

Step 1-Go to www.showmemoney.com

The screenshot shows the homepage of the Missouri State Treasurer's Office. At the top left is the state seal and the text "OFFICE OF THE MISSOURI STATE TREASURER". To the right is a search bar labeled "Search Unclaimed Property" with a placeholder "Last Name First Name" and a magnifying glass icon. Below this is a dark blue navigation bar with links: "About-", "Unclaimed Property-", "Programs and Services-", "Investments-", "Media-", and "Contact Us". A large white banner below the navigation bar reads "Unclaimed Property: Missouri's Largest Lost and Found". To the right of the banner is a "Claimant Login" button. Below the banner is a paragraph of text: "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." Below this text are six dark blue buttons arranged in two columns: "Search for Unclaimed Property", "Track Your Claim", "Claimant Login" in the left column; and "Military Medals and Insignia", "Sign Up for Email Updates", "Annual Newspaper Ad Lists" in the right column.

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

This screenshot shows the navigation menu that appears when hovering over "Unclaimed Property" in the top navigation bar. A red box highlights the "Unclaimed Property-" menu item in the top bar, with a red arrow labeled "1" pointing to it. The dropdown menu is divided into three columns. The first column contains: "Find Your Property", "Military Medals and Insignia", "Postcard Recipients", "Saw Your Name In The Paper", "Safe Deposit Auction Mailing List", "Reporting Unclaimed Property" (highlighted with a red box and a red arrow labeled "2"), "Donate Your Unclaimed Property", "Savings Bond Search", and "Unclaimed Property Auction". The second column contains: "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", and "Holder ID Look-up". The third column contains three buttons: "Sign Up to Get Email Updates" (with an envelope icon), "Search Unclaimed Property" (with a magnifying glass icon), and "Track Your Claim Online" (with a document icon).

Step 3- Click Holder Report Online Submission

## Unclaimed Property: Missouri's Largest Lost & Found

### 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

State Holder Reporting

[Log in](#)

[Register](#)

### 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	STANDARD
<b>REGISTER - ENTERPRISE</b> from \$419 /yr	<b>REGISTER - FREE</b>
<ul style="list-style-type: none"><li>• Choose between web or desktop application</li><li>• Full reporting capabilities in the NAUPA II format for all states including Puerto Rico &amp; District of Columbia</li><li>• Import data using provided HRS Pro template</li><li>• Getting Started Guide, FAQs and How-to-Videos</li><li>• Cover Sheets &amp; Due Diligence Owner Letters</li><li>• Export data to Excel or CSV formats</li><li>• Phone and Email Support</li><li>• Unlimited number of companies (FEINs)</li><li>• Multiple users</li><li>• Unlimited properties per state report</li></ul>	<ul style="list-style-type: none"><li>• Web application <b>only</b></li><li>• Full reporting capabilities in the NAUPA II format for all states including Puerto Rico &amp; District of Columbia</li><li>• Import data using provided HRS Pro template</li><li>• Getting Started Guide, FAQs and How-to-Videos</li><li>• Cover Sheets &amp; Due Diligence Owner Letters</li><li>• No data export</li><li>• No direct support</li><li>• Limited to one company (FEIN)</li><li>• Limited to one user</li><li>• Limited to under 100 properties per state report</li></ul>

## Step 6- Fill out the information required

Create a new account.

Email \*  
  
The Email field is required.

Password \*  
Password must be at least 6 characters including one lower case, one UPPER case, one Special character, and 1 number.

Confirm password \*

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First Name \*  Last Name \*

Phone \*  Phone Extension

Company Name \*  Job title \*

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Address 1 \*

Address 2

Address 3

City \*  State \*  Zip \*  Country \*

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I agree to the License Agreement

