

State of California
***Government
Compensation in
California Program***

**2015 File Transfer Protocol (FTP)
Instructions**



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California State Controller's Office

I. File Transfer Protocol (FTP) Instructions

For Submitting Reports Electronically to the State Controller's Office

The following instructions describe how to submit your report(s) to the State Controller's Office (SCO) using File Transfer Protocol (FTP) and Windows Explorer/File Manager.

- FTP is a standard internet protocol for transmitting files.
- Windows Explorer is a file manager application that is included with Microsoft Windows operating systems (OS). Windows Explorer can be opened in a variety of ways. Depending on the version of your OS, the following pictures may appear differently. These instructions include steps for using Windows 7 and Windows XP.
- **DO NOT USE INTERNET EXPLORER, WHICH IS A WEB BROWSER, WHEN SUBMITTING YOUR REPORT.**

Before proceeding with your report submission, ensure that you have the following:

- Internet connectivity on your computer.
- FTP file folder address (can be found in the mailed letter regarding compensation information).

FTP file folder address:

The FTP file folder address for submitting your Government Compensation in California (GCC) Report is included with the mailed letter regarding compensation information.

- A username and password are included in the FTP file folder address in the event that the file folder address is entered incorrectly.
- Below is a template of an SCO FTP file folder address format where the username and the password are embedded in the address:
 - ftp://**username**:**password**@ftp.sco.ca.gov

Step 1 for Windows 7: Opening Windows Explorer

Open Windows Explorer by **right-clicking** the Start Button  in the Quick Launch taskbar (Figure 1) and selecting “Open Windows Explorer.”

Or, if Windows Explorer is pinned on your taskbar (Figure 1), click on the Windows Explorer button .



Figure 1

A Windows Explorer session will open and the upper-left corner should look similar to Figure 2 below. This is the address bar where you will enter the FTP file folder address. Proceed to Step 2.

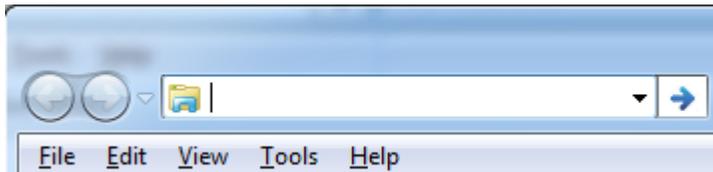


Figure 2

Step 1 for Windows XP: Opening Start Menu/Explore or My Computer

Open Start Menu by right-clicking the Start Menu Button  and selecting “Explore”

Or, open My Computer by clicking on the My Computer icon on your desktop .

If the Address Bar does not appear (Figure 3) for My Computer, select View, Toolbars, and check “Address Bar” (Figure 4). Ensure that “Lock the Toolbars” is also checked.



Figure 3

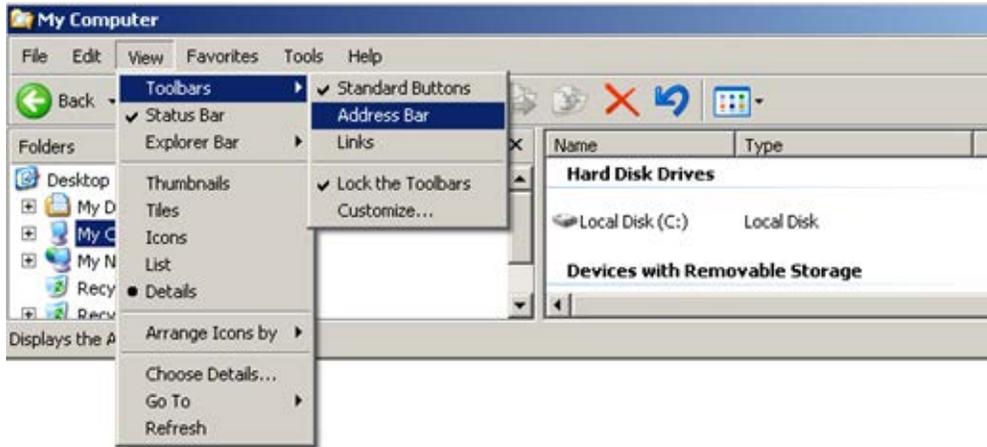


Figure 4

The FTP file folder address is entered in the Address Bar (Figure 5) in Explorer or My Computer.



