To sign into CDIAC's new Data Portal, existing users should have received an email containing a temporary password to use. If you **did not** receive an email with a temporary password to use, **go to page 4** for the sign-in steps to confirm if you are pre-registered in Data Portal.

Pre-registered users of the Data Portal can either be an Issuer User or an Organization User. Issuer users are identified as the staff of a Public Agency for a reported debt issuance. Organization users are affiliated with an organization or private business providing a service to the Issuer as a financing participant on a reported debt issuance.

The web address for the data portal is **dataportal.treasurer.ca.gov**

Users should click the "Sign In" button to be taken to the Sign In box.
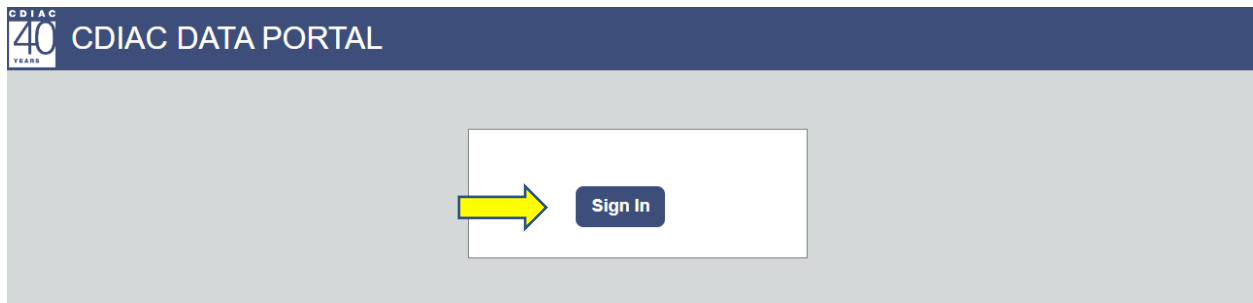
Users must enter their e-mail address and temporary password received and click the "Sign In" button.

Sign in

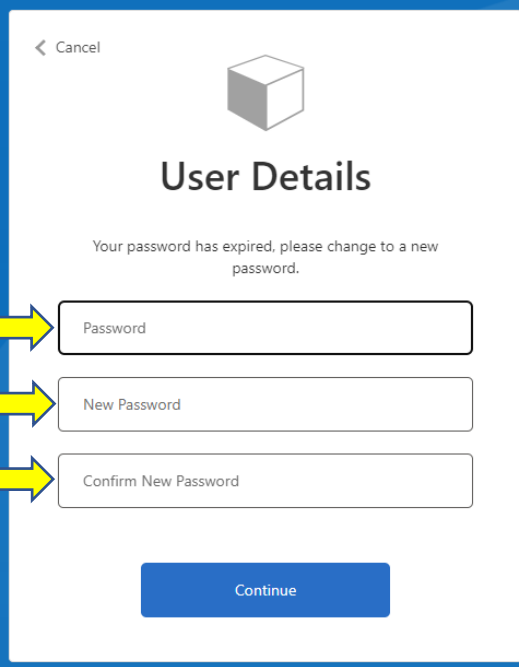Sign in with your email address

Email Address

Password

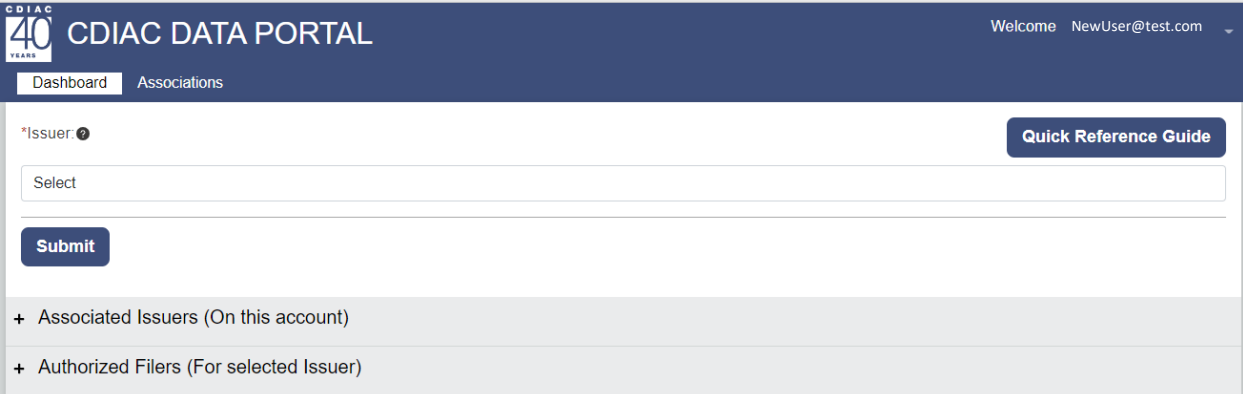Forgot your password?

