

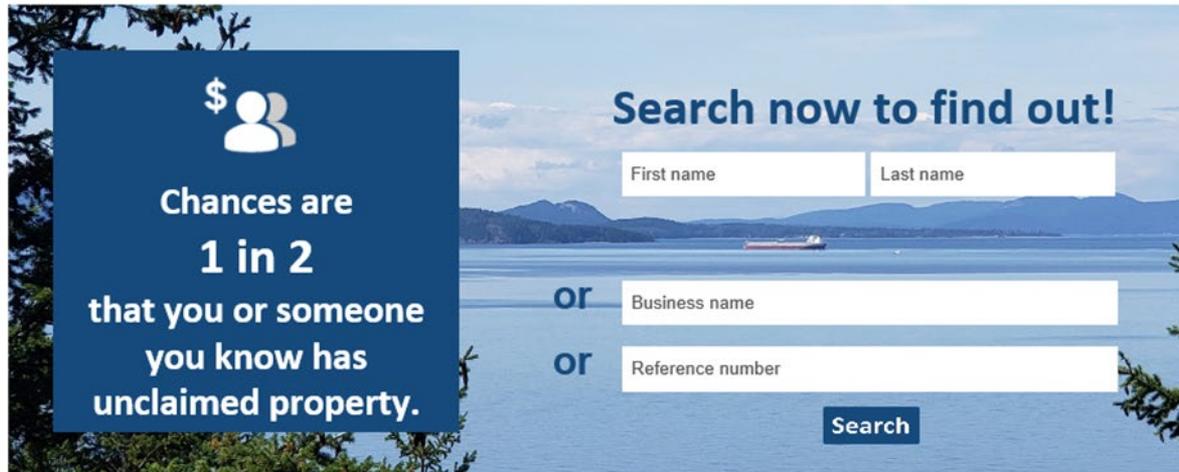
Filing your Unclaimed Property Report With HRS Pro Web Based Version



*"Working together to
fund Washington's future"*

1. Go to “ucp.dor.wa.gov”

2. Click on “File your Unclaimed Property Report”



The image shows a search interface for unclaimed property. On the left, a blue box contains the text: "Chances are 1 in 2 that you or someone you know has unclaimed property." Above this text is an icon of a dollar sign and two people. To the right, the heading "Search now to find out!" is displayed. Below the heading are three search input fields: "First name" and "Last name" (grouped together), "Business name", and "Reference number". Each field is preceded by the word "or". A blue "Search" button is located at the bottom right of the search area. The background of the search area is a scenic view of a lake and mountains.

What is unclaimed property? Unclaimed property means monetary assets or tangible property held by an organization that has lost contact with the owner for an extended period. It does not include real estate, vehicles, and most other physical property.



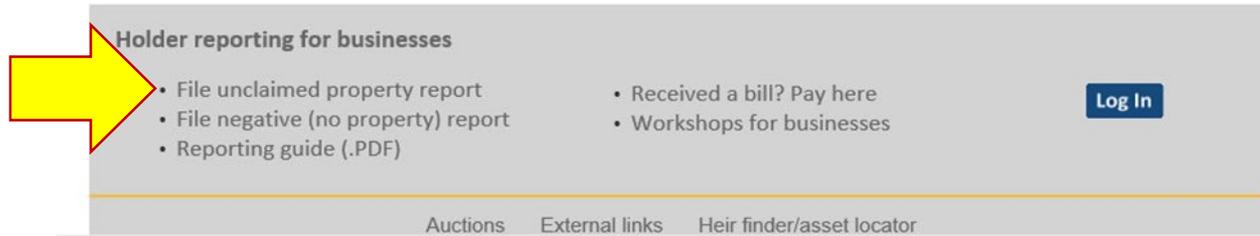
How to file a claim.



Frequently asked questions.



Returning user.



Holder reporting for businesses

- File unclaimed property report
- File negative (no property) report
- Reporting guide (.PDF)
- Received a bill? Pay here
- Workshops for businesses

[Log In](#)

Auctions External links Heir finder/asset locator

3. To create your NAUPA II formatted Report, Click on the “HRS Pro” link.

Report unclaimed property



NEW

My DOR, secure portal for online holder reporting

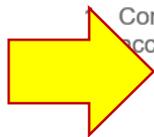
- [UCP Home](#)
- [Your Claim Packages](#)
- [How to File a Claim](#)
- [About Unclaimed Property Auctions](#)
- [Heir Finder/Asset Locator](#)
- [Receive a bill? Pay Here](#)
- [Need Help / Contact Us](#)
- [External Links](#)

5% penalty applies for failure to file and pay electronically.

