

SCO DATA EXCHANGE PORTAL (DEP) USER GUIDE

Version 1.0

November 2021

Contents

1.	Introduction	1
	Overview.....	1
	Prerequisites for Using DEP.....	1
	System Requirements	1
	Entity/CPA/TDA Admin and User Accounts	1
	Conventions in the DEP System.....	2
	Hover Help Text.....	2
	Mandatory Fields.....	2
	Error Messages	2
2.	Creating a User Account.....	3
3.	DEP User Dashboards.....	9
	Entity Account Dashboard	9
	CPA Account Dashboard	10
	TDA Admin Account Dashboard.....	12
4.	Maintaining Your Account Information	15
5.	Uploading Files: Entity Users	16
	Uploading LEA, SA, and First 5 Files.....	16
	Uploading TDA Files	18
	Uploading WIC Files	20
	Uploading SFP Files	21
	Confirmation Email.....	22
6.	Uploading Files: CPA Users	23
	Uploading SA and First 5 Files.....	23
	Uploading LEA Files.....	25
	Uploading WIC Files	27
	Uploading TDA Files	28
	Uploading SFP Files	30
	Confirmation Email.....	31
7.	Uploading Files: TDA Admin Users	32
	Uploading TDA Files	32
	Confirmation Email.....	33
8.	Viewing Upload Details.....	34

Local Education Agencies (LEA), Single Audits (SA), or First 5 Details 34

Transportation Development Act (TDA) Details 35

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
Details..... 36

School Facility Program Bonds (SFP) Details..... 37

1. INTRODUCTION

OVERVIEW

The State Controller's Office (SCO) Data Exchange Portal (DEP) is available for Entities and CPAs users to upload Audit Report files for the following programs: Local Education Agencies (LEAs); Single Audits (SAs); Transportation Development Act (TDA); First 5; the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC); and School Facility Program Bonds (SFP).

You may submit your audit reports online using DEP. (<https://dep.sco.ca.gov/>)

This document provides instructions for registering for DEP and submitting Audit Report files via DEP.

PREREQUISITES FOR USING DEP

SYSTEM REQUIREMENTS

To use DEP, you must have an internet-connected computer with Google Chrome (recommended), Microsoft Edge, Firefox, or Safari.

Note: Internet Explorer does not work with DEP's functionality and should not be used.

ENTITY/CPA/TDA ADMIN AND USER ACCOUNTS

To upload files to DEP, your organization (a Government Entity or CPA firm) must have an Account Passcode that SCO provided to them. The Account Passcode is a unique code that enables individuals from an Entity/CPA/TDA Admin to set up User Accounts for DEP.

Note: If you are working for an organization that submits Transportation Development Act reports for multiple Entities (for example, a regional transit agency submitting reports for the cities under its jurisdiction), you should be using a "TDA Admin" Account.

You will not be able to create a User Account without the Entity/CPA/TDA Admin Account Passcode, and you will not be able to upload files without a User Account.

If your organization did not receive an Account Passcode, they may request one using the Contact SCO Form available on the home page of DEP.

CONVENTIONS IN THE DEP SYSTEM

HOVER HELP TEXT

A “?” icon indicates hover help text is available for the field. Place your cursor over the icon to reveal the help text:

The screenshot shows a form with two fields. The first field is labeled "Program *" and contains the text "LEA". The second field is labeled "Charter Schools Management Organization *" and contains "--Select--". A mouse cursor is hovering over a question mark icon next to the second field's label. A black tooltip box appears over the cursor with the text: "Is the entity you are submitting for a Management Organization?"

An asterisk (*) next to a field’s caption indicates you must make an entry or selection in a field:

The screenshot shows a form field with the label "Entity *". Below the label is a dropdown menu with the text "--Select--".

ERROR MESSAGES

Throughout the DEP system, there are mandatory fields that need to be completed or have required values. The example below shows how DEP alerts you of these errors and how you can correct them:

The screenshot shows a form titled "New File Submission" for "Academia Avance Charter". The form contains several fields with error messages and callouts:


- Header Message:** "Upload Failed: Please correct the error(s) below." A blue callout box points to this message with the text: "Header Messages alert you that there are errors in a form that you need to correct".
- Program * ?**: A dropdown menu with "LEA" selected.
- Fiscal Year End ***: A dropdown menu with "--Select--" selected. A red error message below it says: "You must select a Fiscal Year End for the file you are uploading." A blue callout box points to this message with the text: "Field Messages explain the error and what you need to do to correct it.".
- Document Type * ?**: A dropdown menu with "--Select--" selected. A red error message below it says: "You must select a Document Type for the file you are uploading.".
- Other Title ***: A text input field.
- File ***: A "Choose File" button with "No file chosen" text. A red error message below it says: "The File * field is required.".

At the bottom of the form are "Submit" and "Cancel" buttons.

2. CREATING A USER ACCOUNT

This section explains how you create a User Account for your Entity/CPA.

1. Use your browser to navigate to the [DEP Home Page](#).

Home

Welcome to the State Controller's Office Data Exchange Portal Registration and Access

The California State Controller's Office (SCO) offers two options for submitting audit reports. Audit reports may either be mailed to the address listed below, or submitted via the Data Exchange Portal (DEP) website. The DEP is a secure web-based portal for uploading documents to the SCO Division of Audits. Please choose only one method of submission.

Audit reports for the following programs are accepted via DEP:

- K-12 Local Education Agencies (LEA)
- Single Audits – Local Agencies (SA)
- Transportation Development Act (TDA)
- First 5 California (First 5)
- Schools Facilities Program Bonds (SFP)
- Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

New users must create an account in order to upload reports to DEP. Use the [Contact SCO form](#) to request an Account Passcode before creating an account. Instructions for creating an account are available [here](#). The electronic audit report files should be submitted in unsecured PDF file format.

System Requirements

To use DEP, you must have an internet-connected computer with Google Chrome (recommended), Microsoft Edge, Firefox, or Safari.

Note: Internet Explorer does not work with DEP's functionality and should not be used.

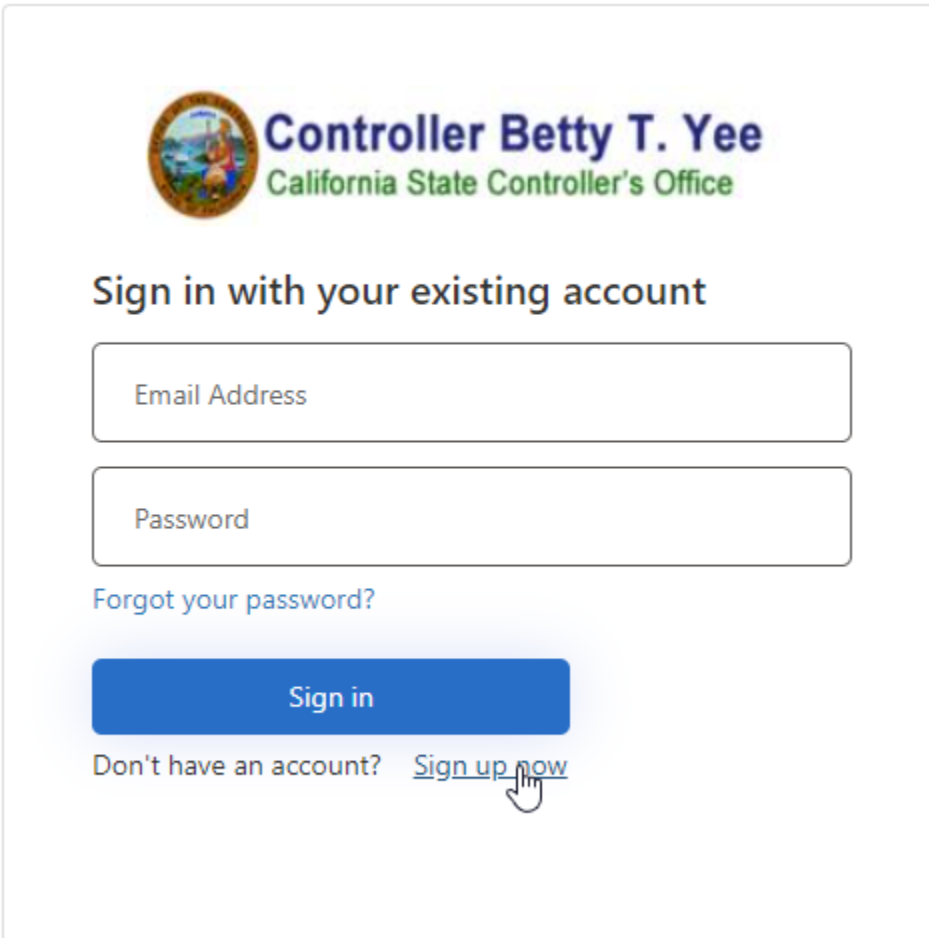
[Sign in Or Register](#)

If you require assistance, please use the [Contact SCO form](#) to contact an SCO staff member.