HOLDER REPORTING SYSTEM PRO LICENSE AGREEMENT

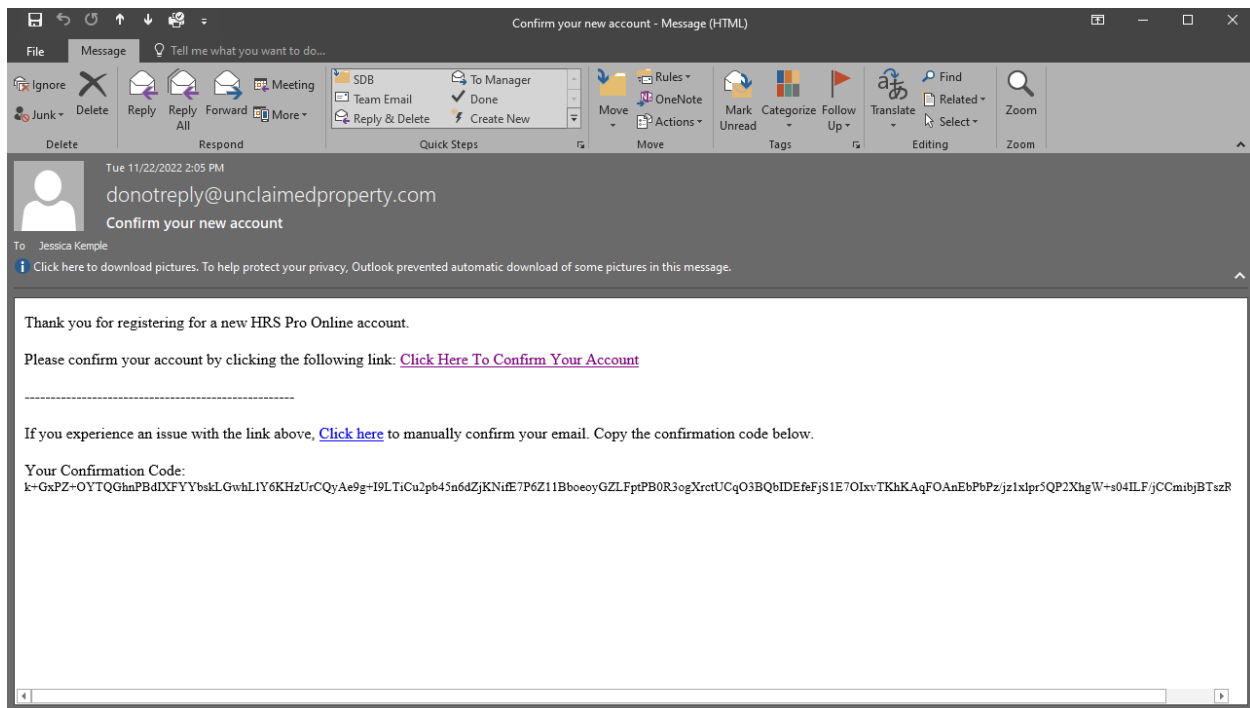
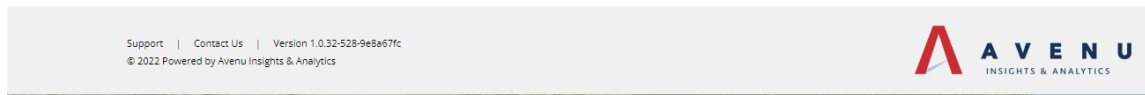
[Register »](#)

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

**HRS Pro**

LOG IN    FAQ

REGISTRATION COMPLETE - CONFIRM EMAIL



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

**HRS Pro** MANAGE ACCOUNT LOG OFF

REPORTS **HOLDERS** CONTACTS OWNERS GUIDELINES FAQ START HERE

Holders >  
**ADD HOLDER**

Name \* Tax ID \* Ext.  
Incorporated State (Select...) Incorporated Date  
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 Create Manual Report.

**HRS Pro** MANAGE ACCOUNT LOG OFF

1 → **REPORTS** **HOLDERS** CONTACTS OWNERS GUIDELINES FAQ START HERE

**HOLDERS** + Upgrade to add holders

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

1

**REPORTS**

Import from File **+ Create Manual Report** ← 2

**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- Fill out the information with the red \* then click Save Report

The screenshot shows the 'CREATE MANUAL REPORT' form in HRS Pro. The form includes fields for Year, State, Holder, Report Contact, and Claims Contact, all marked with a red asterisk (\*). The 'Save Report' button is highlighted with a red box. Other buttons include 'Generate Forms', 'Export', and 'Download NAUPA File'.

- Click Add Owner Property

The screenshot shows the 'REPORT DETAIL' page in HRS Pro. The 'Add Owner Property' button is highlighted with a red box. The page displays report details for Year 2023, State Missouri, Holder Your Outdoor Maintenance, Report Contact Jessica Kemple, and Claims Contact Jessica Kemple. The Status is In Progress.