Figure 5

Step 2: Entering the SCO file folder address

In the Address Bar, type in the FTP file folder address as shown in Figure 6 and press the Enter button. This is the file folder destination for the report(s) you are transmitting to SCO.

Below is a template of an SCO FTP file folder address format where the username and the password are embedded in the address:

ftp://username:password@ftp.sco.ca.gov



Figure 6

If the file folder address is typed incorrectly, a pop-up window may appear as shown in Figure 7 (see Appendix for other possible errors).

- Close/exit the pop-up window and retype the FTP file folder address in the Address Bar.
- Or, you may type in the username and password in the “Log On As” pop-up window and click on the “Log On” button.

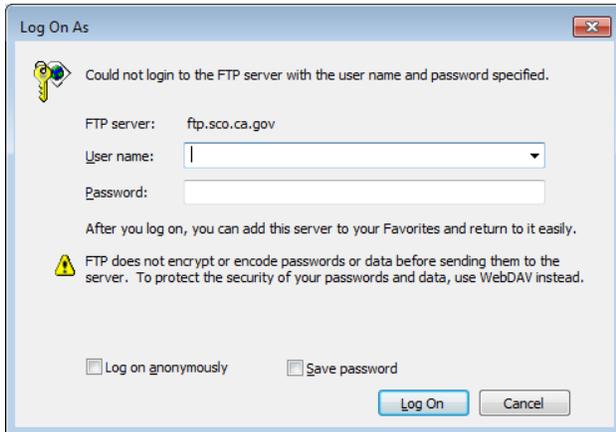


Figure 7

After the FTP address is entered, you are ready to submit your report to the SCO FTP server as shown in Figure 8. This is the **destination** Windows Explorer session.



Figure 8

Step 3: Copying reports and pasting them to the SCO FTP server.

Open another session of Windows Explorer (repeat Step 1) and locate the report you will be submitting. This is the **source** Windows Explorer session.

Click and drag your report from the source Windows Explorer session to the SCO FTP server (destination window session) as shown in Figure 9 & Figure 10.