Email Address

Temporary Password

Sign in

Users must re-enter their temporary password and choose a new password and enter the new password twice, then click the "Continue" button. The new password must be between 8 and 64 characters it must have at least <u>three</u> of the following - a lowercase letter; uppercase letter; a digit or symbol.

Once the new password is created, the User will be taken to their Data Portal Dashboard.
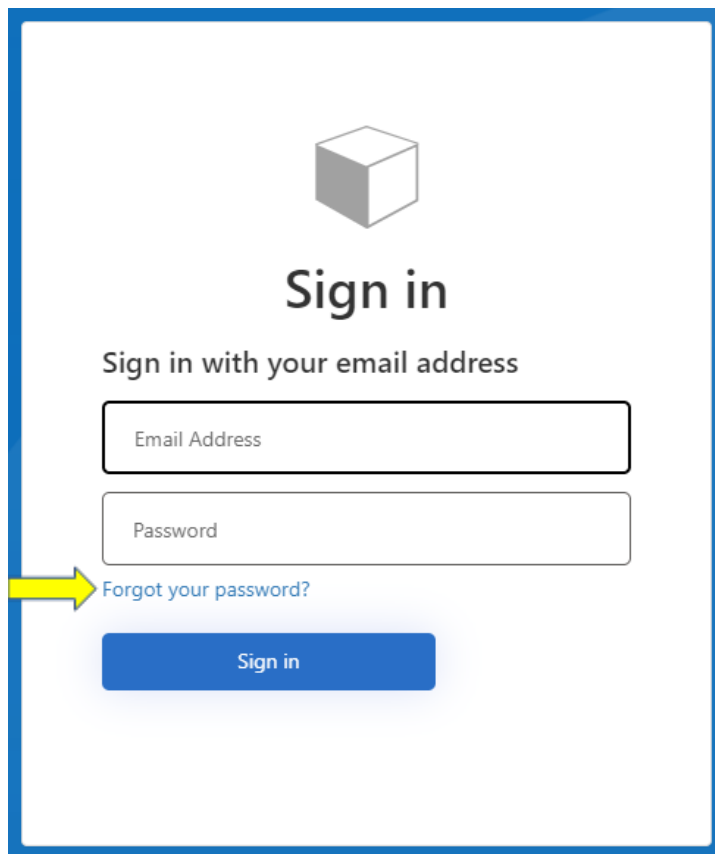
Many existing users have been pre-registered in CDIAC's new Data Portal and sent an email with a temporary password. If you cannot find that email with the temporary password, you can "Sign In" and use "Forgot your password?" to reset it.
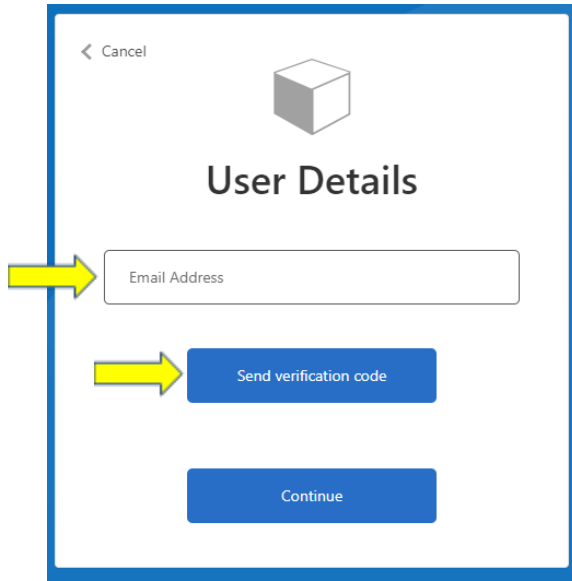
Go to **https://dataportal.treasurer.ca.gov/**