- Select the Property Status, Property Type and then click Add Owner Property

The screenshot shows the 'REPORT DETAIL' page with an 'Add New Property' modal open. The modal contains fields for Property Status (Reportable), Property Type (MS16 | MISCELLANEOUS OUTSTANDING CHECKS), and an 'Add Owner Property' button highlighted with a red box. A red arrow points to the button, and the number '3' is next to it.

- Fill out the information you have and click Add Cash

### Property Status:

Reportable - use this property status to include this property and owner(s) on your final report.

Non-Reportable - property will be excluded from final report.

Refunded / Re-Activated - use for California reporting to exclude properties on the Final / Remit report previously reported on the Notice / First Report.

**Account Number:** The account number is for the **Owner** of the property (if applicable).

**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](#) > [Report Detail](#) >

## EDIT PROPERTY

All unclaimed property holder reports submitted to the states must include, to the extent such information is available to the holder, the following information:

- Owner's account number (for financial institutions) or policy number (for life insurance companies)
- Check numbers, amounts and dates (for checks and money orders)
- Date of last activity or contact with owner

Report Property To MO   Missouri   State Website	Property Status Reportable	Property Type MS16   MISCELLANEOUS OUTSTANDING CHECKS	
Account Number	Check Number 156	Last Activity Date 05/15/2018	Comments

[+ Add Cash](#)

## CASH

- Fill out the Cash to Report, if it is an interest bearing property put a 5 in the Interest Rate %. Then click Save Cash

### Cash

Cash To Report	5.00		
Additions	00.00	Reason	Select...
Deductions	00.00	Reason	Select...
Cash To Remit	\$5.00	Interest Rate %	

[Save Cash](#) [Cancel](#)

- If you are reporting shares click Add Shares

Reports > Report Detail >

## EDIT PROPERTY

All unclaimed property holder reports submitted to the states must include, to the extent such information is available to the holder, the following information:

- Owner's account number (for financial institutions) or policy number (for life insurance companies)
- Check numbers, amounts and dates (for checks and money orders)
- Date of last activity or contact with owner

Report Property To MO   Missouri   State Website	Property Status Reportable	Property Type MS16   MISCELLANEOUS OUTSTANDING CHECKS	
Account Number	Check Number 156	Last Activity Date 05/15/2018	Comments

## CASH

Edit Cash Remove

**\$5.00** Cash To Report

**\$5.00** Cash To Remit

## SHARES

Add Shares

## OWNERS

Add New Owner Link Existing Owner

No owners have been added yet.

Add Property Copy

Save Property [Back to Report Details](#)

- If reporting a Safe Deposit Box **DO NOT Add Tangible** just Add the Owner information

## EDIT PROPERTY

All unclaimed property holder reports submitted to the states must include, to the extent such information is available to the holder, the following information:

- Owner's account number (for financial institutions) or policy number (for life insurance companies)
- Check numbers, amounts and dates (for checks and money orders)
- Date of last activity or contact with owner

Report Property To MO   Missouri   State Website	Property Status Reportable	Property Type SD01   SAFE DEPOSIT BOX CONTENTS	
Account Number	Check Number	Last Activity Date	Comments

## TANGIBLES

Add Tangible

## OWNERS

Add New Owner Link Existing Owner

No owners have been added yet.

Add Property Copy

Save Property [Back to Report Details](#)



- Fill out all the information you have on the shares you are reporting. Then click Save Shares

or financial institutions) or policy number (for life insurance companies)

and da  
act wi

### Shares

CUSIP \* (ex. 037833100)

Ticker Symbol (ex. AAPL)

Reported Shares \*

Deleted Shares

Mutual Fund Family

Issue Name

Sub Issue Name

Original Registration Name

Original Certificate Num

Original Shares

Stock Delivery Method \*

Deposit Account Number

**Save Shares** Cancel

- Now click Add New Owner

Reports > Report Detail >

## EDIT PROPERTY

All unclaimed property holder reports submitted to the states must include, to the extent such information is available to the holder, the following information:

