

# Manual Online Reporting Instructions (MOR)

## [Manual Online Reporting](#)

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

**MANUAL ONLINE REPORTING** NORTH CAROLINA DEPARTMENT OF STATE TREASURY 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

2. **Copy and paste** your **Email** and **Secret Key** separately for future reference (see **Warning**) 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.

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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: enteryouremailhere@sample.com

Secret Key: Bg1@-Y9Mz-jF5e-lfaM

3. Enter your **Email** and **Secret Key**, then **Login**.

## 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:

enteryouemailhere@sample.com

Secret Key:



Login

4. Enter holder data here by completing all required items on the page. Please choose an option letting us know how the funds will be remitted (last question on the page). Then click **Save** either at the top or the bottom of the page.

Logout

## MANUAL ONLINE REPORTING

## ENTER HOLDER INFORMATION

### Holder Information

Please enter all required information below

Cancel

Save

\* Holder Name:

Test Holder

\* Holder Tax ID:

Holder Tax ID is a required field.

5. Verify that the holder data is correct on the *Report Summary Page*, then click **Create A Record** to start entering the property data. If changes need to be made to the holder data, click **Edit Holder**.

**REPORT SUMMARY PAGE**

**Final Review** ▶

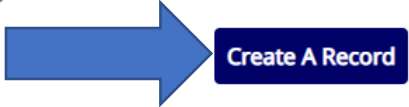
Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

**Holder Info:** **Edit Holder**  
Holder Name: Test File - ABC Co Holder Tax ID: 234567890

**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".*



6. From the Owners page, click **Add New Owner to Record** to enter owner data.

The screenshot shows the 'MANUAL ONLINE REPORTING' interface for 'OWNERS'. At the top, there is a 'Logout' button and the North Carolina Department of State Treasurer's logo. Below the header, there are navigation buttons: 'Back To Report Summary' on the left and 'Add Property' on the right. The main heading is 'OWNERS'. Underneath, it says 'Owners on this Record: 1' with a question mark icon. A table lists the owner information:

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	Jane Doe		SO	<a href="#">Edit</a>

A blue arrow points to the 'Add New Owner to Record' button. Below the button, a note states: '\*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).'

7. Enter all the owner information in the fields listed on the page. (Choose the correct *Owner Relationship Code* and *Owner Type Code*). Click **Save** either at the top or bottom of the page.

The screenshot shows the 'MANUAL ONLINE REPORTING' interface for 'OWNERS'. At the top, there is a 'Logout' button and the North Carolina Department of State Treasurer's logo. Below the header, there are navigation buttons: 'Back To Report Summary' on the left and 'Add Property' on the right. The main heading is 'OWNERS'. Underneath, it says 'Owners on this Record: 0' with a question mark icon. Below this, a message states: 'No owners added to this record yet'. The 'Owner Information' section is visible, with a blue arrow pointing to the 'Last/Business Name' field. The text reads: 'Please enter the following information to add an owner to this record'. There are 'Cancel' and 'Save' buttons. The 'Last/Business Name' field contains the text 'Doe'. Below the field, there is a checkbox labeled 'This is a Business' which is currently unchecked.

**\* If you need to edit the Holder or the property information, CLICK *Back To Report Summary*.**

8. If there is more than one owner for a property Click **Add New Owner to Record** and repeat the process for each additional owner for that particular property.

Logout
MANUAL ONLINE REPORTING

NORTH CAROLINA  
DEPARTMENT OF STATE TREASURER

◀ 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).

Example Record: one property with two owners:

Logout
MANUAL ONLINE REPORTING

NORTH CAROLINA  
DEPARTMENT OF STATE TREASURER

◀ Back To Report Summary
OWNERS
Add Property ▶

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	Jane Doe		AN	<a href="#">Edit</a>
Additional	John Doe		AN	<a href="#">Edit</a>

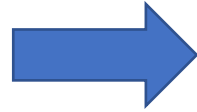
Add New Owner to Record

\*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).

9. If there are no additional owners for that particular property, Click **Add Property** to add the property information.

◀ Back To Report Summary

OWNERS



Add Property ▶

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	Jane Doe		AN	<a href="#">Edit</a>
Additional	John Doe		AN	<a href="#">Edit</a>

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).

*\* If you need to edit the holder, owner or the property information at any time, click **Back To Report Summary**.*

10. Click **Add New Property** to enter the property data.

◀ Edit Owners

PROPERTY

Save ▶

Properties on this Record:

Property	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

11. From the Property page, Choose the Correct *NAUPA Class Code* from the **Property Type** drop down box. Enter all data related to the amount, then **Save**.

