

# Manual Online Reporting Guide

Go to [www.nccash.gov](http://www.nccash.gov) click on **Holder Reporting**, then click on **Enter a Manual Report**.

|   |  |
|---|--|
| <p><b>I have created my NAUPA report</b></p> <p>If you have already created your NAUPA report and simply need to submit it, click the button below.</p> <p><b>UPLOAD A REPORT</b></p> | <p><b>I need to create a report</b></p> <p>If you do not have access to reporting software and wish to create a manual report, click the button below. Once you click the button, you will be redirected to another tab to manually enter each owner and property.</p> <p><b>ENTER A MANUAL REPORT</b></p> |
|---|--|

Enter your email address and click **Register**.

**MANUAL ONLINE REPORTING**

NORTH CAROLINA DEPARTMENT OF STATE TREASURER  
BRADFORD B. BRINER  
STATE TREASURER OF NORTH CAROLINA

**BEGIN SUBMISSION**

|   |   |
|---|---|
| <p><b>REGISTER</b></p> <p>If you are beginning a new submission, enter your email address below and click "Register":</p> <p>Email:</p> <input type="text"/> <p><b>Register</b></p> | <p><b>LOGIN</b></p> <p>If you have a new secret key or are continuing a report already in-progress, enter your email address and secret key and click "Login":</p> <p>Email:</p> <input type="text"/> <p>Secret Key:</p> <input type="text"/> <p><b>Login</b></p> |
|---|---|

Copy and paste your **SECRET KEY** and save them separately for future reference making sure you only copy the characters, not any spaces at the end of your email or the word Secret Key.

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## YOUR SECRET KEY

[Continue](#)

**WARNING:** There is no way for the state to retrieve your secret key. If you lose your key, you will not be able to return and continue in-progress work.  
Reports must be completed within 45 days of registration. After 45 days, this account and any saved data will be deleted.  
You will be asked to login with your new credentials on the next page!

**PLEASE SAVE/COPY & PASTE/PRINT THIS SECRET KEY:**

Email: upreports@nctreasurer.com  
Secret Key: HCSn-wdTL-4ReV-Wnh^

[Print Key](#)

Once you have successfully logged in you will be on the **ENTER HOLDER INFORMATION PAGE.**

**Note**-required items are indicated by an asterisk or a question mark.

Start by entering your business/entity name.

Once you have entered all your entities information, click **Save.**

[Logout](#) **MANUAL ONLINE REPORTING** NORTH CAROLINA DEPARTMENT OF STATE TREASURER BRADFORD B. BRINER STATE TREASURER OF NORTH CAROLINA

### ENTER HOLDER INFORMATION

**Holder Information**  
*Please enter all required information below*

[Save](#)

\* Holder Name:

\* Holder Tax ID:

Incorporated State:

Incorporated Date:

NAICS Code Charter:  
 [Find your NAICS Code](#)

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To enter owner/ payee 's details; click on **Create a Record**.

**MANUAL ONLINE REPORTING**

**REPORT SUMMARY PAGE** [Final Review](#)

Do not click Final Review until you have entered **all** 'Records' for this report. To add more 'Records,' click Create A Record below.

Please Note: Each 'Record' should contain an owner(s) and one property.

**Summary Record:**

|                      |                      |                         |
|----------------------|----------------------|-------------------------|
| No. of Owners: 0     | No. of Shares: 0     | Amount Reported: \$0.00 |
| No. of Properties: 0 | No. of Shares Due: 0 | Amount Due: \$0.00      |
| No. of Tangibles: 0  |                      |                         |

**Holder Info:** [Edit Holder](#)

|   |                                      |   |
|---|--------------------------------------|---|
| <b>Holder Name:</b> Test Holder             | <b>Holder Tax ID:</b> 012345678      | <b>Contact Name:</b> NC Treasurer Unclaimed Property Division |
| <b>Contact Address 1:</b> 3200 Atlantic Ave | <b>Contact City:</b> Raleigh         | <b>Contact State:</b> NC                                      |
| <b>Contact Zip:</b> 27604                   | <b>Contact Phone:</b> (919) 814-4200 | <b>Contact Email:</b> nc@nctreasurer.com                      |

[Create A Record](#)

From the **OWNERS** page, click **Add New Owner to Record**. Complete **ALL** available fields.

**MANUAL ONLINE REPORTING**

[Back To Report Summary](#) **OWNERS** [Add Property](#)

**Owners on this Record:** ?

| Owner                              | Owner Name | Owner Address | Relationship Code | Edit |
|------------------------------------|------------|---------------|-------------------|------|
| No owners added to this record yet |            |               |                   |      |

[Add New Owner to Record](#) \*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

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You will need to create a record for each property item you are reporting (by adding an owner, then adding the property). If there are multiple owners for a property, you would enter the owners, then add the property to the record,

If the owner is a business entity, it is necessary to check “This is a Business” after entering the name of the business.

