

State of California

# Government Compensation in California Program

2018 File Transfer Protocol Instructions



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## File Transfer Protocol (FTP) Instructions

For Submitting Reports Electronically to the State Controller's Office (SCO)

**To submit your report(s) to the SCO, use FTP and the Windows Explorer file manager:**

- FTP is a standard internet protocol for transmitting files.
- Windows Explorer is a file manager application included with Microsoft Windows operating systems (OS). Windows Explorer can be opened in a variety of ways, depending on the OS. These instructions include steps for using Windows 10, 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 – see the Government Compensation in California (GCC) annual alert letter.

**FTP file folder address:**

The FTP file folder address for submitting your GCC Report is included with the annual alert letter regarding the *Government Compensation in California Report*. The SCO FTP file folder address format, with username and password embedded in the address, is:

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

### Step 1 for Windows 10: Opening Windows Explorer


Open Windows Explorer by **right-clicking** the Start button  in the Quick Launch taskbar (Figure 1) and selecting "File Explorer."



Figure 1

Or, if Windows Explorer is pinned on the taskbar, click on the File Explorer icon:



A Windows Explorer session will begin; the upper-left corner should look similar to Figure 2 below:

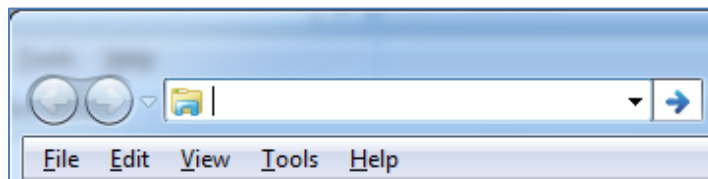


Figure 2

This is the address bar where you will enter the FTP file folder address. Proceed to Step 2.

## 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.”



Figure 1

Or, if Windows Explorer is pinned on the taskbar, click on the Windows Explorer button: 

A Windows Explorer session will begin; the upper-left corner should look similar to Figure 2 below.

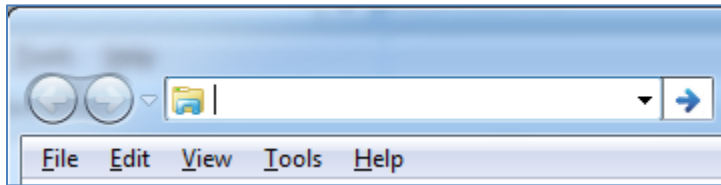



Figure 2

This is the address bar where you will enter the FTP file folder address. Proceed to Step 2.

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

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

Or, open My Computer by clicking on the My Computer icon (Figure 1) on your desktop:



Figure 1

If the My Computer pop-up window does not include an address bar, see the Appendix for solutions.

The upper-left corner of the My Computer pop-up window should look similar to Figure 2 below:

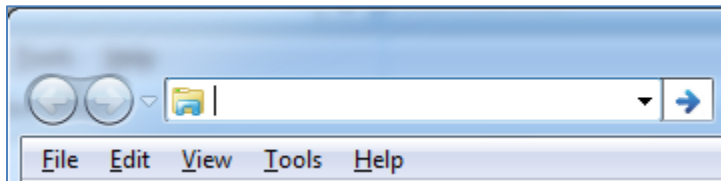


Figure 2

This is the address bar where you will enter the FTP file folder address. Proceed to Step 2.

## Step 2: Entering the SCO file folder address

Type the FTP file folder address as shown in Figure 3 in the Address Bar and press the Enter button. This is the destination file folder for the report(s) that you are transmitting to SCO:



Figure 3

The SCO FTP file folder address format, with username and password embedded in the address, is

**f t p : // u s e r n a m e : p a s s w o r d @ f t p . s c o . c a . g o v**

If the file folder address is typed incorrectly, then a pop-up window may open as shown in Figure 4 (see the Appendix for other possible errors):