Reporting Unclaimed Property

[Guide to Reporting Unclaimed Property](#) (pdf)

Electronically file your report in two steps:



Convert your file to standard NAUPA II format. Files in NAUPA II format from any vendor are acceptable. If you prefer, you can use one of the programs listed below.

- [HRS Pro \(Instructions\)](#)
- [UPExchange\(New User\)](#)
- [UPExchange\(Existing User\)](#)

2. [Submit](#) your report via our web site. (Click here for [more information](#) including security features)

[Forms](#)

[Publications](#)

[Frequently Asked Questions](#)

[Listserv E-mail Service](#) (Sign up to receive e-mail messages for updates that may affect you.)

[Workshops](#)

When are reports due?

Reports are due by **October 31st** of each year.

4. Click on “REGISTER – FREE” for 200 Owners or less

HRS Pro

LOGIN FAQ

SIMPLIFY REPORTING OF UNCLAIMED PROPERTY



Just because every state has its own statute for unclaimed property doesn't mean compliance reporting has to be difficult. With HRS Pro software, you can create unclaimed property reports accepted by each jurisdiction's requirements using a consistent, off-the-shelf model.

HRS Pro Enterprise provides reporting capability for an unlimited number of companies (FEINs) and multiple users in the NAUPA II format. Whether you use the web-based or desktop version, you will have confidence in reporting your unclaimed property with accuracy and ease.

See the options available below.

ENTERPRISE

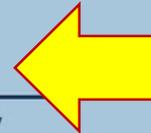
REGISTER - ENTERPRISE from \$295 /yr

- Choose between web or desktop application
- Full reporting capabilities in the NAUPA II format for all states including Puerto Rico & District of Columbia
- Import data using provided HRS Pro template
- Getting Started Guide, FAQs and How-to-Videos
- Cover Sheets & Due Diligence Owner Letters
- Export data to Excel or CSV formats
- Phone and Email Support
- Unlimited number of companies (FEINs)
- Multiple users
- Unlimited properties per state report

STANDARD

REGISTER - FREE

- Web application only
- Full reporting capabilities in the NAUPA II format for all states including Puerto Rico & District of Columbia
- Import data using provided HRS Pro template
- Getting Started Guide, FAQs and How-to-Videos
- Cover Sheets & Due Diligence Owner Letters
- No data export
- No direct support
- Limited to one company (FEIN)
- Limited to one user
- Limited to 200 properties per state report

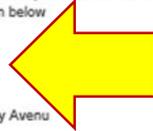


5. Click on “FREE – WEB ONLY”

Home > Editions
FREE EDITION

There is no free desktop version, if you need to host the application and data please select the Desktop edition below

FREE - WEB ONLY



Web based application hosted by Avenu

Additional Features

- Register, and log in - no download
- User defined report description and report status
- Search entire database for a property owner not just a specific report
- Ability to add one safe deposit box content to the spreadsheet template

Upgrade

- Upgrade anytime to Web Enterprise to enable more features

ENTERPRISE EDITIONS

We offer two Enterprise Editions. Be sure to read each description below carefully and select the one that fits your needs.

Do you want to host the application and data? Select Desktop

DESKTOP ENTERPRISE

Local installation which needs to be downloaded and installed as a local administrator.

Additional Features

- Application and data hosted locally
- Data can be configured to point to a network location where multiple users access the same data

Subscription Information

- Licenses purchased between December 1st - 31st will expire on December 15th of the following year..
- Licenses purchased between January 1st through May 31st, will expire on December 15th of the current year.
- Licenses purchased between June 1st and November 30th, will expire on June 15th of the following year.

Example

- Purchase date of 12/5/2018, license will expire on 12/15/2019.
- Purchase date of 2/5/2019, license will expire on 12/15/2019.
- Purchase date of 8/5/2019, license will expire on 6/15/2020.

Do you want Avenu to host the application and data? Select Web

WEB ENTERPRISE

Web based application hosted by Avenu

Additional Features

- Register, apply payment and automatically logged in - no download
- User defined report description and report status
- Search entire database for a property owner not just a specific report
- Ability to add one safe deposit box content to the spreadsheet template

Subscription Information

- License expires 1 year from purchase date.

