



Civil Rights Department

STATE OF CALIFORNIA

CALIFORNIA PAY DATA REPORTING

USER GUIDE

REPORTING YEAR 2025

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1. Introduction

The California Civil Rights Department (CRD) provides information to assist employers in filing pay data reports required by Government Code section 12999. The deadline for filing pay data reports is the second Wednesday of May each year. For pay data reports covering Reporting Year 2025, the filing deadline is **May 13, 2026**.

The 2025 California Pay Data Reporting User Guide (user guide) is designed to introduce employers to the filing process and equip them to successfully file a pay data report. Pay data reports are electronically submitted through CRD's pay data portal by either (1) manual data entry or (2) a data file upload. Employers may use the manual data entry option to directly enter pay data into the pay data portal's fillable forms. Employers may use the data file upload option to upload a file using CRD's data file upload specifications (see [Excel template provided by CRD](#) and [CSV example provided by CRD](#)). CRD will not accept reports by email or in hard copy. The objective of the user guide is to provide technical information on creating, accessing, and editing an account in the pay data portal. For additional information, please refer to the 2025 California Pay Data Reporting Handbook (handbook) at calcivilrights.ca.gov/paydatareporting/handbook.

The information provided in this user guide, and in any other materials produced by CRD, is for informational purposes only. It does not, and is not intended to, constitute legal advice or establish any enforceable rights, defenses, obligations, or substantive policy. Employers are responsible for ensuring their compliance with applicable state and federal laws. If you have questions about your legal obligations, consult an attorney.

1.1 User guide overview

This user guide is organized into the following sections:

Introduction	Describes the user guide and its general purpose.
Overview of the California pay data report's contents	Provides a general overview of the contents in a payroll employee report and a labor contractor employee report.
Basic structure of the California pay data report	Provides high-level visualizations to show users the basic structure and components of a pay data report with a single establishment and a pay data report with multiple establishments.
Pay data portal page overview	Provides a general description of each page in the pay data portal along with the actions available on each page.
Logging into the pay data portal	Describes how to access the pay data portal by registering and logging in.
Creating and submitting a pay data report	Describes how to create a pay data report and how to enter pay data by uploading an Excel or CSV file or by manually entering data into the pay data portal.
Resuming an in-process pay data report	Describes how to return to a previously uploaded or manually created report to complete the certification process.

2. Overview of the California pay data report's content

There are two types of pay data reports:

- Payroll employee report
- Labor contractor employee report

Payroll employee reports, which contain pay data regarding payroll employees, should be filed separately from labor contractor employee reports, which contain pay data regarding labor contractor employees. Employers may be required to file one or both types of reports, depending on the employer's staffing levels in the reporting year. For example, an employer that has 100 or more payroll employees and 100 or more labor contractor employees during the reporting year will have to file two different types of pay data reports (one payroll employee report and one labor contractor employee report) with CRD.

2.1 Payroll employee report

In a payroll employee report, employers report pay data on their payroll employees. A payroll employee is an individual on an employer's payroll and for whom the employer is required to withhold federal social security taxes from that individual's wages, including full-time, part-time, and intermittent employees. In a payroll employee report, an employer groups its payroll employees by establishment, job category, pay band, race/ethnicity, sex, exemption status, and employment type.

2.2 Labor contractor employee report

In a labor contractor employee report, client employers report pay data on their labor contractor employees. A labor contractor employee is an employee on a labor contractor's payroll supplied by the labor contractor to a client employer, who performs labor for the client employer within the client employer's usual course of business. A client employer submitting a labor contractor employee report submits one report that covers its labor contractor employees at all of its establishments, even if the client employer uses more than one labor contractor. In a labor contractor employee report, a client employer groups its labor contractor employees by establishment, labor contractor and their FEINs, job category, pay band, race/ethnicity, sex, exemption status, and employment type.

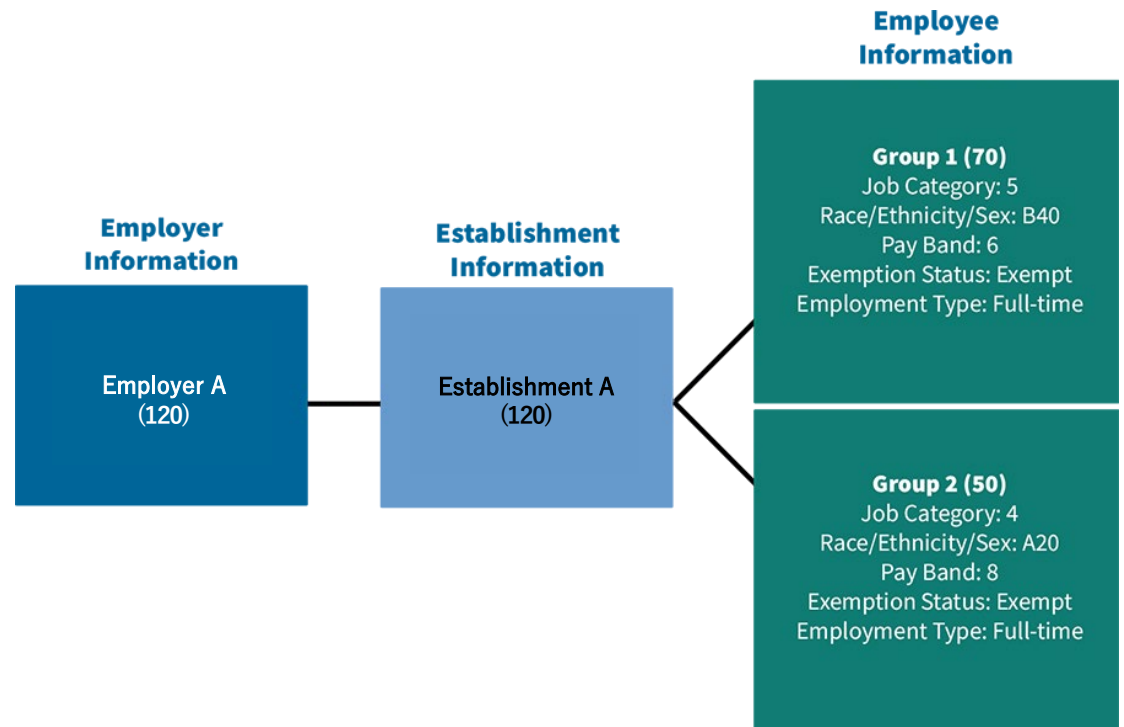
3. Basic structure of the California pay data report

An employer’s pay data report – whether a payroll employee report or a labor contractor employee report – contains three general categories of information: (1) employer information, (2) establishment information, and (3) employee information. This section includes high-level visualizations to show users the basic structure and components of a pay data report with a single establishment and a pay data report with multiple establishments.

3.1 Single-establishment employer example

The example below depicts a single-establishment employer with 120 employees.

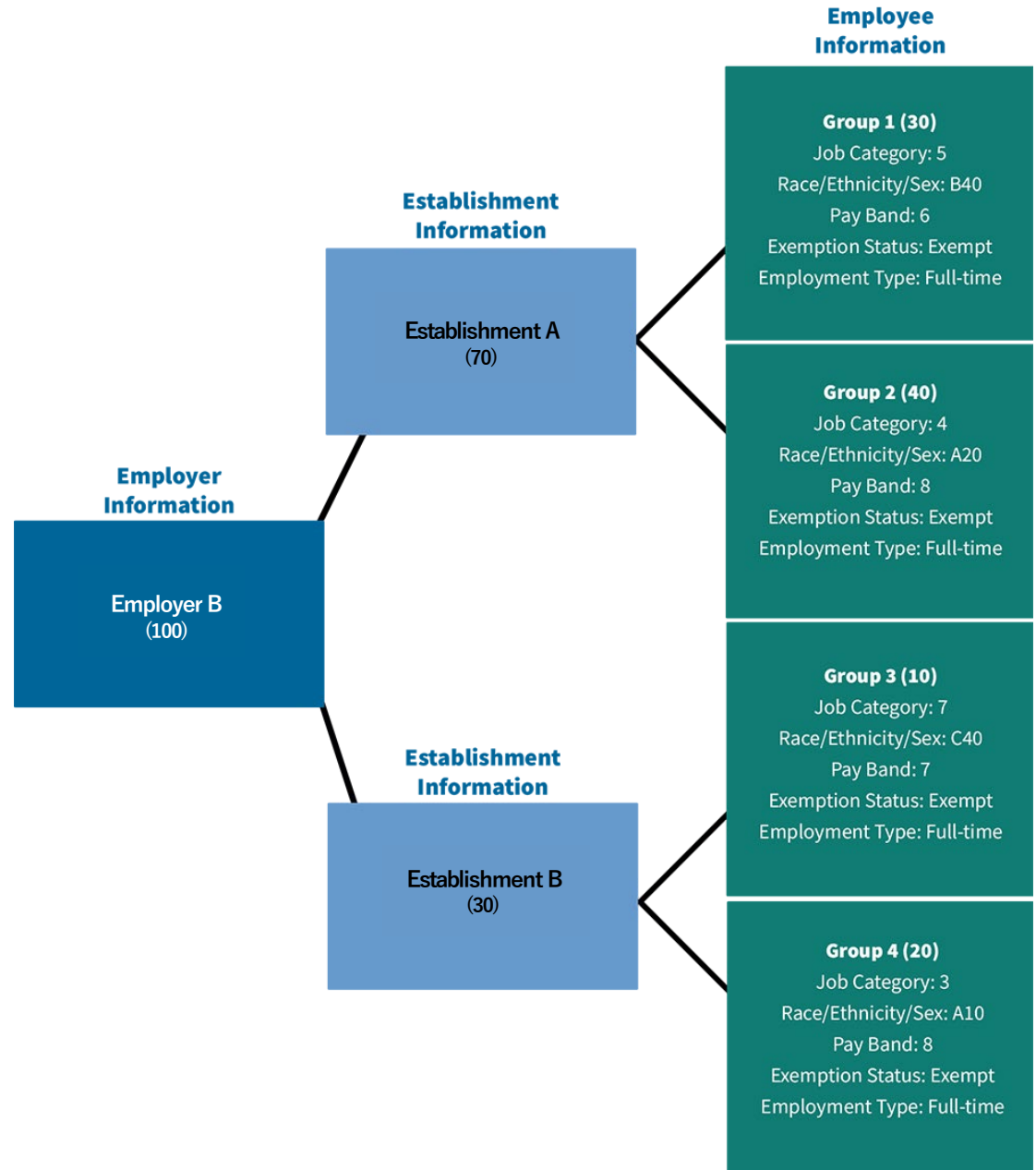
- Employer A has only one establishment, Establishment A:
 - Establishment A has 120 employees.
- Establishment A employees fit into two groups:
 - Group 1 has 70 employees.
 - Group 2 has 50 employees.
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, pay band, exemption status, and employment type.