Contact us:	Mailing Address:
3301 C Street, Suite 725 Sacramento, CA 95816 Phone (916) 324-6446 Contact SCO form	State Controller's Office PO Box Division of Audits Financial Audits Bureau P.O. Box 942850 Sacramento, CA 94250-5874

This is a State of California, Office of the State Controller computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

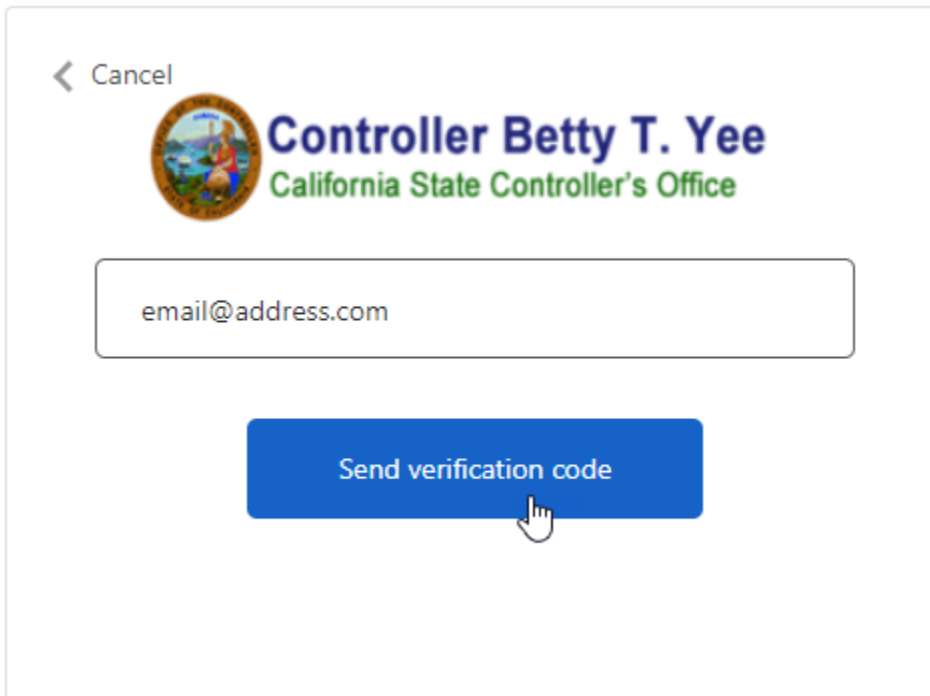
2. The DEP Login Page will be displayed:




The screenshot shows the login page for the California State Controller's Office. At the top left is the state seal, followed by the text "Controller Betty T. Yee" in blue and "California State Controller's Office" in green. Below this is the heading "Sign in with your existing account". There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A blue "Sign in" button is centered below the links. At the bottom, there is a link "Don't have an account? [Sign up now](#)" with a mouse cursor pointing to the link.

*Note: If you already have a User Account, enter the Email Address you used to set up the account and your Password and click **Sign in**. You will be sent to your DEP Account Dashboard page. (Section 3)*

3. After you click **Sign up now**, you will be sent to the DEP Email Verification Code page:



< Cancel

 **Controller Betty T. Yee**
California State Controller's Office

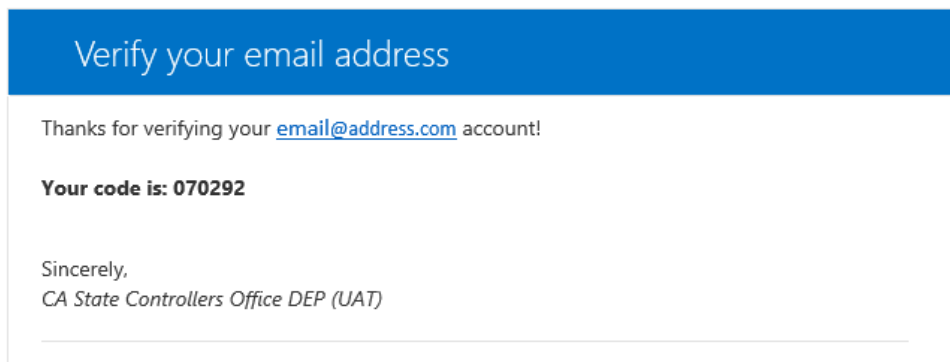
email@address.com

Send verification code

Note: The email address you enter here will become your User Account ID and will be used for any emails sent to you by DEP. Once you set up an account, you will not be able to change the email.

You will be returned to the **DEP Email Verification** page (Step 5), where you will need to enter the Verification Code sent to your email.

4. DEP sends you this this email:



Verify your email address


Thanks for verifying your email@address.com account!

Your code is: 070292

Sincerely,
CA State Controllers Office DEP (UAT)

5. Return to the **DEP Email Verification** page and enter the Verification Code within five minutes of receiving the code.

[← Cancel](#)




Controller Betty T. Yee
California State Controller's Office

Verification code has been sent to your inbox. Please copy it to the input box below.

6. The **DEP Password** page will be shown:

< Cancel



Controller Betty T. Yee
California State Controller's Office

Enter a password with a minimum of 8 characters and a maximum of 64 characters in length and having at least three of the following:

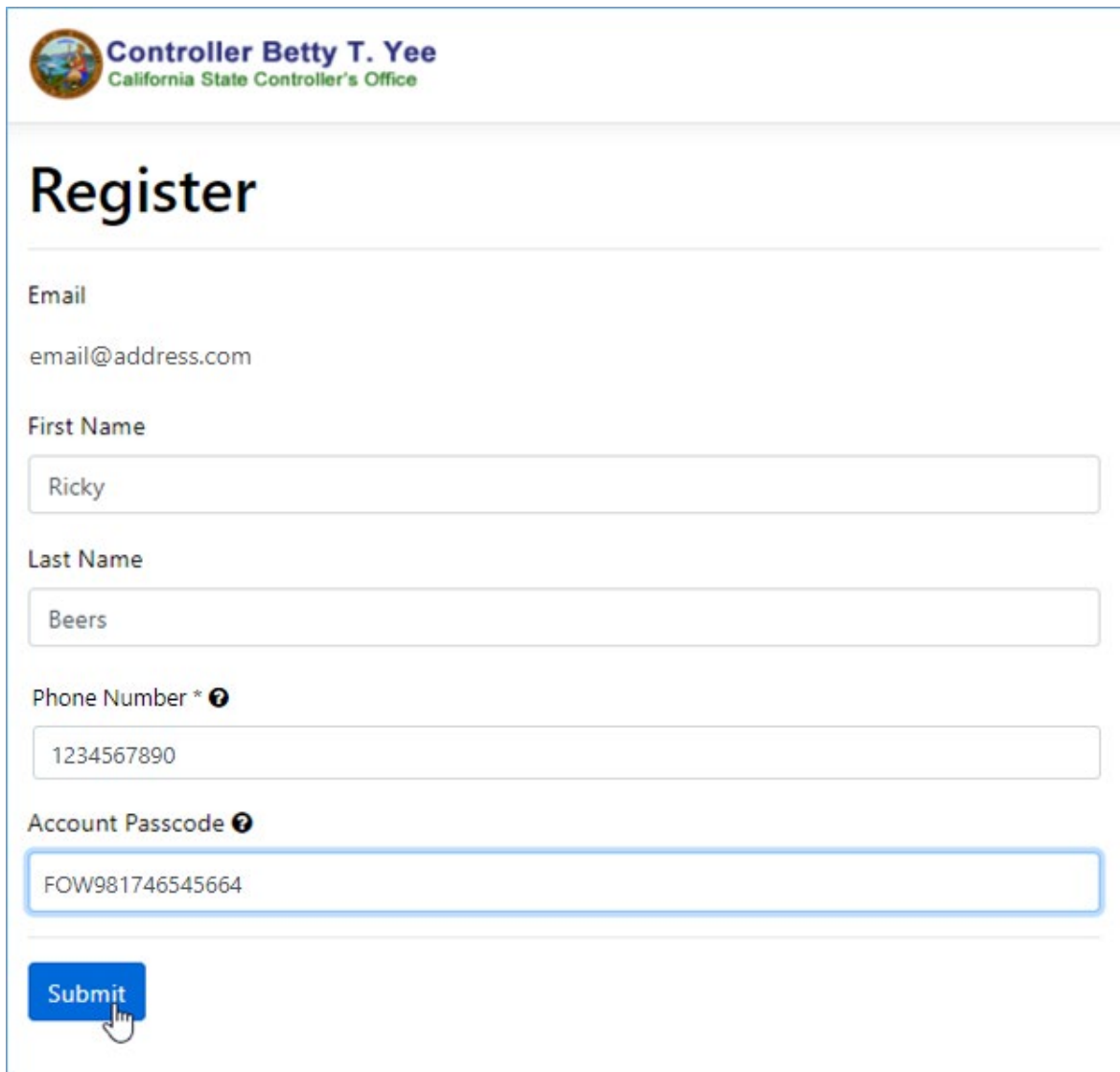
- A lowercase letter
- An uppercase letter
- A number
- A symbol:
@ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ^ ~ " () ; .

.....

.....

Continue

7. The **DEP Register** page will be shown:



Controller Betty T. Yee
California State Controller's Office

Register

Email
email@address.com

First Name
Ricky

Last Name
Beers

Phone Number * ⓘ
1234567890

Account Passcode ⓘ
FOW981746545664

Submit

- The **First Name**, **Last Name**, and **Phone Number** fields are all text fields. Enter a ten-digit phone number that includes the area code.
- In the **Account Passcode** field, enter the Account Passcode provided to your organization by SCO.

After completing the fields, click **Submit**. You will be sent to the **DEP Account Dashboard**.

3. DEP USER DASHBOARDS

This section explains the Account Dashboard, which will vary depending on whether your organization is an Entity, CPA, TDA Admin, or CDPH.

ENTITY ACCOUNT DASHBOARD

If you are working for an Entity, you will see this Dashboard:

The screenshot shows the 'File Submission History' dashboard for 'ABC Unified'. At the top, there is a header with the logo for 'Controller Betty T. Yee, California State Controller's Office' and navigation links: 'Submission History', 'User Guide', 'Contact Us', 'Update Profile', and 'Sign out'. Below the header, the title 'File Submission History' is displayed, followed by 'ABC Unified'. A 'New Submission' button is visible. The main section contains a search filter with four dropdown menus: 'Program' (value: --Select--), 'Document Type' (value: --Select--), 'Fiscal Year End' (value: --Select--), and 'Submitter' (value: --Select--). Below the filters are 'Search' and 'Reset' buttons. An 'Export to CSV' button is located below the search section. The table below shows four submission records, each with a 'View Details' link.

Details	Submitter ↕	Program ↕	Document Type ↕	FY End ↕	Submission Date ▼
View Details	Kessler, Justin	LEA	Report	2020	10/7/2021 9:25:14 AM
View Details	Kessler, Justin	LEA	Report	2020	10/7/2021 9:24:52 AM
View Details	Kessler, Justin	LEA	Report	2020	10/7/2021 9:24:11 AM
View Details	Kessler, Justin	LEA	Report	2020	10/7/2021 9:23:44 AM

You can filter the list by selecting values in the following fields and clicking the **Search** button:

- Program
- Document Type
- Fiscal Year (FY) End
- Submitter

You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- Submitter
- Program
- Document Type
- FY End
- Submission Date

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

CPA ACCOUNT DASHBOARD

If you are working for a CPA, you will see this Dashboard:

The screenshot shows the 'File Submission History' dashboard for A. Edwin Holliman. It includes a navigation bar with links for Submission History, User Guide, Contact Us, Update Profile, and Sign out. The dashboard features a search filter section with dropdown menus for Program, Document Type, Fiscal Year End, Submitter, and Entity, along with Search and Reset buttons. Below the filters is an 'Export to CSV' button and a table of submission details.

Details	Submitter ↕	On Behalf Of ↕	Program ↕	Document Type ↕	FY End
View Details	Sanford, Fred	First 5 Alameda County	First 5	Report	2021
View Details	Martinez, Arlene	First 5 Mendocino County	First 5	Revision	2020
View Details	Jung, Keith	Imperial County Transportation Commission	TDA	Revised report	2020
View Details	Martinez, Arlene	Los Angeles County Children and Families First-Proposition 10 Commission	First 5	Revision	2020
View Details	Jung, Keith	First 5 Lake County	First 5	Corrective Action Plan	2020

You can filter the list by selecting values in the following fields and clicking the **Search** button:

- Program
- Document Type
- Fiscal Year (FY) End
- Submitter
- Entity

You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- Submitter
- On Behalf Of
- Program
- Document Type
- FY End
- Submission Date

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

TDA ADMIN ACCOUNT DASHBOARD

If you are working for an organization that submits Transportation Development Act reports for multiple Entities (for example, a regional transit agency submitting reports for the cities under its jurisdiction), you should be using a “TDA Admin” Account. In this case, you will see this Dashboard:

The screenshot shows the 'File Submission History' page for the Fresno Council of Governments. At the top, there is a navigation bar with links for 'Submission History', 'User Guide', 'Contact Us', 'Update Profile', and 'Sign out'. The page header includes the logo for 'Controller Betty T. Yee, California State Controller's Office'. Below the header, there is a 'New Submission' button. The main content area features a search filter section with dropdown menus for 'Document Type', 'Fiscal Year End', 'Submitter', and 'Entity'. A 'Search' button and a 'Reset' link are located below these filters. An 'Export to CSV' button is positioned above a table of submission details. The table has columns for 'Details', 'Submitter', 'On Behalf Of', 'Document Type', 'FY End', and 'Submission Date'. Two rows of data are visible, each with a 'View Details' link. A pagination bar at the bottom shows page 1 of 1.

Details	Submitter	On Behalf Of	Document Type	FY End	Submission Date
View Details	Ribera, Carmen	Kingsburg	Prior Year Audit Findings	2021	10/26/2021 10:10:06 AM
View Details	Jung, Keith	Fresno Council of Governments	Report	2020	10/7/2021 9:11:45 AM

You can filter the list by selecting values in the following fields and clicking the **Search** button:

- Document Type
- Fiscal Year (FY) End
- Submitter
- Entity

You can reset the Search fields by clicking the **Reset** button.

You can sort the list by clicking the header of the following columns (Use the scroll bar to view additional columns):

- Submitter
- On Behalf Of

- Document Type
- FY End
- Submission Date

You can download the list to a .csv file by clicking the **Export to CSV** button. The file will contain all of the entries as filtered and sorted in the list.

