



**BETTY T. YEE**  
California State Controller  
UNCLAIMED PROPERTY DIVISION

**Notice to Holders**  
**October 2022**

**Online Reporting Portal Now Available**

This notice is to inform holders they may now report unclaimed property to the State Controller's Office (SCO) using our [online reporting portal](#). Holders may now visit the portal to register for an account and submit both Notice and Remit reports. SCO recommends holders submit reports using the portal.

The portal provides a secure and efficient means of reporting and enables holders to get instant confirmation of report submission, catch and correct errors to prevent processing delays, and view a list of past reports submitted using the portal. Follow simple instructions to register an account, and on-screen prompts to upload reports, forms, and supporting documents.

**Notes on Uploading Materials to the Portal:** The portal prompts holders to submit property owner details by uploading an .HDE file in standard National Association of Unclaimed Property Administrators ([NAUPA](#)) II format. [Reporting software](#) is available to create this file, and is free for reports with fewer than 100 properties. Once the property owner details file is uploaded, the portal will check the file for errors. If notified of errors, edit the .HDE file accordingly and upload it again. A [UFS-1 Form](#) must accompany all reports, but any other forms and supporting documents may also be uploaded. Reports and additional attachments will not be submitted to SCO until holders have clicked the Submit button.

**IMPORTANT REMINDERS:** Submit the report and additional forms and documents only once, using one submission method, and remember to include social security numbers in the property owner details .HDE file.

**For More Information:** Consult our [Notice Report Checklist](#) and [Remit Report Checklist](#) for more details on report requirements, and/or [register for a free webinar](#) to learn how to report unclaimed property. Visit our [GoReport](#) website to find reporting instructions, links to required forms, and more.

Contact the Outreach and Compliance Unit with any questions at [upholderoutreach@sco.ca.gov](mailto:upholderoutreach@sco.ca.gov) or (916) 464-6088.