batch: 1 (Prop)					
Holder Information					
Existing Holder: N/A - Request addition of new holder					
Reporting Holder: SCOR - State Of Indiana					
FEIN: Has Taxid					
City, State: Indianapolis, IN					
Type: Corporation (other Than Above)					
ENTERED OWNER LIST					
Prop Owner	Owner Name	Type	Amount/Share	Property Options	Owner Options
16716048-01	Yang, Christina	SCOR	shs: 45 cusip: 64110L106	[View] [Edit] [Add] [Delete]	[View] [Edit] [Add]
CUSIPS INCLUDED IN REPORT					
Cusip	Issuer Name	Total Shares for Cusip			
64110L106	Netflix Com Inc	45			
REPORTS IN THIS BATCH					
Control #	Holder Name	Last Activity	Status	Origin	Amount
201609023609306788	State Of Indiana	Sep 2, 2016 1:08PM By Upd Holder	Prop Entered	WEBUPLOAD	0.00
Name	By Operator	Options			
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total. (117) 553-4520		[View]			

Upload Files

- If there are no errors, you will be prompted to electronically sign your report.
 - If there are errors, see slide
- After you have entered your name, click Submit Report.

The screenshot displays the 'Indiana Unclaimed' website interface. At the top, there is a navigation bar with links for 'HOME PAGE', 'REPORTING', 'NOTES', and 'LOG OFF'. The header includes the logo for 'Indiana Unclaimed' and the name 'Greg Zoeller, Indiana Attorney General' with a portrait photo. The page title is 'REPORT VIEW DATA ENTRY PAGE' and includes a warning: '... !!! You Must Click Submit Report In Order To Finish The Reporting Process !!! ...'. Below this, there is a section titled 'Check this report for warnings and errors'.

General Report Information		Downloadable Supporting Documents			
		Type	File Description	Size	Date
Control Number: 201609023609306788					
Report Date: 09/02/2016 <i>entry user is external, date may change</i>					
Entry Origin: Uploaded By Individuals Using Our Website					
Requires Additional: No					
Research After Release: No					
Holder Retained the Funds: No					
Able to Claim Properties: Yes					
Properties Display on Internet: Yes					
Setoff Able to Claim: Yes					
Send to Reciprocal States: Yes					
Location: Staging					
Staging Notes:					
Report Notes:					
Properties: 1					
Shares: 16					
Safe Deposit Boxes: 0					
Property Amount: \$0.00					
Report Match Total: \$0.00					
Report Status: Successfully Error Checked					
Reports in this batch: 1 [Link]					
Holder Information					
Existing Holder: N/A <i>Request addition of new holder</i>					
Reporting Holder: 1143810 - State Of Indiana					
FEIN: Has Taxid					
City, State: Indianapolis, IN					
Type: Corporation (other Than Above)					

Record Modification Information

Type	File Description	Size	Date
Original Entry	Sep 2, 2016 1:08PM by: Upd Holder [1] updholder@gmail.com		
Last Updated	Sep 2, 2016 1:08PM by: Upd Holder [1] updholder@gmail.com		
Error Checking Run	Sep 2, 2016 1:13PM Successfully by: Upd Holder updholder@gmail.com		

Available Options

- [Create a printable report listing](#)
- [Modify settings for this report](#)
- [Make mass changes to this report](#)
- [Correct misspelled owner cities](#)
- [Correct potentially bad owner names](#)
- [Delete this entire report](#)
- [Add a property to this report](#)
- [View the batch including this report](#)

BY SUBMITTING THIS REPORT FORM AND FUTURE AND ONGOING STATUTORILY REQUIRED REPORTS ON BEHALF OF THE DESIGNATED HOLDER, THE PERSON WHOSE NAME APPEARS BELOW, ON BEHALF OF THE HOLDER AND AS THE HOLDER'S DESIGNATED REPRESENTATIVE ACKNOWLEDGES THAT HE/SHE/ THEY HAVE READ AND UNDERSTAND ALL REQUIREMENTS AND THAT ALL SUCH REPORTS ARE SUBJECT TO THE TERMS AND CONDITIONS ESTABLISHED BY INDIANA CODE 32-34, THE INDIANA UNCLAIMED PROPERTY ACT.

Enter Signature Here

ENTERED OWNER LIST

Upload Files

- After you submit your report you have the choice of payment options.
- To pay electronically select “Click here to Pay Online now”
- To send a check to the unclaimed property office select “Print, Sign, and Mail your with remittance.”
 - This will produce a pop up with your remittance sheet which must be signed and mailed with a check for the report amount.

