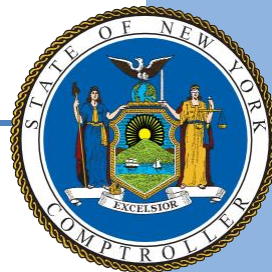


Excel Secure File Upload Instructions

OFFICE OF THE NEW YORK STATE COMPTROLLER

Thomas P. DiNapoli, State Comptroller



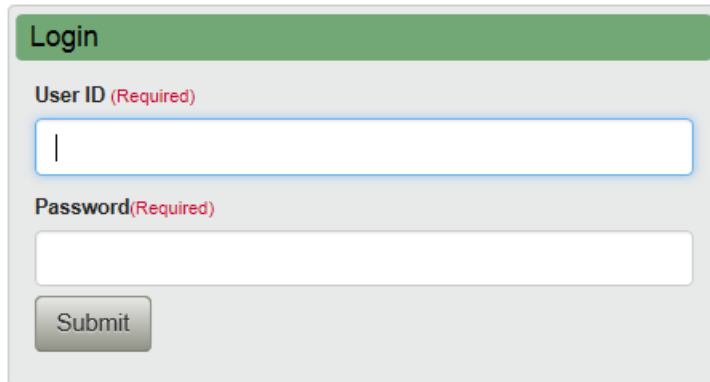
OUF Excel Secure File Upload Instructions

Getting Started

Email NYSRPU@osc.ny.gov to obtain the User ID and Password if not previously provided.

Open your web browser and enter the following: <https://ouf.osc.state.ny.us/ouf/ap>

Enter the user name and password provided in the email, then select **Submit**.



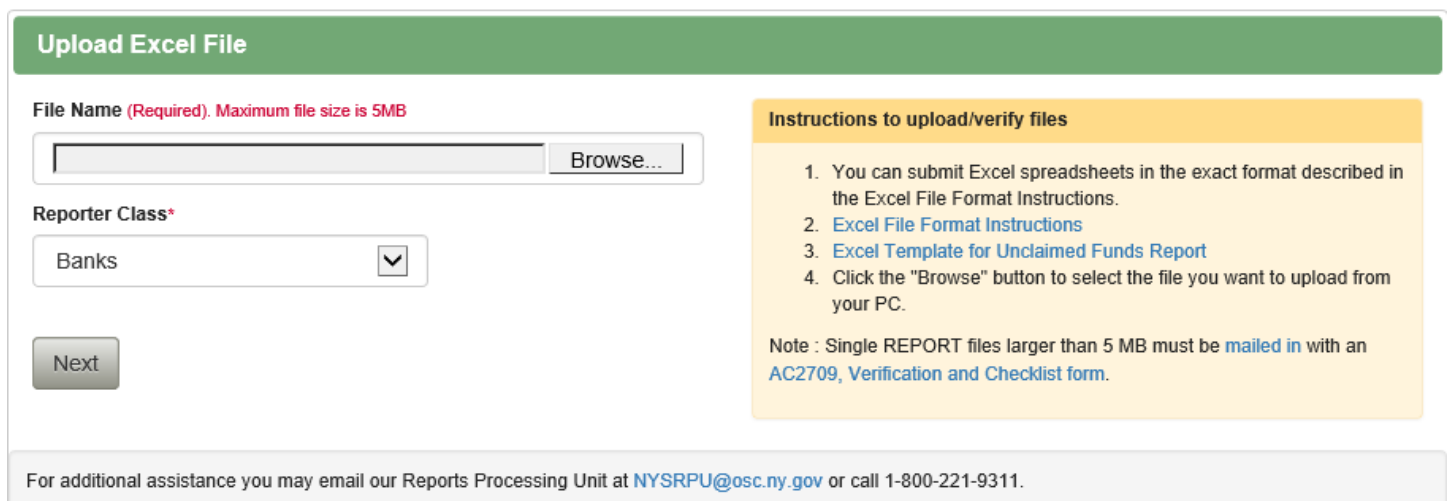
The login form has a green header with the word "Login". Below the header, there are two input fields. The first is labeled "User ID (Required)" and the second is labeled "Password (Required)". Below the password field is a "Submit" button.

Login to Unclaimed Funds, to submit completed Abandoned Property Reports and create/submit VCLs electronically. To request a username and password, contact us at NYSRPU@osc.ny.gov. If you have a username and password that was obtained prior to August 2009, you will need to contact us as the login credentials have changed.