CDPH ACCOUNT DASHBOARD

A user with a CDPH account will see this Dashboard:

Controller Betty T. Yee
California State Controller's Office

Submission History User Guide Contact Us Update Profile Sign out

File Submission History

CDPH-WIC

[New Submission](#)

Document Type: --Select--
Fiscal Year End: --Select--
Submitter: --Select--
Entity: --Select--

[Search](#) [Reset](#)

[Export to CSV](#)

Details	Submitter ↕	On Behalf Of ↕	Document Type ↕	FY End ↕	Submission Date ▼
View Details	Depp, Jack	Gardner Family Care Corporation	Revision	2022	10/18/2021 1:38:05 PM
View Details	Bush, Iryna	E-Center	Management Letter	2022	10/7/2021 9:27:03 AM
View Details	Bush, Iryna	ETWP	Single Audit Report	2021	10/7/2021 9:26:25 AM
View Details	Bush, Iryna	Community Bridges	Corrective Action Plan	2022	10/7/2021 9:26:06 AM

You can filter the list by selecting values in the following fields and clicking the **Search** button:

- Entity
- Document Type
- Fiscal Year (FY) End
- Submitter

You can reset the Search fields by clicking the **Reset** button.

You can sort by clicking the header of the following columns:

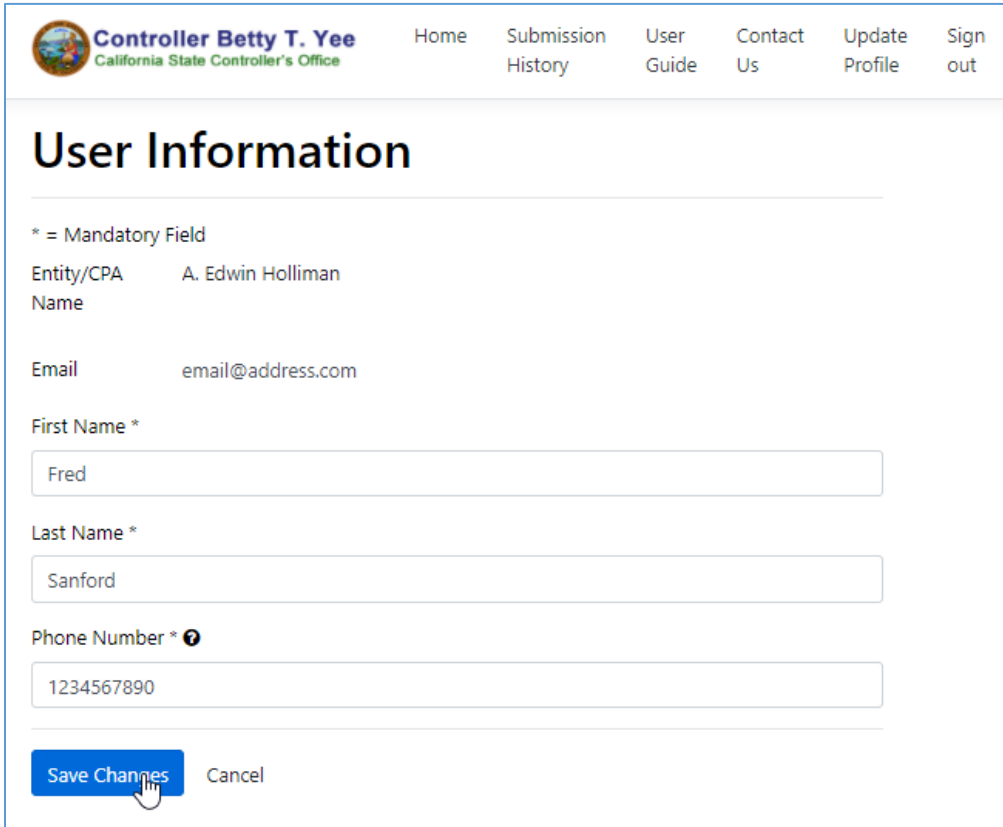
- Submitter
- On Behalf Of
- Document Type
- FY End
- Submission Date

You can download the list to a .csv file by clicking the **Export to .csv** button. The file will contain all of the entries as filtered and sorted in the list.

4. MAINTAINING YOUR ACCOUNT INFORMATION

This section explains how you can modify the First Name, Last Name, and Phone Number for your User Account.

1. Click the **Update Profile** link in the upper right-hand corner of the Dashboard. The **User Information** page will be shown:



Controller Betty T. Yee
California State Controller's Office

Home Submission History User Guide Contact Us Update Profile Sign out

User Information

* = Mandatory Field

Entity/CPA Name A. Edwin Holliman

Email email@address.com

First Name *

Last Name *

Phone Number * ⓘ

[Save Changes](#) [Cancel](#)

- The **Entity/CPA Name** and **Email** fields are read-only.
- You may modify the **First Name**, **Last Name**, and **Phone Number** fields. The phone number must contain an area code and phone number (ten digits).

When you have made your updates, click the **Save Changes** button. To close the window without making any changes, click the **Cancel** button.

5. UPLOADING FILES: ENTITY USERS

This section explains how Entity users upload files. The data you need to enter will vary depending on the type of Entity you work for and the Programs for which your Entity has audit requirements.

UPLOADING LEA, SA, AND FIRST 5 FILES

1. To upload files for your Entity, click the **New Submission** link in the upper-left of your Dashboard. The **New File Submission** form will be shown:

The screenshot shows the 'New File Submission' form. At the top left is the logo for Controller Betty T. Yee, California State Controller's Office. Navigation links include Submission History, User Guide, Contact Us, Update Profile, and Sign out. The form title is 'New File Submission' and the entity is 'ABC Unified'. A legend indicates that an asterisk (*) denotes a mandatory field. The form contains the following fields: 'Program *' with a dropdown menu showing 'LEA'; 'Fiscal Year End *' with a dropdown menu showing '2021'; 'Document Type *' with a dropdown menu showing 'Report'; 'Other Title *' which is a disabled text input field; and 'File *' which is a file upload field showing 'DEP Admin Users Guide.pdf' and a 'Choose File' button. At the bottom of the form are 'Submit' and 'Cancel' buttons.

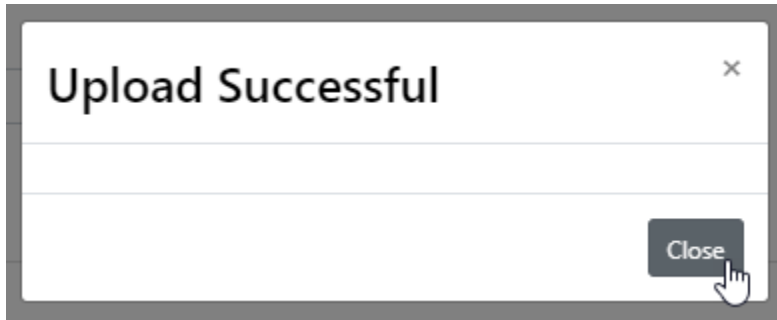
- The **Program** field contains all of the Programs for which you can submit documents. The Programs available in this list will vary depending on the Entity for which you work.

If you select Local Education Agencies (LEA), Single Audits (SA), or First 5:

- Select the fiscal year end for the report in the **Fiscal Year End** field.
- The **Document Type** field displays document types allowed for the selected Program.
- The **Other Title** field is text field that is disabled unless you select Other from the Document Type field. If the field is active, you must provide a title for the document.
- The **Choose File** button allows you to search your computer to select a file for upload.

Click the **Submit** button when you are ready to upload the file. To cancel upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING TDA FILES

1. If you select TDA in the **Program** field, the **Fund** and **Articles** sections will be shown:

New File Submission

Fresno Council of Governments

* = Mandatory Field

Program * ?

TDA ▼

Entity *

Clovis (City) ▼

Fiscal Year End * ?