3.2 Multiple-establishment employer example

The example below depicts a multiple-establishment employer with 100 employees across two establishments.

- Employer A has two establishments, Establishment A and Establishment B:
 - Establishment A has 70 employees.
 - Establishment B has 30 employees.
- Establishment A employees fit into two groups:
 - Group 1 has 30 employees.
 - Group 2 has 40 employees.
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, pay band, exemption status, and employment type.
- Establishment B employees fit into two groups:
 - Group 3 has 10 employees.
 - Group 4 has 20 employees.
 - Each group represents all employees who share the same combination of job category, race/ethnicity/sex, pay band, exemption status, and employment type.

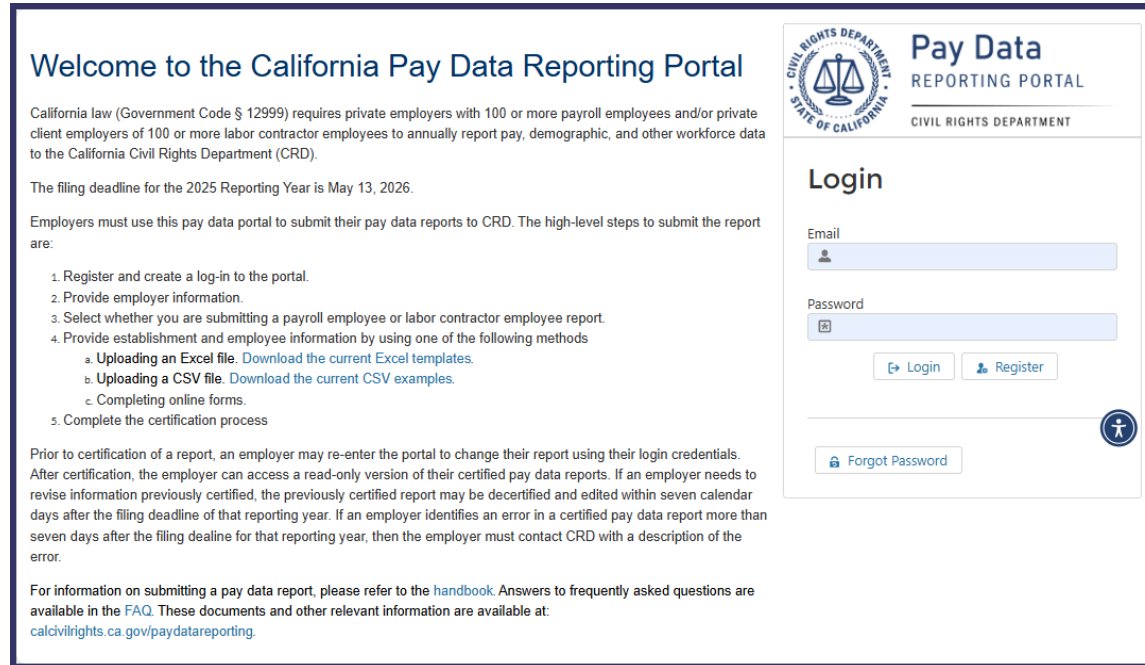


4. Pay data portal page overview

This section provides an overview of the primary pages that comprise the pay data portal. The pages are presented in a typical sequence that employers will encounter when uploading/creating, editing, and certifying a pay data report.

For more details regarding creating and submitting a pay data report, see [6. Creating and submitting a pay data report](#).

4.1 Welcome page



The screenshot shows the 'Welcome to the California Pay Data Reporting Portal' page. The header includes the California Civil Rights Department logo and the text 'Pay Data REPORTING PORTAL'. The main content area is titled 'Login' and features input fields for 'Email' and 'Password', along with 'Login' and 'Register' buttons. A 'Forgot Password' link is located at the bottom of the login form. To the left of the login form, there is a list of steps for employers to follow, including registering, providing employer information, selecting reporting methods (Excel or CSV), and completing certification. A note mentions the 2025 reporting deadline of May 13, 2026. At the bottom, there is a link to a handbook and a FAQ page.

Welcome to the California Pay Data Reporting Portal

California law (Government Code § 12999) requires private employers with 100 or more payroll employees and/or private client employers of 100 or more labor contractor employees to annually report pay, demographic, and other workforce data to the California Civil Rights Department (CRD).

The filing deadline for the 2025 Reporting Year is May 13, 2026.

Employers must use this pay data portal to submit their pay data reports to CRD. The high-level steps to submit the report are:

1. Register and create a log-in to the portal.
2. Provide employer information.
3. Select whether you are submitting a payroll employee or labor contractor employee report.
4. Provide establishment and employee information by using one of the following methods
 - a. **Uploading an Excel file.** [Download the current Excel templates.](#)
 - b. **Uploading a CSV file.** [Download the current CSV examples.](#)
 - c. Completing online forms.
5. Complete the certification process

Prior to certification of a report, an employer may re-enter the portal to change their report using their login credentials. After certification, the employer can access a read-only version of their certified pay data reports. If an employer needs to revise information previously certified, the previously certified report may be decertified and edited within seven calendar days after the filing deadline of that reporting year. If an employer identifies an error in a certified pay data report more than seven days after the filing deadline for that reporting year, then the employer must contact CRD with a description of the error.

For information on submitting a pay data report, please refer to the [handbook](#). Answers to frequently asked questions are available in the [FAQ](#). These documents and other relevant information are available at: calcivilrights.ca.gov/paydatareporting.

Page content

- This is the first page displayed when accessing the pay data portal.
- This page provides information about filing requirements and links to helpful resources.
- Once a user logs into the pay data portal, they have access to create and review pay data reports they have filed.

Actions available

- Log into the pay data portal.
- Register a new user.
- Reset a forgotten password.

4.2 User registration page



Pay Data

REPORTING PORTAL

CIVIL RIGHTS DEPARTMENT

Name

First Name*

Last Name*

Title*

Contact

Phone

Email*

Address

International Address No

Street

City State Zip

I'm not a robot  reCAPTCHA
Privacy - Terms

Page content

- This page allows new users to register for access to the pay data portal.

Actions available

- Register a new user.

4.3 Home page

The screenshot shows the home page of the California Pay Data Reporting System. At the top left is the Civil Rights Department logo. The page title is "California Pay Data Reporting System" and the user name "Todd Tester" is displayed in the top right. A navigation menu includes "Home", "My Pay Data Reports", "Manage Employers", and "User Guide". The main content area features a welcome message: "Welcome Todd Tester! What would you like to do today?". Below this are four action buttons: "Start a Submission" (with a plus icon), "Resume a Submission" (with a document icon), "Certified Submissions" (with a checkmark icon), and "Employer Information" (with a group of people icon). Each button has a brief description of the action. At the bottom, there is a disclaimer about mobile device support and a link to the reporting handbook and user guide. The footer contains the copyright notice: "Copyright 2025 California Civil Rights Department".

Page content

- This page is the jumping off point for the pay data portal. From here, users can navigate throughout the pay data portal.

Actions available

- Select options from the menu at the top of the page:
 - Home
 - My Pay Data Reports
 - Manage Employers
 - User Guide
- Select available actions described on the buttons in the body of the page:
 - Start a pay data report submission
 - Resume an existing pay data report submission
 - View a list of previously certified pay data reports
 - View and edit information about your linked employer(s)
- Select the log out option under the username at the top right of the page to close your session and log out of the pay data portal.

4.4 My Pay Data Reports page

The screenshot displays the California Pay Data Reporting System interface. At the top left is the Civil Rights Department logo. The header includes the system name and the user name 'Vince Tester'. Below the header is a navigation bar with 'Home', 'My Pay Data Reports', 'Manage Employers', and 'User Guide'. The main content area features a search bar with 'Test Company' and a 'Hide Filter' button. Two report cards are shown side-by-side. Each card has a title (PDRS-20230518-0128113 and PDRS-20231010-0132547) and a table of details. Below each table are 'Export a Copy' and 'View Charts' buttons.

PDRS-20230518-0128113			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	12/15/2022-12/31/20...
Status	Certified	Report Created	05/18/2023
Certified On	05/18/2023	Decertification Cutoff	05/25/2023

PDRS-20231010-0132547			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	12/15/2022-12/31/20...
Status	Certified	Report Created	10/10/2023
Certified On	10/10/2023	Decertification Cutoff	10/17/2023

Page content

- This page provides a list of all pay data reports associated with the user.
- The list includes both payroll and labor contractor employee reports as applicable.
- The most recently certified pay data report for any filing year is the report of record.

Actions available

- Pay data reports can be exported.
- Pay data reports can be edited.
- Graphical representations summarizing the employer's certified pay data can be viewed.
- Pay data reports can be discarded and decertified.

4.5 Manage Employers page

California Pay Data Reporting System
Civil Rights Department
Todd Tester

Home My Pay Data Reports Manage Employers User Guide

Manage Employers

Link Existing Employer Create New Employer Show Hidden Employers

Employer Name	Parent Company			
Acme		Edit	Unlink	Hide
Test Company		Edit	Unlink	Hide


For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide.
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Page content

- This page provides a list of all the employers managed by the user.

Actions available

- Edit information related to an employer on the list.
- Hide or unhide from view any employers managed by the user.
- Link the user's account to an existing employer that has previously filed a pay data report.
- Create a new employer to allow the user to manage pay data reports for that entity.

 Management access is associated with the user, not the employer. This allows a user authorized to file pay data reports on behalf of more than one employer to manage those different entities from one user account. This also allows different users, such as a new compliance officer, to link to an existing employer to assist with a pay data report submission.

4.6 User Guide page



Page content

- This page links to the user guide so that employers have convenient access to that resource while working in the pay data portal.

Actions available

- View user guide.

4.7 Employer Information page

The screenshot shows the 'Employer Information' page in the California Pay Data Reporting System. The page is part of a multi-step process, with 'Employer Information' being the first step. The navigation menu on the left includes: Employer Information (selected), Affiliated Company, Submission Information, Establishment and Employee Detail, and Certify and Submit. The main form contains the following fields and options:

- Employer Name***: Text input field containing 'Test Company'.
- Federal Employer ID Number (FEIN)***: Text input field containing '123456789'.
- Employer California SEIN***: Text input field containing '87654321'.
- NAICS***: Text input field containing '111110', with a dropdown arrow and the text 'Soybean Farming' below it.
- California Secretary of State (SOS) Number***: Text input field containing '1111111'. Below it is a checkbox labeled 'This employer does not have a California SOS number'.
- Address Registered with California Employment Development Department International Address**: A toggle switch set to 'No'.
- Street***: Text input field containing '123 Main Street'.
- City***: Text input field containing 'City'.
- State***: Dropdown menu set to 'CA'.
- Zip***: Text input field containing '11111'.
- Total number of U.S. establishments.***: Text input field containing '5'.
- Total number U.S. payroll employees***: Text input field containing '100'.
- Our headquarters address is different from the address registered with the Employment Development Department:** A toggle switch set to 'No'.
- This employer has a parent company:** A toggle switch set to 'No'.

