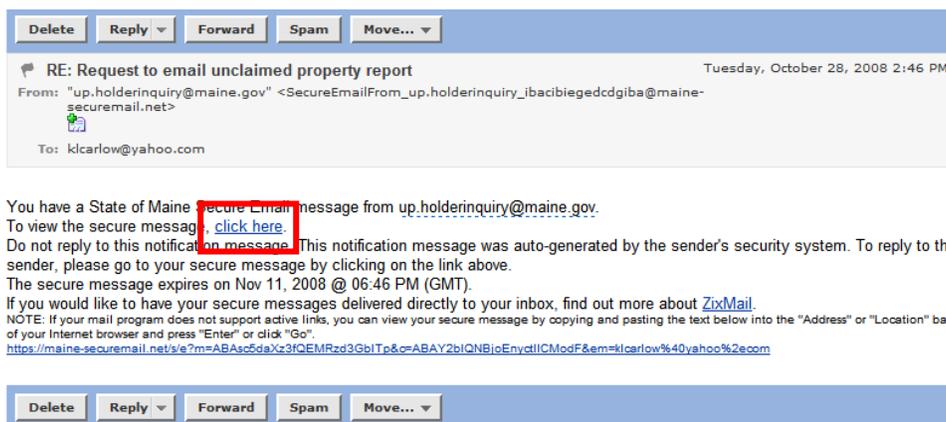


State of Maine Treasurer's Office

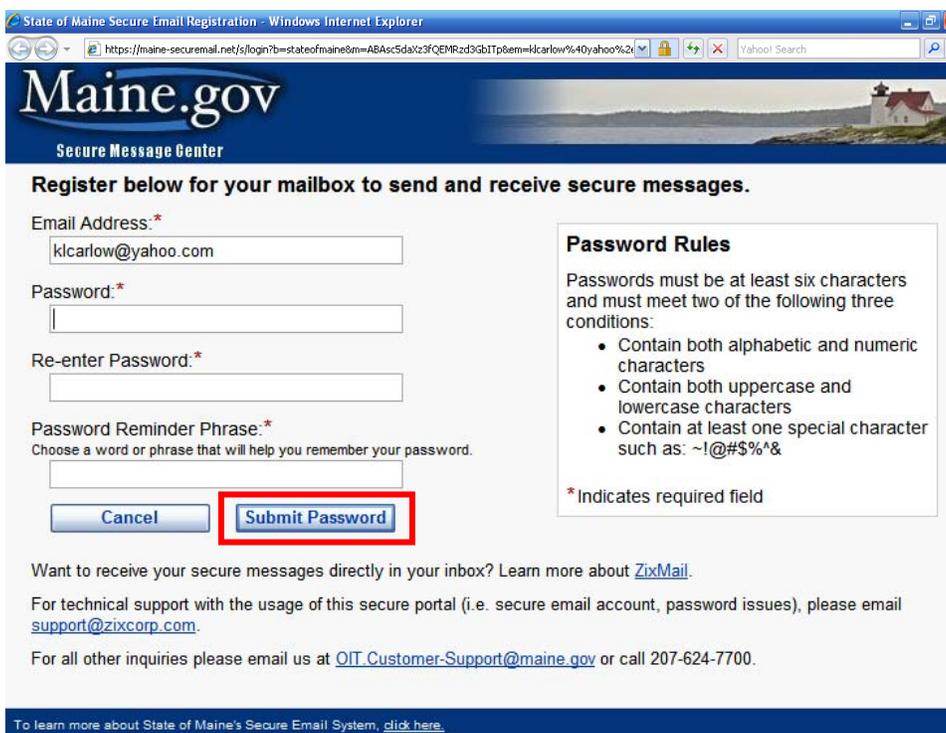
Unclaimed Property Program

Reporting via Secure & Encrypted Email

Once you send an email to up.holderinquiry@maine.gov, you will receive a reply in your email client inbox similar to the one below.