(Click Box if it is a Business).

Logout      **MANUAL ONLINE REPORTING**      NORTH CAROLINA DEPARTMENT OF STATE TREASURER      BRADFORD B. BRINER STATE TREASURER OF NORTH CAROLINA

← Back To Report Summary      **OWNERS**      Add Property ▶

Owners on this Record: ?

| Owner                              | Owner Name | Owner Address | Relationship Code | Edit |
|------------------------------------|------------|---------------|-------------------|------|
| No owners added to this record yet |            |               |                   |      |

**Owner Information**  
Please enter the following information to add an owner to this record

Cancel Save

\* Last Name or Business Name:  
Last Name or Business Name

This is a Business

First Name:  
Middle Name:

Enter the [Owner Relationship Code](#) to the property.

Enter the **Owner Type Code** to the property. Please review the owner type code definitions below to ensure the accurate owner code selection.

\* Relationship Code: ?  
- Select an Option -  
Relationship Code is a required field.

\* Owner Type Code: ?  
- Select an Option -

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**All individual Owners Except Aggregate and Unknown (most used)**-The code represents individual owner records that are not reported as Aggregate or Unknown. It is used when an owner's name is known and included in the report

**Aggregate Property**-This code represents a group of properties that have been aggregated together, usually because of a small dollar amount.

**Unknown**-This code represents individual owner records in which the original owner's name is unknown.

Aggregate reporting is discouraged. It is preferred that all properties be reported in the owner's name. If properties are reported in aggregate, we request that you provide a detailed listing of aggregate amounts for our files to assist in refunds.

Click **Save** either at the top or bottom of the page.

To link property (funds) to the owner; click on **Add Property**.



The screenshot shows the 'MANUAL ONLINE REPORTING' interface. At the top, there is a 'Logout' button and the title 'MANUAL ONLINE REPORTING'. On the right, there is a logo for the North Carolina Department of State Treasurer, Bradford B. Briner. Below the header, there is a navigation bar with a 'Back To Report Summary' button, the word 'OWNERS', and an 'Add Property' button which is highlighted with a red box. Below the navigation bar, there is a section titled 'Owners on this Record:' with a question mark icon. Below this, there is a table with columns: Owner, Owner Name, Owner Address, Relationship Code, and Edit. The table is currently empty, with the text 'No owners added to this record yet' displayed below it. At the bottom of the section, there is an 'Add New Owner to Record' button and a note: '\*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).'

From the **PROPERTY** page, select the corresponding property type from the available options, and as much detailed information as possible, then click **Save**.

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Visit the link below and select the NAUPA Class Codes and Dormancy Period Chart that applies to you to access a list of property types (Class codes) to use or click on the drop down.

[Business and Organization NAUPA Class Codes and Dormancy Period Chart for Non-Governmental Holders](#))

[Government NAUPA Class Codes and Dormancy Period Chart for Governmental Holders](#)



To add your next property, click on **Go to Report Summary** button. Select **Create a Record** and repeat the previous steps until all properties have been added to your report.

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[Logout](#) **MANUAL ONLINE REPORTING** NORTH CAROLINA DEPARTMENT OF STATE TREASURER  BRADFORD B. BRINER STATE TREASURER OF NORTH CAROLINA

[← Edit Owners](#) **PROPERTY** [Go to Report Summary ▶](#)

**Properties on this Record:**

| Property | Property Type | Amount Reported | Amount Due | No. of Shares | No. of Shares Due | Edit                 |
|----------|---------------|-----------------|------------|---------------|-------------------|----------------------|
| 1        | AC01          | \$100.00        | \$100.00   | N/A           | N/A               | <a href="#">Edit</a> |

**Summary Record:**


|                            |                           |
|----------------------------|---------------------------|
| # of Owners: 1             | Amount Reported: \$100.00 |
| # of Properties: 1         | Amount Due: \$100.00      |
| Primary Owner: Test Holder | No. of Shares: 0          |
|                            | No. of Shares Due: 0      |

Make sure to verify the accuracy of the entered data from the **Report Summary Page**.

Add/edit the holder and property data if needed.

If information entered is correct, click **Final Review**.

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**REPORT SUMMARY PAGE** [Final Review ▶](#)

Do not click Final Review until you have entered **all** 'Records' for this report. To add more 'Records,' click Create A Record below.

Please Note: Each 'Record' should contain an owner(s) and one property.