At the bottom of the form is a blue 'Next >' button. Below the form, there is a footer with the text: 'For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#). Copyright 2026 California Civil Rights Department.'

Page content

- Within the Home page, when a user starts a submission to create a pay data report or resumes a submission to edit a pay data report, the Employer Information page is accessible.
- This page displays the employer information for a given pay data report.
- Accurately completing the Employer Information page is the first of five steps to submit a pay data report in the pay data portal.

Actions available

- View/edit the employer name, federal employer identification number, California state employer identification number, NAICS code, and California Secretary of State number.
- View/edit employer address information.
- View/edit the total number of U.S. establishments and the total number of U.S. payroll employees.
- View/edit information relating to a parent company, if applicable.

4.8 Affiliated Company page

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Affiliated Company

Affiliated Companies
Please list all affiliated entities whose employees are included in this report. Failure to do so may result in enforcement action.

Create New Affiliated Company

Name	FEIN	SEIN	SOS	Address
ACME	123456789	87654321		200 Mainstreet Orland CA 95963 United States

< Previous Next >

Report Summary
Employer:
Test Company
Report Type:
Payroll Employees
Status:
New

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#)

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Page content

- This page displays any affiliated company that is included in the pay data report being filed.
- Affiliated entities may file a pay data report regarding their own data or coordinate with a parent company or another affiliated entity that is part of the integrated enterprise to file a pay data report.
 - If a parent company or affiliated entity chooses to file a pay data report for one or more affiliated companies, then the affiliate information is entered in the affiliated company page.
- Accurately completing the Affiliated Company page is the second of five steps to submit a pay data report in the pay data portal.

Actions available

- Create new affiliated company records.
- Edit existing affiliated company records.
- Delete affiliated company records.

4.9 Submission Information page

The screenshot shows the 'Submission Information' page of the California Pay Data Reporting System. The page header includes the Civil Rights Department logo, the system name, and the user 'Todd Tester'. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. A left sidebar lists five steps: Employer Information, Affiliated Company, Submission Information (highlighted), Establishment and Employee Detail, and Certify and Submit. The main content area is titled 'Submission Information' and contains a form for the 'Snapshot Period for Reporting Year 2025'. The form includes fields for 'Snapshot Period Start Date*' (12/15/2025) and 'Snapshot Period Ending Date*' (12/31/2025), with a 'through' label between them. Below these are two input fields: 'Total number of establishments included in this report*' (value: 1) and 'Total number of California payroll employees included in this report*' (value: 10). A footnote explains that a 'California employee' is one assigned to an establishment in California on a routine basis. At the bottom of the form are 'Previous' and 'Next' buttons. A 'Report Summary' box on the left shows: Employer: Test Company, Report Type: Payroll Employees, Status: New. Footer text includes a link to the handbook and user guide, and a copyright notice for 2020.

Page content

- This page displays a high-level summary of the information in the pay data report.
- Accurately completing the Submission Information page is the third of five steps to submit a pay data report in the pay data portal.

Actions available

- View/edit snapshot period dates.
- View/edit the total number of establishments included in the report.
- View/edit the total number of California employees included in the report.



Snapshot period dates are only collected for payroll employee reports on the Submission Information page. The snapshot period must be a single pay period between October 1 and December 31 of the reporting year. Although CRD does not collect pay and demographic information on non-California employees in the pay data report, it is possible to have to report non-California establishments. For example, pay and demographic information regarding employees working remotely in California for non-California establishments would be included in an employer's pay data report.

4.10 Establishment and Employee Detail page

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Employer Information
Affiliated Company
Submission Information
Establishment and Employee Detail
Certify and Submit

Report Summary
Employer:
Test Company
Report Type:
Payroll Employees
Status:
New

Establishment and Employee Detail

Create New Establishment Import Data

Establish...	City	Detail E...	Non-Re...	Remote ...	Remote ...		
1 HQ	Orland	3	3	0	0	Edit	Delete
2 Production	Orland	5	5	0	0	Edit	Delete
3 R & D	Orland	2	2	0	0	Edit	Delete

Submission Information
Number of establishments reported: 3
Number of employees reported: 10

Entered Details
Number of establishments reported: 3
Number of employees reported: 10

< Previous Next >

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide

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Page content

- This page displays establishment and employee detail for a given pay data report.
- Accurately completing the Establishment and Employee Detail page is the fourth of five steps to submit a pay data report in the pay data portal.

Actions available

- Create a new establishment by manually entering establishment and employee detail information. See [6.3.2.1 Step 1: Enter establishment information](#) and [6.3.2.2 Step 2: Enter employee detail](#).
- Import data by uploading a completed Excel or CSV file.
- Edit establishment and employee detail data that has been uploaded or manually entered.
- Delete an establishment and employee detail record.
- Compare whether the establishment and employee details entered are consistent with the information previously provided in the Submission Information page.

4.11 Certify and Submit page

Certify and Submit

Employer Name: Test Company	Report Type: Payroll Employees	Reporting Year: 2025
Snapshot From: 12/15/2025		Snapshot To: 12/31/2025
Reported Establishments: Submission Info: 1 Entered Details: 1		Reported CA Payroll Employees: Submission Info: 10 Entered Details: 10

Point of Contact

Please enter the contact information of the individual that can be contacted regarding this report.

Who is the point of contact for Test Company*

I am the point of contact

Report Certifier

Please enter the contact information of the official who is certifying this report. This official certifies under penalty of perjury under the laws of the State of California that the employer's report is complete and accurate. An employer may designate their own certifying official. The certifying official must have knowledge of the information contained in the report (or have had that information provided to them by individuals with knowledge contained in the report), have reviewed the report and be able to certify its completeness and accuracy, and be authorized to file the report on behalf of the employer.

Who is certifying this report?*

I am certifying this report

Optional Remarks

Submit as Certified

Page content

- This page requires employers to certify the completeness and accuracy of the pay data report for official submission to CRD.
- The certifying official must be employed by the employer and have knowledge of the information contained in the report, have reviewed the report and be able to certify its completeness and accuracy, and be authorized to file the report on behalf of the employer.
- This page is the final step to submit a pay data report in the pay data portal.

Actions available

- Review the pay data report and correct all validation errors.
- Complete information regarding the point for contact for the employer.
- Complete information regarding the person certifying the pay data report.
- Enter optional remarks.
- Certify the pay data report for final submission to CRD.

4.12 Certification Completed page and graphical representation

Certification Completed

Thank you for submitting a pay data report with the California Civil Rights Department (CRD).
An email will be sent confirming that a pay data report has been filed for the following employer:

Employer Name: Acme
Pay Data Report #: PDRS-20260106-0220896
Certificate Date: 01/06/2026
Reporting Year: 2025

A copy of your certified report is now available for review when accessing the pay data reporting portal. You may also view a graphical representation summarizing Acme's Pay Data Report in the pay data reporting portal.

Can I edit my certified pay data report?

If an employer identifies an error in a certified pay data report within seven calendar days after the filing deadline, the employer must decertify the incorrect report and submit a corrected report in the pay data portal. If an employer identifies an error after that period, the employer must contact CRD with a description of the error.

Why should I review my pay data report?

Employers should review their pay data reports to ensure their submitted reports are complete and accurate and comply with Government Code section 12999. CRD also encourages employers to conduct thorough and regular reviews of their pay data reports, pay and other employment records, and pay and other employment practices, to facilitate compliance with equal pay and anti-discrimination laws.

[Download as PDF](#)

The California Civil Rights Department provides this graphical representation summarizing your certified pay data to assist you with internal assessments of your workforce. This graphical representation and the data presented in it are intended for informational purposes only, do not reflect any analysis by the California Civil Rights Department, and do not provide a legally binding determination regarding the existence of disparities in an employer's workforce or regarding an employer's compliance with state or federal law.

Reported Workers by Sex

Sex	Percentage of Reported Workers
Male	80%
Female	20%
Non-Binary	0%

Page content

- After the pay data report is certified and submitted, the pay data portal will produce a graphical representation summarizing the pay data.

Actions available

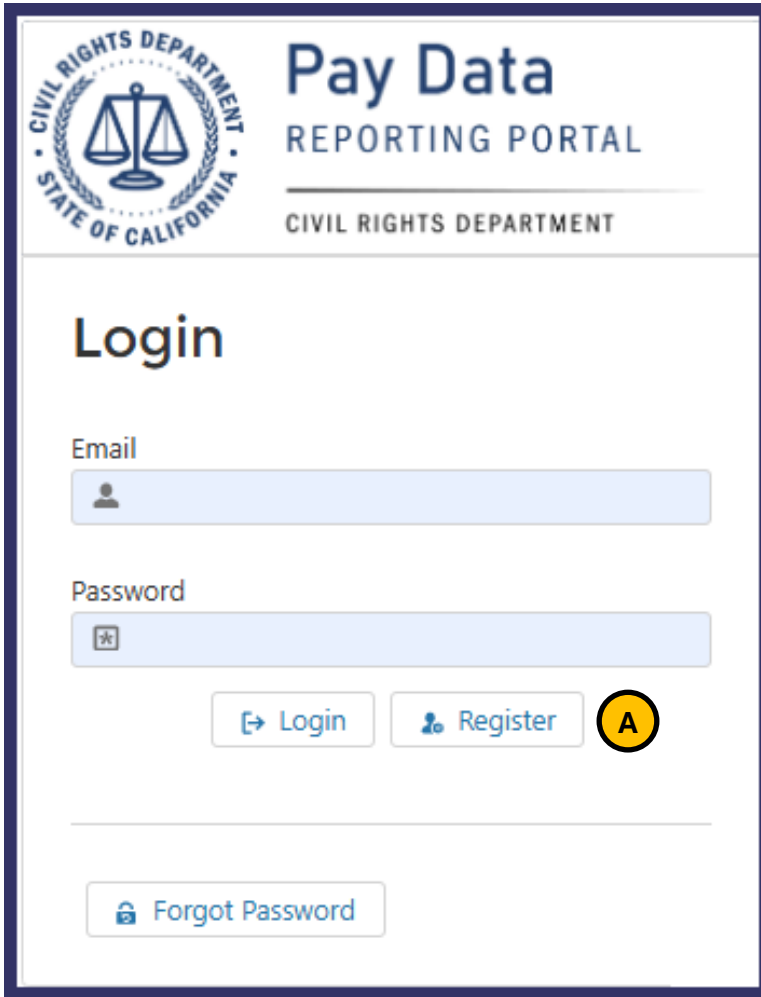
- View certification information and graphical representation.
- Select **Download as PDF** to download a PDF of the graphical representation.