- Owner's account number (for financial institutions) or policy number (for life insurance companies)
- Check numbers, amounts and dates (for checks and money orders)
- Date of last activity or contact with owner

Report Property To MO   Missouri   State Website	Property Status <input type="text" value="Reportable"/>	Property Type <input type="text" value="MS16   MISCELLANEOUS OUTSTANDING CHECKS"/>	
Account Number <input type="text"/>	Check Number <input type="text" value="156"/>	Last Activity Date <input type="text" value="05/15/2018"/>	Comments <input type="text"/>

## CASH

[Edit Cash](#) [Remove](#)

**\$5.00** Cash To Report

**\$5.00** Cash To Remit

## SHARES

[+ Add Shares](#)

## OWNERS

[+ Add New Owner](#) [+ Link Existing Owner](#)

No owners have been added yet.

[+ Add Property](#) [Copy](#)

[Save Property](#) [Back to Report Details](#)

- Select your Owner Type and Relation to Property or 1<sup>st</sup> Owner, then click Continue.

Owner Type / Relation to Property or 1st Owner

Owner Type **1**  
OT | All Other Owners except Aggregate or Unknown

Relation to Property or 1st Owner **2**  
SO | SOLE OWNER

**3** → Continue Cancel

- Select what type of owner you are reporting, fill out all the information you have for the owner. Then click Save.

Category  
 Individual  Business

OR

Tax ID \_\_\_\_\_ D.O.B. \_\_\_\_\_

Prefix: Mr/Mrs Title: Dr/Sgt Last Name\*: Test First Name: Me Middle Name: \_\_\_\_\_ Suffix: Jr/Sr

Address  
Line 1 \_\_\_\_\_  
Line 2 \_\_\_\_\_  
Line 3 \_\_\_\_\_

City: \_\_\_\_\_ State: Select... Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Country: 3 Letter country Codes only. [unstats.un.org/unsd/methods/m49/m49alpha.htm](http://unstats.un.org/unsd/methods/m49/m49alpha.htm)

Date of Death ⓘ \_\_\_\_\_ Driver's License ⓘ \_\_\_\_\_ Driver's License State ⓘ Select... Email ⓘ \_\_\_\_\_

Save Cancel

- Click **Save Property**, then if you have more to add click **Add Property**. If you are done click **Back to Report Details**.

Report Property To  
MO | Missouri | State Website

Property Status  
Reportable

Property Type  
MS16 | MISCELLANEOUS OUTSTANDING CHECKS

Account Number

Check Number  
156

Last Activity Date  
05/15/2018

Comments

**CASH** Edit Cash Remove

**\$5.00** Cash To Report  
**\$5.00** Cash To Remit

**SHARES** Add Shares

**OWNERS** Add New Owner Link Existing Owner

Name	Tax Id	Relation to Property or 1st Owner	Owner Type	
TEST, ME	N/A	SOLE OWNER	All Other Owners except Aggregate or Unknown	<span>Primary</span> <span>Relation &amp; Type</span> <span>Edit</span> <span>Remove</span>

Add Property Copy Copy With Owners Save Property Back to Report Details

- If you are adding an Joint Owner Property you will need to code it appropriately.

**Owner Type / Relation to Property or 1st Owner** ✕

Owner Type **1**  
OT | All Other Owners except Aggregate or Unknown

Relation to Property or 1st Owner **2**  
OR | (Or) Unspecified Joint Relationship

**3** → Continue Cancel

- Select what type of owner you are reporting, fill out all the information you have for the owner. Then click Save.

Owner's date of birth (for life insurance companies)

**OR**

Category  
 Individual  Business

Tax ID  D.O.B.

Prefix  Title  Last Name \*  First Name  Middle Name  Suffix

Mr/Mrs Dr/Sgt Test Me

Address  
 Line 1   
 Line 2   
 Line 3

City  State  Zip Code

Select...

County  Country 3 Letter country Codes only. [unstats.un.org/unsd/methods/m49/m49alpha.htm](http://unstats.un.org/unsd/methods/m49/m49alpha.htm)

Date of Death ⓘ  Driver's License ⓘ  Driver's License State ⓘ  Email ⓘ

Select...