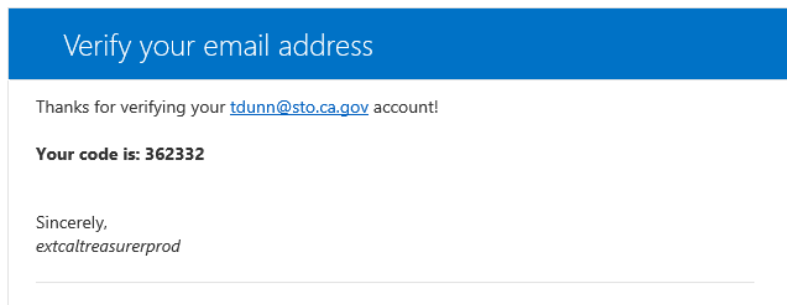Click the "Sign In" button to be taken to the Sign In box.

Click "Forgot your password?"

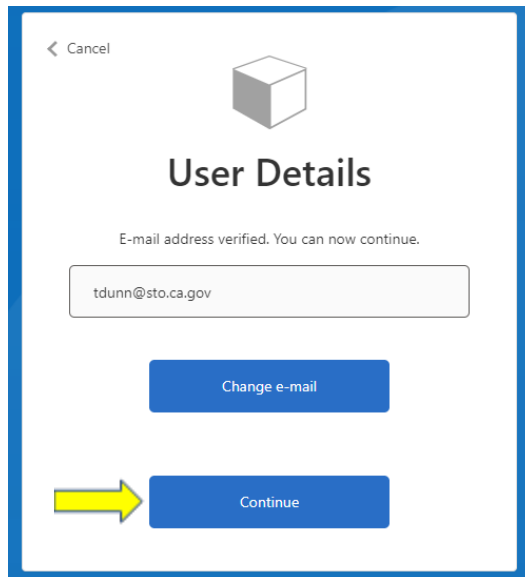Enter the email address that CDIAC pre-registered and click "Send verification code".

Check your email for the verification code.
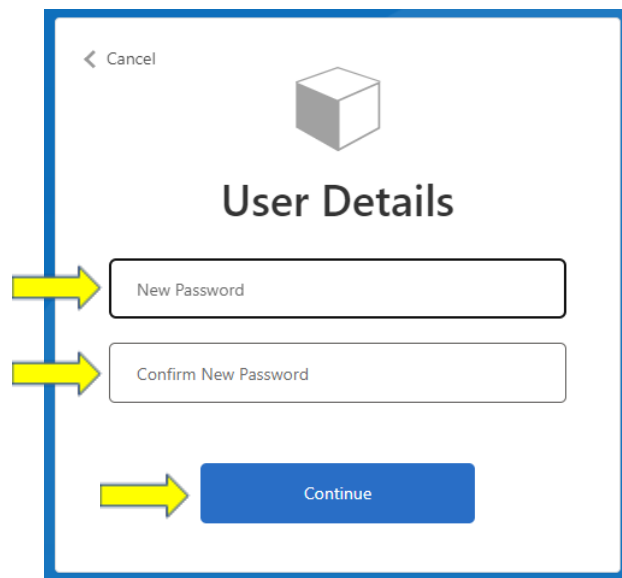
Enter the verification code and click "Verify code"

Once the code is accepted, click "Continue".

Enter a new password, twice. The new password must be between 8 and 64 characters it must have at least three of the following - a lowercase letter; uppercase letter; a digit or symbol.

Click "Continue"

Once the new password is created, the User will be taken to their Data Portal Dashboard.

Attention: If you receive an error message "**An account could not be found for the provided user ID**" – the email address entered is NOT pre-registered in the Data Portal.

Options for those with no account (email address) in Data Portal:

1) Another registered user for your entity (Issuer User or Organization User) may add you as an active contact using the steps provided in the User Profile Guide - https://www.treasurer.ca.gov/cdiac/reporting/user-profile-guide.pdf
2) If there are no other registered users for your entity, contact us at CDIAC_Issuance@treasurer.ca.gov and provide the following information:
> Name
> Title
> Name of the Issuer (Public Agency) or Name of the Organization
> Email Address
> Phone Number
> Mailing Address

ADDITIONAL GUIDES ON THE WEBSITE

To view additional guides about using the Data Portal please visit the **Reporting Debt Issuance** webpage.