5. Logging into the pay data portal

5.1 Option 1: New user login

This option will be used by new users accessing the pay data portal for the first time. The pay data portal is available at pdr.calcivilrights.ca.gov. For returning users, refer to [5.2 Option 2: Existing user login](#).

5.1.1 Step 1: Register



CIVIL RIGHTS DEPARTMENT
Pay Data
REPORTING PORTAL
CIVIL RIGHTS DEPARTMENT

Login

Email


Password

[Login](#) [Register](#) **A**

[Forgot Password](#)

- Select **Register**.





Pay Data

REPORTING PORTAL

CIVIL RIGHTS DEPARTMENT

Name A

First Name* **Last Name***

Title*

Contact

Phone **Email***

Address

International Address No

Street

City State Zip

I'm not a robot  reCAPTCHA
Privacy - Terms

B

- A Enter the new user's first name, last name, title, and email to begin the registration process.
- B Click on **Register**.
- The pay data portal will send a verification link to the provided email address.
- Open the email and securely record the username/email as it will be required when re-entering the pay data portal to view or edit pay data.
- Click on the secure link provided in the email.

5.1.2 Step 2: Change password

Change Your Password

Enter a new password for **todd.test@yourmail.com**
Make sure to include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

A

* Confirm New Password

B

Password was last changed on 1/10/2023 4:35 PM.

A

- Enter a new password, verifying the security requirements are met.
- Re-enter the password in the Confirm New Password field.
- The password must be at least 15 characters, include an uppercase letter, a lowercase letter, a number, and a special character.

B

- Select **Change Password** to set the password for accessing the pay data portal.
- Securely record the password as it will be required when re-entering the pay data portal to view or edit pay data.

5.2 Option 2: Existing user login

This option will be used by existing users returning to the pay data portal after their initial login. For first-time users, refer to [5.1 Option 1: New user login](#).

The screenshot shows the login page for the Civil Rights Department's Pay Data Reporting Portal. The page header includes the department's logo and name. The main heading is "Login". Below this, there are input fields for "Email" and "Password". The "Email" field contains the text "Todd.Tester@YourMail.com" and is highlighted with a blue border and a yellow callout circle labeled "A". Below the "Email" field are two buttons: "Login" (with a right-pointing arrow icon) and "Register" (with a person icon). The "Login" button is highlighted with a yellow callout circle labeled "B". Below the "Login" and "Register" buttons is a "Forgot Password" button (with a lock icon) highlighted with a yellow callout circle labeled "C".

- Enter the username/email created when first accessing the pay data portal.
- Enter the password created when first accessing the pay data portal.
- Select **Login**.
- In the event of a lost password, select **Forgot Password**.

5.2.1 Forgot password

CIVIL RIGHTS DEPARTMENT
Pay Data
REPORTING PORTAL
CIVIL RIGHTS DEPARTMENT

Login

Email

A

Password

[Login](#) [Register](#)


B [Forgot Password](#)

- Enter the email provided when first registering for a pay data portal account. **A**
- Select **Forgot Password**. **B**
- The pay data portal will send a verification link to the provided email address.
- Open the email from California Pay Data Reporting System.
- Follow the provided instructions and click on the secure link.

Change Your Password

Enter a new password for **todd.testersdf@gmail.com**.

Make sure to include at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character 

* New Password

* Confirm New Password

Change Password

Password was last changed on 1/10/2023 4:35 PM.

A

- Enter a new password, verifying the security requirements are met.
- Re-enter the password in the Confirm New Password field.
- The password must be at least 15 characters, including an uppercase letter, a lowercase letter, a number, and a special character.

B

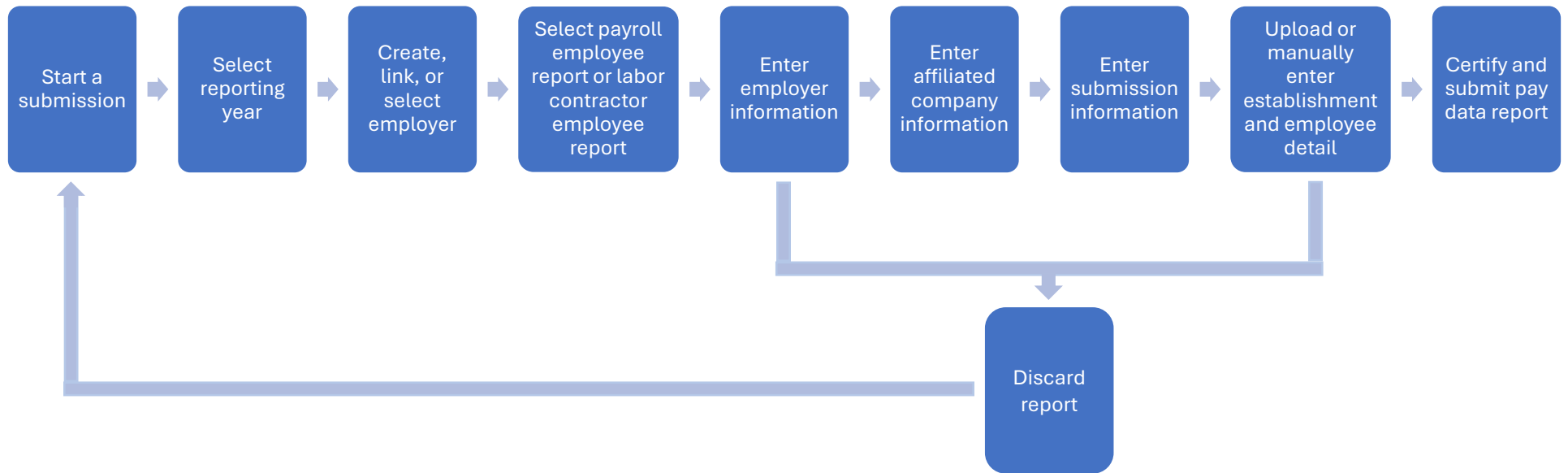
- Select **Change Password** to set the password for accessing the pay data portal.

A

B

6. Creating and submitting a pay data report

The flow chart below outlines the basic process for creating and submitting a pay data report.



6.1 Create a new report

6.1.1 Step 1: Start a submission

California Pay Data Reporting System
Civil Rights Department

Todd Tester

Home My Pay Data Reports Manage Employers User Guide

Visit CRD's [Pay Data Reporting](#) page to access new versions of the pay data reporting handbook, Excel templates, CSV examples, FAQ, user guide, and other resources for the current reporting year. Download CRD's current [Pay Data Reporting Handbook](#) for instructions on submitting and certifying annual pay data reports.

Caution: Do not use Excel templates or .CSV examples from prior years; the portal will reject any submissions that are based on outdated versions of the templates.

Welcome Todd Tester! What would you like to do today?

- Start a Submission**
Start a pay data report submission
- Resume a Submission**
Resume an existing pay data report submission
- Certified Submissions**
View a list of previously certified pay data reports
- Employer Information**
View and edit information about your linked employer(s)

This system is not supported on mobile devices such as phones and tablets.

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#)

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- Click **Start a Submission** to begin your pay data report.

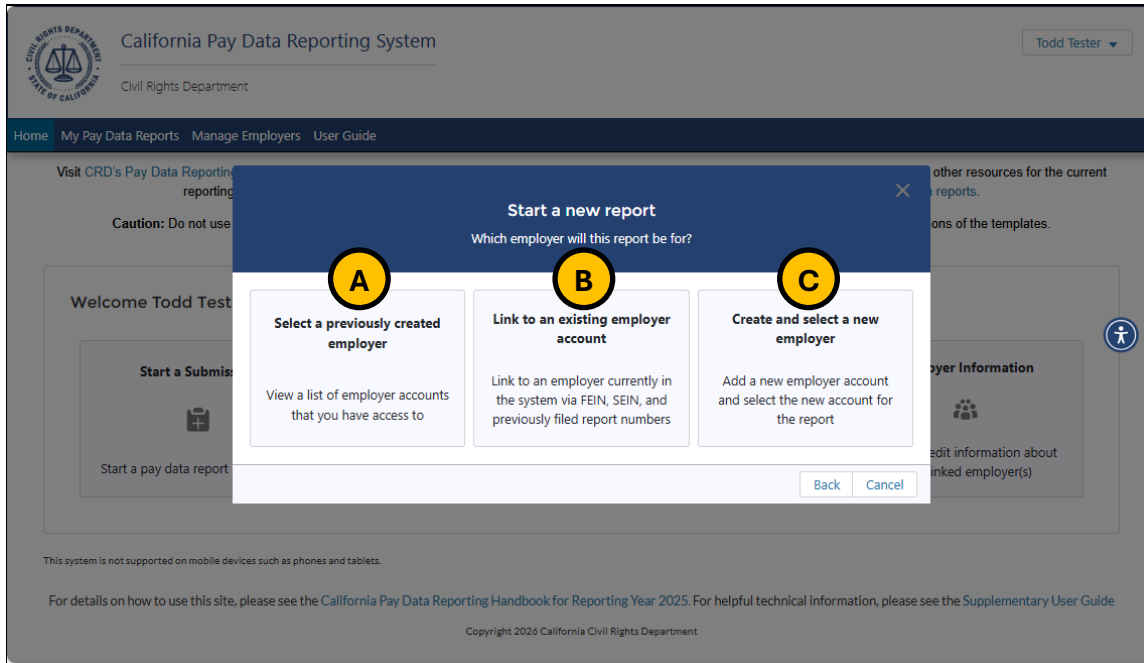
6.1.2 Step 2: Select reporting year

The screenshot shows the California Pay Data Reporting System interface. At the top, there is a header with the Civil Rights Department logo and the text 'California Pay Data Reporting System' and 'Civil Rights Department'. A user profile dropdown shows 'Todd Tester'. Below the header is a navigation bar with links for 'Home', 'My Pay Data Reports', 'Manage Employers', and 'User Guide'. A main content area contains a message about visiting the 'Pay Data Reporting' page for the current reporting year and a caution about using outdated templates. A central dialog box titled 'Start a new report' asks 'Which Reporting Year will this report be for?'. It has two options: 'Current Reporting Year' (with a yellow circle 'A' next to it) and 'Previous Reporting Year'. The 'Current Reporting Year' option includes the text 'Select this to start a new pay data report for Reporting Year 2025'. The 'Previous Reporting Year' option includes the text 'Select this to start a new pay data report for a previous Reporting Year'. At the bottom of the dialog box is a 'Cancel' button with a yellow circle 'B' next to it. The background shows a 'Start a Submission' button and an 'Employer Information' section.

