Unclaimed Property On-line
Naupa File Upload Module

Proceed to: http://www.ok.gov/treasurer/

Scroll down on State Treasurer Ken Miller Open Window – to the left select button below:

ON-LINE REPORTING

Oklahoma's on-line module is an exclusive secure source for holders to submit their electronic files via a controlled secure environment. First time users will need to register.

1. Holders **must** create a NAUPA formatted file and save it to a location on their computer for retrieval.
2. Holder will proceed to the Unclaimed Property on-line module site @
    https://ostdnet.ost.state.ok.us/Hldr_Login.asp

Part I: Registration:

    a) Click **New User?**

                Welcome to the Holder Reporting System

Please log in to continue

Username: [   ]

Password: [   ]

Remember Me? ☐ **(Yes)**

[Login]

New user? Click here to continue.

Forgot your password? Click here.

Return to Unclaimed Property Website

b) Complete User Information screen.

Note: Items in red must be completed. Please complete as many fields as possible.

Please keep your company and contact information updated. This data should be transmitted to the state with your report filings in order to update your account information in the State's system.

 VERIFICATION OF YOUR USER INFORMATION IS REQUIRED FOR THIS PROCESS

User information

User Name: dbla2011

Password: [ ]   **Confirm Password:** [ ]

Minimum eight characters in length and should contain at least 3 of the 4 character groups (Uppercase, Lowercase, Numerals, and Non-Alpha characters).

Company Information

Company Name: OKLAHOMA STATE TREASURER

Federal ID (FEIN): 99-9999999   *e.g. 01-1234567*

Address 1: 2401 NW 23RD STREET

Address 2: SUITE 42

Address 3: [ ]

City: OKLAHOMA CITY   **State:** OK **Zip:** 73111

County: OKLAHOMA

Phone: (405)521-4275   *e.g. (123)456-7890*

Extension: [ ] (If applicable)

Fax: (405)522-6777

State of OK Date of Incorporation:
Incorporation: [ ] *(MM/DD/YYYY)*

SIC Code: [ ]   NAICS Code: [ ]

DUNS #: [ ]

Primary Contact Information

Name - **First:** DONICE   **Last:** BLAKELY

Address 1:
(if different from
above) [ ]

Address 2: [ ]

Address 3: [ ]

City: [ ]   State: [ ] Zip: [ ]

County: [ ]

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Email: DONICE.BLAKELY @ TREASURER.OK.GOV

*Fields labeled in **RED** are required.

Update   Cancel

c) click **Register** button

After you have registered successfully the following screen will pop-up:

<div style="border: 1px solid #4a90b8; padding: 20px;">

Welcome to the Oklahoma State Treasurer
On-Line Holder Reporting Site

This service is offered for your convenience to help you comply with Oklahoma's Unclaimed Property laws.

From this page you may:

- ✓ Upload your NAUPA compliant electronic file ('Positive' report)
- ✓ Check the status of your report(s)
- ✓ Inform the state you have nothing to report ('Negative' report)
- ✓ Check the status of your report(s)
- ✓ Update your account information

Holder Reporting Menu

Upload a Positive Report

View previously filed Positive Reports

File a new Negative Report

View previously filed Negative Reports

Update your account information

Logout of Holder Reporting

</div>

Part II – Upload NAUPA formatted file:

a) Click Upload a Positive Report
   Note: you will be re-directed back to the User Information screen, scroll down and click Update button

b) Type in the report amount

c) Click **Browse** button (retrieve file)

d) Click **Upload** button

> The State of Oklahoma only accepts electronic Holder Reports in the [NAUPA file format](#)*.
>
> ### File a new Positive Report
>
> Report Amount:
>
> | 336.27 |
>
> Report File:
>
> [Upload] [Cancel]

Part III – Confirm your report:

a) Click **Confirm** button:

> ### Welcome to the Oklahoma State Treasurer
> ### On-Line Holder Reporting Site
> -
>
> By clicking the "Confirm" button, you verify that you, being first duly sworn, on oath depose and state that you have caused to be prepared and have examined the report you are submitting as to property presumed abandoned under the Oklahoma Unclaimed Property Law for the year ending as stated, that you are duly authorized to execute this verification by the Holder, by law you believe that the report is true, correct and complete as of date reported and that you have not intentionally withheld or omitted any pertinent information.
>
> **Please Confirm your report amount.**

Positive Report Information
Report Amount:
$336.27
Report File:
dbla2011_WorldXXX_336.27.HDE

Confirm   Start Over

Part IV: Confirmation *File Uploaded:

Holder Reporting System

File Name**	File Size	Upload Date	State Download	State Import	Import Status
dbla2011_WorldIXXX_336.27.HDE	1842	10/12/2011			*File Uploaded

*File status changes will be available 24 hours after file submission.

**To ensure uniqueness, the name of the uploaded file is prefixed with your user name, and possibly numeric characters.

Return to Holder Reporting Menu

Note: Please print screen and submit a copy with the Holder Verification Report and Remittance. The form <u>must</u> be signed and notarzied.

Part V: End Session:

Click **Return to Holder Reporting Menu**

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Holder Reporting System

File Name**	File Size	Upload Date	State Download	State Import	Import Status
dbla2011_StateofXXX _13565.87.hde	10626	10/12/2011			*File Uploaded
dbla2011_WorldIXXX_336.27. HDE	1842	10/12/2011			*File Uploaded

*File status changes will be available 24 hours after file submission.

**To ensure uniqueness, the name of the uploaded file is prefixed with your user name, and possibly numeric characters.

Return to Holder Reporting Menu

Please logout or upload additional reports.

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