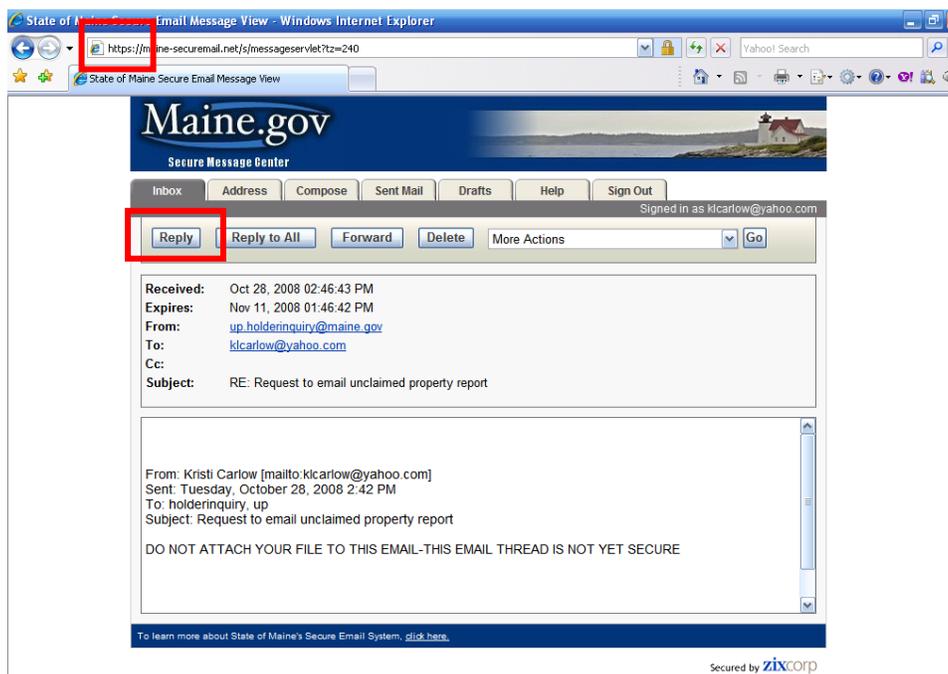
To view the secure message click the “[click here](#)” link that will redirect you to the **Maine.gov Secure Message Center** (shown below) where first time users are required to complete a brief one-time registration process.



First time users must complete the one-time registration process. Pay close attention to the password rules when keying in your **Password**. After keying in the **Password remember phrase**; click the **Submit Password** button

Upon successful registration, you will be directed to the **Secure Message Center “Inbox”** where the original message from up.holderinquiry@maine.gov will be visible.

Notice that from this point forward, you will be on a secure site, evidenced by https: at the beginning of the page address.

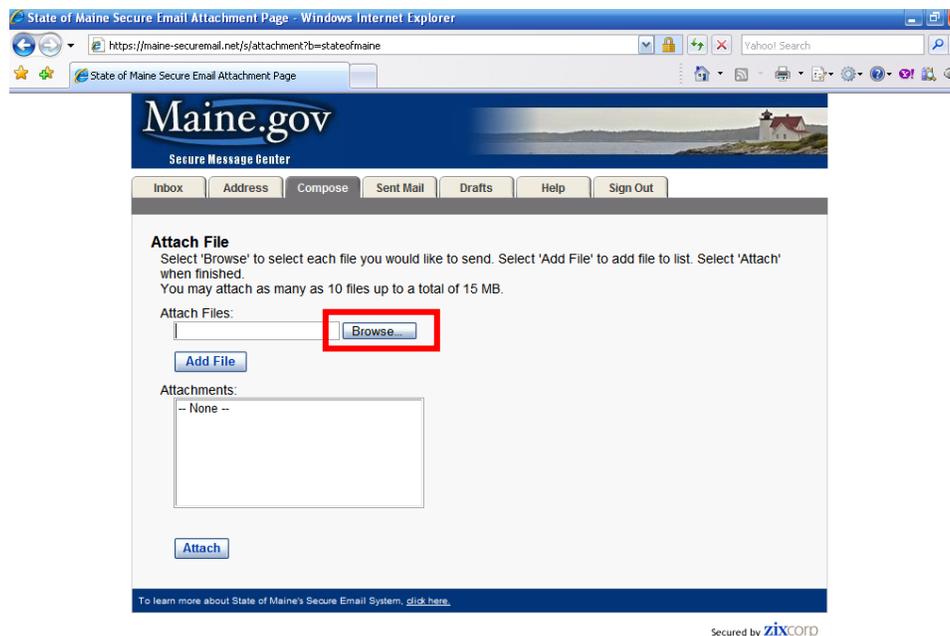


Click **Reply** to continue with the secure email process of sending your report file to the Maine State Treasurer’s Unclaimed Property Office. This step will bring you to the **Compose** screen where you can type your message. Be sure to indicate your contact information (name, company, address, and telephone number) in this section.