MANUAL ONLINE REPORTING

Logout

North Carolina Department of State Treasurer

DALE R. FORWELL, CPA

PROPERTY

← Edit Owners Save →

Properties on this Record:

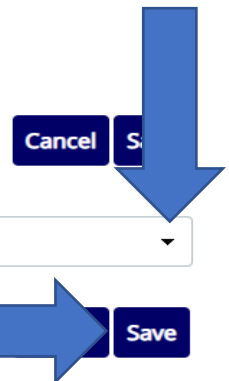
Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

Property Information

Please enter the following information to add a property to this record

\* Property Type: ?

- Please select an option -



12. Verify the amount is correct. Then click **Edit** to correct data or **Save**.

MANUAL ONLINE REPORTING

Logout

North Carolina Department of State Treasurer

DALE R. FORWELL, CPA

PROPERTY

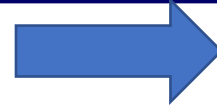
← Edit Owners Save →

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
1	AC02	\$1.00	\$1.00	N/A		Edit

13. Verify the accuracy of the entered data from the **Report Summary Page**. If correct, click **Final Review**. If not, edit the holder and/or property data as shown below.

REPORT SUMMARY PAGE



Final Review ▶

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: dst

Holder Tax ID: 561545517

Summary Record:

No. of Owners: 2

No. of Shares: 0

Amount Reported: \$1.00

No. of Properties: 1

No. of Shares Due: 0

Amount Due: \$1.00

No. of Tangibles: 0

Create A Record

- Record # 1

Delete

Owners:

Add / Edit Owners

Owner	Owner Name	Owner Address	Relationship Code
Primary	Jane Doe		AN
Additional	John Doe		AN

Properties:

Add / Edit Property

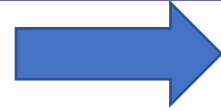
Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due
1	AC02	\$1.00	\$1.00	N/A	N/A



14. Follow the instructions below in the **blue** section. Place a check mark in each of the boxes in the **yellow** section then download the NAUPA File for your records. When complete, click **Submit**.

[← 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](#)

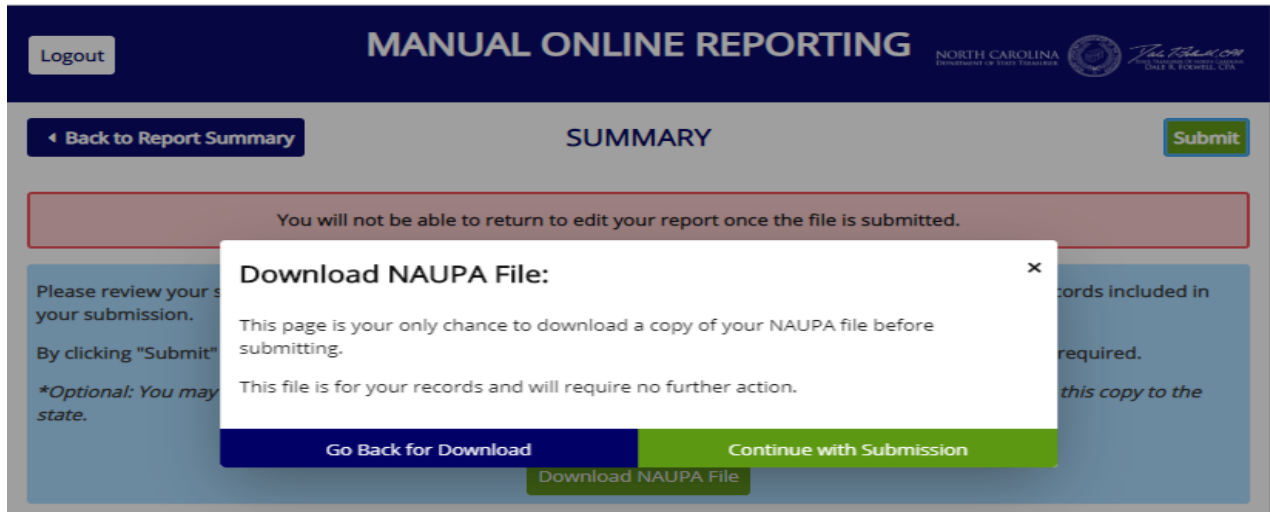
**Holder Info:**

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

**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		

15. If you forget to download the NAUPA File, here is your last opportunity or you can continue with the submission.



This is your last opportunity to **Print Summary**. ACH payments may be accepted directly via the [Holder Payment](#) portal. \* Company ID/Filter: A561545517. It is not necessary to email the ACH confirmation or Report Summary when sending funds via our [Holder Payment](#) portal. When remitting via ACH or Wire and not using our holder payment portal it is necessary to email a confirmation of report submission and confirmation of EFT transfer to [upreports@nctreasurer.com](mailto:upreports@nctreasurer.com) with the subject: Holder Report Filing.

16. If paying with a check, mail a copy of the Summary along with the check. When complete, click **Done**.