6. Complete registration information and select “Register”



LOG IN

FAQ

Home > Register

REGISTER FOR THE FREE EDITION

Not the version you're looking for? [Click here to select a different version.](#)

Upon registering you will be sent an email to confirm the email address you have entered. If you have not received the email within minutes of completing the registration process, be sure to check your SPAM and JUNK folders. If the email doesn't reside in either of these places, check with your IT staff to make sure the email donotreply@unclaimedproperty.com isn't being blocked on the email server.

Create a new account.

Email *

Password *

Password must be at least 6 characters including one lower case, one UPPER case, one \$pecial character, and 1 number.

Confirm password *

First Name *

Last Name *

Phone *

Phone Extension

Company Name *

Job title

7. You will receive an email confirmation asking to “Click here to confirm account”

8. After confirming your account, enter your credentials and select “Log in”

HRS Pro

LOG IN

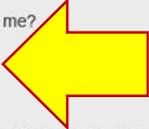
FAQ

LOGIN

Email *

Password *

Remember me?



Are you new to HRS Pro? Register for a new Account.

[Register for Enterprise Web Edition \(\\$295 for a 3-user online license\)](#)

[Register for Desktop Edition \(\\$295 for a 3-user installation license\)](#)

[Register for FREE Web Edition](#)

[Forgot your password?](#)

[Resend email verification](#)

9. Select “Start Here”

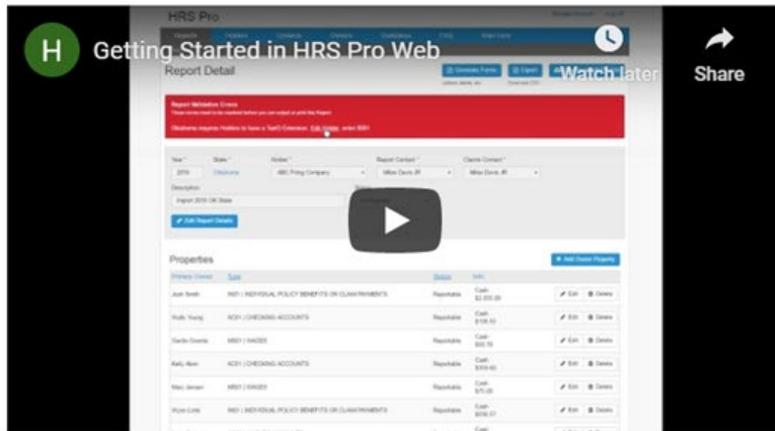
10. Watch instructional video, for additional information select “How-to Videos”

HRS Pro

MANAGE ACCOUNT LOG OFF
REPORTS HOLDERS CONTACTS OWNERS GUIDELINE **START HERE**

GETTING STARTED IN HRS PRO WEB

Download the getting started PDF guide
How-To Videos



* In order to view the recorded video, you will need to make sure you have proper permissions to view a YouTube video. If you receive an error, consult with your IT personnel to help you in resolving the permissions issue.

11. Once you have created your NAUPA II formatted file, go to ucp.dor.wa.gov.

12. Select “File your Unclaimed Property Report”



The search interface features a blue background with a scenic view of a lake and mountains. On the left, a dark blue box contains a white icon of a person with a dollar sign and the text: "Chances are 1 in 2 that you or someone you know has unclaimed property." To the right, the heading "Search now to find out!" is followed by search input fields for "First name", "Last name", "Business name", and "Reference number". A "Search" button is located at the bottom right of the search area.

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How to file a claim.

Frequently asked questions.

Returning user.

Holder reporting for businesses

- File unclaimed property report
- File negative (no property) report
- Reporting guide (.PDF)
- Received a bill? Pay here
- Workshops for businesses

Log In

13. Select “Submit”



Report unclaimed property

NEW My DOR, secure portal for online holder reporting

5% penalty applies for failure to file and pay electronically.