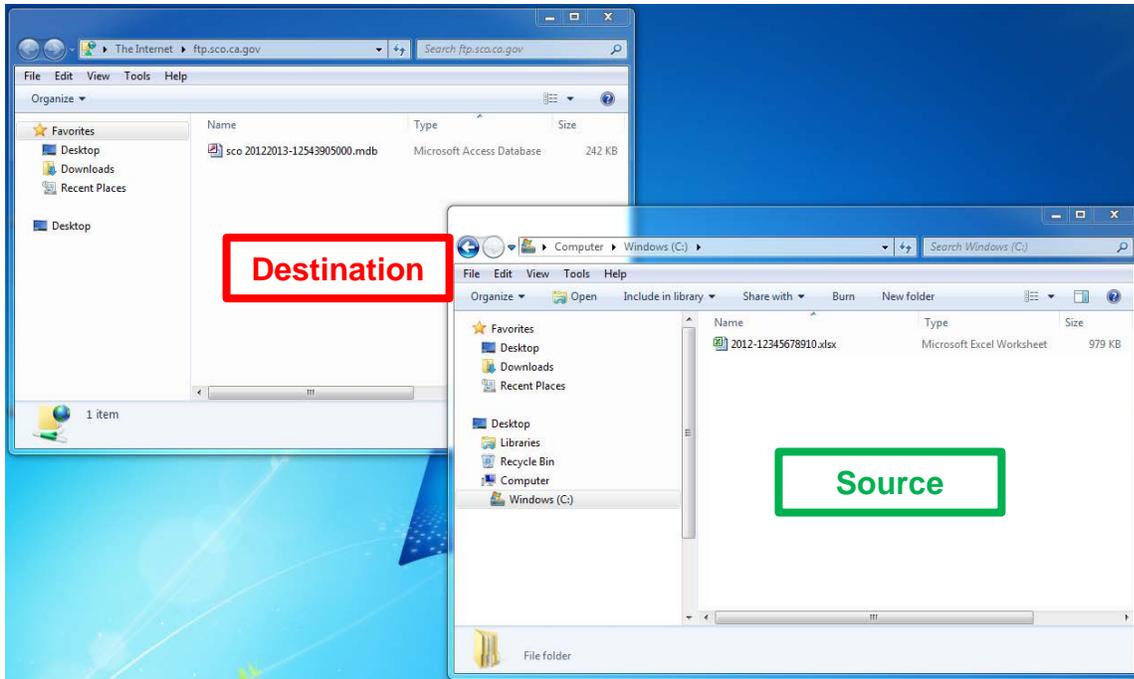


Figure 9

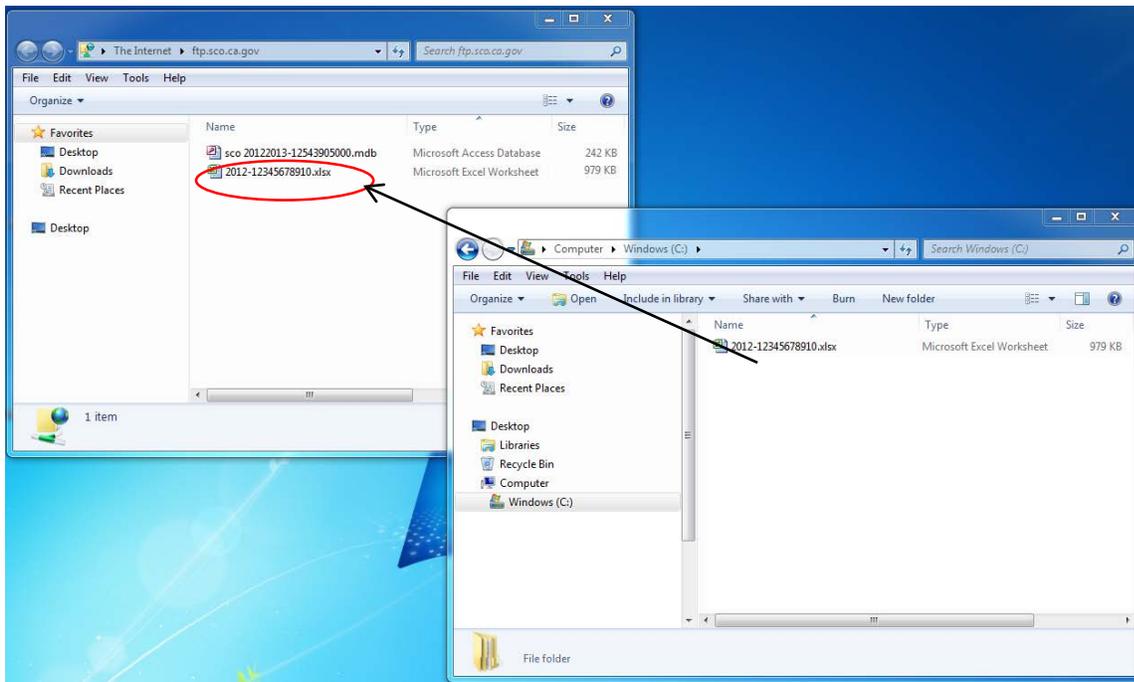


Figure 10

This will complete the transmission of your report. An automated email will be sent to the e-mail address on the GCC report confirming that the report was successfully transferred. **If you do not receive an e-mail confirmation, you should contact the State Controller’s Office to confirm the receipt of your report.**

For questions or assistance, please contact us at: GCCSupport@sco.ca.gov or (916) 445-5153.

Appendix

While completing Step 2, you may encounter the pop-up windows in Figures 11 and 12 below. If so, close/exit the windows by clicking on the X in the upper right corner and retype the FTP file folder address in the Windows Explorer Address Bar.



Figure 11

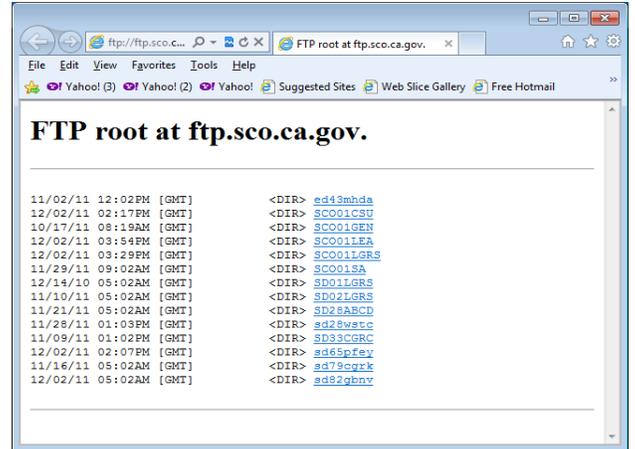


Figure 12