

State of California

# **Government Compensation in California Program**

## **Data Exchange Portal (DEP) Registration Instructions**

(Updated 01/2024)



**MALIA M. COHEN**  
California State Controller's Office

## 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 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:

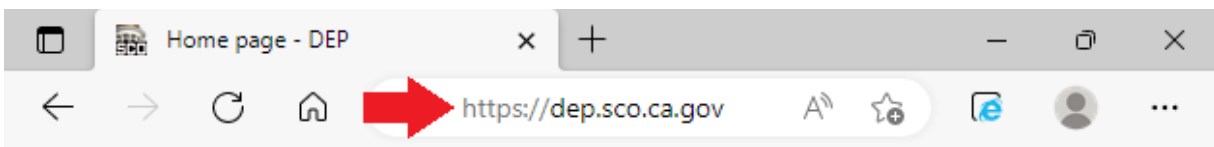


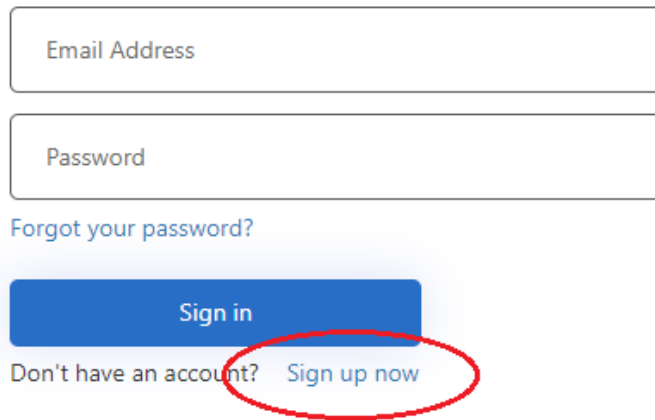
Figure 1

**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**



Email Address

Password

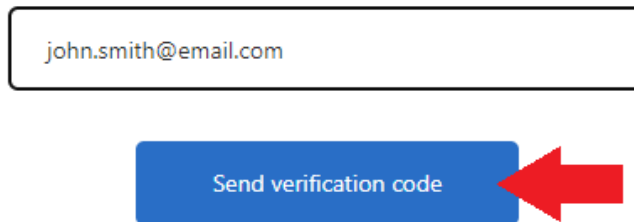
[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Figure 2

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



john.smith@email.com

[Send verification code](#)

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).

## Register

\* = Mandatory Field

Email

john.smith@email.com

First Name \*

John

Last Name \*

Smith

Phone Number \*

1234567890

Account Passcode \*

ABCD1234EFGH5678

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.

Submit

Figure 6

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

## Submission Dashboard

New File Submission

Clear or adjust the filters below and click Search to refine the displayed Submission History.

Submitter: --Select-- Entity: --Select-- Program: --Select--

Document Type: --Select-- Reporting Year End: --Select--

Submission Date:

Date Range From: mm/dd/yyyy Date Range To: mm/dd/yyyy

Search Reset

Export to CSV

Details	Submitter	Entity	Program	Document Type	Reporting Year End	Submission Date
No Entry						

< 1 >

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/>

State Controller's Office  
Local Government Programs and Services Division  
Government Compensation Unit  
Post Office Box 942850  
Sacramento, California 94250-5875  
(916) 445-5153  
[GCCSupport@sco.ca.gov](mailto:GCCSupport@sco.ca.gov)