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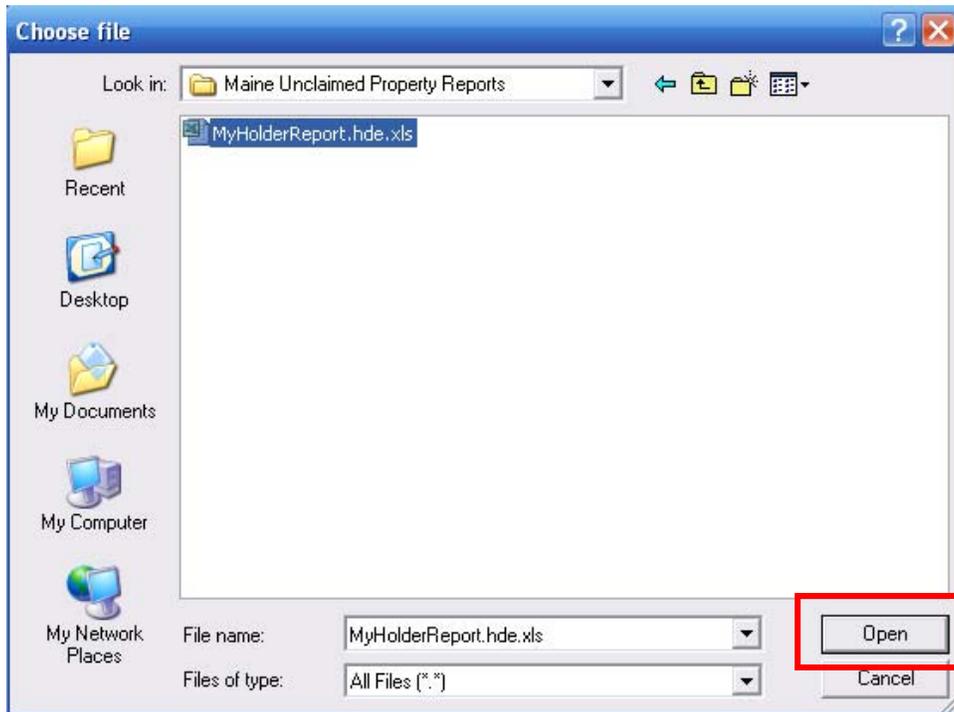
To attach your report file, click the **Attach File** button. This will open the Attach File page.



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Click **Browse** and navigate to the disk drive and directory that contains the file(s) you'd like to attach.

Note that Microsoft Excel is NOT an acceptable file format and is only being used for demonstration purposes.



Once located, highlight and click **Open**.



Your file will then be listed in the “Attach Files:” box. Click the **Add File** button and your file will move to the box titled “Attachments:”. Repeat the process (**Browse** and **Add File**) to add additional files.

After adding the last file, click the **Attach** button to copy your file(s) to the Secure Message Center.



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You will notice now that your file(s) is/are listed in the **Attachments:** box.

Once finished, click the **Send** button to send the secure, encrypted email and attachment to the Maine State Treasurer's Unclaimed Property Office.



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To ensure it was sent correctly, click the **Sent Mail** tab at the top of the screen to verify the email is listed. When finished, click the **Sign Out** tab which will terminate your secure session and bring you back to the Welcome/Sign In screen. You can now close your Internet browser. You will receive a receipt from our office indicating that your electronic report was received.

If you have questions that were not addressed in this instruction packet, please click on the **Help** tab. If that does not assist in resolving the issue, contact us at 207-624-7470 or toll-free in Maine at 888-283-2808. Thank you!