2022 ▼

Fund *

Local Transportation Fund

State Transit Assistance Fund

Transit Fund

Non Transit Fund

Public Transportation Modernization Improvement and Service Enhancement Account

Other Fund

Other Fund

Articles

3 4 4.5 5 5.5 6.5 8.a 8.c

Other Articles

Document Type *

Report ▼

Other Title *

File *

Choose File DEP Admin Users Guide.pdf

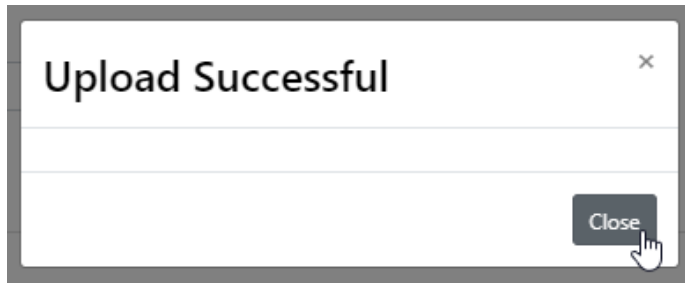
Submit
Cancel

- In the **Fund** section, select from Local Transportation Fund, State Transit Assistance Fund, Transit Fund, Non Transit Fund, Public Transportation Modernization Improvement and Service Enhancement Account, or Other Fund. You must select at least one fund.
- The **Other Fund** field is a text field that is disabled unless you select Other Fund. If the field is active, you must provide the name of the fund and a title for the document.

- In the **Articles** section, select one or more of the following values: 3, 4, 4.5, 5, 5.5, 6.5, 8a, or 8c. The **Other Articles** field allows text entry of other articles.

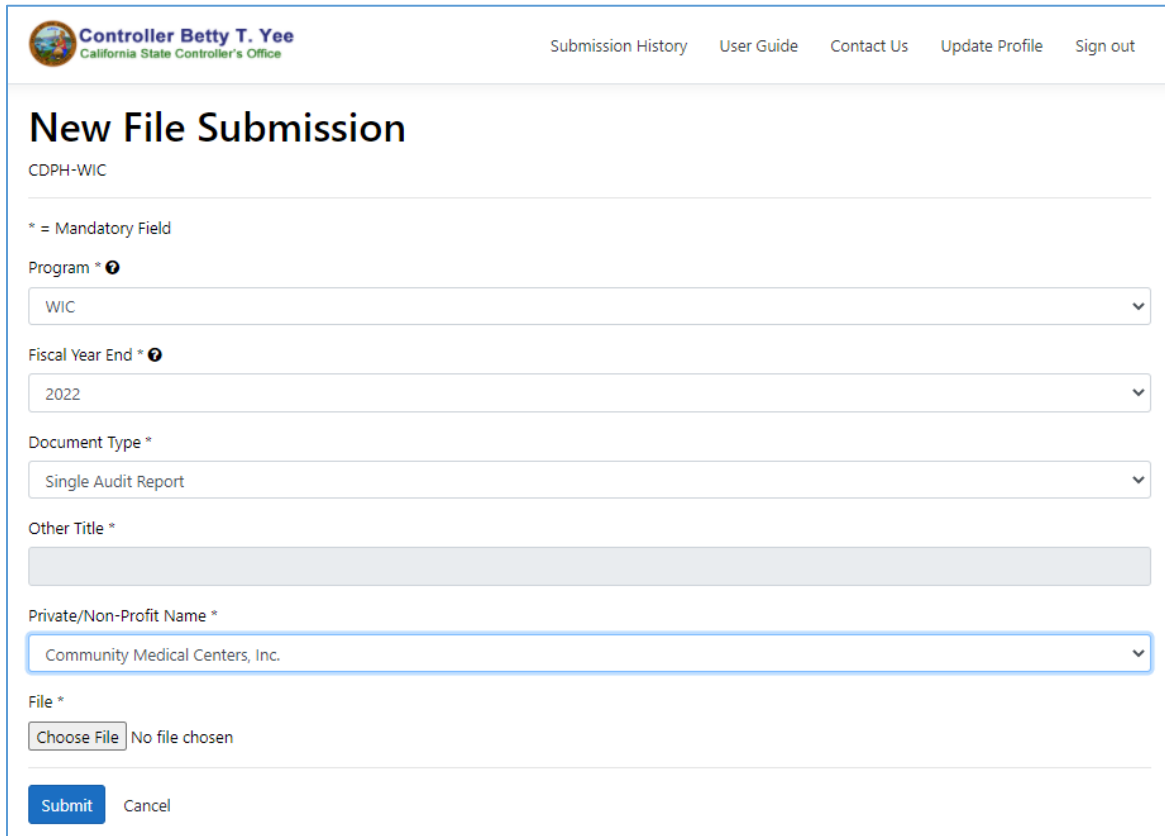
Click the **Submit** button when you are ready to upload the file. To cancel upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING WIC FILES

1. If you select WIC in the **Program** field, the **Private/Non-Profit Name** field will be shown:




Controller Betty T. Yee
California State Controller's Office

Submission History User Guide Contact Us Update Profile Sign out


New File Submission

CDPH-WIC

* = Mandatory Field

Program * 

WIC

Fiscal Year End * 

2022

Document Type *

Single Audit Report

Other Title *

Private/Non-Profit Name *

Community Medical Centers, Inc.

File *

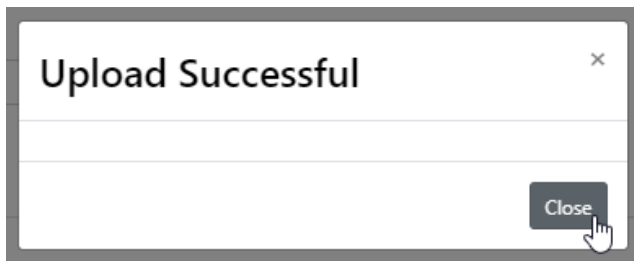
Choose File No file chosen

Submit Cancel

- In the **Private/Non-Profit Name** field, select the name of the organization associated with the submission.

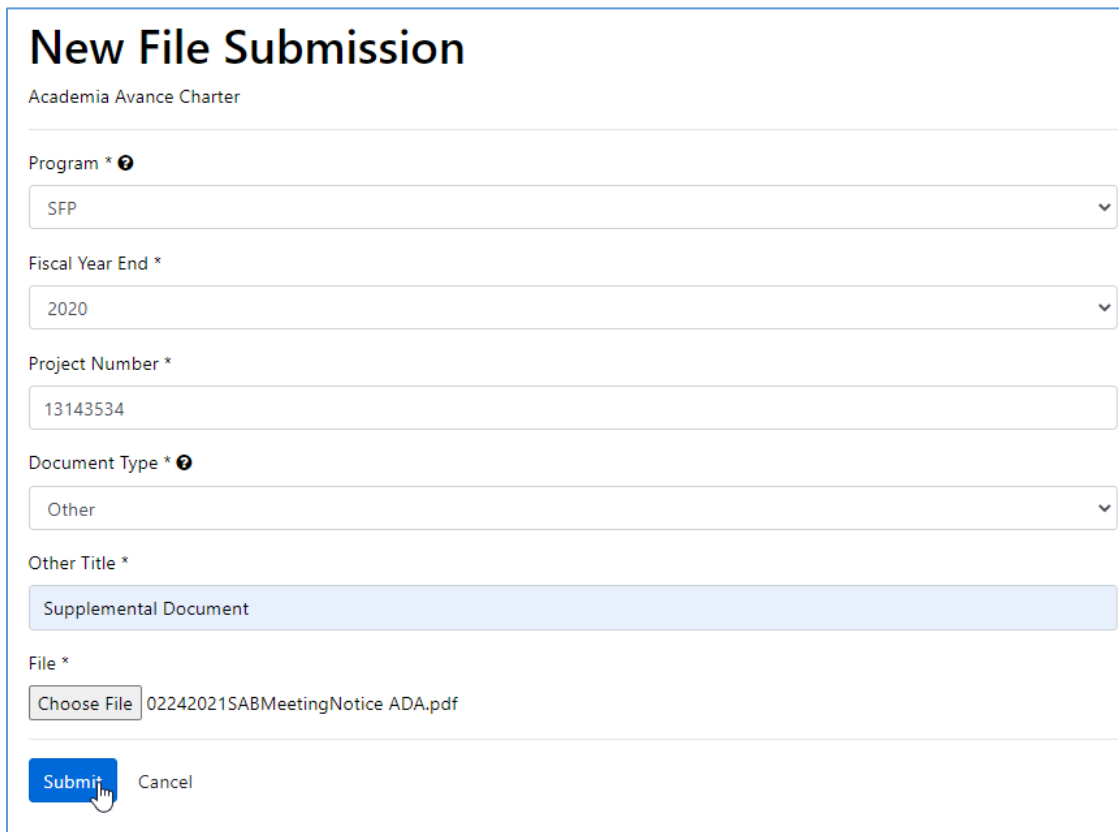
Click the **Submit** button when you are ready to upload the file. To cancel the upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING SFP FILES