Upload Excel Report File

Use the **Browse** button to locate your Abandoned Property Report on your computer. Select the Excel file (.xlxs or .xls) that you want to upload.

Use the **Reporter Class** dropdown to select the type of entity that best matches your organization. Select **Next**.



The "Upload Excel File" form has a green header. Below the header, there is a "File Name (Required). Maximum file size is 5MB" label above a text input field and a "Browse..." button. Below that is a "Reporter Class*" dropdown menu with "Banks" selected. At the bottom left is a "Next" button. On the right side, there is a yellow box titled "Instructions to upload/verify files" containing a numbered list of instructions and a note about file size.

File Name (Required). Maximum file size is 5MB

Reporter Class*

Next

Instructions to upload/verify files

1. You can submit Excel spreadsheets in the exact format described in the Excel File Format Instructions.
2. [Excel File Format Instructions](#)
3. [Excel Template for Unclaimed Funds Report](#)
4. Click the "Browse" button to select the file you want to upload from your PC.

Note : Single REPORT files larger than 5 MB must be **mailed in** with an [AC2709, Verification and Checklist form](#).

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Holder Information Screen

Enter information about the organization that is reporting the unclaimed funds and contact information for who may answer questions about the report. Select **Report Preview**.

Contact Information

Enter Holder Information

Holder Name *	Tax ID *
<input type="text"/>	<input type="text"/>
Incorporated State *	Incorporated Date (mm/dd/yyyy)
NEW YORK <input type="button" value="v"/>	<input type="text"/> <input type="button" value="17"/>

Enter Contact Person's Information

First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	
Address *	City *	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
State *	Postal Code *	Country *
NEW YORK <input type="button" value="v"/>	<input type="text"/>	UNITED STATES <input type="button" value="v"/>
Province/Region		
<input type="text"/>		
Phone Number *	Ext.	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

Report Preview Screen

Use the Report Preview Screen to verify the account information is correct. Select **Submit** or **Cancel**.
Note – if you select **Cancel**, your file will not be uploaded and you will be directed back to the upload screen.

[1. Holder Information](#) > [2. Properties](#) > [3. Report Preview](#) > [4. Report Summary](#)

Please review and verify all information.

Holder Information

Holder Name	The Bank
Contact Name	Denny Crane
Phone Number	6175551234
Email	nysrpu@osc.ny.gov
Address	500 Boylston St New York NY, 10001 US

Properties

Type	Initial Amount	Amount Remitted	Shares
1A	\$0.00	\$385.52	0.0000
2B	\$0.00	\$357.00	0.0000
2C	\$0.00	\$6,500.00	0.0000
1C	\$0.00	\$1,527.50	0.0000
Totals:	\$0.00	\$8,750.02	0.0000

This report of abandoned property is made pursuant to the Abandoned Property Law. To the best of my knowledge and belief, such report is a true and complete statement of all abandoned property held by or owing by the said organization.

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.


Report Summary Screen

By selecting **Submit**, the successful upload screen is displayed. Print this page as a receipt.

Save the File Name provided on this screen (ex. ABND.NYCD1.....) and write it on the upper left corner of any documentation that you submit to ensure it will be associated with your report.

1. Holder Information > 2. Properties > 3. Report Preview > 4. Report Summary

An electronic VCL(s) has been filed for this report(s). You do NOT need to submit a hard copy. File Name uploaded to Office of Unclaimed Fund is : ABND.NYCD1.D060519.T091524.UFILTEST.f ←

Please print  out this page as a receipt for this submission.

Reminder, your report is not complete until you remit the related cash or securities. Follow the below instructions:

- [Electronic Funds Transfer](#)
- [Security Delivery Instructions](#)
- [Mail Checks](#)

Holder Information

Holder Name	The Bank
Contact Name	Denny Crane
Phone Number	6175551234
Email	nysrpu@osc.ny.gov
Address	500 Boylston St New York NY, 10001 US

Properties

Type	Initial Amount	Amount Remitted	Shares
1A	\$0.00	\$365.52	0.0000
2B	\$0.00	\$357.00	0.0000
2C	\$0.00	\$6,500.00	0.0000
1C	\$0.00	\$1,527.50	0.0000
Totals:	\$0.00	\$8,750.02	0.0000

For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.

If you have any questions about uploading your report, email NYSRPU@osc.ny.gov.