**Save** Cancel

- Click Add New Owner to add the Joint Owner to the property, follow the steps from above

## OWNERS

**+ Add New Owner**

+ Link Existing Owner

Name	Tax Id	Relation to Property or 1st Owner	Owner Type	
TEST, ME	144-25-6581	(Or) Unspecified Joint Relationship	All Other Owners except Aggregate or Unknown	<span>Primary</span> <span>Relation &amp; Type</span> <span>Edit</span> <span>Remove</span>

**Owner Type / Relation to Property or 1st Owner** ✕

Owner Type **1**

Relation to Property or 1st Owner **2**

**3** → **Continue** Cancel

Owner's state of birth (for life insurance companies)

Category  
 Individual  Business

Tax ID  D.O.B.

Prefix  Title  Last Name \*  First Name  Middle Name  Suffix

Address  
 Line 1   
 Line 2   
 Line 3

City  State  Zip Code

County  Country  3 Letter country Codes only. [unstats.un.org/unsd/methods/m49/m49alpha.htm](http://unstats.un.org/unsd/methods/m49/m49alpha.htm)

Date of Death  Driver's License  Driver's License State  Email

- Click **Save Property**, then if you have more to add click **Add Property**. If you are done click **Back to Report Details**.

## OWNERS

Name	Tax Id	Relation to Property or 1st Owner	Owner Type	
TEST, ME	144-25-6581	(Or) Unspecified Joint Relationship	All Other Owners except Aggregate or Unknown	<input type="button" value="Primary"/> <input type="button" value="Relation &amp; Type"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>
TEST, YOU	155-26-5584	(Or) Unspecified Joint Relationship	All Other Owners except Aggregate or Unknown	<input type="button" value="Set Primary"/> <input type="button" value="Relation &amp; Type"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/>

- Once you have added all your properties and have clicked Back to Report Details you will click Download NAUPA File

**HRS Pro** MANAGE ACCOUNT LOG OFF

REPORTS HOLDERS CONTACTS OWNERS GUIDELINES FAQ START HERE

Reports > **REPORT DETAIL** Generate Forms Export **Download NAUPA File**

1 PROPERTIES | \$5.00 CASH | 0.0000 SHARES | 0 TANGIBLES 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 \* 2023 State \* Missouri Holder \* Your Outdoor Maintenance Report Contact \* Jessica Kemple Claims Contact \* Jessica Kemple

Description Status In Progress

[Edit Report Details](#)

**Properties** + Add Owner Property

Primary Owner	Type	Status	Info	
TEST, ME	MS16   MISCELLANEOUS OUTSTANDING CHECKS	Reportable	Cash \$5.00	<a href="#">Edit</a> <a href="#">Delete</a>

1

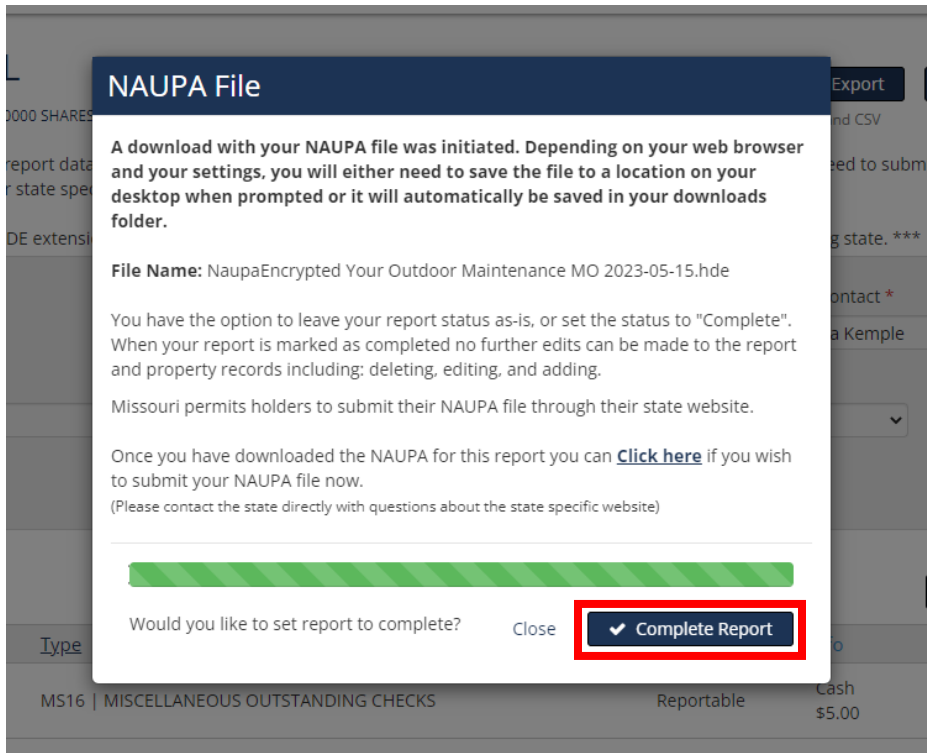
- This screen will come up and you will click download again

