Step 1-Go to www.showmemoney.com

OFFICE OF THE MISSOURI STATE TREASURER

Search Unclaimed Property | Last Name First Name 🔍

About▾ Unclaimed Property▾ Programs and Services▾ Investments▾ Media▾ Contact Us

Unclaimed Property: Missouri's Largest Lost and Found

Claimant Login

The Treasurer's Office is responsible for returning Unclaimed Property to Missourians. Each year financial institutions, businesses, government agencies, and other organizations turn over millions of dollars in cash and the contents of safe deposit boxes to the Treasurer's Office. The Office currently holds more than $1 billion in unclaimed assets. 1 in 10 Missourians has Unclaimed Property and the average return is $300. The Treasurer's Office never charges to return Unclaimed Property.

Search for Unclaimed Property   Military Medals and Insignia

Track Your Claim   Sign Up for Email Updates

Claimant Login   Annual Newspaper Ad Lists

Step 2- To bring up this menu hover your mouse over Unclaimed Property. Then click on Reporting Unclaimed Property

1

About▾ **Unclaimed Property**▾ Programs and Services▾ Investments▾ Media▾ Contact Us

Find Your Property
Military Medals and Insignia
Postcard Recipients
2
Saw Your Name In The Paper
Safe Deposit Auction Mailing List
Reporting Unclaimed Property
Donate Your Unclaimed Property
Savings Bond Search
Unclaimed Property Auction

Resources
About Unclaimed Property
Virtual Asset Info
W-9 Form
Table of Heirship
Family Tree Form
Sibling Family Tree Form
Corporate Affidavit
Frequently Asked Questions
Enabling Statute
Holder ID Look-up

Sign Up to Get Email Updates

Search Unclaimed Property

Track Your Claim Online

Unclaimed   Claimant Login

Step 3- Click Holder Report Online Submission

Unclaimed Property: Missouri's Largest Lost & Fou

Reporting Unclaimed Property

It is rare for any organization NOT to have Unclaimed Property because Unclaimed Property results from normal business operations.

Holder Report Online Submission

Reporting companies are now able to submit their Holder Reports online. To access the system, **click here**.

Additional Reporting Options

- **Download or View Unclaimed Property Report Form - can only be used if you have less than 50 owners to report**

Step 4- Click Get HRS Pro

Report Unclaimed Property

Welcome to the Missouri State Treasurer's Unclaimed Property online reporting portal. We have created this online portal to simplify compliance, increase efficiency and improve the security of the data you are reporting. We want to thank you for your support and cooperation in using this tool, which has proven to be successful in reuniting owners with their missing property.

For additional information on the Unclaimed Property program you can click on the link Unclaimed Property Home.

Register Now »

There are various software options to create a NAUPA II file. States may or may not recommend a particular one. However, a link to HRS Pro is provided here to facilitate creating your NAUPA report(s).

Get HRS Pro »

Step 5- Click the option that works best for your company

ENTERPRISE

REGISTER - ENTERPRISE   from $419 /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 under 100 properties per state report

Step 6- Fill out the information required

Create a new account.

Email *

[Email]

The Email field is required.

Password *

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

[Password]

Confirm password *

[Password]

First Name *

[First name]

Last Name *

[Last name]

Phone *

[Phone]

Phone Extension

[Phone Extension]

Company Name *

[Company]

Job title *

[Job title]

Address 1 *

[Address 1]

Address 2

[Address 2]

Address 3

[Address 3]

City *

[City]

