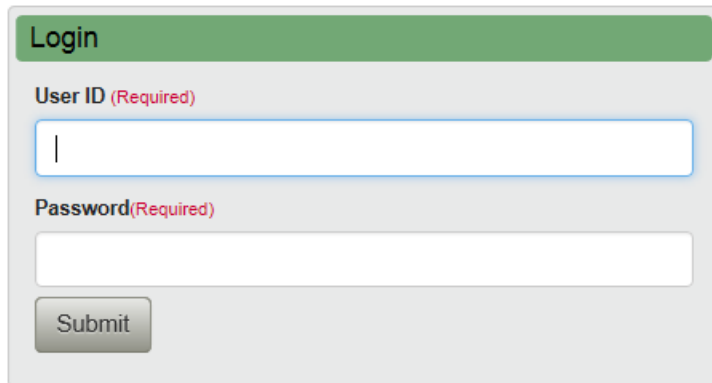


OUF FTP (UFILE) Instructions

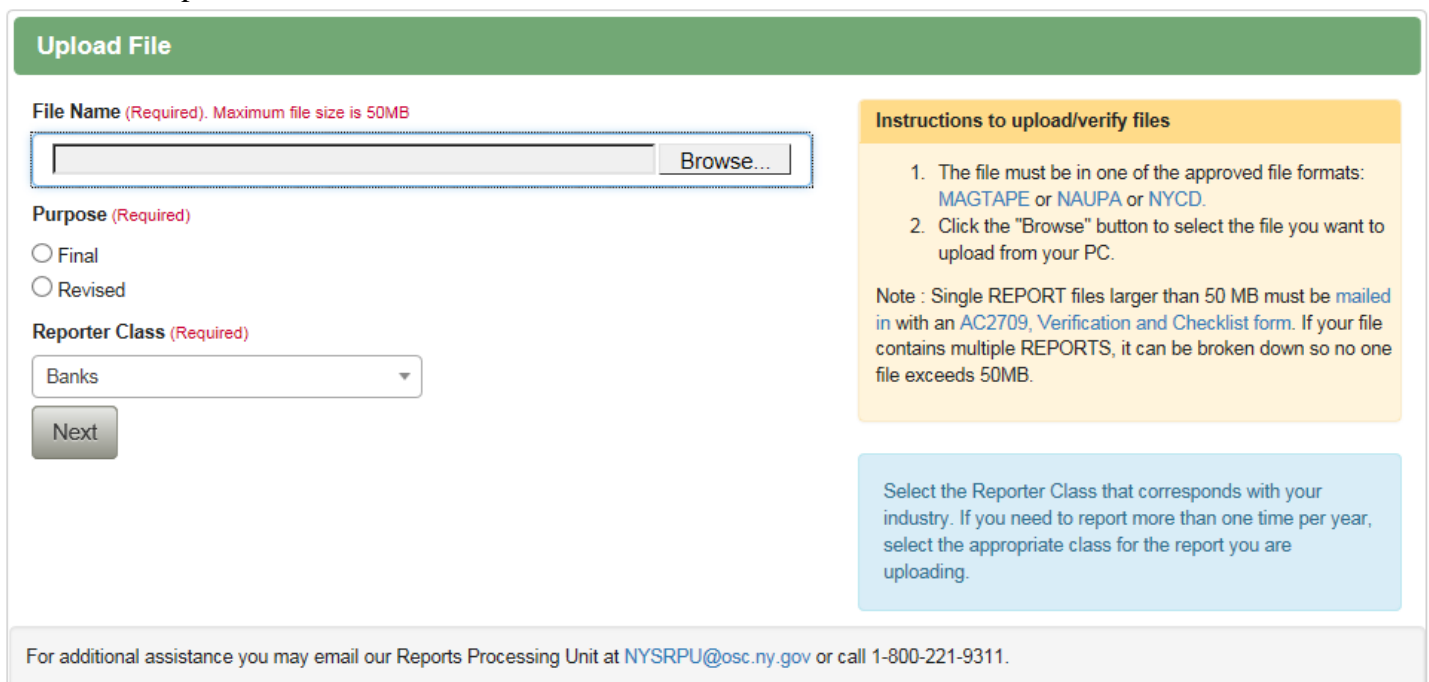
1. Open your web browser and enter the following: <https://ouf.osc.state.ny.us/ouf/ap?0>
2. Enter the user name and password provided in the email, then click **Submit**.