The screenshot shows the 'Report Done' page in the Indiana Unclaimed Property Reporting System. The header includes the 'Indiana Unclaimed' logo, the Indiana State Seal, and the name 'Greg Zoeller, Indiana Attorney General' with a photo. Navigation links for 'HOME PAGE', 'REPORTING', 'NOTES', and 'LOG OFF' are present. The breadcrumb trail is 'Home > Reporting > Report Ent > Staged > Report Done'. The date and time are 'Friday, Sep 2, 2016, Greenwood, IN Time: 1:18pm'. A 'Mark Report Entry as Completed' button is visible. The main content area displays 'Report Entry Summary Information' for report # 1143840, entered on Sep 2, 2016 at 1:08PM. It lists 'Properties: 2', 'Shares: 46', and 'Amount Entered: \$500.00'. A warning message states 'ENTRY OF REPORT # 1119567 COMPLETED !!! THIS REPORT HAS NOT YET BEEN RELEASED !!!'. Below this, users are informed they can pay online (with a \$1 processing fee) or print, sign, and mail with remittance. Links for 'Click here to PAY ONLINE now', 'PRINT, SIGN, and MAIL with remittance', and various return links are provided. At the bottom, there is a 'UP3 User Note Pad Below' section with a table of system notes.

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Upload Files – Online Payment

- If you choose to pay online you will be moved to the online payment portal.

A \$1.00 processing fee will be added to your report total.

1 Payment Type > 2 Customer Info > 3 Payment Info > 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1119567	STATE OF INDIANA for report #1119567	\$500.00	1	\$500.00
Total				\$500.00

Payment

Payment Type

Payment Type *

Electronic Check *

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Next >

Customer Information

Payment Info

Cancel

Transaction Summary

STATE OF INDIANA for report #1119567	\$500.00
TOTAL	\$501.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Upload Files – Online Payment

- After you submit your payment you will be directed to this payment screen.
- If you are logged out of the reporting website you must log back on.
 - Failure to do so will prevent your payment from being received.

The screenshot shows a web interface with a green header containing navigation links: HOME PAGE, REPORTING, NOTES, and LOG OFF. Below the header, the breadcrumb path is: Home > Reporting > Report Entry > Staged > Report Details > Online Payment Pre-processing. The date and time are Wednesday, Aug 31, 2016, 12:52pm from Greenwood, IN. The main heading is "Online Payment Success". The report number is "REPORT # 1119374". A message states "The payment was made successfully." with a link to "Click here to return to the report.". Below this are five links: "Return to the staged report details", "Return to the staged report list", "Return to the main report entry menu", "Return to the reporting module main menu", and "Return to the system home page". A section titled "UP3 User Note Pad is Currently Empty" has a link to "Add a new system note". A green banner at the bottom contains the text: "Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST" and "All system traffic is encrypted using an industry standard 256-bit SSL". Below this, it says "You Are: UPD HOLDER" with a link to "change your profile". At the very bottom, there are links for "Home Page", "Reporting", "Log Off", and "Notes". The footer includes the logo of the Office of the Indiana Attorney General, Unclaimed Property Division, and the copyright notice "©2010 Office of the Indiana Attorney General. All Rights Reserved."

Manual Entry

Manual Entry of Properties

- 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

Indiana Unclaimed

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#) > [Reporting](#) > [Start Ent](#) > [S1](#) > [Entry Step 2](#) Friday, Sep 2, 2016
Greenwood, IN Time: 1:59pm

Report Data Entry Step #2
STEP #2 of report entry: Record some information regarding the holder company responsible for the report to be entered. All reports must have holder information valid at the time of the report. Please answer the question(s) and enter any necessary information below and then click continue to move to the next step.

When you see an entry field marked with an * the corresponding field is mandatory entry.

Please enter information regarding the reporting holder below:

Select the reporting holder to assign from ones you have recently entered:

* Are you a medical provider?: Yes No

* Type of Company:

* From our official database, select which reporting holder record to use:

* Company Name:

* FEIN:

* Company City, State: | (Choose City) | (Choose State)

* Country:

* State of Incorporation: (Choose State)

Date of Incorporation: | | format like mm/dd/yyyy only!

Federal SIC Code:

Federal NAICS Code:

Should this holder be registered as a submission agent? Yes No

Are There Any Comments Regarding this Reporting Holder?

Please enter contact information below:
... at least one(1) contact for this submission agent must be entered ...

To use your last entered contact, **Alixandra Green of Greenwood, IN**, check the box and [click to the general report information section](#)

Salutation:

* Contact Name:

* Type of Contact:

* Country:

* Mailing Address:

* Zip Code:

* City:

* State:

* Phone Number:

Extension:

Fax Number:

* Email Address:

Are There Any Comments Regarding this Contact?

