

State of California  
Local Apportionments  
Data Exchange Portal  
Annual Report Submission Instructions

(Updated 05/2024)



**Malia M. Cohen**

California State Controller's Office

---

## Data Exchange Portal Submission Instructions

To submit your annual reports to the Local Apportionments (LAS) at the State Controller's Office (SCO), use the Data Exchange Portal (DEP) and a compatible Internet browser:

- DEP is an internet-based program, used for submitting files to SCO.
- Compatible internet browsers include Google Chrome, Microsoft Edge, 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>.

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](https://dep.sco.ca.gov/registration_guide.pdf).

NOTE: You will need to create an account using the entity's DEP Account Passcode provided in the DEP registration email notification. If you need assistance with finding your Account Passcode, please contact us at [LGPSDLAS@sco.ca.gov](mailto:LGPSDLAS@sco.ca.gov).

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: DEP is not compatible with Internet Explorer.

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

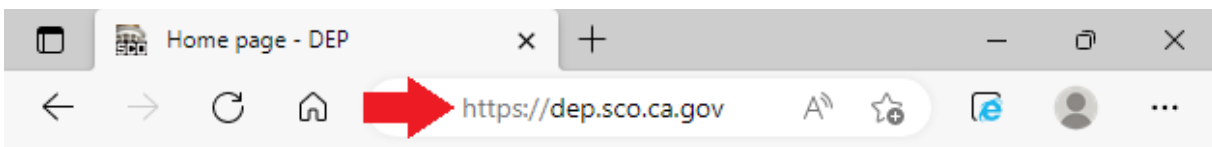



Figure 1


**Step 3:** Click "Sign in Or Register."

Sign in Or Register

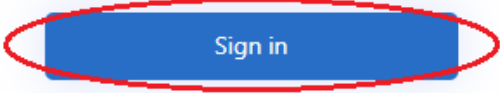
**Step 4:** On the sign-in screen, enter the email address and password you used during the DEP registration process and click “Sign in.”

**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, select the “Click Here to Submit File” button.


**New File Submission**


[Click Here to Submit File](#)

**Step 6:** Click the down arrow in the “Program” field and select “LAS - Local Apportionments” from the drop-down list.

**New File Submission**

\* = Mandatory Field

Program \* 

--Select-- 

--Select--

TDA

Single Audit

GCC - Government Compensation in California

LRS - Local Reimbursements


**LAS - Local Apportionments** 

Figure 3

**Step 7:** New data fields will appear after the “LAS - Local Apportionments” 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 (\*).

**Step 8:** Once you have made your selections from the drop-down lists, click “Choose File.” Select and upload the annual report document(s) you wish to submit.

NOTE: If applicable, submit the documents in the file format specified in the annual report instructions (e.g., PDF or Excel).

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

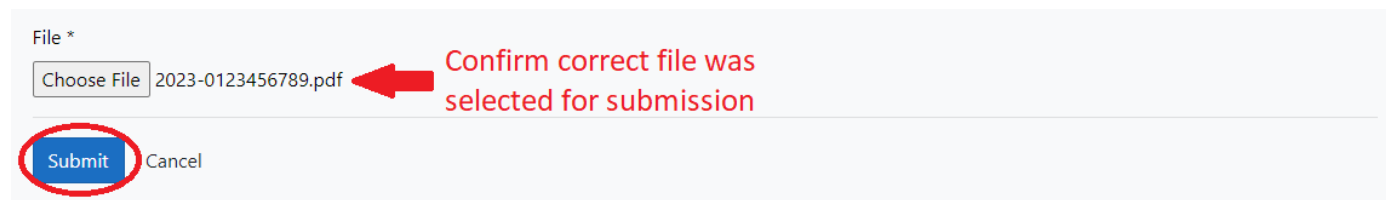


Figure 4

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

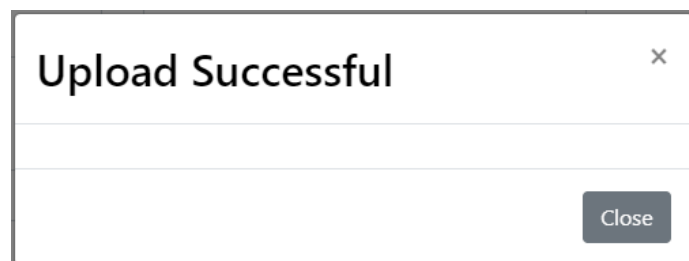


Figure 5

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

This completes your annual report submission process using DEP. If you have additional files 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 [LGPSDLAS@sco.ca.gov](mailto:LGPSDLAS@sco.ca.gov). Additional information regarding the annual reports for Local Apportionments is available on the SCO website at [https://www.sco.ca.gov/ard\\_local\\_apportionments.html](https://www.sco.ca.gov/ard_local_apportionments.html).

