New User Registration

1. Open the Data Exchange Portal (DEP) website: https://dep.sco.ca.gov.
2. Click "Sign in or Register".
3. Click "Sign up now".
4. Enter your email address and click "Send verification code".
5. A 6-digit verification code will be emailed to you. Enter the verification code on the DEP page and click "Verify Code".
6. Create a password following the instructions at the top of the page and click "Create".
   a. Note that SCO does not have access to your password. You will need to reset your password if you forget it.
7. On the "Registration" page, fill in each field and click "Submit".
   a. The account passcode is the alphanumeric 16-digit code provided on the annual GCC Alert Letter, which entities will receive in February 2023.
8. You are now registered in DEP.

Report Submittal Process

1. Login to DEP.
2. Click "New File Submission" at the top of the "Submission Dashboard" page.
3. In the "Program" field, select "GCC – Government Compensation in California."
   a. Note that this will expand the "Entity" drop-down menu.
4. Make your selection in each field.
   a. Only fields with an asterisk (*) require a selection.
   b. The "Document Type" box will be prefilled with "GCC Report" and will be gray.
5. Click the "Choose File" button to select the file being submitted.
   a. DEP only accepts GCC reports on the GCC Report Template found on the GCC website (www.publicpay.ca.gov). Also, the file must be named correctly. The correct file name can be found on the report in the "'Save As' Filename" field.
6. Click "Submit".
7. To verify the report has been uploaded to DEP, click the "Home" link and view the submission history table.
8. If you are submitting reports for more than one entity, you will need to associate your account to each of those entities.
9. To associate your account with more than one entity, click the "My Entities" link at the top of the page.
10. Enter the 16-digit alphanumeric code provided on the GCC Alert Letter sent to the entity and click "Submit".
11. Navigate back to the "Submission Dashboard" page and repeat Steps 2 through 8.