Please enter general report information below:

Total Report Amount:

If a report amount is entered here LP3 will warn you at report completion if the total property amount does not balance to the report amount if data entry errors are made. Leave blank if report total is not known or if you choose not to use this balancing feature. If this is to be a zero report, please click [here](#).

Are There Any Comments Regarding this Report?

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

IndianaUnclaimed  **Greg Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Report>Report Entry>Restart Report Entry>Entry Step 3 Wednesday, Aug 31, 2016
Greenwood, IN Time: 9:12am

Report Data Entry Step #3

STEP #3 of report entry: You have created an empty report

[Add the first property to the new report](#)

[View the list of your staged reports](#)

[Return to the main report entry menu](#)

[Return to the system home page](#)

UP3 User Note Pad is Currently Empty
[Add a new system note](#)

Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[\[Change user details\]](#)

[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

 Office of the Indiana Attorney General
Unclaimed Property Division ©2010 Office of the Indiana Attorney General. All Rights Reserved.

Manual Entry of Properties Cntd

- When you are finished entering all properties click “I am done entering this report and am ready to release it.”
- You must check for warnings and errors before submitting the report.

REPORT VIEW DATA ENTRY PAGE
... !!! You Must Click Submit Report In Order To Finish The Reporting Process !!! ...

 [Check this report for warnings and errors](#)

General Report Information		Downloadable Supporting Documents			
Type	File Description	Size	Date		
<i>Record Modification Information</i>					
Control Number: 201608314916524793		Original Entry: Aug 31, 2016 9:12AM			
Report Date: 08/31/2016 <i>entry user is external, date may change</i>		by: Upd Holder [?] upholder@gmail.com			
Entry Origin: Entered By Remote Holder Data Entry		Last Updated: Aug 31, 2016 9:19AM			
Requires Additional: No		by: Upd Holder [?] upholder@gmail.com			
Research After Release: No		Error Checking Run: Aug 31, 2016 9:20AM			
Holder Retained the Funds: No		Successfully: by: Upd Holder upholder@gmail.com			
Able to Claim Properties: Yes		<i>Available Options</i>			
Properties Display on Internet: Yes		Create a printable report listing			
Setoff Able to Claim: Yes		Modify settings for this report			
Send to Reciprocal States: Yes		Make mass changes to this report			
Location: Staging		Correct misspelled owner cities			
Staging Notes:		Correct potentially bad owner names			
Report Notes:		Delete this entire report			
Properties: 1		Add a property to this report			
Shares: 0		BY SUBMITTING THIS REPORT FORM AND FUTURE AND ONGOING STATUTORILY REQUIRED REPORTS ON BEHALF OF THE DESIGNATED HOLDER, THE PERSON WHOSE NAME APPEARS BELOW, ON BEHALF OF THE HOLDER AND AS THE HOLDER'S DESIGNATED REPRESENTATIVE ACKNOWLEDGES THAT HE/SHE/ THEY HAVE READ AND UNDERSTAND ALL REQUIREMENTS AND THAT ALL SUCH REPORTS ARE SUBJECT TO THE TERMS AND CONDITIONS ESTABLISHED BY INDIANA CODE 32-34, THE INDIANA UNCLAIMED PROPERTY ACT. Enter Signature Here <input type="text"/> <input type="button" value="Submit Report"/>			
Safe Deposit Boxes: 0					
Property Amount: \$831.16					
Report Match Total: \$831.16					
Report Status: Successfully Error Checked					
Holder Information					
Existing Holder: N/A <i>Request addition of new holder</i>					
Reporting Holder: 143633 - Abc Test					
FEIN: Has Taxid					
City, State: Greenwood, IN					
Type: Corporation (other Than Above)					
ENTERED OWNER LIST					
Prop-Owner	Owner Name	Type	Amount/Shares	Property Options	Owner Options
16708543-01	Smith, John A	M501	\$831.16	[View] [Edit] [Del] [Add Owner]	[View] [Edit] [Del]
CUSIPS INCLUDED IN REPORT					
Cusip	Issue Name	Total Shares for Cusip			

Manual Entry of Properties Cntd

- If there are no errors, you will be prompted to electronically sign your report.
- After you have entered your name, click Submit Report.

IndianaUnclaimed



Greg Zoeller
Indiana Attorney General

[HOME PAGE](#) [REPORTING](#) [NOTES](#) [LOG OFF](#)

Path: [Home](#) > [Reporting](#) > [Rpt Ent](#) > [Staged](#) > Report View
Friday, Sep 2, 2016
Greenwood, IN Time: 1:13pm

REPORT VIEW DATA ENTRY PAGE

... !!! You Must Click Submit Report In Order To Finish The Reporting Process !!! ...

