State of California

Government Compensation

In California Program

Data Exchange Portal (DEP)

Registration Instructions

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Data Exchange Portal (DEP) Registration Instructions

To submit a Government Compensation California (GCC) report(s) to the State Controller’s Office (SCO), use DEP and a compatible Internet browser:

- DEP is the internet-based program used for submitting files to SCO.
- Compatible internet browsers include Microsoft Edge, Google Chrome, Firefox, or Safari. (Please note: DEP is not compatible with Internet Explorer.)
- DEP can be accessed on the SCO website at https://dep.sco.ca.gov.

Prior to submitting a GCC report, you are required to create an account in DEP using the account passcode provided in the annual alert letter that is mailed to all reporting local governments at the beginning of each calendar year.

NOTE: DEP only allows for a single account passcode to be entered while registering an account. If you will be submitting reports for multiple entities, please see the DEP Report Submission Instructions, located within the Help & User Guides section of DEP, for guidance on adding additional passcodes. The Help & User Guides section is only accessible after registering and logging into DEP.

To access DEP:

**Step 1:** Open a compatible internet browser. DEP is compatible with the following browsers:

- Google Chrome (recommended)
- Microsoft Edge
- Firefox
- Safari

NOTE: The Internet Explorer browser is not compatible with DEP.

**Step 2:** Enter the DEP web address https://dep.sco.ca.gov into the internet browser address bar:

![Figure 1](https://dep.sco.ca.gov)
**Step 3:** Click “Sign in Or Register” which will route you to the sign-in screen:

![Sign in Or Register](Image)

**Step 4:** Once on the sign-in screen, click the “Sign up now” link.

![Sign in with your existing account](Image)

**Step 5:** Enter a valid email address and click “Send verification code”.

![Send verification code](Image)

**Step 6:** Check your email inbox for an automated email containing a six-digit verification code (if a message is not received within 1-2 minutes, check your spam folder). Enter the verification code and click “Verify code”. If a verification code is not received, click “Send new code”.

This will send a code to the email address provided. This is done to verify the account belongs to you.
**Step 7:** Create and enter an account password and re-enter to confirm, then click “Create”.

**NOTE:** Please be sure to follow the password criteria when creating your password.

Enter a password with a minimum of 8 characters and a maximum of 64 characters in length and having at least three of the following:

- A lowercase letter
- An uppercase letter
- A number
- A symbol: @ # $ % ^ & _ - + = [ ] { } | \ / ? / ' " : ; .'
**Step 8:** On the “Register” page, fill in all the required fields and click “Submit”.

NOTE: The account passcode will be provided in the annual GCC alert letter. If you did not receive an account passcode and/or the annual alert letter, please contact SCO via the “Contact SCO DEP form” link on the DEP home page or the GCC team directly (contact information can be found on page 6).

![Register Form](image)

**Step 9:** You will be navigated to the DEP Submission Dashboard. Your account has now been created.

![Submission Dashboard](image)
This completes the registration process for DEP. Please see the DEP Report Submission Instructions at https://publicpay.ca.gov/Reporting for guidance on how to submit your GCC report(s).

If you have questions or need assistance with the DEP registration process, please contact us by telephone at (916) 445-5153, or by email at GCCSupport@sco.ca.gov. Additional information regarding the GCC program is available on the GCC website at https://publicpay.ca.gov.
These DEP Registration Instructions are located on the GCC website at
https://publicpay.ca.gov/Reporting/

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