

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 the 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 which 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 on the [GCC Reporting Page](#), as well as 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:

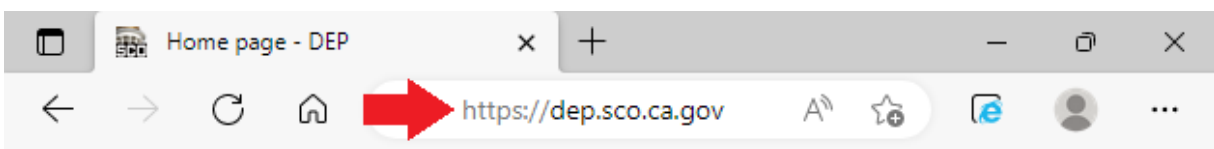


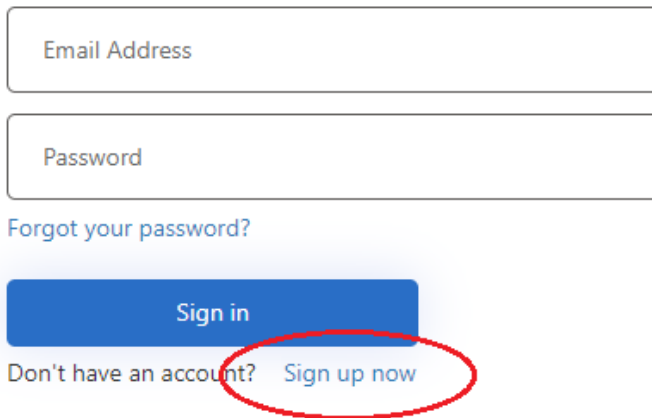
Figure 1

**Step 3:** Click "Sign in Or Register" which will route you to the sign-in screen:

Sign in Or Register

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

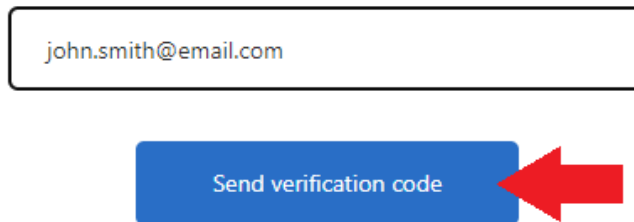
**Sign in with your existing account**



The form contains two input fields: "Email Address" and "Password". Below the "Password" field is a link "Forgot your password?". A blue button labeled "Sign in" is positioned below the "Forgot your password?" link. At the bottom of the form, the text "Don't have an account?" is followed by a blue link "Sign up now", which is circled in red.

Figure 2

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



The form features a single input field containing the email address "john.smith@email.com". Below the input field is a blue button labeled "Send verification code". A red arrow points from the right side of the button towards the center of the page.

Figure 3

This will send a code to the email address provided. This is done to verify the account belongs to you.

**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”.

The verification code has been sent to the email address you entered below. Copy the code into the field and click **Verify Code** to continue registration. The code expires in 5 minutes. If your code has expired, click **Send New Code**

john.smith@email.com

Verification code

Verify code Send new code

Figure 4

**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:  
@ # \$ % ^ & \* - \_ + = [ ] { } | \ ' , ? / ~ " ( ) ; .

E-mail Address

john.smith@email.com

New Password

Confirm New Password

Create

Figure 5

**Step 8:** On the “Register” page, fill in all the required fields and click “Submit”.

NOTE: The account passcode will be provided on 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).

The screenshot shows the 'Register' page with the following fields and annotations:

- \* = Mandatory Field**
- Email:** john.smith@email.com
- First Name \*:** John (indicated by a red arrow)
- Last Name \*:** Smith (indicated by a red arrow)
- Phone Number \*:** 1234567890 (indicated by a red arrow)
- Account Passcode \*:** ABCD1234EFGH5678 (indicated by a red arrow)

Below the fields is a note: "If you will be submitting files on behalf of more than one entity, and are not a CPA registered within CPADS, please add passcodes for each additional entity on the **My Entities** page after registration is complete."

The **Submit** button is circled in red.

Figure 6

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

The screenshot shows the 'Submission Dashboard' with the following sections:

- New File Submission:** A blue button labeled "Click Here to Submit File".
- Submission History:** A search bar with "Show Search Filters" and a "+" icon.
- Table Headers:** Details, Submitter (dropdown), Entity (dropdown), Program (dropdown).

Figure 7

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](mailto: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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