Check this report for warnings and errors

General Report Information		Downloadable Supporting Documents			
		Type	File Description	Size	Date
Control Number: 201609023609306788		Record Modification Information			
Report Date: 09/02/2016 <i>entry user is external, date may change</i>		Original Entry: Sep 2, 2016 1:08PM			
Entry Origin: Uploaded By Individuals Using Our Website		by: Upd Holder [1] updholder@gmail.com			
Requires Additional: No		Last Updated: Sep 2, 2016 1:08PM			
Research After Release: No		by: Upd Holder [1] updholder@gmail.com			
Holder Retained the Funds: No		Error Checking Run: Sep 2, 2016 1:13PM			
Able to Claim Properties: Yes		Successfully: by: Upd Holder updholder@gmail.com			
Properties Display on Internet: Yes		Available Options			
Setoff Able to Claim: Yes		Create a printable report listing			
Send to Reciprocal States: Yes		Modify settings for this report			
Location: Staging		Make mass changes to this report			
Staging Notes:		Correct misspelled owner cities			
Report Notes:		Correct potentially bad owner names			
Properties: 1		Delete this entire report			
Shares: 16		Add a property to this report			
Safe Deposit Boxes: 0		View the batch including this report			
Property Amount: \$0.00		BY SUBMITTING THIS REPORT FORM AND FUTURE AND ONGOING STATUTORILY REQUIRED REPORTS ON BEHALF OF THE DESIGNATED HOLDER, THE PERSON WHOSE NAME APPEARS BELOW, ON BEHALF OF THE HOLDER AND AS THE HOLDER'S DESIGNATED REPRESENTATIVE ACKNOWLEDGES THAT HE/SHE/ THEY HAVE READ AND UNDERSTAND ALL REQUIREMENTS AND THAT ALL SUCH REPORTS ARE SUBJECT TO THE TERMS AND CONDITIONS ESTABLISHED BY INDIANA CODE 32-34, THE INDIANA UNCLAIMED PROPERTY ACT.			
Report Match Total: \$0.00		Enter Signature Here			
Report Status: Successfully Error Checked		<input type="button" value="Submit Report"/>			
Reports in this batch: 1 [Link]					
Holder Information					
Existing Holder: N/A <i>Request addition of new holder</i>					
Reporting Holder: 1143810 - State Of Indiana					
FEIN: Has Taxid					
City, State: Indianapolis, IN					
Type: Corporation (other Than Above)					

ENTERED OWNER LIST

Manual Entry – Online Payment

- After you submit your report you have the choice of payment options.
- To pay electronically select “Click here to Pay Online now”
- To send a check to the unclaimed property office select “Print, Sign, and Mail your with remittance.”
 - This will produce a pop up with your remittance sheet which must be signed and mailed with a check for the report amount.

Indiana Unclaimed  **Greg Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: [Home](#) > [Reporting](#) > [Report Ent](#) > [Staged](#) > [Report Done](#) Friday, Sep 2, 2016
Greenwood, IN Time: 1:18pm

Mark Report Entry as Completed

Report Entry Summary Information [View](#) [do not show details](#)

Entered: Sep 2, 2016 1:08PM by: Upd Holder Updated: Sep 2, 2016 1:17PM by: Upd Holder
Received: *currently unreceived* Checked: Sep 2, 2016 1:18PM by: Upd Holder
Reporting Holder: # 1143840 - State Of Indiana Submission Agent: N/A

Properties: 2 Shares: 46 Safe Deposit Boxes: 0
Amount Entered: \$500.00 Report Match Total: \$500.00
Cusips Currently Entered on the Report *on file - new cusip*

• 64110L106 - 46 shares - Netflix Corp Inc

ENTRY OF REPORT # 1119567 COMPLETED !!! THIS REPORT HAS NOT YET BEEN RELEASED !!!

You may now choose to pay your remittance online. A **one dollar (\$1) processing fee** will be added to your total. If you do not wish to pay online, please click the link to print, sign and mail with remittance. **You must log back in IF you are logged out during the payment process**

[Click here to PAY ONLINE now.](#)

OR

[PRINT, SIGN, and MAIL with remittance](#)

[Return to the staged report details](#)
[Return to the staged report list](#)
[Return to the main report entry menu](#)
[Return to the reporting module main menu](#)
[Return to the system home page](#)

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	View

Manual Entry – Online Payment

- If you choose to pay online you will be moved to the online payment portal.

A \$1.00 processing fee will be added to your report total.