- Select the reporting year for your pay data report.
- You may click **Cancel** to exit and return to the Home page.

 Even if you are filing a pay data report for the previous reporting year, any pay data file uploaded into the pay data portal should conform to the current reporting year's Excel template/CSV example.

6.1.3 Step 3: Select employer



- Click **Select a previously created employer** if submitting a report for a previously created employer account.
- Click **Link to an existing employer account** if a new/different user wants to file on behalf of that employer.
- Click **Create and select a new employer** if submitting a pay data report for a new employer account.

6.1.3.1 Select a previously created employer

The screenshot shows the California Pay Data Reporting System interface. At the top, the logo of the Civil Rights Department of the State of California is visible, along with the text "California Pay Data Reporting System" and "Civil Rights Department". The user's name, "Todd Tester", is displayed in the top right corner. Below the header, there is a navigation menu with links for "Home", "My Pay Data Reports", "Manage Employers", and "User Guide". A caution message is displayed: "Caution: Do not use Excel templates or .CSV examples from previous reporting years that are based on outdated versions of the templates." The main content area features a welcome message: "Welcome Todd Tester! What would you like to do?" and three main action cards: "Start a Submission", "Resume an existing submission", and "Employer Information". An "Initiate Submission" dialog box is open in the center, containing a "Select Employer*" dropdown menu and "Back", "Cancel", and "Next" buttons. A yellow circle labeled "A" is positioned over the dropdown menu, and another yellow circle labeled "B" is positioned over the "Back" button. A small blue circle with a person icon is located in the top right corner of the dialog box. At the bottom of the page, there is a footer with the text: "This system is not supported on mobile devices such as phones and tablets." and "For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide." and "Copyright 2025 California Civil Rights Department."

- Select the employer from the dropdown menu.

- Click **Back** to display the previous page.
- Click **Cancel** to cancel and exit.
- Click **Next** to proceed with selecting the pay data report type.

6.1.3.2 Link to an existing employer account

- Enter the employer FEIN associated with a previous year’s certified pay data report. **A**
- Enter the employer California SEIN associated with a previous year’s certified pay data report. **B**
- Select whether to search by pay data report number or by entering the submission details of a previous year’s pay data report. **C**
- Depending on the search type chosen, enter either the pay data report number or the submission details of a previous year’s pay data report.
- Click **Search for record** and then select **Use This Employer, Try Again,** or **Cancel**. **D**

! Different users may access the pay data portal on behalf of a single employer. If a new or different user is going to file a pay data report for an employer moving forward, you should register the user and then link that user to the employer. The advantage of this approach is that it allows individuals such as payroll specialists to access the pay data portal for various clients.

6.1.3.3 Create and select a new employer

California Pay Data Reporting System

Todd Tester

Initiate Submission

A Employer Information

Employer Name*

Federal Employer ID Number (FEIN)* Employer CA SEIN* NAICS* California Secretary of State (SOS)*

This employer does not have a SOS number

Address Registered with California Employment Development Department
International Address

Street*

City* State* Zip*

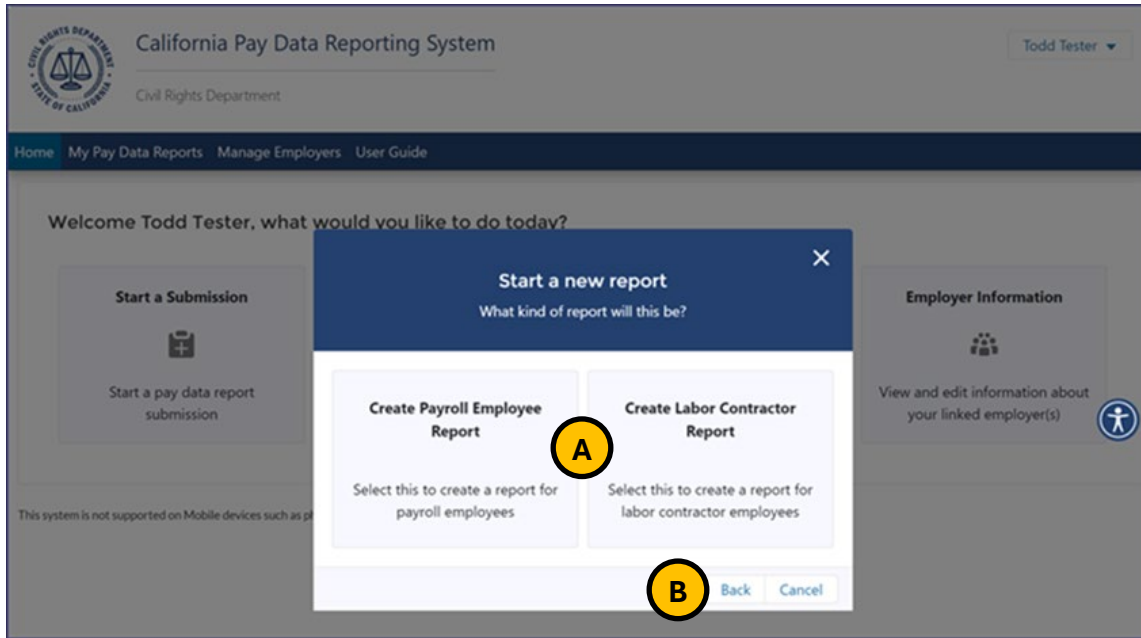
Does this employer have a parent company?

B Back Cancel Save

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- Complete the Employer Information form.
- Click **Back** to display the previous page.
- Click **Cancel** to cancel and exit.
- Click **Save** to save the employer information entered.

6.1.4 Step 4: Determine pay data report type



- Choose between creating a payroll employee report or a labor contractor employee report.
- Click **Back** to display the previous page.
- Click **Cancel** to cancel and exit.

! Labor contractor employee reports require some additional information that are not part of payroll employee reports. Excel templates and CSV examples for both payroll employee reports and labor contractor employee reports are available at calcivilrights.ca.gov/paydatareporting.

6.2 Enter employer information

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

A

B

Employer Information

Employer Name*
Test Company

Federal Employer ID Number (FEIN)* 123456789
Employer California SEIN* 87654321
NAICS* 561710
California Secretary of State (SOS) Number* 4795199

Address Registered with California Employment Development Department
International Address No

Street*
100 Test Way

City* Orland
State* CA
Zip* 95963

Total number of U.S. establishments* 5
Total number U.S. payroll employees* 500

Our headquarters address is different from the address registered with EDD: No

This employer has a parent company: No

Next >

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#).

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- Each bullet point in the navigation panel corresponds to a different page of the pay data report submission.
- Clicking on a page title will display that page's content.

- Complete the fields on the Employer Information page.
- Many of the fields will be auto filled from previously entered employer account information. However, if there are any discrepancies, they should be corrected on the Employer Information page before moving forward.

6.2.1 Enter affiliated company information

The screenshot shows the 'Create Affiliated Company' form within the California Pay Data Reporting System. The form is titled 'Create Affiliated Company' and is marked with a yellow circle containing the letter 'A'. The form fields include:

- Name***: A text input field.
- Federal Employer ID Number (FEIN)***: A text input field.
- SEIN***: A text input field.
- California Secretary of State (SOS) Number***: A text input field with a checkbox below it labeled 'This employer does not have an SOS number'.
- Address**: A section with a toggle for 'International Address' set to 'No'.
- Street**: A text input field.
- City**: A text input field.
- State**: A dropdown menu.
- Zip**: A text input field.

At the bottom right of the form are 'Create' and 'Cancel' buttons. The page footer includes the text: 'For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide' and 'Copyright 2026 California Civil Rights Department'.

- **A** Create a new affiliated company record and complete the corresponding fields on the Create Affiliated Company page for all affiliated entities whose employees are included in the pay data report.

6.2.2 Enter submission information

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Submission Information

Snapshot Period for Reporting Year 2025

Snapshot Period Start Date* through **Snapshot Period Ending Date***

Total number of establishments included in this report.*

Total number of California payroll employees included in this report*

* "California employee" means an employee who is either (1) assigned to an establishment that is physically located in the State of California or (2) physically located in California, on a routine basis or with some degree of regularity, while performing any job duty, including by working remotely in California for a non-California establishment.

Report Summary

Employer:
Test Company

Report Type:
Payroll Employees

Status:
New

< Previous Next >

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A

- Enter a snapshot period date that represents a single pay period between October 1 and December 31 of the reporting year.
- Enter the total number of establishments included in the report.
- Enter the total number of California employees included in the report.

B

- Click **Previous** to display the Affiliated Company page.
- Click **Next** to display the Establishment and Employee Detail page.

! If you are filing a labor contractor employee report, you will not have the option to enter in snapshot period dates on the Submission Information page. The snapshot period dates will be collected when establishment and employee detail information is collected.

6.3 Enter establishment and employee detail

6.3.1 Option 1: Import data by uploading a completed Excel or CSV file

This option is for employers that choose to upload a pay data file using CRD's data file upload specifications.

6.3.1.1 Step 1: Prepare Excel or CSV file

Employers should use Excel templates or CSV examples issued for the current reporting year to ensure their data file is accurately processed by the pay data portal. (See [Excel template provided by CRD](#) and [CSV example provided by CRD](#).) The pay data portal will reject submissions based on outdated versions.

For additional information regarding preparing the Excel or CSV file, please refer to the [handbook](#).

6.3.1.2 Step 2: Upload the Excel or CSV file

The screenshot displays the 'California Pay Data Reporting System' interface. At the top, the user is logged in as 'Todd Tester'. The main navigation menu includes 'Home', 'My Pay Data Reports', 'Manage Employers', and 'User Guide'. The current page is 'Establishment and Employee Detail', which is highlighted in the left-hand navigation pane. The main content area features a search bar with several dropdown menus: 'Establish...', 'City', 'Detail E...', 'Non-Re...', 'Remote ...', and 'Remote ...'. To the right of the search bar are two buttons: 'Create New Establishment' and 'Import Data'. A yellow circle with the letter 'A' is placed over the 'Import Data' button. Below the search bar, the text 'No establishment records to display' is shown, along with '< Previous' and 'Next >' buttons. On the left side, a 'Report Summary' box provides details: 'Employer: Test Company', 'Report Type: Payroll Employees', and 'Status: New'. At the bottom of the page, there is a footer with the text: 'For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide. Copyright 2020 California Civil Rights Department.'

