



# How to Assign a Preparer

**Step 1**

Controller **John Chiang**  
California State Controller's Office

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MyCalPAYS CaIATERS Reporting System

**Click the CaIATERS button.**

Welcome to the CaIATERS website!

From the CaIATERS web site at

[www.calaters.ca.gov](http://www.calaters.ca.gov), click

**Step 2**

CaIATERS

sign in User ID: Password: Sign In

new user ? New User Registration

trouble signing in? [Help is here](#) Exit

Work Offline

**Click Sign In.**

Key User ID and Password.

Click

**Step 4**

Profile Information

User ID: DAOT240

Type of Requestor: Employee

Last name: Bailey First name: Darlene M: N

Email address: pnakamura@sco.ca.gov

Business Phone: 316-444-4444

CB Description: Rank/File - Admin/Finan/Staff Svcs

You are enrolled in Direct Deposit: N

Finished Cancel **Prepare/Submit For** Back Next

**Click on Prepare/Submit For button.**

Profile screen will display. Click on

**Prepare/Submit For** button.

**Step 5**

Options

Prepare for Submit for Change password

Select person(s) to prepare forms for you.

Last name: nicholson Look Up

Enter last name or first few letters, then click 'Look Up' button.

Add Remove

Preparers

**Key last name of Preparer**

**Click on Look Up.**

Options screen will display. Key the name of the Preparer in the Last Name field then

click on **Look Up**.

**Step 3**

Eileen N McDonald

File Edit View Sort Help

New Open Print Status **Profile** Prep Sub Help

**Click on the Profile icon.**

The Work Queue screen will display. On the top of the Work Queue screen, click on the

**Profile** icon.

**Step 6**

Select Person

| Name                 | Email                |
|----------------------|----------------------|
| Nicholson, Natalie N | pnakamura@sco.ca.gov |
| Nicholson, Ronald N  | pnakamura@sco.ca.gov |

Ok Cancel

**Click on your preparer's name, then click Ok.**

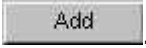
One or more employees matching the last name will display. Click on your preparer's name, then click **Ok**.

If names match use the email address to determine the correct preparer.




# How to Assign a Preparer

Step 7

Verify the name identified on the screen then click .

Step 8

Preparer's name appears in the Preparers box. Repeat Steps 5, 6 and 7 if assigning additional preparers. When completed click .

Step 9

Click .

The Preparer (s) you have authorized will now be able to prepare a request on your behalf.