State *

[Select State ▾]
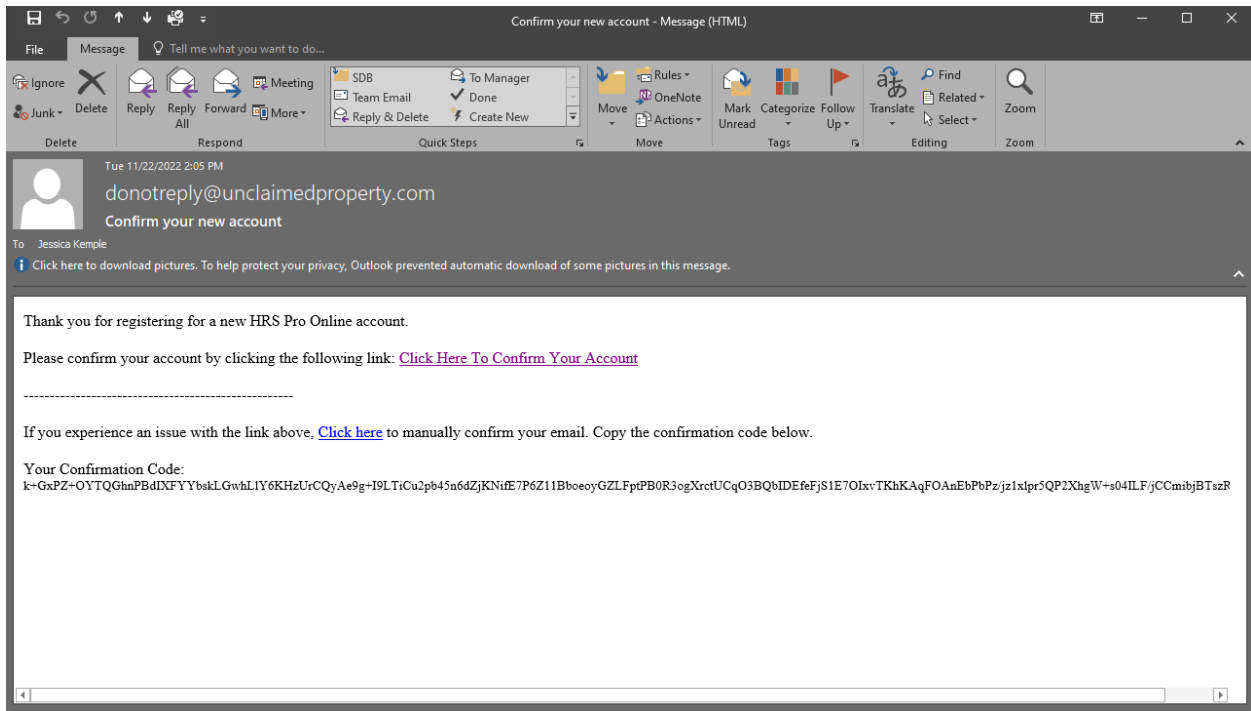
Zip *

[Zip]

Country *

[USA]

☐ I agree to the License Agreement

[Register »]

HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

- Once you have created the account you should receive a confirmation email.

REGISTRATION COMPLETE - CONFIRM EMAIL

Support | Contact Us | Version 1.0.32-528-9e8a67fc
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AVENU
INSIGHTS & ANALYTICS

Confirm your new account - Message (HTML)

File   Message   Tell me what you want to do...

Ignore   Delete   Reply   Reply All   Forward   More   Meeting   SDB   Team Email   Reply & Delete   To Manager   Done   Create New   Move   OneNote   Actions   Mark Unread   Categorize   Follow Up   Translate   Find   Related   Select   Zoom

Delete   Respond   Quick Steps   Move   Tags   Editing   Zoom

Tue 11/22/2022 2:05 PM

donotreply@unclaimedproperty.com

Confirm your new account

To   Jessica Kemple

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Thank you for registering for a new HRS Pro Online account.

Please confirm your account by clicking the following link: Click Here To Confirm Your Account

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If you experience an issue with the link above, Click here to manually confirm your email. Copy the confirmation code below.

Your Confirmation Code:
k+GxPZ+OYTQGhnPBdIXFYYbskLGwhLlY6KHzUrCQyAe9g+I9LTiCu2pb45n6dZjKNifE7P6Z11BboeoyGZLFptPB0R3ogXrctUCqO3BQbIDEfeFjS1E7OIxvTKhKAqFOAnEbPbPz/jz1xlpr5QP2XhgW+s04ILF/jCCmibjBTszR

Step 7- You will then need to add your Company information on the add holder screen.

HRS Pro

Holders >

ADD HOLDER

Name *	Tax ID *	Ext.

Incorporated State	Incorporated Date	
Select...		

SIC Code	DUNS Number	NAICS Code Lookup

Address1	Address2	Address3

Zip Code		

City	County	

State		
Select...		

Phone	Ext.	Fax

💾 Save   ✕ Cancel

Step 8- Click the Reports tab, then Click Import from file.

HRS Pro

HOLDERS

➕ Upgrade to add holders

Name ⌄	Tax Id		
Your Outdoor Maintenance	47-3368256	View Reports	✏ Edit

[1]

REPORTS

2 ←

☁ Import from File   ➕ Create Manual Report

Next Step: View the report to review data and Download NAUPA File. Please note – the Status listed below indicates if a report can be edited.

A report with a status of **IN PROGRESS** can be modified. | A report with a status of **COMPLETED** is locked for edits.
You can change the report status in REPORT DETAIL (View report).

All Reports		Advanced Search							
Year ⌄	Holder		State	Status	Report Totals				
2022	YOUR OUTDOOR MAINTENANCE		MISSOURI	COMPLETED	**1**	**$5.00**	**0.0000**	**0**	👁 View 🗑
					Properties	Cash	Shares	Tangibles	

[1]

Step 9- Click Download Excel Template, you will want to download the template so that you can fill it out and save it to your computer.

Step 10- Once you have filled out the template you need to import it into HRS Pro.