- Click **Import Data** to upload an Excel or CSV file.
- Note that if establishment and employee detail information is already populated, clicking **Import Data** will delete that information to prevent duplicate reporting.

California Pay Data Reporting System

Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or .CSV file

⚡ Import Payroll Employee Detail

Upload File

When your Excel/CSV has finished uploading,
If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.
If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission Information page for further editing.

Previous Next

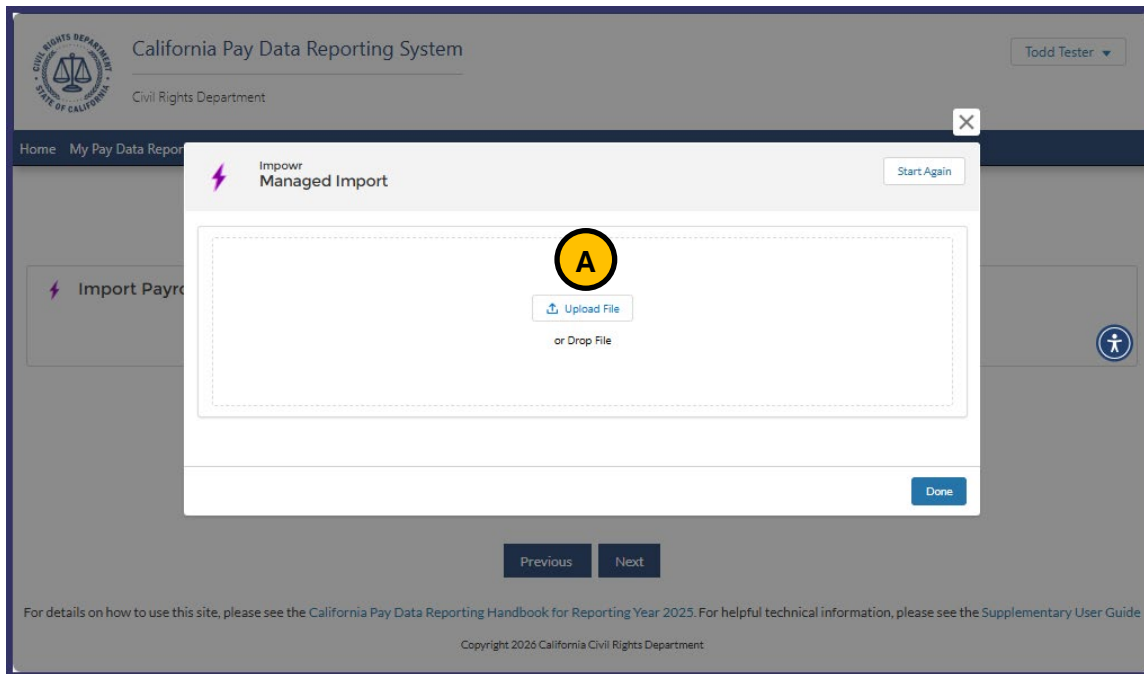
For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#).

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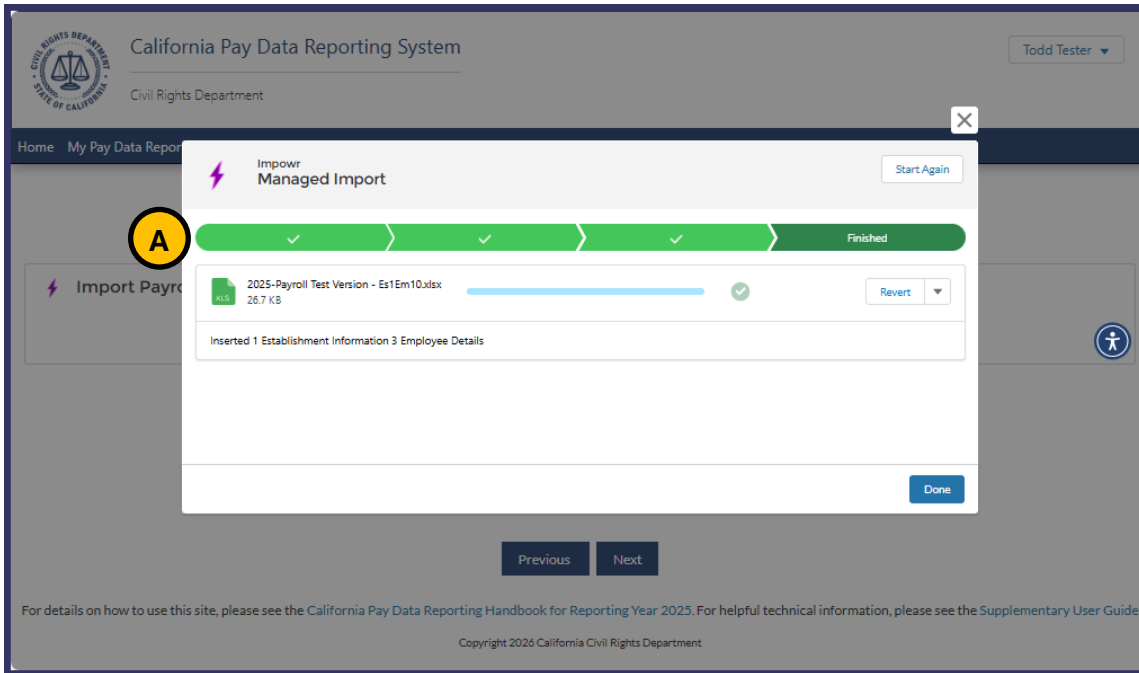
- Select **Upload File** to select the Excel/CSV file to upload.



It is essential that you use the current and appropriate template type. Payroll employee reports and labor contractor employee reports each require the use of separate templates.



- The pay data portal will then issue a prompt to identify the locally stored Excel/CSV file to be uploaded.
- Alternatively, the data file can simply be dragged and dropped into the Drop File area.

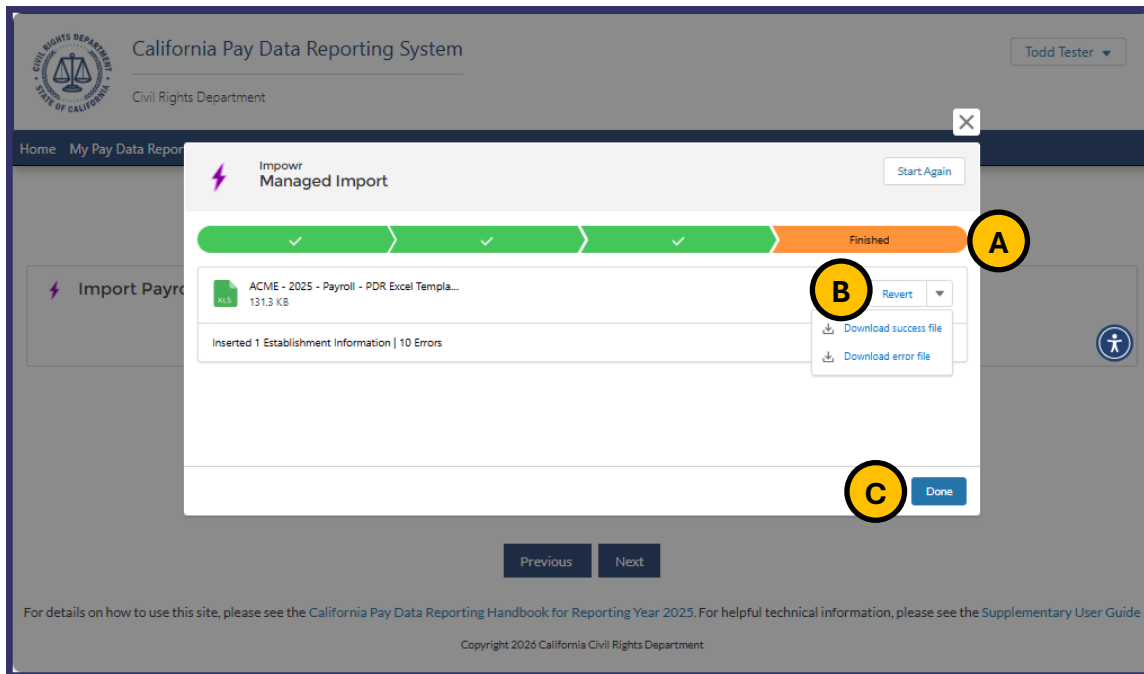


A

- The pay data portal displays a status bar to show the current file import status.
- The uploading status indicates the file is being imported into the pay data portal.
- The processing status indicates that the file is being validated for type and structure.
- The importing status indicates that the data in the Excel/CSV file is being transferred into the pay data portal's database.
- The status bar will indicate when the file has finished importing into the pay data portal.



The time it takes for the pay data portal to complete the import process depends on the number of records in the import file. Leave the pop-up window open until the process is finished.



- The pay data portal displays the results of the import process, including a summary of all inserted records, as well as any errors that occurred in the import process.

- **Revert** allows you to undo all changes, removing all records inserted into the pay data report.
- **Download success file** to view all successfully inserted records.
- **Download error file** to view all errors encountered by the pay data portal during the upload process. The error file can be useful for troubleshooting a pay data report. For more information regarding errors, see [6.3.1.3 Step 3: Review pay data report as needed for errors](#) and [6.3.1.4 Step 4: Correct data errors](#).

- Select **Done** when the upload process is finished.

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Import Establishment and Employee Data for Payroll Employees

Excel or .CSV file

⚡ Import Payroll Employee Detail ⓘ

When your Excel/CSV has finished uploading,
If your file uploaded successfully, click the "Next" Button below which will take you to the Certify and Submit page where you can complete the certification process.
If your file upload was unsuccessful, click the "Previous" button which will return you to the Submission Information page for further editing.

A Previous Next **B**

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#).

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- Once the file has been uploaded into the pay data portal, the user is returned to the Import Establishment and Employee Data page.

A

- If you received errors, correct the errors in your pay data report and upload again.
- If the problem is with your submission information, select **Previous** and move backwards through the pay data portal to update submission information.

B

- If your file uploaded successfully, finish the process by selecting **Next** and proceeding to the Certify and Submit page.