1 Payment Type > 2 Customer Info > 3 Payment Info > 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1119567	STATE OF INDIANA for report #1119567	\$500.00	1	\$500.00
Total				\$500.00

Payment

Payment Type

Payment Type *

Electronic Check *

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Next >

Customer Information

Payment Info

Cancel

Transaction Summary

STATE OF INDIANA for report #1119567	\$500.00
TOTAL	\$501.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Manual Entry – Online Payment

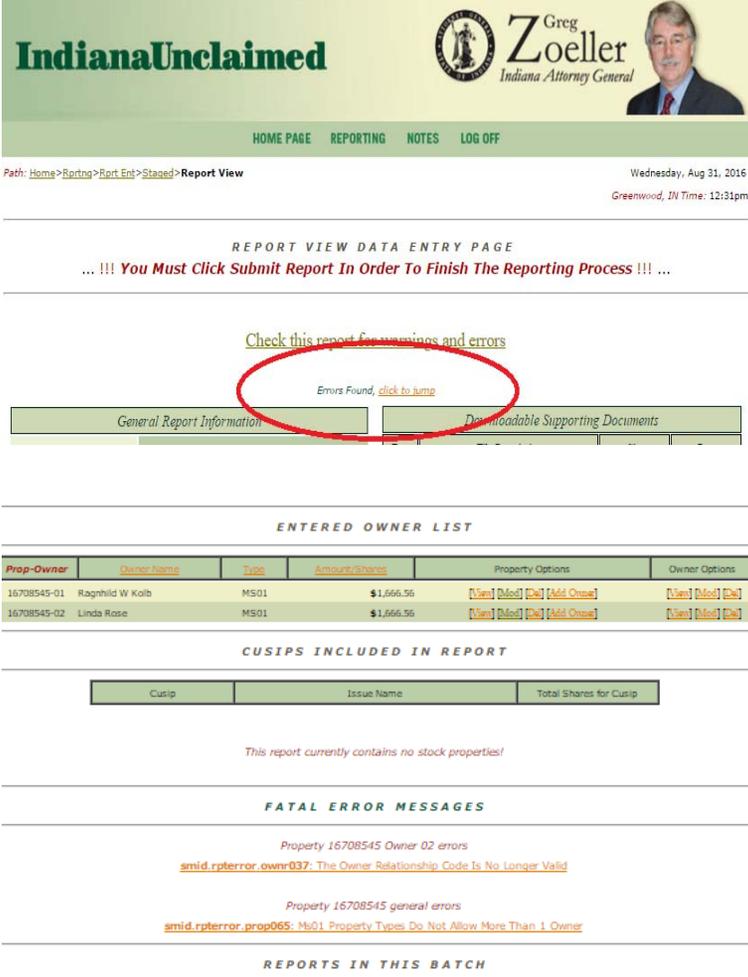
- After you submit your payment you will be directed to this payment screen.
- If you are logged out of the reporting website you must log back on.
 - Failure to do so will prevent your payment from being received.

The screenshot shows a web interface with a green header containing navigation links: HOME PAGE, REPORTING, NOTES, and LOG OFF. Below the header, the breadcrumb path is: Home > Reporting > Report Entry > Staged > Report Detail > Online Payment Pre-processing. The date and time are Wednesday, Aug 31, 2016, 12:52pm from Greenwood, IN. The main heading is 'Online Payment Success'. The report number is 'REPORT # 1119374'. A message states 'The payment was made successfully.' with a link to 'Click here to return to the report.'. Below this are five links: 'Return to the staged report details', 'Return to the staged report list', 'Return to the main report entry menu', 'Return to the reporting module main menu', and 'Return to the system home page'. A section titled 'UP3 User Note Pad is Currently Empty' has a link to 'Add a new system note'. A green banner at the bottom contains the text: 'Property Reporting Deadline: NOVEMBER 1ST -- Life Insurance Deadline: MAY 1ST' and 'All system traffic is encrypted using an industry standard 256-bit SSL'. Below this, it says 'You Are: UPD HOLDER' with a link to 'change your profile'. At the very bottom, there are links for 'Home Page', 'Reporting', 'Log Off', and 'Notes'. The footer includes the logo of the Office of the Indiana Attorney General, Unclaimed Property Division, and the copyright notice: '©2010 Office of the Indiana Attorney General. All Rights Reserved.'

Correcting Warnings and Errors

Correcting Warnings and Errors

- If you receive “Errors Found” after Checking for Warnings and Errors you will have to correct them before submitting your report.
- Click on each error to correct it.