1. If you select SFP in the Program field, the **Project Number** field will be shown:



New File Submission

Academia Avance Charter

Program * ⓘ
SFP

Fiscal Year End *
2020

Project Number *
13143534

Document Type * ⓘ
Other

Other Title *
Supplemental Document

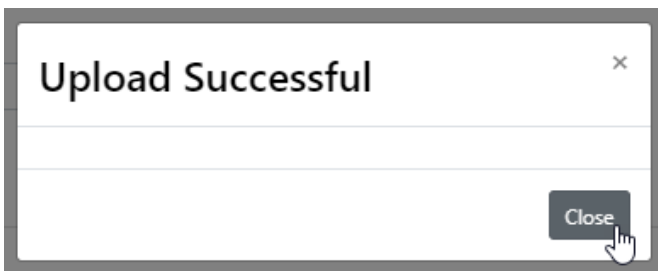
File *
Choose File 02242021SABMeetingNotice ADA.pdf

Submit Cancel

- **Project Number** – Enter the Project Number associated with the uploaded file. This field is mandatory.

Click the **Submit** button when you are ready to upload the file. To cancel the upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



CONFIRMATION EMAIL

DEP will send you an email to verify a successful upload:

From: DoNotReply@sco.ca.gov <DoNotReply@sco.ca.gov>
Sent: Tuesday, October 19, 2021 11:08 AM
To: Jones, Karl <email@address.com>
Subject: Successful File Upload to the SCO Data Exchange Portal

CAUTION:

This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

The 2021 Report for the First 5 program for First 5 Alameda County was successfully uploaded by Fred Sanford on 10/19/2021 11:07:30 AM

Do not reply to this email. If you have any questions, please contact the SCO at auddephelp@sco.ca.gov

6. UPLOADING FILES: CPA USERS

This section explains how CPA users upload files. The data you need to enter will vary depending on the type of Entity you are working with and the Programs for which the Entity has audit requirements.

UPLOADING SA AND FIRST 5 FILES

- To upload files for your CPA firm's client, click the **New Submission** link in the upper-left of your Dashboard. The **New File Submission** form is shown:

The screenshot shows the 'New File Submission' form in the SCO Data Exchange Portal. The form is titled 'New File Submission' and is for user 'A. Edwin Holliman'. It includes the following fields and options:

- Program ***: Single Audit
- County ***: Alameda
- Entity ***: Dublin
- Fiscal Year End ***: 2021
- Document Type ***: Single Audit Report
- Other Title ***: (Empty text field)
- File ***: Choose File DEP Design - User.pdf

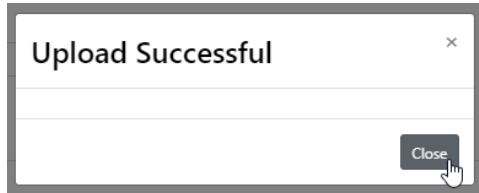
At the bottom of the form, there are two buttons: 'Submit' (highlighted with a mouse cursor) and 'Cancel'.

- The **County** field lists all 58 counties. Selection of a county will enable the **Entity** field.
- The **Entity** field is disabled until you select a County and will display only Entities in the County you select.
- Select the fiscal year end for the report in the **Fiscal Year End** field.
- The **Document Type** field displays document types allowed for the selected Program.

- The **Other Title** field is a text field that is disabled unless you select Other from the **Document Type** field. If the field is active, you must provide a title for the document.
- The **Choose File** button allows you to search your computer to select a file for upload.

Click the **Submit** button when you are ready to upload the file. To cancel upload, click the **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING LEA FILES

1. To upload files, click the **New Submission** link in the upper-left of your Dashboard. If you select LEA in the **Program** field, the **Charter Schools Management Organization** field will be shown:

Controller Betty T. Yee
California State Controller's Office

Submission History User Guide Contact Us Update Profile Sign out

New File Submission

A. Edwin Holliman

* = Mandatory Field

Program *
LEA

Charter Schools Management Organization * ⓘ
No

County * ⓘ
Colusa

Entity *
Colusa Unified

Fiscal Year End *
2021

Document Type *
Revision

Other Title *
[Disabled]

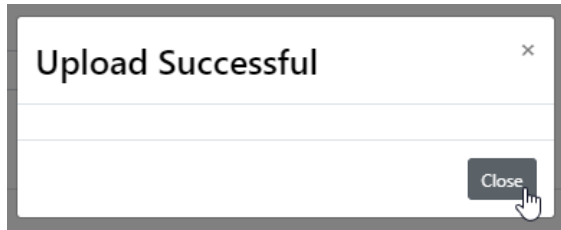
File *
Choose File DEP Design - User.pdf

Submit Cancel

- **Charter Schools Management Organization** – Select Yes if you are submitting a file for a Management Organization. The County and Entity fields are disabled until a selection is made in this field. This field is mandatory.

