

State of California

Local Government Reimbursement

Data Exchange Portal (DEP)

Claim Submission Instructions

(Updated 06/2023)



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Data Exchange Portal (DEP) Submission Instructions

To submit a Local Government Reimbursement (state-mandated or Penal Code 4750) claim(s) to the State Controller’s Office (SCO), use DEP and a compatible Internet browser:

- DEP is an internet-based program, used for submitting files to SCO.
- Compatible internet browsers include Microsoft Edge, Google Chrome, Firefox, or Safari. (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 claim, you will need to create an account in DEP using the account passcode provided in the email to claimants that filed a fiscal year (FY) 2021-22 annual claim. If you need assistance with finding your account passcode, please contact us at LRS LGPSD@sco.ca.gov.

NOTE: If you have not yet created an account in the DEP system, please do so using the DEP Registration Instructions available on the DEP website at https://dep.sco.ca.gov/registration_guide.pdf.

If you are submitting for more than one entity, instructions to associate more than one local government with your DEP account are located in Appendix A of this document.

To access DEP, complete the following steps:

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 following DEP web address into the internet browser address bar:
<https://dep.sco.ca.gov>

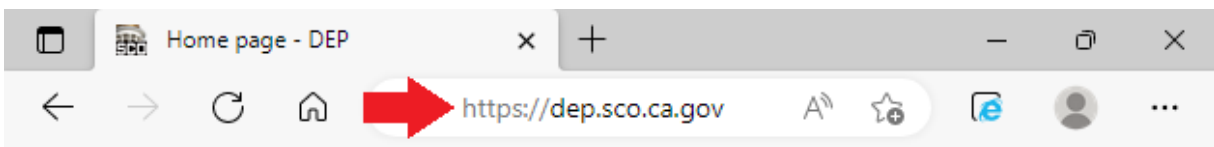
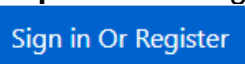



Figure 1


Step 3: Click “Sign in Or Register”:



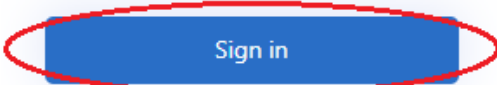
Step 4: On the sign-in screen, enter the email address and password you used during the DEP registration process and click “Sign in”.

Sign in with your existing account

Email Address 

Password 

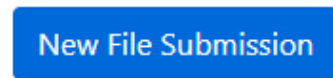
[Forgot your password?](#)

Sign in 

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

Figure 2


Step 5: On the Submission Dashboard, click “New File Submission”.




Step 6: Click the down arrow in the “Program” field and select “LRS – Local Reimbursements” from the dropdown list.

New File Submission

* = Mandatory Field

Program * 

--Select-- 

--Select--

TDA

Single Audit

GCC - Government Compensation in California


LRS - Local Reimbursements 


Figure 3

Step 7: New data fields will appear after the “LRS – Local Reimbursements” selection is made in the “Program” field. Make all applicable selections in the drop down lists. Selections are required in fields marked with an asterisk (*).

NOTE: If you are filing an amended claim, please mark the box next to “Is Amended Claim”, otherwise leave blank.

New File Submission

* = Mandatory Field

Program * 


LRS - Local Reimbursements

Entity * 

--Select--

Reimbursement Program *

--Select--

Fiscal Year End * 

--Select--

Is Amended Claim

Check box if filing
an amended claim

File *

Choose File No file chosen

Submit

Cancel

Figure 4

Step 8: Once you have made your selections in the drop down lists, click “Choose File”. Select and upload the reimbursement claim you wish to submit from your computer. The file should be a single PDF document that contains the claim forms and any supporting documents.

Step 9: When the file is successfully attached, the selected filename will appear next to the “Choose File” button. After confirming the file is attached, click “Submit”.

File *

Choose File 2023-0123456789.pdf

Confirm correct file was
selected for submission

Submit

Cancel

Figure 5

Step 10: Once the claim is submitted, you will receive an “Upload Successful” pop-up message. Click “Close” to return to the Submission Dashboard.

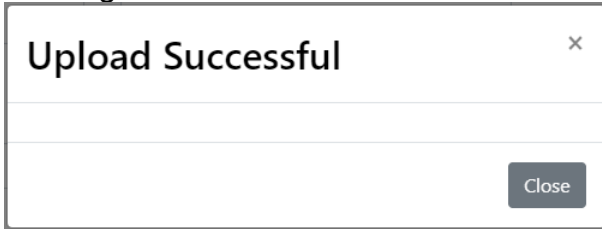


Figure 6

Your claim has now been submitted to the SCO. An automated message will be sent to the account holder’s email address confirming receipt of your submission.

This completes the claim submission process using DEP. If you have additional claims to submit, please repeat Steps 5-10.

If you have questions or need assistance with the DEP report submission process, please contact us by email at LRS LGPSD@sco.ca.gov. Additional information regarding the Local Reimbursements programs is available on the SCO website at https://sco.ca.gov/ard_local_reimbursements.html.

Appendix A

Submitting Reports for More Than One Local Government

If you are submitting for more than one local government, additional Account Passcodes will need to be entered on the “My Entities” page in order to associate these additional local governments with your account. A local government must be associated with your account in order for it to be selected in Step 7, found on page 4.

Step 1: From the Submission Dashboard, click “My Entities” in the header menu at the top of the page.



Figure 7

Step 2: Enter the Account Passcode for the entity you wish to add and click the “Submit” button. The new entity should now appear on the “My Entities” list.

My Entities

You are associated with the following entities and may submit on their behalf.

Entity Name	Entity Type	County	Status	
ABC Unified	School District	Los Angeles	Active	Remove
4-E Water District	Special District	Glenn	Active	Remove

* = Mandatory Field

Enter the Account Passcode for an entity to establish a new association. *



Figure 8

To remove an entity from the “My Entities” page, click the “Remove” link on the line of the applicable “Entity Name.”

Entity Name	Entity Type	County	Status	
ABC Unified	School District	Los Angeles	Active	Remove
4-E Water District	Special District	Glenn	Active	Remove

Figure 9

Appendix B

Submission History

DEP maintains a record of each file submitted to SCO and catalogs them on the Submission History page based on the user and entities associated with the user’s account. The Submission History feature is located in the Submission Dashboard and provides multiple filter selections that allow the user to search the submission records based on specific criteria.

To search the Submission History, select the desired criteria from the dropdown fields (Submitter, Entity, Program, etc.) and click the “Search” button. The search results will appear in the data table below the filters. The data table order can be changed by clicking the heading title of each column.

Submission History

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

Submitter

Entity

Program

Submission Type

Reporting Year End

Submission Date:

Date Range From

Date Range To

Search
Reset

[Export to CSV](#)

Details	Submitter ↕	Entity ↕	Program ↕	Submission Type ↕	Reporting Year End ↕	Subr
View Details	Smith, John	ABC Unified	SFP	Report	2022	11/2,
View Details	Jones, Jane	ABC Unified	GCC - Government Compensation in California	GCC Report	2021	11/2,
View Details	Smith, John	ABC Unified	GCC - Government Compensation in California	GCC Report	2020	11/2,
View Details	Jones, Jane	ABC Unified	LEA	Report	2020	9/24,

< 1 >

Figure 10

These DEP Submission Instructions are located on the SCO website at
https://sco.ca.gov/ard_mancost.html

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Local Government Programs and Services Division
Local Reimbursements Section
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