The screenshot shows the IndianaUnclaimed website interface. At the top, there is a header with the logo for Greg Zoeller, Indiana Attorney General, and navigation links for HOME PAGE, REPORTING, NOTES, and LOG OFF. Below the header, the page title is "REPORT VIEW DATA ENTRY PAGE" and a warning message reads: "... !!! You Must Click Submit Report In Order To Finish The Reporting Process !!! ...". A link "Check this report for warnings and errors" is visible, with a red circle around the text "Errors Found, click to jump" below it. The page is divided into sections: "General Report Information" and "Downloadable Supporting Documents". Below these is the "ENTERED OWNER LIST" table, followed by "CUSIPS INCLUDED IN REPORT" and "FATAL ERROR MESSAGES".

ENTERED OWNER LIST

Prop-Owner	Owner Name	Type	Amount/Shares	Property Options	Owner Options
16708545-01	Ragnild W Kolb	MS01	\$1,666.56	[View] [Edit] [Del] [Add Owner]	[View] [Edit] [Del]
16708545-02	Linda Rose	MS01	\$1,666.56	[View] [Edit] [Del] [Add Owner]	[View] [Edit] [Del]

FATAL ERROR MESSAGES

Property 16708545 Owner 02 errors
smid.rpterror.owmr037: The Owner Relationship Code Is No Longer Valid

Property 16708545 general errors
smid.rpterror.prop065: Ms01 Property Types Do Not Allow More Than 1 Owner

REPORTS IN THIS BATCH

Correcting Warnings and Errors

- Click modify the property

IndianaUnclaimed  **Greg Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Reporting>Report Entry>Staged>Report Entry>Property View

Wednesday, Aug 31, 2016
Greenwood, IN Time: 12:34pm

ENTRY PROPERTY DETAILS
... !!! This Report Is Currently Staged and Has NOT Been Released Into Production !!! ...

Report Entry Summary Information [View](#) [\[do not show details\]](#)

Entered: Aug 31, 2016 10:02AM by: Upd Holder Updated: Aug 31, 2016 12:30PM by: Upd Holder
 Received: currently unreceived Checked: currently unchecked
 Reporting Holder: #1143635 - Windsor Fund Inv Submission Agent: N/A

Properties: 1 Shares: 0 Safe Deposit Boxes: 0
 Amount Entered: \$1,666.56 Report Match Total: \$1,666.56

Property Information				Downloadable Supporting Documents			
Type	File Description	Size	Date				
Amount Information							
Originally Remitted: 1,666.56							
Current Balance: 1,666.56							
Record Modification Information							
Original Entry: Aug 31, 2016 10:02AM by: Upd Holder []							
Last Updated: Aug 31, 2016 12:30PM by: Upd Holder []							
Available Options							
Modify this property Delete this property Add this staged property to your report list Add this staged entry to your report summary							

Owner Information			
Name	Relationship	FEIN/SSN	Options
Ragnhild W Kolb	First Owner	Has Taxid	[Y] [N] [U]
Linda Rose		No Taxid	[Y] [N] [U]

[Return to the staged report details](#)
[Return to the staged report list](#)
[Return to the main report entry menu](#)
[Return to the reporting module main menu](#)
[Return to the system home page](#)

Correcting Warnings and Errors

- Modify the section of the property that needs corrected (property info, stock info, safe deposit box info).
- Then click Modify the Property.

Indiana Unclaimed  **Greg Zoeller**
Indiana Attorney General 

HOME PAGE REPORTING NOTES LOG OFF

Path: Home>Reporting>Report Entry>Staged>Report Detail>Property Modification
Wednesday, Aug 31, 2016
Greenwood, IN Time: 12:42pm

Data Entry Property Modification Page [View](#)

Report Entry Summary Information

Entered: Aug 31, 2016 10:02AM by: Upd Holder	Updated: Aug 31, 2016 12:30PM by: Upd Holder
Received: currently unreceived	Checked: currently unchecked
Reporting Holder: #1143635 - Windsor Fund Inv	Submission Agent: N/A
Properties: 1 Shares: 0 Safe Deposit Boxes: 0	Report Match Total: \$1,666.56

MODIFY ENTRY PROPERTY # 16708545
!!! This Report Is Currently Staged and Has NOT Been Released Into Production !!!
Below are the entry fields necessary to record one (1) piece of property for this report. DO NOT enter information for more than a single property, stock cusip or safe deposit box on this page!
When you see an entry field marked with an * the corresponding field is mandatory entry.

Property Information Entry Section (General Property Details)
... depending on property type, you may have to enter in multiple sections below ...