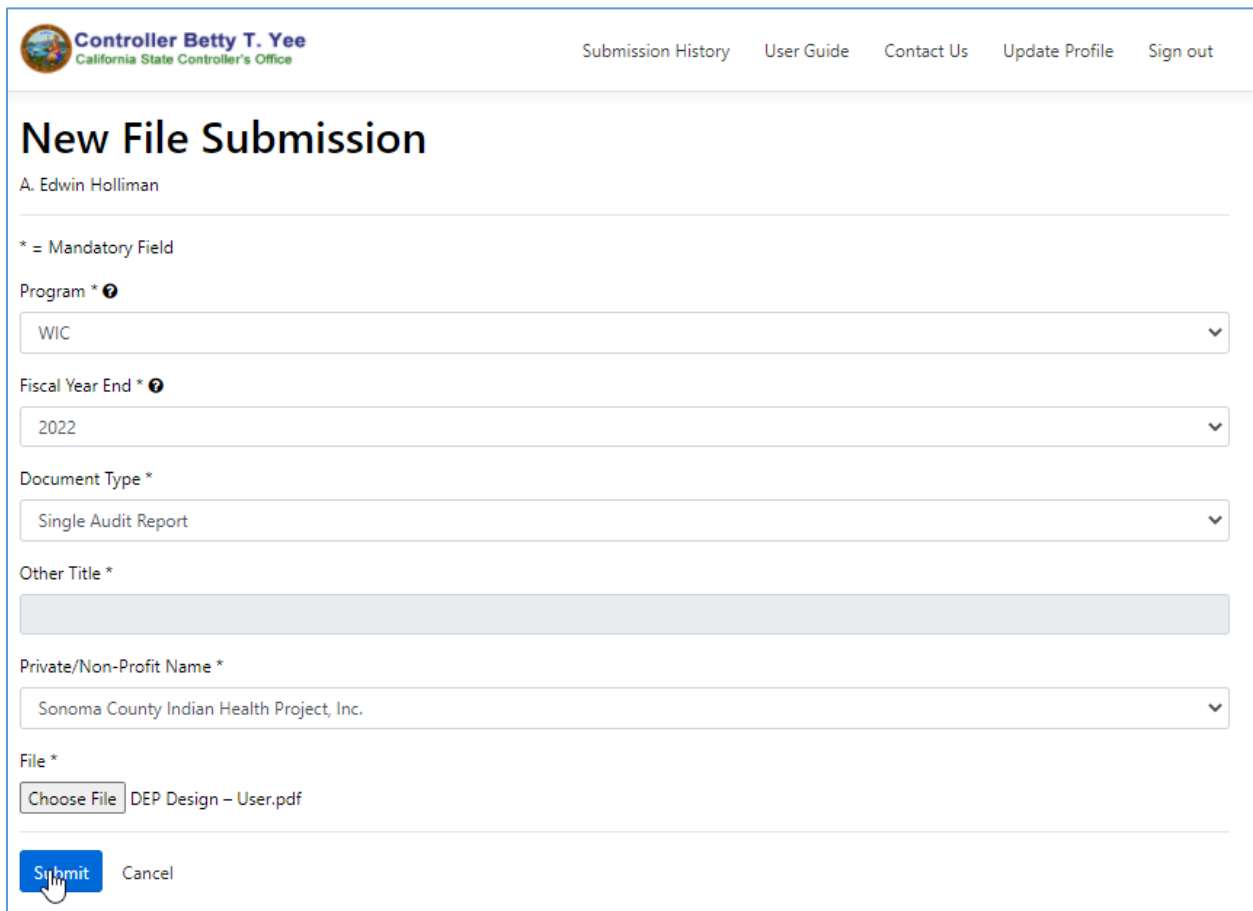
Click the **Submit** button when you are ready to upload the file. To cancel upload, click the **Cancel** button.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING WIC FILES

1. If you select WIC in the Program field, the **Private/Non-Profit Name** field will be shown:




Controller Betty T. Yee
California State Controller's Office

Submission History User Guide Contact Us Update Profile Sign out


New File Submission

A. Edwin Holliman

* = Mandatory Field

Program * 

WIC

Fiscal Year End * 

2022

Document Type *

Single Audit Report

Other Title *

Private/Non-Profit Name *

Sonoma County Indian Health Project, Inc.

File *

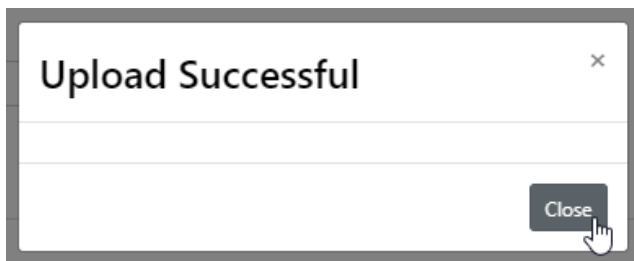
Choose File DEP Design - User.pdf

Submit Cancel

- In the **Private/Non-Profit Name** field, select the name of the organization associated with the submission.

Click the **Submit** button when you are ready to upload the file. To cancel the upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING TDA FILES

- To upload files, click the **New Submission** link in the upper-left of your Dashboard. If the you select TDA in the **Program** field, the **Fund** and **Article** sections will be shown:

New File Submission

Jensen Smith, CPAs

* = Mandatory Field

Program * ?

TDA

Entity *

Amador City

Fiscal Year End * ?

--Select--

Fund *

Local Transportation Fund

State Transit Assistance Fund

Transit Fund

Non Transit Fund

Public Transportation Modernization Improvement and Service Enhancement Account

Other Fund

Other Fund

Articles

3 4 4.5 5 5.5 6.5 8.a 8.c

Other Articles

Document Type *

Report

Other Title *

File *

Choose File DEP User Guide.pdf

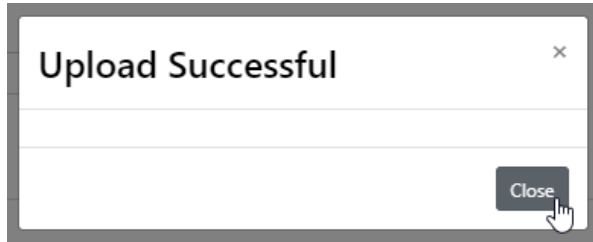
Submit
Cancel

- The **Entity** field lists all TDA entities and is mandatory.
- In the **Fund** section, select from Local Transportation Fund, State Transit Assistance Fund, Transit Fund, Non Transit Fund, Public Transportation Modernization Improvement and Service Enhancement Account, or Other Fund. You must select at least one fund.
- The **Other Fund** field is a text field that is disabled unless you select Other Fund. If enabled, it is mandatory.

- In the Article section, you may select one or more of the following values: 3, 4, 4.5, 5, 5.5, 6.5, 8a, or 8c. The Other Articles field allows text entry of other articles.

Click the **Submit** button when you are ready to upload the file. To cancel upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



UPLOADING SFP FILES

1. To upload files, click the **New Submission** link in the upper-left of your Dashboard. If you select SFP in the **Program** field, the **Project Number** field will be shown:


Controller Betty T. Yee
California State Controller's Office

Submission History User Guide Contact Us Update Profile Sign out


New File Submission

A. Edwin Holliman


* = Mandatory Field

Program * 

SFP

Fiscal Year End * 


2021

County * 

Sacramento

Entity *

Sacramento City Unified

Project Number * 

58/66456-00-004

Document Type *

Report

Other Title *

File *

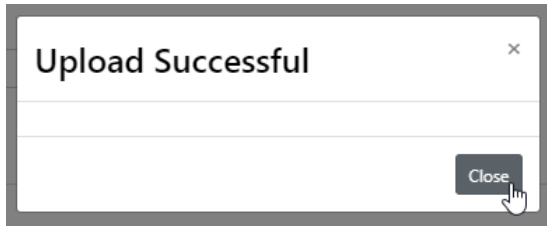
Choose File DEP Design - User.pdf

Submit Cancel

- **Project Number** – Enter the Project Number associated with the uploaded file. This field is mandatory.

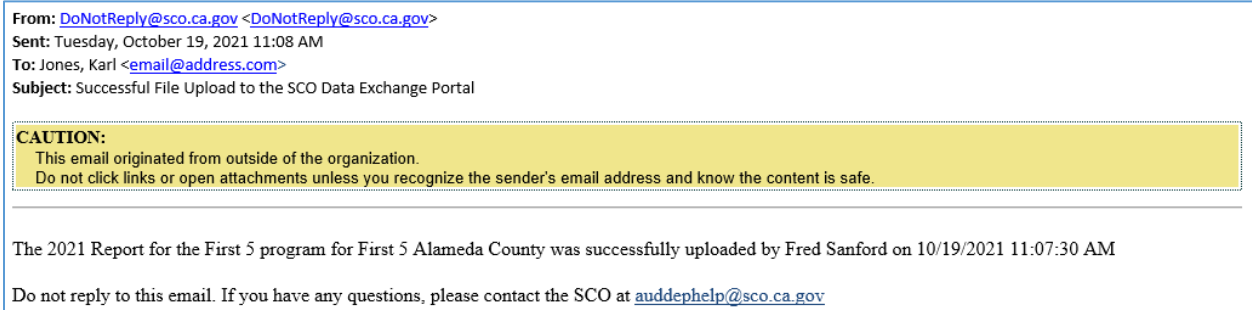
Click the **Submit** button when you are ready to upload the file. To cancel the upload, click **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



CONFIRMATION EMAIL

DEP will send you an email to verify a successful upload:



7. UPLOADING FILES: TDA ADMIN USERS

This section explains how TDA Admin users upload files. If you are working for an organization that submits Transportation Development Act reports for multiple Entities (for example, a regional transit agency submitting reports for the cities under its jurisdiction), you should use this process.