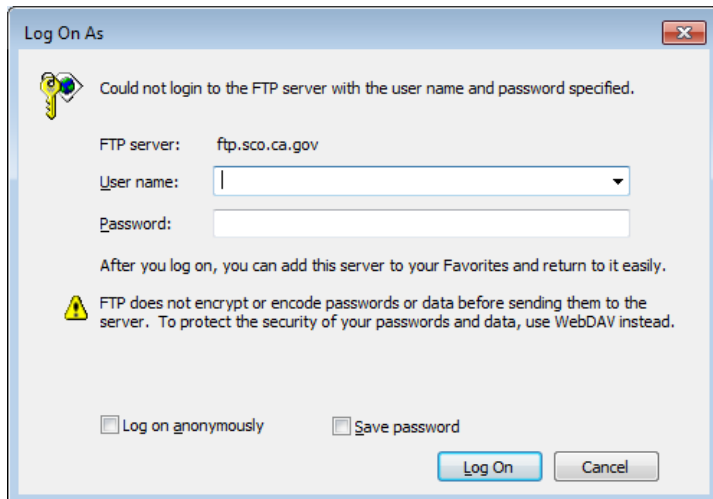


Figure 4

- Close the pop-up window and retype the FTP file folder address in the Address Bar; or
- Type in the username and password in the “Log On As” pop-up window and click on the “Log On” button.

After the FTP address is entered, you are ready to submit your report to the SCO FTP server as shown in Figure 5:

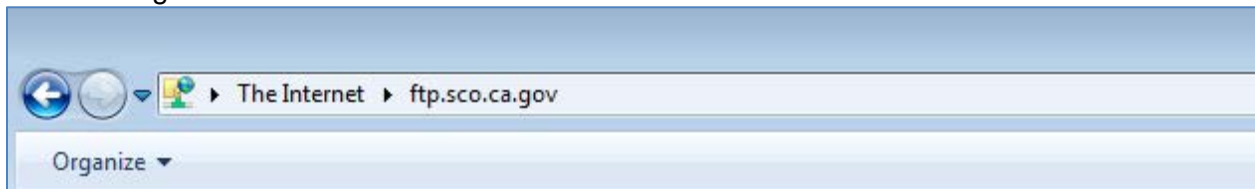


Figure 5

This is the **destination** Windows Explorer session.

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

Open another Windows Explorer session (repeat Step 1) and locate the report that 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 Windows Explorer session) as shown in Figure 6 and Figure 7.

