

Manual Online Reporting Instructions (MOR)

[Manual Online Reporting](#)

Register by entering your email address and clicking **Register**.

MANUAL ONLINE REPORTING NORTH CAROLINA DEPARTMENT OF STATE TREASURER Dale R. Towell, CPA

BEGIN SUBMISSION

REGISTER

If you are beginning a new submission, enter your email address below and click "Register":

Email:

[Register](#)

LOGIN

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":

Email:

Secret Key:

[Login](#)

Copy and paste your **Email** and **Secret Key** and save them separately for future reference (see **Warning** below) making sure you only copy the characters, not any spaces at the end of your Email or Secret Key. Click **Continue** in the top right corner. **For best results, manual entry of the Secret Key is discouraged. It is best to copy, paste, and save the Secret Key to your desktop. If your Secret Key is lost, you will have to request a new Secret Key and your previously saved reporting session will be lost.**

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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: [Print Key](#)

Email:	entyouremailhere@sample.com
Secret Key:	Bg1@-Y9Mz-jF5e-lfaM

Manual Online Reporting Steps

1) Register & Login

- Add Holder Information

2) Create A Record

- Each **Record** will contain one property and its owner(s)

3) Add Owner Info

- Most properties have a single owner. To associate multiple owners with a single property select "Add New Owner to Record"

4) Add Property Info

- Enter data associated with a single property

5) Report Summary

- Review data entered. Edit as needed. For each additional **Property**, repeat steps 2-5 **before moving to step 6**

6) Final Review

- Check each **Summary Record** & download the **NAUPA II File**

7) Submit

- This is your last opportunity to **Print Summary**

8) Send Payment

- **ACH payments** may be remitted directly via the **Holder Payment portal** *Company ID/Filter: A561545517

- 1) **Add Holder Information** by completing all required items on the page. **Required items are indicated by an asterisk or a question mark.** Click **Save** at the top or the bottom of the page when complete.

[Logout](#)

MANUAL ONLINE REPORTING

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER



The Firm, CA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOSWELL, CPA

ENTER HOLDER INFORMATION

Holder Information

Please enter all required information below

[Cancel](#) [Save](#)

* Holder Name:

* Holder Tax ID:

- 2) **Create A Record** to enter owner and property information associated with one property. Please note, if changes need to be made to holder information, click **Edit Holder** and save any updates prior to clicking **Create a Record**.

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

Holder Info:

[Edit Holder](#)

Holder Name: Test Holder	Holder Tax ID: 987654321	Contact Name: MaryAnne Fitzpatrick
Contact Address 1: 3200 Atlantic Ave.	Contact City: Raleigh	Contact State: NC
Contact Zip: 27604	Contact Phone: (919) 814-4200	Contact Email: maryanne.fitzpatrick@ctreasurer.com

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		

There are currently 0 records created. To create an owner record, please click "Create A Record".

[Create A Record](#)

- 3) From the Owners page, click **Add New Owner to Record** to enter owner data. If the owner is a business entity, it is necessary to check “this is a business” after entering the name of the business.

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NORTH CAROLINA
 DEPARTMENT OF STATE TREASURER

 Dale R. Towell, CPA
 State Treasurer of North Carolina

← Back To Report Summary
OWNERS
Add Property ▶

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	Jane Doe		SO	Edit

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).

Enter all owner information known by the holder in the fields provided on the page. Select the applicable [Owner Relationship Code](#) and choose the applicable owner type:

All Owners except Aggregate or Unknown – This property represents individual property records that are not reported as aggregate or unknown. This owner type is used when an owner’s name is known and included in the report.

Aggregate Property–This property represents a group of properties that have been aggregated together, usually because of small values. See [Holder FAQ's](#) for additional information pertaining to this owner type.

Unknown Owner (no name available) – This property represents individual property records in which the original owner’s name is unknown.

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

To associate more than one owner with a singular property, click **Add New Owner to Record**.

When all owners pertaining to a single property have been added to the record, proceed to **Add Property**.