Reporting Unclaimed Property

[Guide to Reporting Unclaimed Property](#) (pdf)

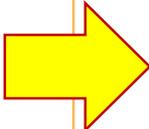
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 - [JPExchange\(New User\)](#)
 - [JPExchange\(Existing User\)](#)
2. **Submit** your report via our web site. (Click here for [more information](#) including security features)

[Forms](#)
[Publications](#)
[Frequently Asked Questions](#)
[Listserv E-mail Service](#) (Sign up to receive e-mail messages for updates that may affect you.)
[Workshops](#)

When are reports due?

Reports are due by **October 31st** of each year.



UCP Home
Your Claim Packages
How to File a Claim
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External Links

14. Select “Sign up” if new user, or enter existing log in



My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

Use your Secure Access Washington (SAW) user ID and password. [What is SAW?](#)

SAW User ID

 [Forgot?](#)

Password

 [Forgot?](#)

Show Password

Log in New user? [Sign up](#) Not sure? [Check if you have one](#)

Businesses

- File a tax return
- Get or renew a business license
- Access a reseller permit
- File UCP holder reports
- Request a tax status letter
- Access secure messages
- **More services**
 - Express file a no business return
 - Pay a bill

General Public

- File a consumer use tax return
- Access secure messages

ClaimYourCash
Unclaimed Property

- File an unclaimed property claim or report

Have NO business to report?
 Express file
No login required.

Need to report your Paid Family & Medical Leave (PFML)?
[Go to paidleave.wa.gov](#)

15. Complete the registration information

Sign Up

Enter your contact information

Name

Email

Confirm email

Create a SAW User ID and password

SAW User ID

Password

Confirm password

Accept the Access Agreement

I acknowledge I have read and accept the [My DOR Access Agreement](#)

Security Validation

This security step helps prevent any use of automated or malicious programs.

