
Unclaimed Property Division



Holder Module User Manual

Table of Contents

	<i>Page</i>
<i>1. Account Creation and Logging In</i>	<i>3</i>
<i>2. Account Profile-Editing and Adding Users.....</i>	<i>5-6</i>
<i>3. Creating NAUPA files.....</i>	<i>7</i>
<i>4. Uploading NAUPA files.....</i>	<i>8-10</i>
<i>5. Payment.....</i>	<i>11-12</i>
<i>6. Negative Reports.....</i>	<i>13-14</i>
<i>7. DLN (Document Locator Number)</i>	<i>15</i>

1. *Account Creation and Logging In*

Online report filing is highly recommended. To access the Online Holder Reporting Module website, go to <https://holdernm.unclaimedproperty.com/>

If you are unable to file online, please contact our office by e-mail unclaimed.property@state.nm.us or by phone (505) 827-0668 to discuss other reporting methods.

- If you do not already have an online account, select “Register” to create your account. If someone in your organization is registered as the “Primary”, you are required to be registered under that individual’s login, please do not create a new registration. Enter the information required and select register once complete.

Log in Register

Register New Account

Email address*

Confirm Email address*

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***

- If you already have an online account, select “Login in” to continue. The account login page will prompt for your e-mail and password once entered, then select “Log in.”

Account Log in

Email

Password

Remember me?

Log in »

[Register New Account](#)

[Forget your password?](#)

[Resend email verification](#)

2. *Account Creation and Logging In*

2a. *Editing*

To edit your account information, click on your e-mail address located on the top right next to the log off button. Here you can make changes as needed. Please save all changes before leaving the Edit your profile page.

The screenshot shows the 'Edit your profile' form. At the top, there is a navigation bar with 'Your Users' and 'Reports' dropdown menus, a user profile icon with the email 'celestetorres@state.nm.us', and a 'Log off' button. Below the navigation bar, the form is titled 'Edit your profile'. The form contains the following fields and controls:

- First name***: Text input field with placeholder 'First name'.
- Last name***: Text input field with placeholder 'Last Name'.
- Phone***: Text input field with placeholder 'Phone'.
- Company***: Text input field with placeholder 'Company'.
- Job title**: Text input field with placeholder 'Job title'.
- Contact type***: Dropdown menu with 'Claims and Reporting' selected.
- Street address***: Text input field with placeholder 'Street'.
- City***: Text input field with placeholder 'City'.
- State***: Dropdown menu with 'New Mexico' selected.
- Zip***: Text input field with placeholder 'Zip'.

At the bottom of the form, there are three buttons: 'Save', 'Change password', and 'Change email address'.

2b. *Adding Users*

To view and add a new user select “Your Users “use the drop-down menu to choose to add new user to your account or view your users.

The screenshot shows the 'Your Users' dropdown menu. The menu is open, displaying two options:

- Add new user to your account
- View your users

If you choose “add new user to your account “the Register New Sub Account within your reporting entity screen will come up, here you can fill in the information for your new user and click Add New user when complete.

Register New Sub Account within your reporting entity

Email address*

First name*

Last name*

Add New User »

If you choose “view your users “the Users assigned to your account screen will come up, here you can view all users.

Users assigned to your account		
Email	First Name	Last Name

3. *Creating NAUPA files*

All reports must be submitted in the NAUPA II format.

- **HRS Pro** - Software specifically designed to create NAUPA II standard formatted reports. This free software is limited to 200 properties per state report. If reporting is more than 200 properties, the HRS Pro Enterprise Edition must be purchased. Enterprise Edition provides user support and multi-user capability for an annual fee. Both versions are endorsed by the National Association of Unclaimed Property Administrators. For more information, go to <https://www.wagers.net/hrs/>.



Please refer to the New Mexico Unclaimed Property Holder's Filing Kit for detailed information on New Mexico reporting requirements. Please go to:

<https://www.tax.newmexico.gov/individuals/holders-overview/effective-reporting/> and click on *Holder's Filing Kit*.

Effective Reporting

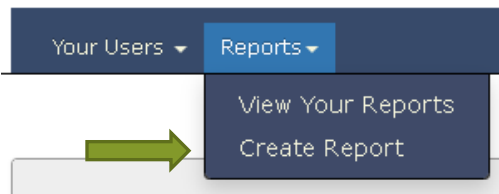
The more information we receive with your report reduces the need for us to contact you for additional information.

Be sure to include all known identifiers such as Social Security or Tax ID numbers, birth dates, policy, and bank account or check numbers. Include zip codes and double-check state abbreviations.

Click on [RPD-41200, Unclaimed Property Report, Holder's Filing Kit](#) to see the reporting form and instructions.

4. *Uploading NAUPA files*

After creating your NAUPA file (s); you are now ready to upload the file (s) to the portal. Select “Reports” then “Create Report”.



Click the “Select File” button, browse to find the file, then, select “Upload”. A progress bar will then appear. If the file upload is successful, a Property List will replace the progress bar. You can select “Submit Report to State” or “Continue to file details” to review a summary of the file.

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+, Google Chrome, Safari, Mozilla Firefox)

Select File

File Name:

2021_ [REDACTED] .. .hde

Size:

3.7 kB

Upload



Files may be deleted from the “Continue to file details” screen. Once a report is successfully submitted; however, you cannot delete it and must instead contact New Mexico Unclaimed Property Office for assistance.

4a. File Errors

If you receive a message stating your file has errors, select “Download Errors” for details. **All errors must be corrected before the file can be uploaded.**

We have discovered some issues on your file that may need correcting. Please review these warnings below or click the “Download Warnings” to obtain a report of your warnings.