UPLOADING TDA FILES

1. To upload files, click the **New Submission** link in the upper-left of your Dashboard. The **New File Submission** form is shown:

New File Submission
Butte County Association of Governments

* = Mandatory Field

Program *
TDA

Entity *
Gridley (City)

Fiscal Year End *
2021

Fund *
 Local Transportation Fund
 State Transit Assistance Fund
 Transit Fund
 Non Transit Fund
 Public Transportation Modernization Improvement and Service Enhancement Account
 Other Fund

Other Fund

Articles
 3 4 4.5 5 5.5 6.5 8.a 8.c

Other Articles

Document Type *
Report

Other Title *

File *
Choose File No file chosen

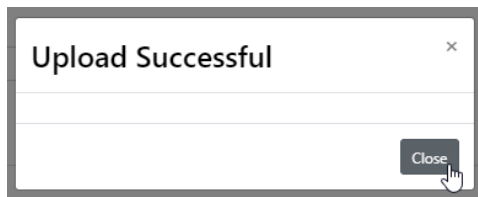
Submit Cancel

- The **Entity** field lists all TDA entities for whom you can submit and is mandatory.
- Select the fiscal year end for the report in the **Fiscal Year End** field.

- In the **Fund** section, select from Local Transportation Fund, State Transit Assistance Fund, Transit Fund, Non Transit Fund, Public Transportation Modernization Improvement and Service Enhancement Account, or Other Fund. You must select at least one fund.
- The **Other Fund** field is a text field that is disabled unless you select Other Fund. If enabled, it is mandatory.
- In the Article section, you may select one or more of the following values: 3, 4, 4.5, 5, 5.5, 6.5, 8a, or 8c. The Other Articles field allows text entry of other articles.
- The **Document Type** field displays document types allowed for the selected Program.
- The **Other Title** field is a text field that is disabled unless you select Other from the **Document Type** field. If the field is active, you must provide a title for the document.
- The **Choose File** button allows you to search your computer to select a file for upload.
- Click the **Submit** button when you are ready to upload the file. To cancel the upload, click **Cancel**.

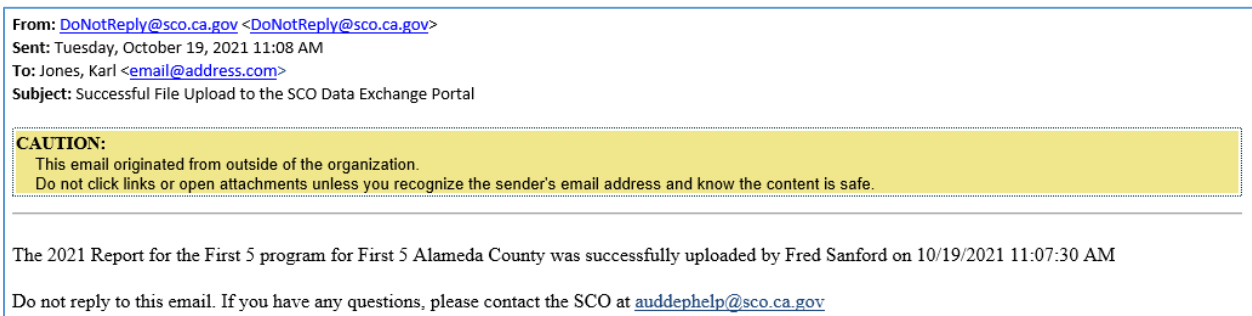
Click the **Submit** button when you are ready to upload the file. To cancel upload, click the **Cancel**.

2. The **Upload Successful** pop-up informs you that the upload was successful:



CONFIRMATION EMAIL

DEP will send you an email to verify a successful upload:



8. VIEWING UPLOAD DETAILS

This section explains how you can view the details of file uploads displayed on your Dashboard. Clicking the **View Details** link in any row in the list will open a window displaying the details of that submission.

Details	Submitter ↕	Program ↕	Document Type ↕
View Details	Alfaro, Richard	LEA	Other
View Details	Submission Details	LEA	Report
View Details	Alfaro, Richard	LEA	Report

LOCAL EDUCATION AGENCIES (LEA), SINGLE AUDITS (SA), OR FIRST 5 DETAILS

Selecting a Local Education Agencies (LEA), Single Audits (SA), or First 5 row in the list takes you to this read-only **Submission Details** page:

Submission Details ×

Document Name	AlbanyUnifiedOther21_20210902_1223.pdf
Entity/CPA/TDA Admin	Jensen Smith, CPAs
On Behalf Of	Albany Unified
Submitter	Richard Alfaro
Program	LEA
Fiscal Year End	2021
Document Type	Other
Other Title	Supplemental Document
Submission Date	9/2/2021 12:23:48 PM

Close

- **Entity/CPA/TDA Admin Account** – Shows the name of the Entity or CPA account used to submit the file.
- **On Behalf Of** – Shows the name of the Entity on whose behalf the file was uploaded when a file was submitted by a CPA user.
- **Submitter** – Shows the name of the user who uploaded the file.
- **Program** – Shows the Program for which the file was uploaded.

- **Fiscal Year End** – Shows the Fiscal Year End to which the file pertains.
- **Document Type** – Shows the Document Type of the uploaded file.
- **Other Title** – Shows the Other Title entered when the user selects Other from the Type of Document field.
- **Submission Date**– Shows the date and time the file was uploaded.

TRANSPORTATION DEVELOPMENT ACT (TDA) DETAILS

Clicking the **View Details** link in a Transportation Development Act (TDA) row takes you to this read-only Submission Details screen:

Submission Details	
Document Name	ParadiseOtherPTMISEA,other4.5&5&otherFY21_20210903_1423.pdf
Entity/CPA/TDA Admin	Butte County Association of Governments
On Behalf Of	Paradise
Submitter	Richard Alfaro
Program	TDA
Fiscal Year End	2021
Document Type	Other
Other Title	Supplemental Document
Submission Date	9/3/2021 2:23:34 PM
Fund	PTMISEA, other
Other Fund	Special District
Articles	4.5, 5, other
Other Article	2.7

[Close](#)

- **On Behalf Of** – Shows the name of the Entity on whose behalf the file was uploaded when a file was submitted by a CPA or TDA Admin user.
- **Fund** – Shows the Transportation Fund of the uploaded file.
- **Other Fund** – Shows the Other Fund information entered when the user selects Other from the Fund field.
- **Articles** – Shows the Articles contained in the uploaded file.
- **Other Article** – Shows the Other Article information entered when the user selects Other Articles from the Article section.

SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS, AND CHILDREN (WIC) DETAILS

Clicking the **View Details** link in a Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) row takes you to this read-only Submission Details screen:

Submission Details	
Document Name	TheHumanFundSAR21_20210902_1238.pdf
Entity/CPA/TDA Admin	CDPH-WIC
Submitter	Richard Alfaro
Program	WIC
Fiscal Year End	2021
Document Type	Single Audit Report
Submission Date	9/2/2021 12:38:02 PM
Private/Non-Profit	The Human Fund
Close	

- **Private/Non-Profit** – Shows the Private/Non-Profit organization associated with the uploaded file.

SCHOOL FACILITY PROGRAM BONDS (SFP) DETAILS

Clicking the **View Details** link in a School Facility Program Bonds (SFP) row takes you to this read-only Submission Details screen:

Submission Details ×

Document Name	WilliamS.HartUnionHighRPTPrjNo13143534FY21_20210831_1315.pdf
Entity/CPA/TDA Admin	William S. Hart Union High
Submitter	Richard Alfaro
Program	SFP
Fiscal Year End	2021
Document Type	Report
Submission Date	8/31/2021 1:15:26 PM
Project Number	13143534

Close

- **Project Number** – Shows the Project Number associated with the uploaded file.