I'm not a robot



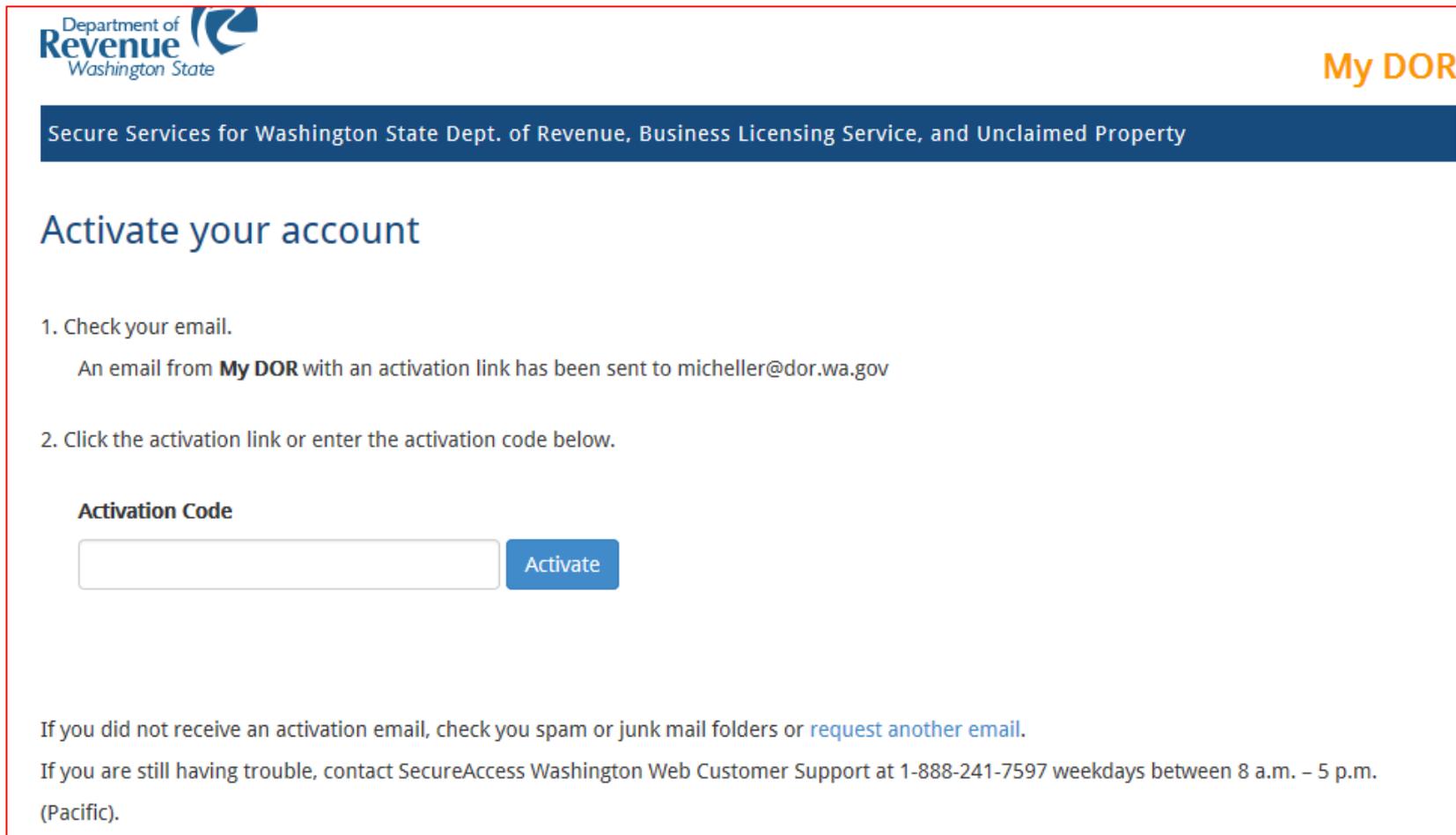
reCAPTCHA
Privacy - Terms

Cancel

Register



16. You will receive an email confirmation “Click here to confirm account” and enter Activation Code



The screenshot shows the My DOR account activation page. At the top left is the Department of Revenue Washington State logo. At the top right is the My DOR logo. Below the logos is a dark blue banner with the text "Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property". The main heading is "Activate your account". Below the heading are two numbered steps: "1. Check your email." and "2. Click the activation link or enter the activation code below." Under step 2, there is a label "Activation Code" above a text input field and a blue "Activate" button. At the bottom, there is a link "request another email" and contact information for SecureAccess Washington Web Customer Support.

Department of Revenue
Washington State

My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

Activate your account

1. Check your email.
An email from **My DOR** with an activation link has been sent to micheller@dor.wa.gov
2. Click the activation link or enter the activation code below.

Activation Code

Activate

If you did not receive an activation email, check you spam or junk mail folders or [request another email](#).

If you are still having trouble, contact SecureAccess Washington Web Customer Support at 1-888-241-7597 weekdays between 8 a.m. – 5 p.m. (Pacific).

17. Enter your credentials, select “Log in.”



My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

Your account is now active

Please sign in using the SAW User ID and Password you created.

SAW User ID

Password

Log in

18. For first time filers please select “New user? Click Continue.”
For Returning users, please link your existing account to your new Secure Access Washington account by putting in your previous logon credentials.

Department of Revenue Washington State *“Working together to fund Washington’s future”*

My DOR Services > Unclaimed Property Electronic Reporting Log out My DOR

Unclaimed Property Electronic Reporting

If you are a returning user, we recommend linking your tax information in My Account/E-file to My DOR. This is a one-time step to access your tax information using the Washington State Department of Revenue portal, My DOR. [What is this?](#)



New user? Click [Continue](#)

Returning users

My Account Logon ID

My Account Password

Submit

[Forgot Logon ID?](#)

[Forgot Password?](#)

19. Select “File your reports(s)”

20. Click “Next”

Department of Revenue
Washington State

Unclaimed Property

Electronic Reporting

Select an option, then click "Next."

- File your report(s)
- File a negative report (If you have nothing to report, select this option)

- Add a Holder
- Update Holder Information

- My Holder Accounts

[Back](#) [Cancel](#) [Next](#)

21. Select "Browse" (to find your Naupa II formatted file)

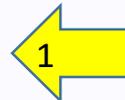
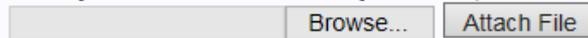
22. Select "Attach File"

23. You will see your file attached, select "Regular Annual Report", *unless specifically instructed otherwise*. Click "Next".



File your report(s)

For each file you need to send, click "Browse" and select your file. Then click "Attach File."
After you have attached all your files, click "Next."



1. Unclaimed.Property.NAUPA.txt - [remove file](#)

- 98-7654321 - EPAY TEST ACCOUNT

What type of report is this?

- Regular Annual Report
- Audit Report - Select only if you've received a bill
- Vendor Or Streamlined Self Audit



Need Help? Please call 360-534-1502 and select Option 2

24. Make your payment selection & click “Next”.

File your report(s)

Provide Payment Information

Your upload was successful!