**NAUPA File**

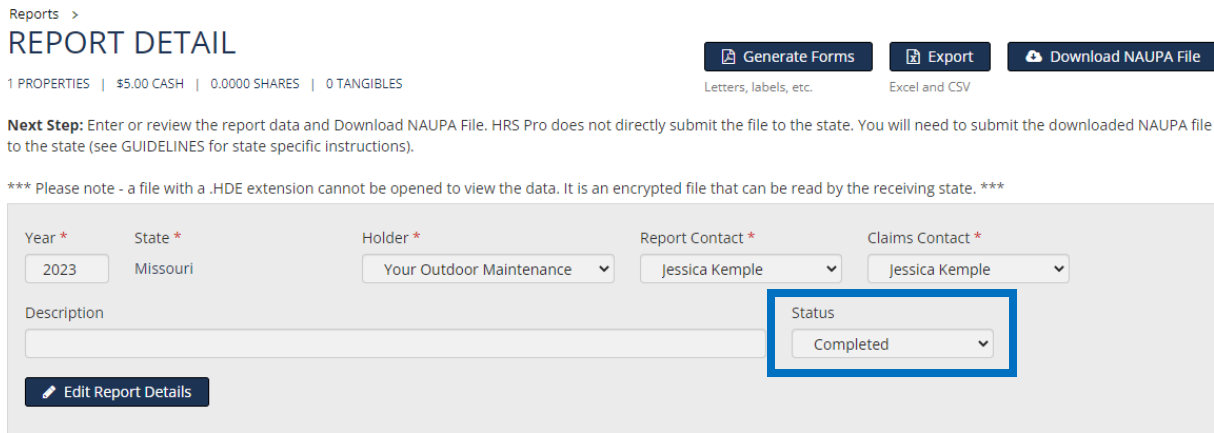
Your NAUPA file is being generated, please wait.

Your file is complete, click button to download [Download](#)

- Then this screen will come up and you will click Complete Report.



- Your **status** should read Completed. Your Naupa File should be in your downloads folder on your computer.



If edits to properties and/or owners are needed, change the Report Status to 'In Progress' above.

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

1

2

## Unclaimed Property: Missouri's Largest Lost & Found

### Reporting Unclaimed Property

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#### 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



## 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 »**

**Email address\***

**Confirm Email address\***

The Confirm Email address field is required.

**Password\***

Passwords must be between 8 and 26 characters and contain at least one special character (e.g. \$ , \ & . # !). Passwords must have at least one digit ('0'-'9') and at least one uppercase ('A'-'Z').

**Confirm password\***

**First name\***

**Last name\***

**Mobile Phone\*** (Mobile/SMS Capable) We will use this to send SMS verification codes if you cannot receive emails from us.

