OUF Excel FTP (UFILE) Instructions

- 1. Open your web browser and enter the following: https://ouf.osc.state.ny.us/ouf/ap?0
- 2. Enter the user name and password provided in the email, then click Submit.



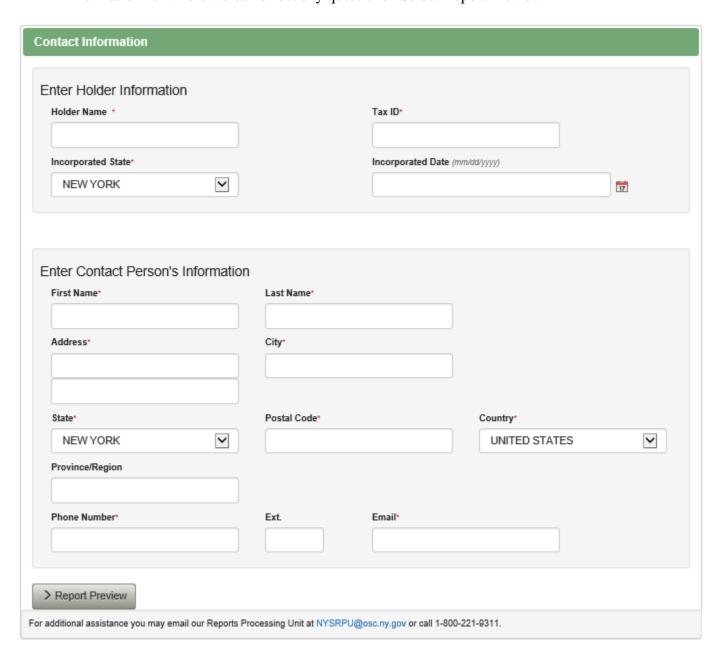
Login to Unclaimed Funds, to submit completed

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.

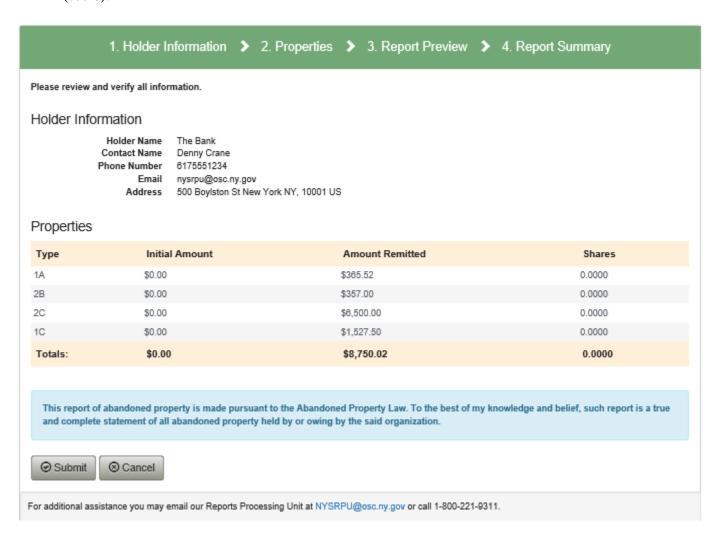
3. On the Online Holder Reporting screen select Upload Excel File, click on the Browse button to select your Report (.xlxs or .xls) file, select Reporter Class. Click Next.



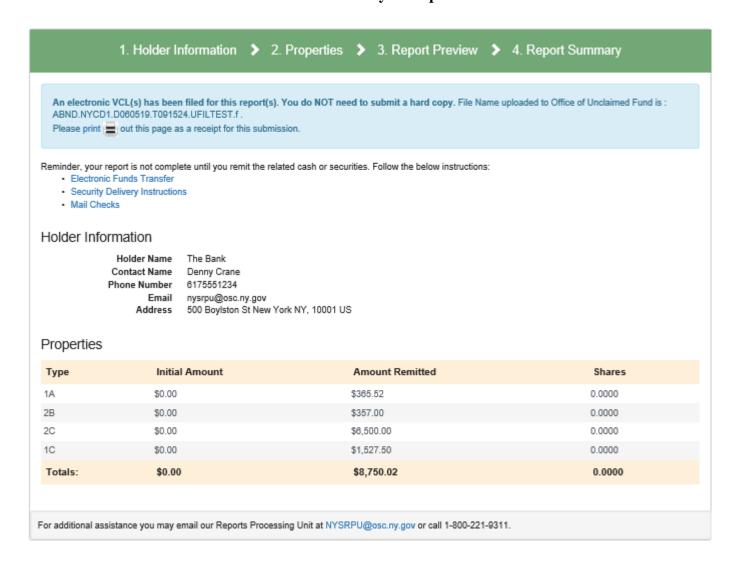
4. Enter information about the organization who is reporting the unclaimed funds, including contact information for where we can direct any questions. Select Report Preview



5. Use the Report Preview Screen to verify the account information is correct. Click on Submit or Cancel (see 6).



6. When you click on SUBMIT you will receive the successful upload screen like the example below and may print this page as a receipt. If you select CANCEL, nothing will be uploaded and you will be returned to the upload screen. If you have any need to ever submit documentation by mail please copy the Date/Time Stamp information located at the top of the screen onto the upper left corner the documentation to ensure we can associate it with your report.



If you have any questions about using this site, please direct your inquiry to the following: NYSRPU@osc.ny.gov

The information transmitted is intended only for the person, entity or group to which it has been addressed and may contain confidential and/or privileged material or information. Any review, retransmission, dissemination, or other use of this information by persons or entities other than the intended recipient is prohibited. If you have received this message in error, please contact the sender and delete the material from any and all computers and/or media including backups.