State of California

Local Reimbursements (State-Mandate and PC 4750)

Data Exchange Portal (DEP) Claim Submission Instructions

(Updated 12/2024)



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Data Exchange Portal (DEP) Submission Instructions

To submit a Local Reimbursements (State-Mandate 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 <u>not</u> compatible with Internet Explorer.)
- DEP can be accessed on the SCO website at <u>https://dep.sco.ca.gov</u>.

Prior to submitting a claim, you will need to create an account in DEP. If you have not yet created an account in the DEP system, please do so using the DEP Registration Instructions available at: <u>https://dep.sco.ca.gov/registration_guide.pdf</u>. You will need a DEP passcode to associate your entity to your account which can be requested by contacting us at <u>LRSLGPSD@sco.ca.gov</u>.

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:



NOTE: The Internet Explorer browser is <u>not</u> compatible with DEP.

Step 2: Enter the following DEP web address into the internet browser address bar: <u>https://dep.sco.ca.gov</u>



Step 3: Click "Sign in Or Register":

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



Figure 2

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

New File Submission

Step 6: Click the down arrow in the "Program" field and select "LRS – Local Reimbursements (State-Mandate and PC 4750)" from the dropdown list.

New File Submission

= Mandatory Field	
rogram * 🕑	
Select	~
Select	
TDA - Transportation Development Act	
SA - Single Audit	
GCC - Government Compensation in California	
LRS - Local Reimbursements (State-Mandate and PC 4750)	
LAS - Local Apportionments (Reports for AVA, FID, H&W, HOPT, SOF, VLFAA, and VT)	

Figure 3

Step 7: New data fields will appear after the "LRS – Local Reimbursements (State-Mandate and PC 4750)" 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 (State-Mandate and PC 4750)	~
Entity * 😧	
Alameda	~
Reimbursement Program *	
Select	~
Fiscal Year End * 🕑	
Select	~
Le Is Amended Claim Check box if filing an amended claim	
File(s) *	
Choose File(s)	
Accepted file types: .pdf	
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".



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

Upload Successful	×
	Close

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 <u>LRSLGPSD@sco.ca.gov</u>. Additional information regarding the Local Reimbursements programs is available on the SCO website at <u>https://sco.ca.gov/ard_local_reimbursements.html</u>.

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, 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	ı. *		
12345678ABCDEFGH				

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

Submitter				Entity		Program		
Select			~	Select	~	Select		~
Submission	Туре			Reporting Year End				
Select			~	Select	~			
Submission	Date:							
Date Range	From			Date Range To				
					_			
mm/dd/y Search port to CSV	yyy Reset	6		mm/dd/yyyy	E			
mm/dd/y Search port to CSV	yyy Reset Submitter ≑	Entity \$	Prog	mm/dd/yyyy gram ≎	EF Subm	ission Type 🗢	Reporting Year End \$: 5
mm/dd/y Search port to CSV ails	yyy Reset Submitter ≑ Smith, John	Entity \$ ABC Unified	Prog SFP	mm/dd/yyyy gram \$	Subm Report	ission Type ≑ t	Reporting Year End \$ 2022	• S
mm/dd/y Search port to CSV calls iew Details	xyyy Reset Submitter \$ Smith, John Jones, Jane	Entity ABC Unified ABC Unified	Prog SFP GCC	mm/dd/yyyy gram \$: - Government Compensation in Californ	■ Subm Repor	ission Type ≑ t teport	Reporting Year End \$ 2022 2021	5 5
mm/dd/y Search port to CSV ails iew Details iew Details	Reset Submitter Smith, John Jones, Jane Smith, John	Entity ♦ ABC Unified ABC Unified ABC Unified	Prog SFP GCC GCC	mm/dd/yyyy gram \$ C - Government Compensation in Californ C - Government Compensation in Californ	Image: Submark Submark Report a GCC R a GCC R	ission Type t teport teport	Reporting Year End 4 2022 2021 2020	s 1 1
mm/dd/y Search cort to CSV ails iew Details iew Details ew Details ew Details	Smith, John Smith, John Jones, Jane Jones, Jane	Entity ABC Unified ABC Unified ABC Unified ABC Unified	Prog SFP GCC LEA	gram ♦ C - Government Compensation in Californ C - Government Compensation in Californ	Subm Report a GCC R a GCC R b Report	ission Type \$ t Report Report t	Reporting Year End \$ 2022 2021 2020 2020 2020	; s 1 1 1

Figure 10

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

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