**Company\***

**Job title**

**Contact type\***

**Street address\***

**City\***

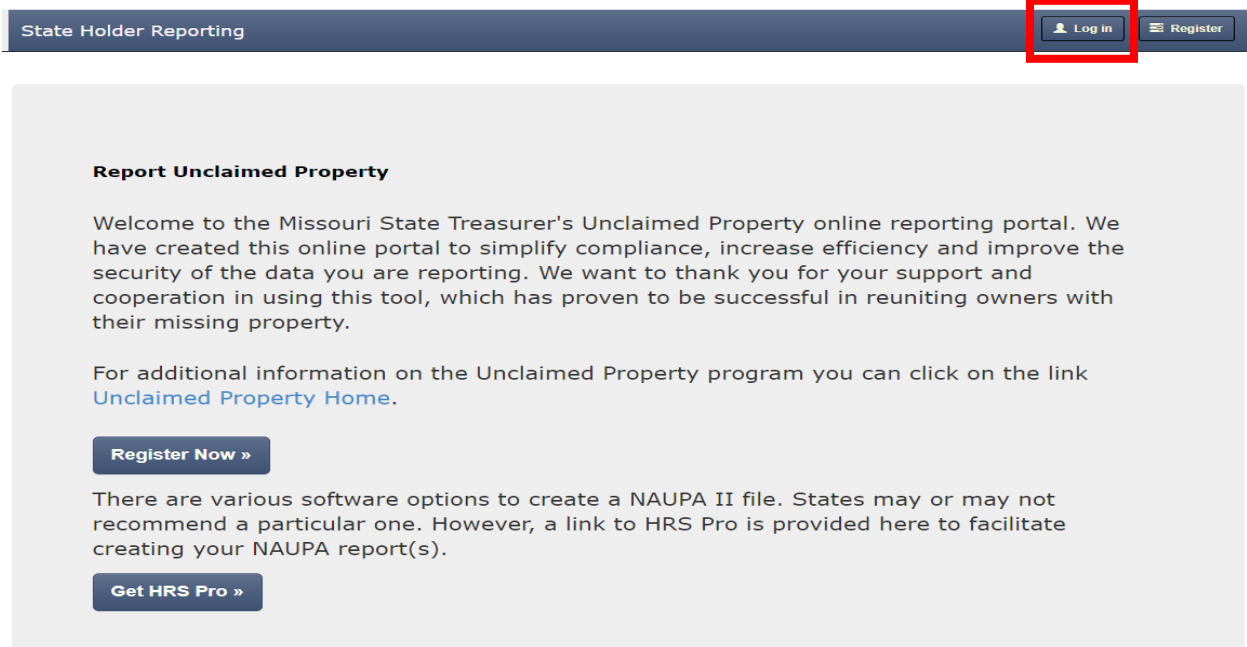
**State\***

**Zip\***

**Register »**

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



State Holder Reporting

[Log in](#) [Register](#)

### Report Unclaimed Property

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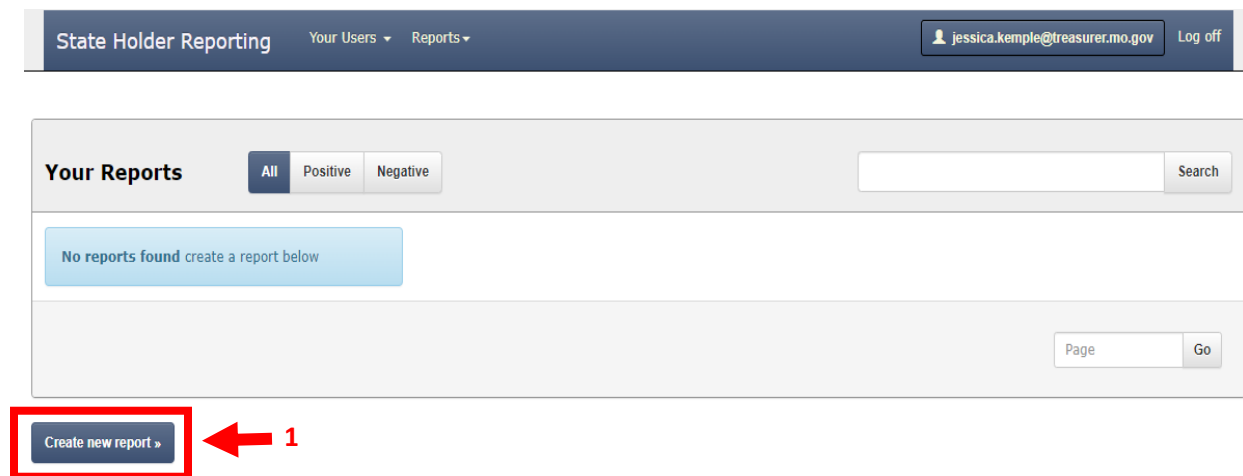
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[Get HRS Pro »](#)

Step 12- Once logged in you will click create new report, then Select File. 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

**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)



File Name:

Size:

**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)

File Name:

NaupaEncrypted Your Outdoor Maintenance... .hde

Size:  
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.