**Summary Record:**

|                      |                      |                           |
|----------------------|----------------------|---------------------------|
| No. of Owners: 1     | No. of Shares: 0     | Amount Reported: \$100.00 |
| No. of Properties: 1 | No. of Shares Due: 0 | Amount Due: \$100.00      |
| No. of Tangibles: 0  |                      |                           |

**Holder Info:** [Edit Holder](#)

|   |                                      |  |
|---|--------------------------------------|--|
| <b>Holder Name:</b> Test Holder             | <b>Holder Tax ID:</b> 012345678      | <b>Contact Name:</b> NC Treasurer UPD    |
| <b>Contact Address 1:</b> 3200 Atlantic Ave | <b>Contact City:</b> Raleigh         | <b>Contact State:</b> NC                 |
| <b>Contact Zip:</b> 27604                   | <b>Contact Phone:</b> (919) 814-4200 | <b>Contact Email:</b> nc@nctreasurer.com |

Check **ALL** boxes in the orange section (as shown below) to confirm that the summary record reflects the records included in your submission.

**PLEASE NOTE YOU WILL NOT BE ABLE TO SUBMIT YOUR REPORT UNTIL ALL THE BOXES IN THE SUMMARY RECORDS SECTION ARE SELECTED.** You must check each box to activate the **Submit** option. Download the NAUPA File for your records.

Click **Submit** when you have reviewed your report details, and you are ready to **Submit** your report.

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[← Back to Report Summary](#)

## SUMMARY

You will not be able to return to edit your report once the file is submitted.

PLEASE REVIEW YOUR SUBMISSION:

STEP 1: Check ALL boxes to confirm that the summary record reflects the records in your submission.

**Summary Record:**

|  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> No. of Owners: 1     | <input checked="" type="checkbox"/> No. of Shares: 0     | <input checked="" type="checkbox"/> Amount Reported: \$100.00 |
| <input checked="" type="checkbox"/> No. of Properties: 1 | <input checked="" type="checkbox"/> No. of Shares Due: 0 | <input checked="" type="checkbox"/> Amount Due: \$100.00      |
| <input checked="" type="checkbox"/> No. of Tangibles: 0  |  |   |

STEP 2: Please review your holder information.

**Holder Info:**

|   |                                      |  |
|---|--------------------------------------|--|
| <b>Holder Name:</b> Test Holder             | <b>Holder Tax ID:</b> 012345678      | <b>Contact Name:</b> NC Treasurer UPD    |
| <b>Contact Address 1:</b> 3200 Atlantic Ave | <b>Contact City:</b> Raleigh         | <b>Contact State:</b> NC                 |
| <b>Contact Zip:</b> 27604                   | <b>Contact Phone:</b> (919) 814-4200 | <b>Contact Email:</b> nc@nctreasurer.com |

STEP 3: This step is optional. You may download a copy of your NAUPA file. You will not need to submit this copy to the state. This copy is for your records.

[Download NAUPA File](#)

STEP 4: Click 'SUBMIT' to file your report. You will not be able to edit your report once the file is submitted. If you are unable to select the 'SUBMIT' option, review Step 1 and verify ALL boxes are checked.

[Submit](#)

When complete, click **Print summary** for your records.

# Manual Online Reporting Guide

The screenshot shows the top navigation bar with the text 'MANUAL ONLINE REPORTING' and logos for the North Carolina Department of State Treasurer and Bradford B. Briner, State Treasurer of North Carolina. Below the navigation bar is a pink notification box with the text: 'Note: This is your last opportunity to print a summary for your records.' and a close icon. The main content area is titled 'FINAL REVIEW'. On the right side, there are two green buttons: 'Done' and 'Print Summary', both of which are highlighted with red rectangular boxes. Below the 'Print Summary' button is a green message box that reads: 'Report Successfully Submitted For Processing. A submitted report does not indicate processing is complete. If your uploaded report is unable to be processed, our Holder Reporting Team will contact you.'

When your report is completed and reviewed click **DONE**.

## Payment Instructions

**Please note:** ACH Payments may be remitted directly via the [Holder Payment](#) portal. Company ID/Filter: **A561545517** should be added to remitter’s ACH Fraud Filter.

**Remitting funds via the [Holder Payment](#) portal; it is not** necessary to email the Report Summary or ACH confirmation.

**Remitting funds via [ACH](#) or [Wire](#) when not using our Holder Payment Portal; it is** necessary to email the Report Summary and EFT transfer confirmation to [upreports@nctreasurer.com](mailto:upreports@nctreasurer.com) with the subject: Holder Report Filing.

**Remitting funds via check;** mail a copy of the Report Summary along with the check.