← Back To Report Summary
OWNERS

Add Property ▶

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	John Doe	123 Any Street	AN	Edit
Additional	Jane Doe		AN	Edit

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).

4) Click **Add New Property** to enter the property data.

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Logout

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

PAUL B. HARRIS, CPA
1997 TREASURER OF NORTH CAROLINA
DALE S. FOWELL, CPA

← Edit Owners

PROPERTY

Save →

Properties on this Record:

Prop	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Add New Property *Adds a Property to the Owner Record

From the Property page, Choose the Correct [NAUPA Class Code](#) from the **Property Type** drop down box. Enter all data related to the amount.

Deductions can only be taken if a sample contract or statute is provided to the UPD which authorizes the reduction taken. Postage is not a valid reduction unless specified in a written contract.

Any additional information that will assist in identifying the owner of the property should be listed in the property description field. Information (such as the purchaser of a cashier's check, lease name of a mineral interest, or beneficiary to an insurance policy) should be listed in the property description. If you are reporting insurance related property, please specify "L" for life insurance, "PC" for property and casualty insurance, or "AH" for accident and health insurance.

When finished entering all data related to a single property amount, click: **Save**.

- 5) Click **Go to Report Summary**. If you have additional properties to report, select **Create a Record** and repeat steps 2-5 until all properties have been added to your report.

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	Edit

- 6) Verify the accuracy of the entered data from the **Report Summary Page**. Add/edit the holder and property data if needed. If correct, click **Final Review**.

- 7) Click to **check mark** each of the boxes in the **orange** section (shown below) to confirm that the summary record reflects the records included in your submission. You must check each box to activate the **Submit** option. **Download** the NAUPA File for your records. See [Holder FAQs](#) for additional information pertaining to record retention. When complete, click **Submit**. **Print summary** of submitted report, when complete, click **Done**.

PLEASE NOTE YOU WILL NOT BE ABLE TO SUBMIT YOUR REPORT UNTIL ALL THE BOXES IN THE SUMMARY RECORDS SECTION ARE SELECTED.

Logout

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NORTH CAROLINA
DEPARTMENT OF STATE TREASURERTHE FIDELITY COMPANY
THE STATE OF NORTH CAROLINA
DALE R. FOWELL, CPA

← Back to Report Summary

SUMMARY

Submit

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

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

**Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.*

Download NAUPA File

Holder Info:

Holder Name: ABC Co - Test File -	Holder Tax ID: 234567890
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Summary Record:

<input checked="" type="checkbox"/> No. of Owners: 2	<input checked="" type="checkbox"/> No. of Shares: 0	<input checked="" type="checkbox"/> Amount Reported: \$1.00
<input checked="" type="checkbox"/> No. of Properties: 1	<input checked="" type="checkbox"/> No. of Shares Due: 0	<input checked="" type="checkbox"/> Amount Due: \$1.00
<input checked="" type="checkbox"/> No. of Tangibles: 0		

Note: This is your last opportunity to print a summary for your records. ×

FINAL REVIEW

Done

Report Successfully Submitted For Processing

If you wish to pay via State Payment Portal, [click here](#).

If you wish to pay via ACH or Wire, [click here](#).

If paying by check, print the report summary and mail it to our office with your payment.

If there are any issues with your uploaded report, our Manual Online Reporting Team will reach out to you.

Once processed, an email confirmation containing the assigned Report ID number will be sent. Instructions will be included in the event additional documents need to be submitted related to this report.

Please click "Print Summary" to retain a copy of this page for your records.

Print Summary

8) 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.

A. Remitting funds **via our** [Holder Payment](#) portal;

It **is not** necessary to email the Report Summary or ACH confirmation.

B. Remitting funds via [ACH](#) or [Wire](#)

When not using our Holder Payment Portal, it **is** necessary to email a Report Summary and confirmation of EFT transfer to upreports@nctreasurer.com with the subject: Holder Report Filing.

C. If paying with a check, mail a copy of the Report Summary along with the check.