The screenshot shows a login form with a green header labeled "Login". Below the header, there are two input fields: "User ID (Required)" and "Password (Required)". A "Submit" button is located at the bottom of the form.

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 Upload File screen, click on the Browse button to select your Report (.txt) file, select Purpose and Reporter Class. Click Next.



The screenshot shows the "Upload File" form. It has a green header labeled "Upload File". Below the header, there are several sections:

- File Name (Required). Maximum file size is 50MB**: A text input field with a "Browse..." button.
- Purpose (Required)**: Two radio buttons labeled "Final" and "Revised".
- Reporter Class (Required)**: A dropdown menu with "Banks" selected.
- Next**: A button.
- Instructions to upload/verify files**: A yellow box containing two numbered instructions:
 1. The file must be in one of the approved file formats: [MAGTAPE](#) or [NAUPA](#) or [NYCD](#).
 2. Click the "Browse" button to select the file you want to upload from your PC.

Note : Single REPORT files larger than 50 MB must be mailed in with an [AC2709, Verification and Checklist form](#). If your file contains multiple REPORTS, it can be broken down so no one file exceeds 50MB.
- Select the Reporter Class that corresponds with your industry. If you need to report more than one time per year, select the appropriate class for the report you are uploading.**: A blue box containing this instruction.
- For additional assistance you may email our Reports Processing Unit at NYSRPU@osc.ny.gov or call 1-800-221-9311.**: A grey box at the bottom.

- You can click on the file format links in the right hand panel to get a description of the file format you are trying to use. The most common problem is record length. Each record has to be the same record length as all the other records within the file.

4. If your report meets the eligible criteria to file an Electronic Verification and Checklist (EVCL), you will see the questions below at the top of the Contact Information screen. If you do not see these questions, proceed to Step 5.

Contact Information

Are you reporting only for your organization? Yes No

Do you want to file an electronic VCL? Yes No

If you are reporting for yourself, select **Yes**

If you are a service provider and reporting for someone else, select **No**

If you want to file an EVCL leave the default to Yes. If you opt to print out and mail in the [AC2709 Verification and Checklist Form](#), change the radio button to No. EVCL filers can print the summary screen (step 7) to have for their records.

5. Fill in your Contact Information and press the Next button.

Reported By (Company or Service Provider Name) (Required)

First Name (Required)
Last Name (Required)
Email (Required)
Phone Number (555-555-5555) (Required) **ext.**
Address (Required)
City (Required)
State
Postal Code (Required)
Country (Required)
Province/Region (for International address)

6. If you are **not** filing an EVCL, you will receive a successful upload screen like the example below. **You must copy the Date/Time Stamp information located at the bottom of the screen onto the upper left corner of the Verification Checklist (form AC2709) you will be sending for the report.**

You have successfully uploaded a file

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](#)

Your notes on the file were:

File Name	Fake Co Inc 2018.txt
New File Name	ABND.NYCD1.D072618.T094700.MFILEFTP.f
File Format	NYCD

The contents of the file are as follows:

Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

Please include the Date/Time stamp listed below on your verification checklist (Form AC2709) to facilitate matching your file to your remittance.
 The Date/Time stamp on this file is : D072618.T094700

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

If you are filing an EVCL, you will be presented with a VCL Summary Screen and must affirm that the report is a true and complete statement of all abandoned property.

Verification and Checklist for Unclaimed Property

Please review and verify all information.

Reported By	fake co inc
Contact Name	jon snow
Phone	5185555555
Email	jjibbins@osc.ny.gov
Address	po box 123 anytown, NY, 12180, UNITED STATES

Report Summary

The contents of the file are as follows:


Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

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.

7. 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 DECLINE, nothing will be uploaded and you will be returned to the upload screen

You have successfully uploaded a file

An electronic VCL(s) has been filed for this report(s). You do NOT need to submit a hard copy.
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](#)

Your notes on the file were:

File Name Fake Co Inc 2018.txt
New File Name ABND.NYCD1.D072618.T094955.UFILEFTP.f
File Format NYCD

The contents of the file are as follows:

Contact	FEIN	Report #	Reporter Name	Total Cash	Total Shares	Total Records	Total Items
	999999999	01	FAKE CO INC	\$25.00	000000000	1	1
Total				\$25.00	0	1	1

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 using this site, please direct your inquiry to the following:
NYSRPU@osc.ny.gov

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