G E N E R A L P R O P E R T Y D E T A I L S	* Property Type:	MS11 (Refund Due)		
	Activity Dates - From:	02 / 06 / 2003	To:	
	Account Number:	9962793304	format like mm/dd/ccyy only!	
	Check Number:	7312423		
	Description:	OTHER OUTSTANDING OFFICIAL CHECKS		
	* \$ Reported:	1666.56	Enter 0.00 or leave blank if this is not a monetary property.	
	- \$ Deducted:		Why?	--Choose a Value--
	+ \$ Added:		Why?	--Choose a Value--
	- \$ Deleted:		Why?	--Choose a Value--
	Report Page #:		Reported - deducted + added - deleted = amount to remit for this property.	
Koch Suspense Code:		If there is a paper report, enter the page on which this property resides.		
Comments about these property details:	<input type="text"/>			

Correcting Warnings and Errors

- After the property has been modified, return to the staged report details to error check again.
- Repeat this process until the report is error free.

The screenshot displays the 'IndianaUnclaimed' website interface. At the top, there is a navigation bar with links for 'HOME PAGE', 'REPORTING', 'NOTES', and 'LOG OFF'. The main content area is titled 'Data Entry Property Modification Page' and includes a 'Report Entry Summary Information' section. This section contains details such as 'Entred: Aug 31, 2016 10:02AM by: Upd Holder', 'Updated: Aug 31, 2016 12:44PM by: Upd Holder', and 'Amount Entered: \$1,666.56'. A prominent warning message in red text states: '!!! This Report Is Currently Staged and Has NOT Been Released Into Production !!!'. Below this warning, a red circle highlights a link that says 'click this link'. At the bottom of the page, there is a footer with the 'Office of the Indiana Attorney General' logo and contact information, along with a copyright notice for 2010.

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

These changes must be done **BEFORE** you have mailed the remittance sheet and check.

- To view the list of reports you have uploaded or manually entered go to
 - [Holder Reporting](#)
 - [Holder Report Data Entry](#)
 - [View Current Staged Reports](#)

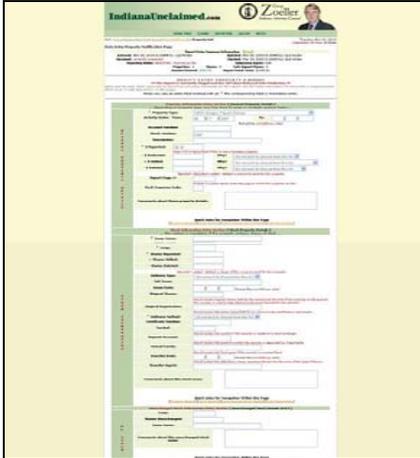


- Here you can view/edit properties, print a remittance sheet or delete a report



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.



This screenshot shows the top portion of a web form for editing a property. The header includes the website name 'IndianaUnInformed.com' and a logo for 'Zeller'. Below the header, there are several sections with labels on the left side, such as 'PROPERTY INFORMATION', 'ADDRESS INFORMATION', and 'CONTACT INFORMATION'. Each section contains various input fields, checkboxes, and dropdown menus. A 'Mod' button is visible next to the 'PROPERTY INFORMATION' section, indicating that the user can modify the property details.



This screenshot shows the bottom portion of the web form, focusing on financial and tax-related information. It includes a table with columns for 'Total of Interest', 'Total of Taxes', 'Total of Charges', and 'Total of Other'. Below the table, there are several input fields and checkboxes, including 'Pay for this report', 'Pay for this report', and 'Pay for this report'. A 'Mod' button is visible next to the 'PROPERTY INFORMATION' section, indicating that the user can modify the property details.

View/Edit Staged Reports

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

The screenshot shows the 'CURRENTLY STAGED REPORT LIST' on the IndianaUnclaimed.com website. The table contains the following data:

Report ID	Report Name	Location	Date	Status	Amount
20180303012004	Post Office Box	IN 46104	Mar 20, 2018 10:28 AM	Report Received	145.26
20180303012004	Post Office Box	IN 46104	Mar 20, 2018 10:28 AM	Report Received	145.26
2018032704411829	Don Report Test	IN 46104	Mar 29, 2018 10:28 AM	Report Received	0.00

- 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

The screenshot shows the 'CURRENTLY STAGED REPORT LIST' on the IndianaUnclaimed.com website. The table contains the following data:

Report ID	Report Name	Location	Date	Status	Amount
20180303012004	Post Office Box	IN 46104	Mar 20, 2018 10:28 AM	Report Received	145.26
20180303012004	Post Office Box	IN 46104	Mar 20, 2018 10:28 AM	Report Received	145.26
2018032704411829	Don Report Test	IN 46104	Mar 29, 2018 10:28 AM	Report Received	0.00

Zero Reporting

Zero Report Path 1

- There are two paths to submit a zero report.
- The first path requires you to log in to UP3.
- Go to Holder Reporting.
- Click Holder Report Data Entry.
- Select Begin Entry of a Zero Report.
- You will be prompted to enter your FEIN then follow the instructions to submit your zero report.