6.3.1.3 Step 3: Review pay data report as needed for errors

California Pay Data Reporting System
Civil Rights Department
Todd Tester

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Establishment and Employee Detail

Create New Establishment Import Data

	Establish...	City	Detail E...	Non-Re...	Remote ...	Remote ...		
1	HQ	Orland	3	3	0	0	Edit	Delete
2	Production	Orland	5	5	0	0	Edit	Delete
3	R & D	Orland	2	2	0	0	Edit	Delete

Submission Information
Employer: Test Company
Report Type: Payroll Employees
Status: New

Entered Details
Number of establishments reported: 3
Number of employees reported: 10

< Previous Next >

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide
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- The pay data portal displays the imported establishment information and employee detail in a grid.
- Review the records to ensure they imported as expected.

- Click **Edit** to select an establishment to view the record's detailed information, including all associated employee details for the establishment.
- **Delete** allows users to delete the establishment and its associated employee detail records.

- Click **Previous** to display the Submission Information page.
- Click **Next** to display the Certify and Submit page.

6.3.1.4 Step 4: Correct data errors

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Job Category *	Race/Ethnicity/Sex *	Pay Band *	Exemption Status	Employment Type	Total Number of California Employees in this Employee Group *	Total Annual Hours Worked *	Total Annual Weeks Worked	Mean Hourly Rate *	Median Hourly Rate *	Number of California Employees that Do Not Work Remotely *	Number of Remote California Employees Located Within California *	Number of Remote California Employees Located Outside of California *	Row-Level Clarifying Remarks	Impowr: establishment _c ID	Impowr: employee_data _c ID	Impowr: error
Unknown	C70		7 Exempt	Full-time	4	8000	200	45.25	50	0	2	2		a2ccn00004ltwgpAAB		Employee_Detail__c: Job Category: bad value for restricted picklist field: Unknown
6	C30		4 Fired	Full-time	1	2000	50	22	22	1	0	0		a2ccn00004ltwgpAAB		Employee_Detail__c: Exemption Status: bad value for restricted picklist field: Fired
6			4 Exempt	Full-time	1	2000	50	22	22	1	0	0		a2ccn00004ltwgpAAB		Employee_Detail__c: Race/ethnicity/sex is required



- If **Download error file** was selected in the managed import upload pop up, open the downloaded CSV file to view all errors encountered by the pay data portal during the upload process.
- The column titled Impowr: error displays any errors.
- These errors can be corrected manually or by correcting the import file and reuploading it.
- The errors in this particular file have been highlighted in red.
- In row 2, the job category “Unknown” is invalid, in row 3 “Fired” is not a valid exemption status, and in row 4 the race/ethnicity/sex cell is blank.

After corrections are made, employers are encouraged to download the updated data for their records (note that the pay data portal only provides Excel downloads). Alternatively, employers can choose to fix data errors found by the pay data portal in their source files and then re-upload a corrected file.

6.3.2 Option 2: Manually enter pay data into the pay data portal's fillable forms

Instead of creating an Excel or CSV file with the employer's data and uploading that file to the pay data portal ([6.3.1 Option 1: Import data by uploading a completed Excel or CSV file](#)), an employer may use the fillable forms available in the pay data portal to manually enter pay data information.

6.3.2.1 Step 1: Enter establishment information

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Employer Information
Affiliated Company
Submission Information
Establishment and Employee Detail
Certify and Submit

Establishment and Employee Detail

Create New Establishment Import Data

Establish... City Detail E... Non-Re... Remote ... Remote ...

No establishment records to display

< Previous Next >

Report Summary
Employer:
Test Company
Report Type:
Payroll Employees
Status:
New

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#)

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- Click **Create New Establishment** to manually enter establishment and employee detail using the pay data portal's fillable forms.

- Click **Previous** to display the Submission Information page.
- Click **Next** to display the Certify and Submit page.

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Civil Rights Department

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Establishment and Employee Detail

A Create New Establishment

Establishment Name*

Establishment Address
International Address

Street*

City* **State*** **Zip***

NAICS* **Major Activity***

Is This Establishment the Employer's Headquarters?* **Was a California Pay Data report Filed for This Establishment Last Year?***

Total Number of California Payroll Employees at Establishment*

B Create Close

- Complete the fields in the Create New Establishment pop up.
- After the information is entered, click **Create** to save the data for the new establishment and to display the employee detail associated with the new establishment.
- Click **Close** to exit the Create New Establishment pop up without saving.

6.3.2.2 Step 2: Enter employee detail

California Pay Data Reporting System
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HQ

Establishment Name*
HQ

Establishment Address
International Address

Street*
100 Main Street

City*
Orland

State*
CA

Zip*
95963

NAICS*
339920
Sporting and Athletic Goods Manufacturing

Major Activity*
Widget Production

Is This Establishment the Employer's Headquarters?*
Yes

Was a California Pay Data report Filed for This Establishment Last Year?*
Yes

Total Number of California Payroll Employees at Establishment*
100

Pay Band Job Categ... Race/Ethn... Total Empl... Non-Rem... California ... Non-Calif...

No employee detail records to display

Create New Employee Detail

Close

- Click **Create New Employee Detail** to display the Create Employee Detail Record page.
- Click **Close** to close this screen and return to the Establishment and Employee Detail page.

Create Employee Detail Record **A**

Job Category* Pay Band* Race/Ethnicity/Sex*

Exemption Status Employment Type

Total Number of California Employees in This Employee Group* Number of California Employees that Do Not Work Remotely* Number of Remote California Employees Located in California* Number of Remote California Employees Located Outside of California*

Total Annual Weeks Worked Total Annual Hours Worked* Mean Hourly Rate* Median Hourly Rate*

Row-Level Clarifying Remarks (optional)

B Create and Close Close

- A**
- Complete the fields in the Create Employee Detail Record pop up.
- B**
- After the information is entered, select **Create and Close** to save the data.
 - The pay data portal will validate the entries just made.
 - If errors exist, an error message will display at the top of the page.
 - Navigate to the data field/s indicated in the error message and correct the data.
 - Repeat this step for all errors listed in the error message at the top of the page.
 - Select **Create and Close** after all errors are corrected to save and close the Create Employee Detail Record pop up.
 - Select **Close** to exit the screen without saving.

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

HQ

Establishment Name*
HQ

Establishment Address
International Address

Street*
100 Main Street

City*
Orland

State*
CA

Zip*
95963

NAICS*
339920
Sporting and Athletic Goods Manufacturing

Major Activity*
Widget Production

Is This Establishment the Employer's Headquarters?*
Yes

Was a California Pay Data report Filed for This Establishment Last Year?*Yes

Total Number of California Payroll Employees at Establishment*
100

A Create New Employee Detail

Pay Band	Job Categ...	Race/Ethn...	Total Empl...	Non-Rem...	California ...	Non-Calif...
1	4	2	B20	4	4	0

B Edit **C** Delete

C Close

- Click **Create New Employee Detail** to create additional employee detail records.

- Click **Edit** to edit an employee detail entry.
- Click **Delete** to delete an employee detail entry.

- Click **Close** to close this screen and return to the Establishment and Employee Detail page.

California Pay Data Reporting System
Civil Rights Department

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Todd Tester

Establishment and Employee Detail

Create New Establishment Import Data

Establish...	City	Detail E...	Non-Re...	Remote ...	Remote ...		
1 Production	Orland		5	5	0	0	Edit Delete
2 Administration	Orland		5	5	0	0	Edit Delete

Submission Information

Number of establishments reported: 2
Number of employees reported: 10

Entered Details

Number of establishments reported: 2
Number of employees reported: 10

< Previous Next >

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide

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- If all the information entered in the pay data report is complete and accurate, click **Next** to display the Certify and Submit page.



6.4 Certify and submit the pay data report

California Pay Data Reporting System
Civil Rights Department

Home My Pay Data Reports Manage Employers User Guide

Employer Information
Affiliated Company
Submission Information
Establishment and Employee Detail
Certify and Submit

Report Summary
Employer: Test Company
Report Type: Payroll Employees
Status: New

Employer Name: Test Company Report Type: Payroll Employees Reporting Year: 2025
Snapshot From: 12/15/2025 Snapshot To: 12/31/2025
Reported Establishments: Submission Information: 1 Entered Details: 1
Reported California Payroll Employees: Submission Information: 10 Entered Details: 10

Point of Contact
Please enter the contact information of the individual that can be contacted regarding this report.

Who is the point of contact for Test Company?
I am the point of contact

Report Certifier
Please enter the contact information of the official who is certifying this report. This official certifies under penalty of perjury under the laws of the State of California that the employer's report is complete and accurate. An employer may designate their own certifying official. The certifying official must have knowledge of the information contained in the report (or have had that information provided to them by individuals with knowledge contained in the report), have reviewed the report and be able to certify its completeness and accuracy, and be authorized to file the report on behalf of the employer.

Who is certifying this report?
I am certifying this report

Optional Remarks

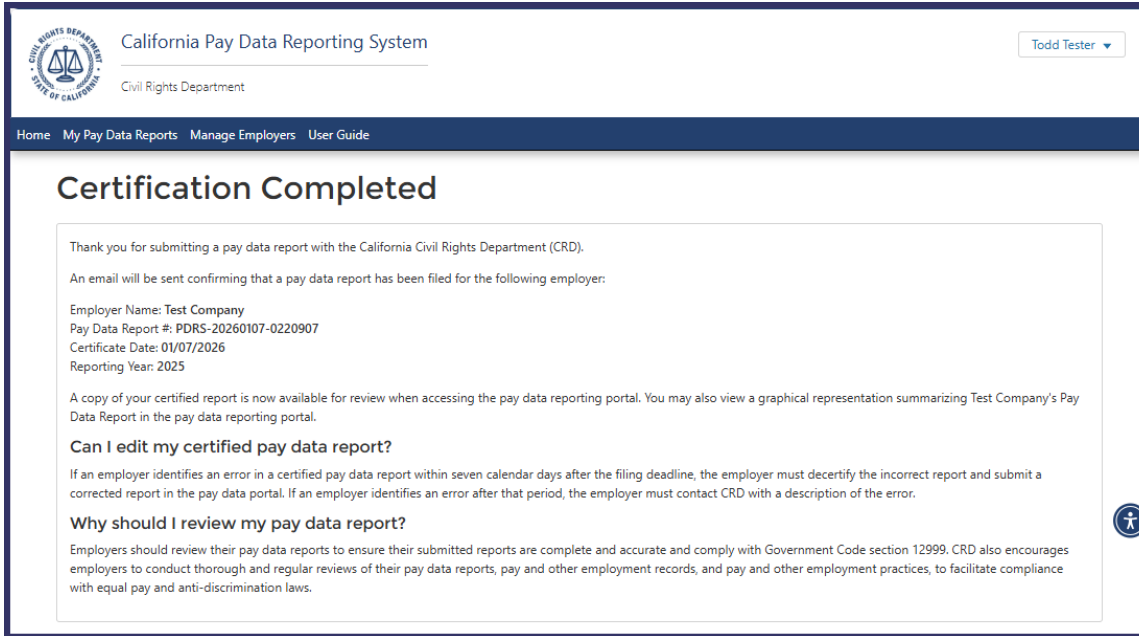
Submit as Certified

< Previous

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide
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- Complete the Point of Contact and Report Certifier sections.
- Click **Submit as Certified** to submit the finalized annual pay data report to CRD through the pay data portal.
- Click **Previous** to display the Establishment and Employee Detail page.