## DEP Submission Example

Below is a step-by-step example of submitting an annual report on behalf of an entity (local government).

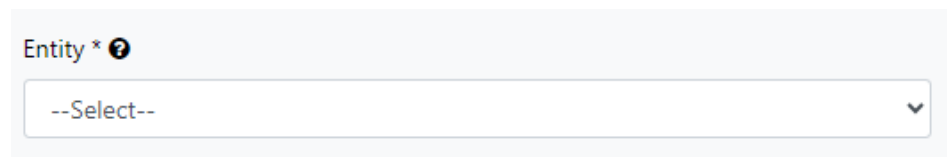
*Example: Submitting the FY 2022-23 Health and Welfare Annual Report*

**Step 1:** Sign into the DEP website at <https://dep.sco.ca.gov> using the email and password used to register your account.

**Step 2:** On the Submission Dashboard, select the “Click Here to Submit File” button under “New File Submission” to submit your annual report document(s).

**Step 3:** Click the down arrow in the “Program” field and select “LAS – Local Apportionments” from the drop-down list.

**Step 4:** Click the down arrow in the “Entity” field and select your entity name from the drop-down list. If you only have one entity associated with your account the “Entity” field will automatically populate.



The image shows a screenshot of a web form field labeled "Entity \*". The field is a dropdown menu with a light gray border and a small downward-pointing arrow on the right side. The text inside the dropdown is "--Select--".

Figure 6

**Step 5:** Click the down arrow in the “Document Type” field and select the type of Health and Welfare report you are submitting under the “H&W - Health and Welfare Report” header (e.g., SS - Social Services report).

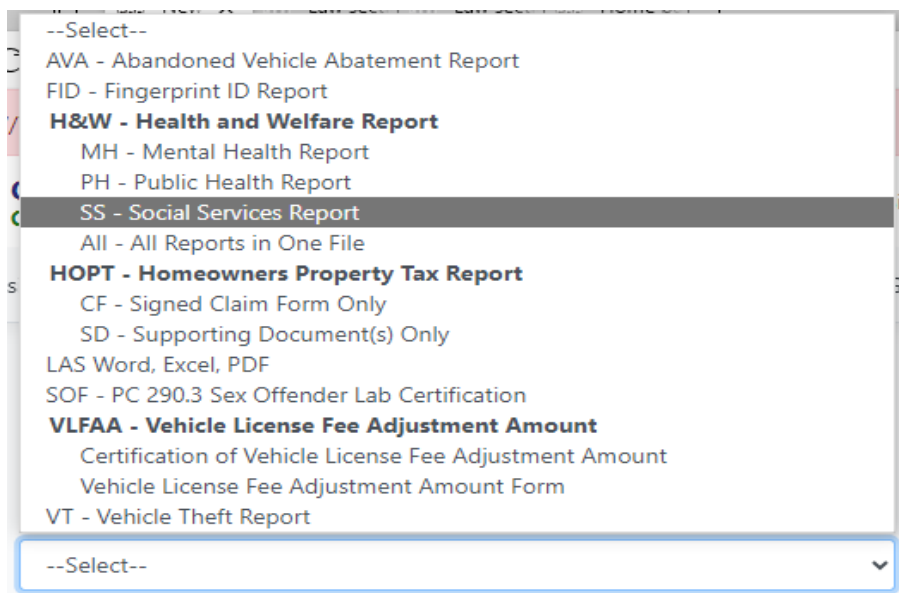


Figure 7

**NOTE:** If you are submitting the Mental Health, Public Health, and Social Services reports as one file, please select the “All - All Reports in One File” option.

**Step 6:** Click the down arrow in the “Fiscal Year End” field and select the fiscal year end of the report. If submitting the FY 2022-23 Health and Welfare report, select “2023.”

