

State of California

Data Exchange Portal (DEP)

Registration Instructions

(Updated 01/2023)



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Data Exchange Portal (DEP) Registration Instructions

The State Controller's Office (SCO) Data Exchange Portal (DEP) is an internet-based program that allows users to submit files electronically to SCO.

Prior to submitting a report, you must create an account in DEP using the account passcode provided by SCO.

NOTE: DEP allows only a single account passcode to be entered while registering an account. If you must submit reports for multiple entities, see the DEP Report Submission Instructions, located in the Help & User Guides section of DEP, for guidance on adding additional passcodes. The Help & User Guides section is accessible only after you have registered and logged 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 browser address bar:

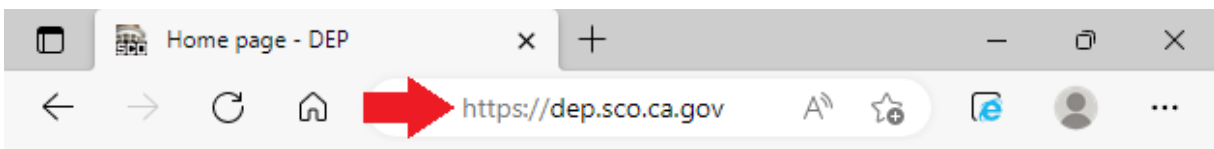


Figure 1

Step 3: Click "Sign in Or Register."

Sign in Or Register

Step 4: When the sign-in screen appears, click the "Sign up now" link.

Sign in with your existing account

[Forgot your password?](#)

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

Figure 2

Step 5: Enter a valid email address, then click "Send verification code."

Figure 3

A code will be sent to the email address provided. This step is intended to verify that the account belongs to you.

Step 6: Check your email inbox for the automated email containing a six-digit verification code (if you do not receive a message within one or two minutes, check your spam folder). Enter the verification code and click "Verify code." If you do not receive a verification code, 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 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 of the required fields, then click "Submit."

NOTE: The account passcode will be provided to the reporting local government(s) for which you are submitting a report. If you did not receive an account passcode, please contact SCO via the "Contact SCO DEP form" link on the DEP home page.

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.



Figure 6

Step 9: The DEP Submission Dashboard will appear. Your account has been successfully 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						

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Figure 7