Please submit your payment on this page. If you leave this page without submitting payment, you will not have the option to return and make payment.

Holder Name	Holder ID	FEIN	Year Seq	
EPAY TEST ACCOUNT	View/Edi	123456789	987654321	2020 01
				\$4,101.00 Property Due
ACCOUNTING				
PO BOX 34053				
OLYMPIA, WA 98501				
Payment Method - <input checked="" type="radio"/> E-Check <input type="radio"/> EFT-Credit <input type="radio"/> Check				



Qualifying unclaimed property holders may request a waiver of penalties and interest in accordance with RCW 63.29.340 and RCW 82.32.105. Waiver does not apply to property due.

If you believe you qualify for a waiver, click [here](#) to email your request to us. Please include the name of the business and the Federal ID number (FEIN) in your request.

If applying for a waiver, select this box to remove the penalty and interest amount and proceed with the payment process by selecting a payment method above and/or clicking Next.

Note: If you click this box and don't send in your waiver request or your waiver request is denied, you will be billed separately for any unpaid penalty and interest amount



25. For an E-Check payment, fill in the one time account information and click “Continue”.

Department of Revenue
Washington State

Unclaimed Property

File your report(s)

UCP Home
Your Claim Package
How to File a Claim
About Unclaimed Property
Auctions
Heir Finder/
Asset Locator
Receive a bill? Pay Here
Need Help/ Contact Us
External Links

Please enter E-Check account information:

Payment Amount: 77.20
Payment Due Date: 10/31/2020
Date of Transfer: *
Name on Bank Account: *
Routing Transit Number: *
Account Number: *
Re-enter Account Number: *

Account Type: Checking Savings
Account Category: Business Consumer

Filter Block

If you have an ACH debit block on your account, please notify your bank to accept debits from the Department of Revenue using 9000000000 (9 followed by nine 0's) as identification.

Routing Transit Number and Account Number

On a business check, the check number is listed first, then the routing transit number and then the account number. The first two digits of the routing number must be 01 through 12 or 21 through 32. Do not use a deposit slip. Check with your bank if you have questions.

1 2 3 4 : 1 2 3 4 5 6 7 8 9 : 1 2 3 4 5 6 7 8 9 0 1 2 3 #

Check Number Routing Transit Number Account Number

[Previous](#) [Continue](#)

26. Verify the information listed is correct. Read the Terms and Conditions section and check “I accept the terms and conditions” box and click “Submit and Pay.”

Department of Revenue
Washington State

Unclaimed Property

File your report(s)

- UCP Home
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- Heir Finder/Asset Locator
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- Need Help/ Contact Us
- External Links

Please review the information below. Select Previous if you need to make changes to your payment. Select Submit and Pay to complete your payment.

Your Payment Detail

Payment Amount:	77.20
Payment Due Date:	10/31/2020
Date of Transfer:	04/20/2020
Holder:	DEMONSTRATION HOLDER
Reporting Period:	

Your Account Detail

Name on Bank Account:	Bank of Banks
Routing Transit Number:	325070760
Account Number:	12345678900000000
Account Type:	Checking
Account Category:	Business

Terms and Conditions

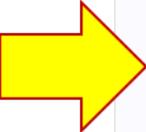
PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION

By checking, "I accept the terms and conditions", I authorize the payee to electronically debit my bank account for the amount on the date set forth above. The authorization is only valid for this single payment transaction.

PLEASE [PRINT](#) A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS

I accept the terms and conditions.

[Previous](#) [Submit and Pay](#)



27. Print your Confirmation and Logout

Department of Revenue
Washington State

Unclaimed Property

File your report(s)

[x Logout](#)

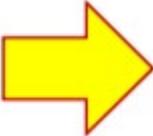
Confirmation

You have successfully submitted the reports and payment options below.

Holder Name	Holder ID	FEIN	Tracking #	Amount Due
DEMONSTRATION HOLDER REPORT CONTACT 1425 60TH ST NE CEDAR RAPIDS, IA 52402	000033221	443456790	33221020141	\$5,000.00
Payment Method - E-Check			Confirmation# - 222	
Total:				\$5,000.00

[Print this page](#)

[Home](#)





Questions?

Call 1-360-534-1502

Option 2