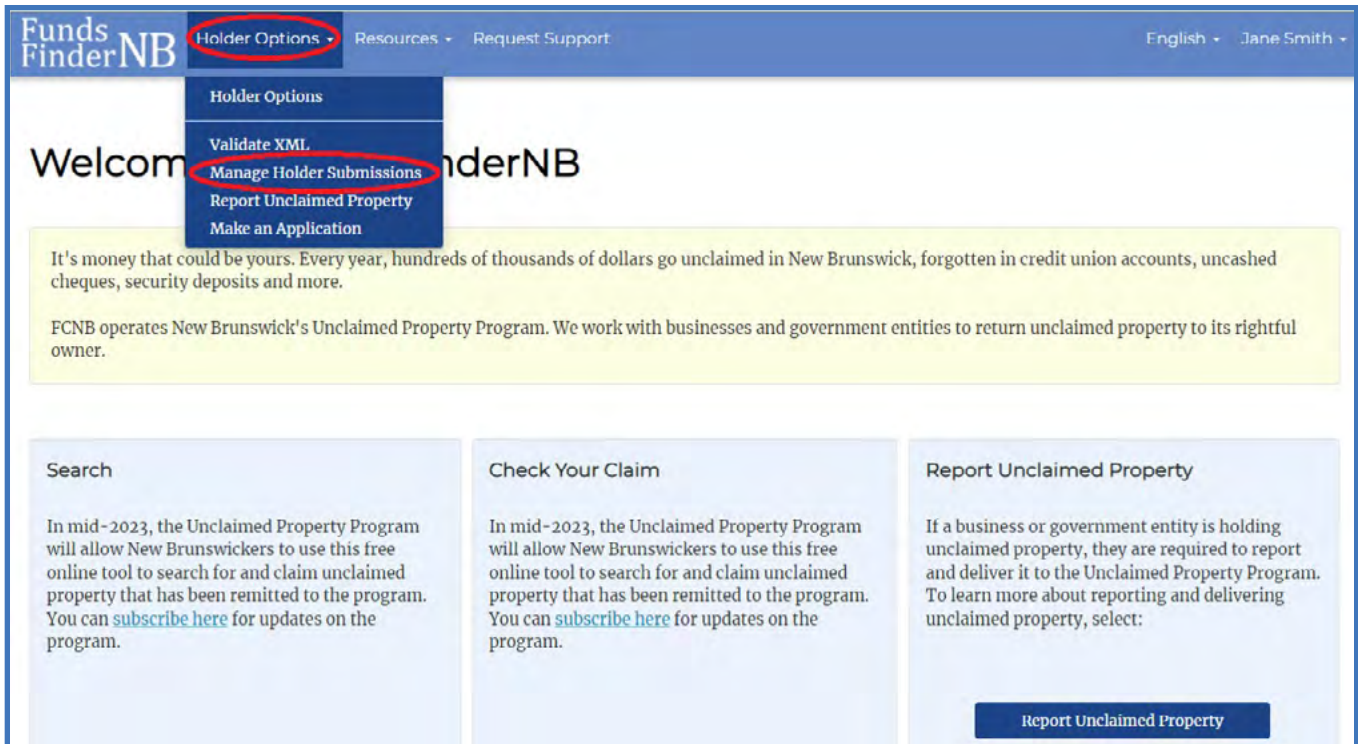


# Step-by-Step Guide – Manage Holder Submissions

Sign in to FundsFinderNB and select **Manage Holder Submissions** under the **Holder Options** menu.



From here, you can **validate your XML file**, **Consult our FAQ**, **Report Unclaimed Property**, or **Make an Application**. Your report and application submissions will appear here. You will receive an email when the status of one of your submissions changes or if you are required to provide additional information, but you can also check the status of your submissions here.

Under **Reports/Action Required**: for reports with a status of **Additional information required**, select the down arrow to the right of the submission and select **Complete Report**. You will be redirected to Report Unclaimed Property – Additional Information Required, where you can upload your unclaimed property file to complete your submission.

Under **Reports/Processing and Completed**: you can view the submission details or the invoice (if applicable) by selecting the down arrow to the right of the submission.

Under **Applications/Action Required**: for applications with a status of **Additional information required**, select the down arrow to the right of the submission, and select **Complete Application**. You will be redirected to Make an Application – Additional Information Required, where you can provide the required information to complete your submission.

Under **Applications/Processing and Completed**: you can view the submission details or the invoice (if applicable) by selecting the down arrow to the right of the submission.

# Manage Holder Submissions

If you have already reported unclaimed property or made an application through FundsFinderNB, you will find all of your submissions on this page.

If you are reporting and delivering unclaimed property, you may [validate your XML file here](#) before attempting to upload it. [Consult our FAQ](#) on how to remedy common XML validation errors.

Once your file is valid, select the Report Unclaimed Property button.

If you are making an application, select the Make an Application button.

Select the tracking number or the down arrow next to the status for more details about the submission. Every column is sortable to make it easy to find the submission you are looking for.

**Tip:** Use the description field to insert comments to help you find specific submissions later.

## Reports

### Action Required

**Report Unclaimed Property**

Tracking Number ↓	Holder Name	Report Type ↑	Description ↓	File Name ↓	Submission Date ↓	Status ↑	Invoice status
2022-015850206R7R6S0		Early Delivery (section 12 of the Act)				Additional information required	Not applicable
2022-015841254Q9L0S8		Late Delivery (VDA) (section 10 of the Act)				Additional information required	Not applicable

**Complete Report**

### Processing and Completed

Tracking Number ↓	Holder Name	Report Type ↑	Description ↓	File Name ↓	Submission Date ↓	Status ↑	Invoice status
2022-015831151B7P6J7	ABC Corp	Regular Report (section 9 of the Act)	Submit 2021 unclaimed property for ABC Corp	2021 ABC UP.xml	04/06/2022	Submitted	Not Paid

**View Details Invoice**

## Applications

### Action Required

**Make an Application**

Tracking Number ↑	Holder Name	Application Type ↑	Submission Date ↓	Status ↑	Invoice status
2022-011870531J1S4P7	ABC Corp	Early Delivery (section 12 of the Act)	04/05/2022	Additional information required	Not applicable

**Complete Application**

### Processing and Completed

Tracking Number ↑	Holder Name	Application Type ↑	Submission Date ↓	Status ↑	Invoice status
2022-011840142M6L5W0	ABC Corp	Early Delivery (section 12 of the Act)	04/05/2022	Approved	Not applicable
2022-011850229C4T2X4	ABC Corp	Exemption (section 3 of the Act)	04/05/2022	Approved	Paid
2022-011831225K2D7M7	ABC Corp	Late Delivery (VDA) (section 10 of the Act)	04/05/2022	Approved	Paid
2022-011860435H9V5S3	ABC Corp	Refund	04/05/2022	Approved	Not applicable

**View Details Invoice**