

State of Kansas Unclaimed Property
Uploading a Spreadsheet to our Secure Server
Updated 12/03/2012

1. Visit https://online.treasurer.state.ks.us/public_upload_1.php to get our Excel Template. Click on the link for the template and choose to 'Open' the file.
2. Fill in the spreadsheet with the information that pertains to the property you are reporting. Leave all fields that do not pertain to the property you are reporting blank. **Do not use any special formats, fonts, colors, or formulas.** Do not use commas or periods in your text fields (for instance, enter Jr instead of Jr., enter 123 N Main instead of 123 N. Main). In the amount column, enter the amount without the dollar sign and do not use a comma separator (for instance, enter 1000.00 instead of \$1,000.00).
3. Choose 'File-Save As'. Choose a File name for your report and in the drop down field 'Save as Type' choose CSV (comma delimited). Our system will not accept a file unless it is saved as a .csv file type.
4. Go back to the upload site at https://online.treasurer.state.ks.us/public_upload_1.php and enter the information it asks for. To upload your file, choose to Browse to the location you saved your .csv file and click continue.
5. Print the remit sheet from our system and mail with your payment.

If you are unable to perform the above steps and have over 25 properties to remit, you will need to submit electronically via Naupa format, or if you do not have access to Naupa format you will need to sign up to be a user of our UP3 online system to hand enter your report at www.kansascash.com/holders.