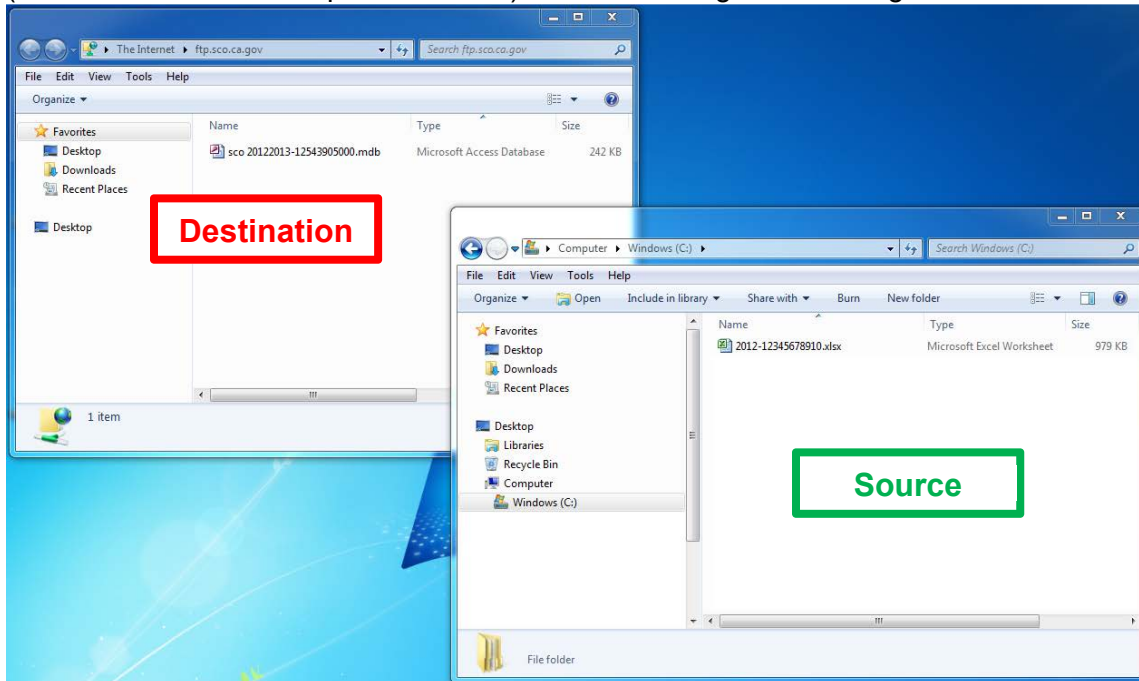


Figure 6

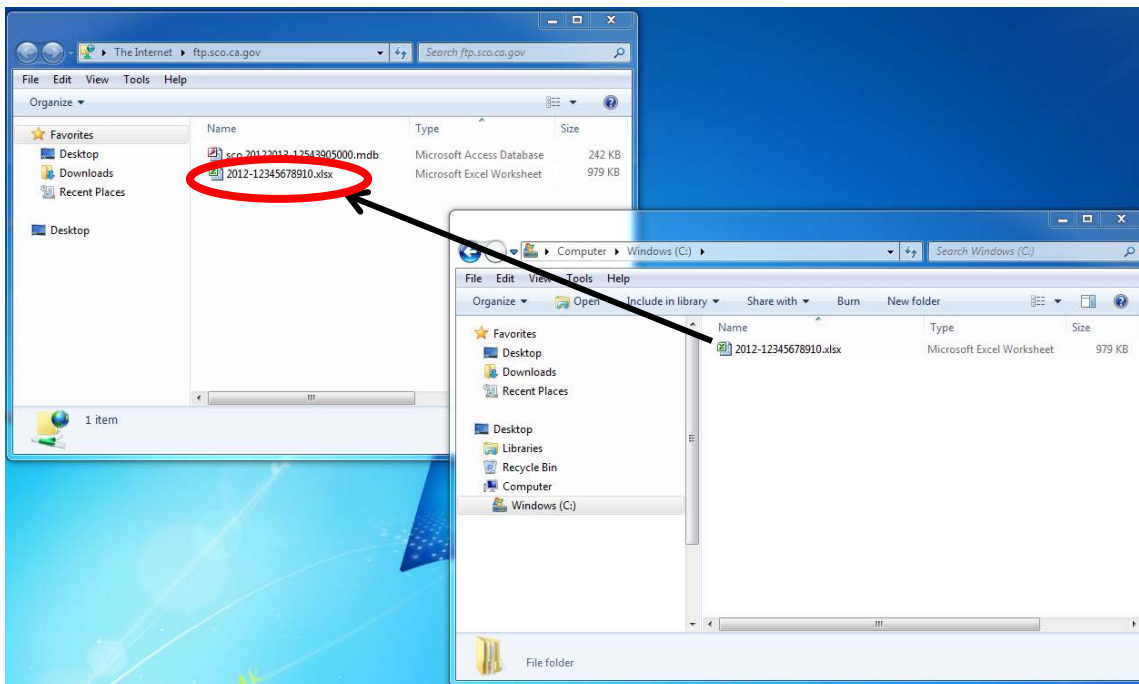


Figure 7

This will complete the transmission of your report. You will receive an automated confirmation email at the email address on the GCC report, indicating that the report was successfully transferred.

**If you do not receive an email confirmation within 24 hours of uploading your report, you should contact the SCO to confirm that your report was received.**

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

## Appendix

While completing Step 1 for Windows XP: Opening Start Menu or My Computer, the address bar for My Computer (Figure 8) may fail to appear.



Figure 8

If you experience this problem, then select View, Toolbars, and check “Address Bar” (Figure 9). Ensure that “Lock the Toolbars” is also checked:

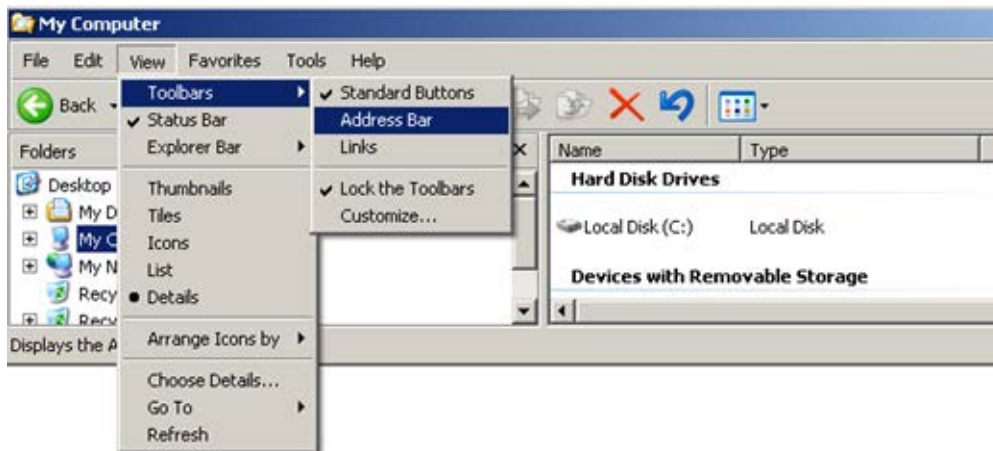


Figure 9

While completing Step 2, you may encounter the pop-up windows in Figures 10 and 11 below. If so, close the windows by clicking on the “X” in the red box found in the upper right corner, and retype the FTP file folder address in the Windows Explorer Address Bar.