**Step 7:** Click the “Choose File” button. Select and upload the Social Services Report file you wish to submit.

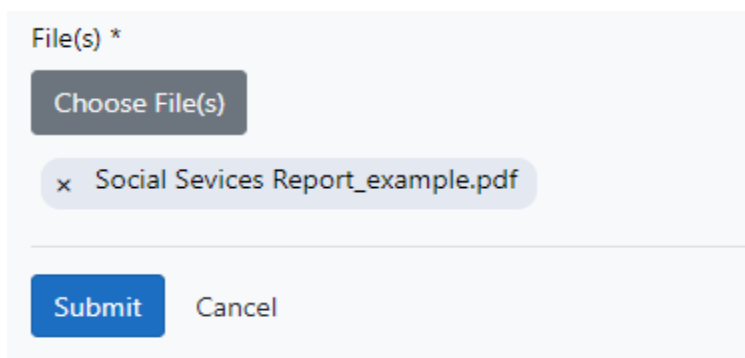


Figure 8

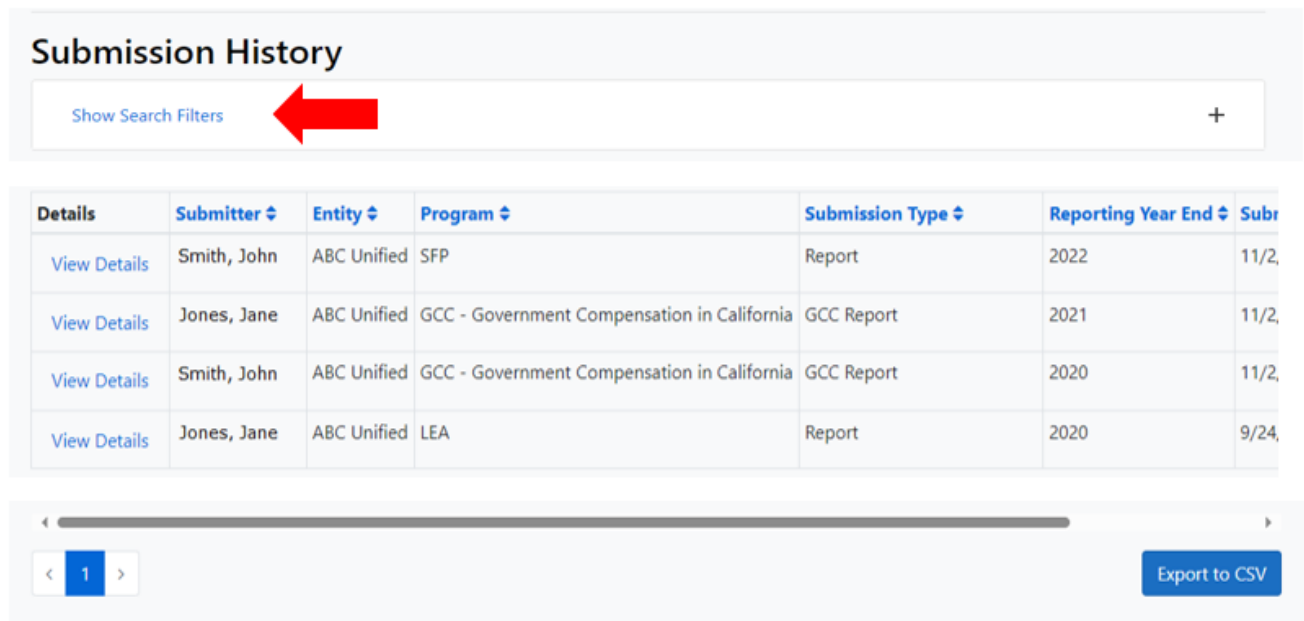
**Step 8:** After confirming the file is attached, click “Submit.”

## Appendix A

### 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, click the "Show Search Filters" option, 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.



The screenshot shows the "Submission History" interface. At the top, there is a "Show Search Filters" button with a red arrow pointing to it. Below this is a table with the following data:

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

At the bottom of the page, there is a pagination control showing page 1 of 1, and an "Export to CSV" button.

Figure 9

These DEP Submission Instructions are located on the SCO website at [https://www.sco.ca.gov/ard\\_payments\\_annual\\_report\\_submissions.html](https://www.sco.ca.gov/ard_payments_annual_report_submissions.html)

State Controller's Office  
Local Government Programs and Services Division  
Local Apportionments  
Post Office Box 942850  
Sacramento, California 94250-5875  
[LGPSDLAS@sco.ca.gov](mailto:LGPSDLAS@sco.ca.gov)