Download Warnings

If your file contains multiple reports, you can extract the report with errors and submit the reports that are error free. However, you must correct the errors in the bad report if you wish to submit the file altogether or correct the errors in the bad report and submit it separately after the errors are corrected.

4b. Submitting Your File

Once you are ready to submit, select “Submit to State”, select your Holder Type from the drop down, select “Save and proceed to report submission”. Review the information displayed then select the “Verification and Affidavit” check box if you agree. If the file was successful, a Successful message will appear.

Successful!



To obtain a history of your reporting prior to March 1, 2022 please contact our office administrators., otherwise you can click on the View Your Reports tab for report history beginning March 1, 2022. If you are a manager who needs to view staff filing history, you will be unable to do so if your staff is not registered under your Primary login.

- *Stock Tip: If your file contains stocks, a message will appear on the Verification and Affidavit screen. Enter the date the stock was delivered to our custodian. If the stock has not yet been delivered, please do so prior to submitting your report. Questions on stocks, mutual funds, securities; please refer to the *New Mexico Holder's Filing Kit*.*

5. *Payment*

Please select the correct option for your payment method to finish the report submittal process.

ACH Debit Payment

- All payments must be ACH debit and made solely through this online portal. **IMPORTANT:** “Amount Remitted” does not mean your payment has been sent through the portal and received in our office when an amount is listed. Unless you have completed the instructions below, your payment has not been received and you may be assessed penalties and interest for submitting a report out of compliance. The Total Amount Due will be populated with the payment due on the NAUPA file submitted. The remaining boxes require the following: Payor Name, Bank Routing Number and Bank Account Number. Select the Account Type from the drop down. Confirm the release of funds to the state by checking the box then select “Submit Payment Information.” Select “Make Payment” to initiate your ACH Debit payment and finish the report.

Total Amount Due*

\$ 223.62

Payor Name*

Bank Routing Number*

Bank Account Number*

Confirm Account Number*

Account Type*

Checking

Warning: Payment cannot be made from a foreign bank.

Confirm release of funds to New Mexico?

Back

Submit Payment Information

Check Payment

- Payments made via paper check must be mailed in with the Payment for NAUPA file voucher. Checks should be made payable to “New Mexico Taxation and Revenue Department Unclaimed Property Division. Please mail in your check payment to: New Mexico Unclaimed Property, PO Box 25123 Santa Fe, NM 87504.

Please cut on the dotted line and include with your mailed check.

Payment for NAUPA file:

2021_NM_InnovatixLLC_f [REDACTED]

Total Payment Due:
\$223.62**Document Locator:**
[REDACTED]

6. *Negative Reporting*

• NEW! Negative report filing is no longer required from out-of-state holders who filed negatives for three consecutive years. In addition, if the holder never acquired unclaimed property and currently does not have funds to report, do not file the negative report. Please refer to the Online Holder Reporting Module website, <https://holdernm.unclaimedproperty.com/> to submit your negative report.

6a. *Creating and submitting your Negative Report*

To start your negative report, enter the Reporting Year and fill out the remaining boxes located underneath the year. Once done, click “Create Negative Report.”

Start negative report

You can start a new negative report manually without uploading a Naupa file.

2022 Reporting Year*

<p>Assets</p> <p>\$ <input style="width: 80%;" type="text"/></p>	<p>Sales</p> <p>\$ <input style="width: 80%;" type="text"/></p>
<p>Insurance Policies Written</p> <p><input style="width: 80%;" type="text"/></p>	<p>Number of Employees</p> <p><input style="width: 80%;" type="text"/></p>

[Create Negative Report](#)

*Important: Negative reports must be filed online. New Mexico will no longer accept paper or negative reports on disc/USB. Negative reports received by mail without prior correspondence will be discarded. Use the state fiscal year for the period you are reporting, not the calendar year. State fiscal year goes from July 1st – June 30th with a November 1st deadline. Insurance companies with a calendar year deadline of May 1st. *please refer to the Holder’s Filing Kit for further information.*

Enter the Tax ID, select “Search” The Matching Holder will be displayed. Select “Continue with selected Holder.

Find Holder by Tax ID

Tax ID*

[Search](#)

Matching Holders

Name: HEALTHSYSTEMS Tax ID:

Holder Name Reported (if different from the list above)

Success! 1 matching holder was found.

You can also change the criteria and search again.

[Continue with selected Holder](#) ←

Negative Report Detail

Holder Information	
Holder name:	HEALTHSYSTEMS
Tax ID:	<input style="width: 100%;" type="text"/>
Holder ID:	<input style="width: 100%;" type="text"/>
Incorporated Date:	12/30/1899
Reporting Year:	2022
Assets:	\$0.00
Sales:	\$0.00
Insurance Policies Written:	0
Number of Employees:	0

I declare that this report is true and contains all facts required by law to be reported.

Verification and Affidavit

[Submit Report to State»](#)

[Edit](#)

[Delete](#)

Please Review the information displayed Select Verification and Affidavit Select “Submit Report to State” to complete the report.

7. *DLN (Document Locator Number)*

The DLN appears in blue and begins with a “W”. This number can be obtained when “viewing your reports” and selecting the report you want to view. The Report Details will show your Document Locator/Reference #: W-

Your Reports All Positive Negative

Created	File Uploaded	Holder Name
2/28/2022	[Redacted]	[Redacted]

1

Report Details



Document Locator/Reference #: **W** [Redacted]

Summary						
# of properties	# of shares	Amount reported	Amount remitted	Amount advertised	Additional amount	Software/version
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]