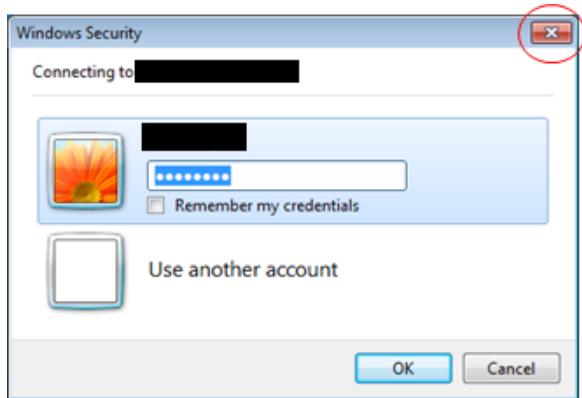


Figure 10

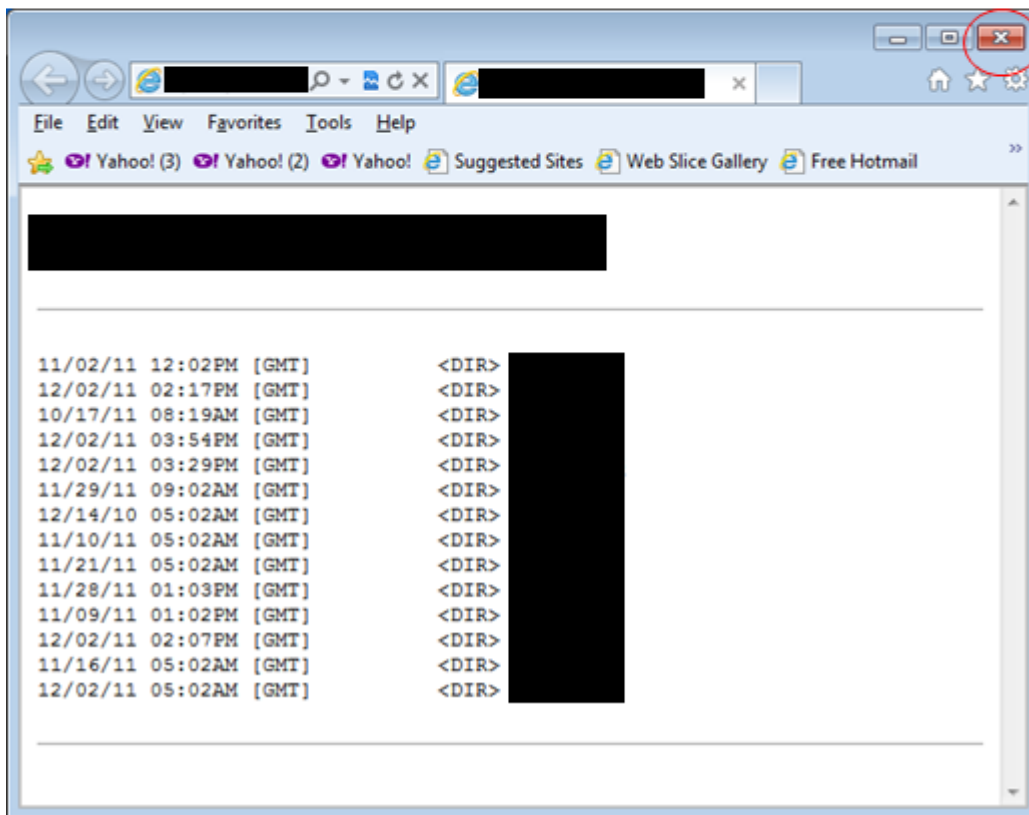


Figure 11



These FTP instructions are located on the SCO website at:  
[http://www.sco.ca.gov/ard\\_locinstr\\_gcc\\_reporting.html](http://www.sco.ca.gov/ard_locinstr_gcc_reporting.html)

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