AGGREGATE Validation: If you are reporting the Name and address of the owners you should use an Owner Type code that is not aggregate (ex: OT).

Aggregate property is a lump-sum total of multiple checks under a certain amount and with no owner information (name, address …) provided.

Reports >

IMPORT FROM FILE

☁ Download Excel Template

1

Import File (*.xl x)

[Browse...]

2

Year

[   ]

Holder

[Your Outdoor Maintenance ▾]

3

Default State ⓘ

[Select... ▾]

Description

[   ]

☁ **Begin Import**   ← **4**

You must use the provided template to import property data into the program. Click on Download Excel Template to get started.

NOTE: DO NOT modify this template only copy/paste your values into the template. Modifying this template by adding worksheets or relabeling columns etc.. will cause the template to not import. Please see the FAQ section Importing Data into HRS Pro for more information.

- After it's Imported you will click view then click Download NAUPA File
- The file will save in your downloads folder and will end in .HDE

HRS Pro

[MANAGE ACCOUNT] [LOG OFF]

REPORTS   HOLDERS   CONTACTS   OWNERS   GUIDELINES   FAQ   START HERE

REPORTS

[☁ Import from File] [+ Create Manual Report]

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All Reports	Advanced Search

Year ∨	Holder	State	Status	Report Totals					
2022	YOUR OUTDOOR MAINTENANCE	MISSOURI	COMPLETED	1	$5.00	0.0000	0	⊙ View	🗑
				Properties	Cash	Shares	Tangibles		

[1]

1 ↖

HRS Pro

MANAGE ACCOUNT   LOG OFF

REPORTS   HOLDERS   CONTACTS   OWNERS   GUIDELINES   FAQ   START HERE

Reports >
REPORT DETAIL

1 PROPERTIES | $5.00 CASH | 0.0000 SHARES | 0 TANGIBLES

2

Generate Forms   Export   Download NAUPA File
Letters, labels, etc.   Excel and CSV

Next Step: Enter or review the report data and Download NAUPA File. HRS Pro does not directly submit the file to the state. You will need to submit the downloaded NAUPA file to the state (see GUIDELINES for state specific instructions).

*** Please note - a file with a .HDE extension cannot be opened to view the data. It is an encrypted file that can be read by the receiving state. ***

Year *	State *	Holder *	Report Contact *	Claims Contact *
2022	Missouri	Your Outdoor Maintenance	Jessica Kemple	Jessica Kemple

Description

Status
Completed

Edit Report Details

If edits to properties and/or owners are needed, change the Report Status to **'In Progress'** above.
[Edit Report Details, change Status to In Progress, then Save Report]

Step 11- Now you need to go back to the Treasurers website and register with our site.

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About   Unclaimed Property   Programs and Services   Investments   Media   Contact Us

Find Your Property

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Postcard Recipients
Saw Your Name In The Paper
Safe Deposit Auction Mailing List
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Donate Your Unclaimed Property
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Unclaimed Property Auction

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State Holder Reporting   👤 Log in   ☰ Register

Report Unclaimed Property

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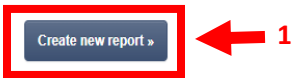
Register Now » ← 4

There are various software options to create a NAUPA II file. States may or may not recommend a particular one. However, a link to HRS Pro is provided here to facilitate creating your NAUPA report(s).

Get HRS Pro »

After you register you will receive a confirmation email with a verification code. Enter that code when prompted.

Then you should be able to log in

Step 12- Once logged in you will click create new report, then Select File (the NAUPA file will be in your downloads folder). After that you will click submit to state.

State Holder Reporting   Your Users ▾   Reports ▾   👤 jessica.kemple@treasurer.mo.gov   Log off

Your Reports   [All] [Positive] [Negative]   [   ] [Search]

No reports found create a report below

                                                                Page [   ] [Go]

[Create new report »]   ⬅ **1**

State Holder Reporting   Your Users ▾   Reports ▾   👤 jessica.kemple@treasurer.mo.gov   Log off

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser
(Internet Explorer 10+/Microsoft Edge, Google Chrome, Safari, Mozilla Firefox)

[Select File]   ⬅ **2**

File Name:

Size:

State Holder Reporting   Your Users ▾   Reports ▾   👤 jessica.kemple@treasurer.mo.gov   Log off

Upload Naupa File

Select your Naupa file from your computer (.hde encrypted or plain text naupa file) and upload it to begin

NOTE: You must be using a supported browser
(Internet Explorer 10+/Microsoft Edge, Google Chrome, Safari, Mozilla Firefox)

[Select File]

File Name:
NaupaEncrypted Your Outdoor Maintenance... .hde

Size: [Upload]   ⬅ **3**
1.1 kB

- After you have submitted to state it should ask how you wish to pay, and should provide you a Payment Voucher. You will send that voucher to us along with your payment.