Path: [Home](#)>[Reporting](#)>[Report Entry](#) Friday, Sep 2, 2016
Greenwood, IN Time: 1:56pm

Holder Report Entry Menu

[View Current Staged Report List](#) [Create a Zero Report](#)
[Upload a NAUPA Format File](#) [Begin Entry of a Manual Report](#)
[Search for Data Entry Properties](#)

UP3 User Note Pad Below
[Add a new system note](#)

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Property Reporting Deadline: NOVEMBER 1ST -- **Life Insurance Deadline: MAY 1ST**
All system traffic is encrypted using an industry standard 256-bit SSL.

You Are:
UPD HOLDER
[Change your login](#)

[\[Home Page\]](#) [\[Reporting\]](#) [\[Log Off\]](#) [\[Notes\]](#)

Office of the Indiana Attorney General
Unclaimed Property Division ©2010 Office of the Indiana Attorney General. All Rights Reserved.

Zero Report Path 2

- Path 2 does not require you to log into UP3.
- Go to <https://indianaunclaimed.gov/attorneygeneral/ucp/reportingPage.html>
- Select Zero Reporting
- Enter your FEIN and follow the instructions to submit your zero report.

The screenshot shows the 'Reporting' page on the IndianaUnclaimed.gov website. The page has a green header with the word 'Reporting' in white and a stack of money. The navigation menu includes Home, About Us, Claims, Reporting, Contact Us, and Auctions. The Attorney General's name, Greg Zoeller, is in the top right. A banner below the header states: 'The annual reporting deadline for all holders is NOVEMBER 1st. The reporting deadline for life insurance companies only is MAY 1st.' The main content area is titled 'Report Unclaimed Property' and includes a speaker icon. Below this is a red link: 'If you are not a business, please click [here](#) to return to the home page.' There are four main options with green arrow icons: 'First-Time Users Register your business to create an account for online reporting.', 'Reported on line in the past?', 'No unclaimed property to report this year?', and 'Need help with the reporting process?'. On the right side, there are four green buttons: 'New Holder Registration', 'Returning Holder', 'Zero Reporting', and 'How to Report'.

Preferences

Preferences

- To change your preferences/password, click on the change your profile link under your name.
- Here you can change your password, contact information, and reminder e-mail preferences

Indiana Unclaimed

Greg Zoeller
Indiana Attorney General

HOME PAGE REPORTING NOTES LOG OFF

Path: Home Friday, Sep 2, 2016
Greenwood, IN Time: 1:55pm

Home Page

Holder Reporting

UP3 User Note Pad Below
Add a new system note

Item	By Operator	Options
Indiana Unclaimed Property is now accepting online payments. When you submit your report you can choose to pay online. A \$1 processing fee will be automatically added to your total.	Unclaimed Property Division (317) 883-4520	[View]

Property Reporting Deadline: **NOVEMBER 1ST** -- Life Insurance Deadline: **MAY 1ST**
All system traffic is encrypted using an industry standard 256-bit SSL

You Are:
UP3 HOLDER
[Change your profile](#)

[Home Page] [Reporting] [Log Off] [Notes]

Office of the Indiana Attorney General
Unclaimed Property Division

©2010 Office of the Indiana Attorney General. All Rights Reserved.

Reset Password

- Go to www.IndianaUnclaimed.gov/reporting
- Click Returning Holder
- Click Login
- Click Reset Your Password
- You will be prompted to enter your email.
- Instructions to reset your password will be emailed to you.

The screenshot shows the 'System Login' page for IndianaUnclaimed.gov. The header includes the 'IndianaUnclaimed' logo and the name 'Greg Zoeller, Indiana Attorney General' with a portrait. The page displays two reporting deadlines: 'Property Reporting Deadline: November 1st' and 'Life Insurance Deadline: May 1st'. There are input fields for 'Username:' and 'Password:', with a note that the default is the user's email address. A 'Logon' button is present, along with a CAPTCHA area that says 'I'm not a robot'. Below the login section, there is a '~OR~' separator and a link for 'Reset Your Password', which is circled in red in the image. The page also includes a path indicator 'Path: System Login', a date 'Friday, Sep 2, 2016', and a time 'Greenwood, IN Time: 12:43pm'. A security notice at the bottom states 'All system traffic is encrypted using an industry standard 256-bit SSL.'

Contact Us

Contact Us

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