6.4.1 Certification completed



The screenshot shows the 'Certification Completed' page in the California Pay Data Reporting System. The page header includes the Civil Rights Department logo, the system name, and the user name 'Todd Tester'. The main content area contains a thank-you message, a confirmation of the submitted report, and two informational sections: 'Can I edit my certified pay data report?' and 'Why should I review my pay data report?'. A small circular icon with a person symbol is visible on the right side of the content area.

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Certification Completed

Thank you for submitting a pay data report with the California Civil Rights Department (CRD).

An email will be sent confirming that a pay data report has been filed for the following employer:

Employer Name: Test Company
Pay Data Report #: PDRS-20260107-0220907
Certificate Date: 01/07/2026
Reporting Year: 2025

A copy of your certified report is now available for review when accessing the pay data reporting portal. You may also view a graphical representation summarizing Test Company's Pay Data Report in the pay data reporting portal.

Can I edit my certified pay data report?

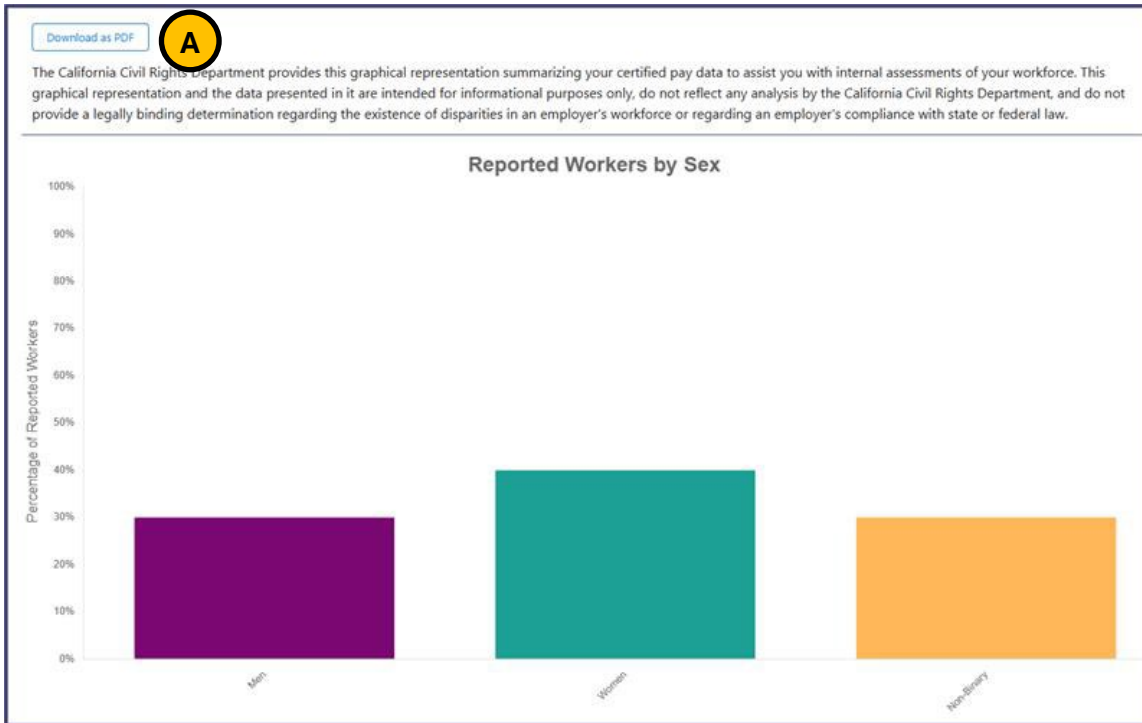
If an employer identifies an error in a certified pay data report within seven calendar days after the filing deadline, the employer must decertify the incorrect report and submit a corrected report in the pay data portal. If an employer identifies an error after that period, the employer must contact CRD with a description of the error.

Why should I review my pay data report?

Employers should review their pay data reports to ensure their submitted reports are complete and accurate and comply with Government Code section 12999. CRD also encourages employers to conduct thorough and regular reviews of their pay data reports, pay and other employment records, and pay and other employment practices, to facilitate compliance with equal pay and anti-discrimination laws.

- The Certification Completed page will display after a user successfully submits an annual pay data report to CRD through the pay data portal.

6.4.2 Graphical representation



- After certification is complete, the pay data portal will produce a graphical representation of your pay data.

A

- Select **Download as PDF** to download a PDF of the graphical representation.

6.5 Decertifying the pay data report

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Visit CRD's Pay Data Reporting page to access new versions of the pay data reporting handbook, Excel templates, CSV examples, FAQ, user guide, and other resources for the current reporting year. Download CRD's current Pay Data Reporting Handbook for instructions on submitting and certifying annual pay data reports.

Caution: Do not use Excel templates or .CSV examples from prior years; the portal will reject any submissions that are based on outdated versions of the templates.

Welcome Todd Tester! What would you like to do today?

Start a Submission Start a pay data report submission	Resume a Submission Resume an existing pay data report submission	Certified Submissions View a list of previously certified pay data reports	Employer Information View and edit information about your linked employer(s)
-----------------------------------------------------------------	-----------------------------------------------------------------------------	--------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

This system is not supported on mobile devices such as phones and tablets.

For details on how to use this site, please see the [California Pay Data Reporting Handbook for Reporting Year 2025](#). For helpful technical information, please see the [Supplementary User Guide](#).

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- Select **My Pay Data Reports**.

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Show 20 Sort By Decertification Cutoff (Old - New) Search Test - West Show Filter

PDRS-20230116-0084352				PDRS-20230116-0084353			
Employer Name	Test - West	Report Type	Payroll Employees	Employer Name	Test - West	Report Type	Labor Contractor Emp...
Reporting Year	2022	Snapshot Period	10/1/2022-10/15/2022	Reporting Year	2022	Status	Certified
Status	Certified	Report Created	01/16/2023	Report Created	01/16/2023	Certified On	01/16/2023
Certified On	01/16/2023	Decertification Cutoff	05/10/2023	Decertification Cutoff	05/10/2023		

Export a Copy View Charts Decertify Report

- Select **Decertify Report** on the pay data report you want to decertify.

 The submission deadline for Reporting Year 2025 is May 13, 2026. If an employer needs to revise information previously certified, the previously certified report may be decertified and edited within seven calendar days after the filing deadline. If an employer identifies an error in a certified pay data report more than seven calendar days after the filing deadline, then the employer should contact CRD with a description of the error.

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Show 20 Sort By Sort By Search Test Company Show Filter

PDRS-20251222-0220881			PDRS-20260106-0220895		
Employer Name	Test Company	Report Type	any	Report Type	Payroll Employees
Reporting Year	2025	Snapshot Per		Snapshot Period	12/15/2025-12/31/20...
Status	Certified	Report Creat		Report Created	01/06/2026
Certified On	12/22/2025	Decertificatio		Decertification	Cutoff

Export a Copy View Charts Decertify Report Export a Copy View Charts Discard Report

First Previous 1 of 1 Next Last

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide

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- Select **Decertify** to confirm your intention to decertify the pay data report.
- If you no longer want to decertify the pay data report, click **Cancel** to cancel and exit the Decertify Record pop up.

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Show 20 Sort By Sort By Search Show Filter

PDRS-20251222-0220881				PDRS-20260106-0220895			
Employer Name	Test Company	Report Type	Payroll Employees	Test Company	Report Type	Payroll Employees	
Reporting Year	2025	Snapshot Period	12/15/2025-12/31/2025	2025	Snapshot Period	12/15/2025-12/31/2025	
Status	Certified	Report Created	12/22/2025	New	Report Created	01/06/2026	
Certified On	12/22/2025	Decertification Cutoff	05/15/2026		Decertification Cutoff		

Export a Copy View Charts Decertify Report Export a Copy View Charts Discard Report

First Previous 1 of 1 Next Last

For details on how to use this site, please see the California Pay Data Reporting Handbook for Reporting Year 2025. For helpful technical information, please see the Supplementary User Guide

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- This is the confirmation message that the pay data report has been decertified.
- Select **OK** to exit.

7. Resuming an in-process pay data report

The screenshot shows the California Pay Data Reporting System interface. At the top left is the Civil Rights Department logo. The header includes the system name and the user's name, Todd Tester. A navigation bar contains links for Home, My Pay Data Reports, Manage Employers, and User Guide. The main content area features a welcome message for Todd Tester and a question: "What would you like to do today?". Below this are four action cards: "Start a Submission" (with a plus icon), "Resume a Submission" (with a yellow circle containing the letter 'A' and a plus icon), "Certified Submissions" (with a checkmark icon), and "Employer Information" (with a group of people icon). A small accessibility icon is visible on the right side of the main content area. At the bottom, there is a disclaimer about mobile device support and a link to the reporting handbook and user guide.

- An in-process pay data report (i.e., a pay data report that is not yet certified) can be viewed and edited using your login credentials.
- Log into the pay data portal (see [5.2 Option 2: Existing user login](#)).
- Select **Resume a Submission**.

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Show 20 Sort By Sort By Search Test Company Show Filter

PDRS-20221216-0084268			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	12/1/2022-12/15/2022
Status	New	Report Created	12/16/2022
Certified On		Decertification Cutoff	

A Edit Report Export a Copy View Charts Discard Report

PDRS-20230111-0084321			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	//-//
Status	New	Report Created	01/11/2023
Certified On		Decertification Cutoff	

Edit Report Export a Copy View Charts Discard Report

PDRS-20221215-0084265			
Employer Name	Test Company	Report Type	Labor Contractor Emp...
Reporting Year	2022	Status	New
Report Created	12/15/2022	Certified On	
Decertification Cutoff			

B Edit Report Export a Copy View Charts Discard Report

PDRS-20221216-0084271			
Employer Name	Test Company	Report Type	Payroll Employees
Reporting Year	2022	Snapshot Period	//-//
Status	Withdrawn	Report Created	12/16/2022
Certified On		Decertification Cutoff	

Edit Report Export a Copy View Charts Discard Report

- Select **Edit Report** for the pay data report to be viewed and edited. **A**
- If the status indicates New, the pay data report can still be edited, discarded, or completed and certified. **B**