Venture Capital Company (VCC) Reporting

USER GUIDE

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Account Management

Understanding User Types

There are 2 types of Users that provide varying levels of capability within the VCC Reporting Program:

Designated Point of Contact: A Designated Point of Contact is a user that is related to at least one Registered VCC. There can only be one Designated Point of Contact per VCC.

A Designated Point of Contact has the highest level of access within the VCC Reporting portal and can register a VCC*, submit Demographic Data Reports, update VCC Registration information and assign a Delegated User (optional).

Delegated User: A Delegated User is a user that is appointed by a Designated Point of Contact. They have the same level of access as the Designated Point of Contact except that they cannot change an existing Designated Point of Contact for a Registered VCC and assign a Delegated User.

Delegated users can register a VCC*, submit Demographic Data Reports, update VCC Registration information and can request to become a Designated Point of Contact for a Registered VCC.

When a user registers a VCC they automatically become a Designated Point of Contact for that VCC.

Creating an Account

To use the VCC Portal, you must have a User Account. Your User Account will determine what level of access you have in the system, as described in the above section.

Steps:

1. Navigate to the VCC Reporting homepage: https://vcc.dfpi.ca.gov/vcc and click "Account Set up".

2. Complete all mandatory fields in the user setup form. Ensure the information provided is accurate.

3. Select sign up.

4. You will receive an email at the address provided during sign-up. Follow the instructions in the email to confirm your identity. Be sure to only click the link one time as multiple clicks will cause the link to expire. **Note: the link will expire in 24 hours.**

5. After confirming your email address, you will receive another email with a link to set your password. Follow the link and create a password that meets the minimum requirements.

Logging In

Steps:

1. Open VCC Portal and click "Log In".

2. Enter your email address and password.

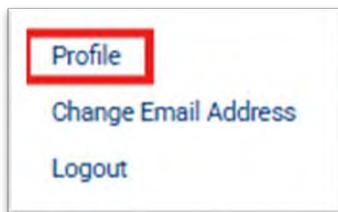3. Click "Log In" to access the VCC Reporting homepage.

Updating Profile Information

Once you are logged into VCC Portal, you can change the information associated with your account.

Steps:

1. Click on your username in the upper right corner of the VCC Portal and select "Profile" to open your user profile.

2. Update the fields under "About" as needed. Note that your email will not be editable (see the Changing Your Email section to change your email address).

3. Ensure all required fields, indicated with an asterisk (*), are populated.

4. Click "Save" to update your profile information.

Changing Your Email

If you need to change the email address on your account, the email can be changed as long as it is not already registered.

Steps:

1. Click on your username in the upper right corner of the VCC Portal and select "Change Email Address".

2. Enter the new email address in the Change Email Address popup.

3. Check the acknowledgement.

4. Save the changes. A valid email address must be entered to save changes.

Changing Your Password

Once you are logged into VCC Portal, you can change the password used to log into your account.

Steps:

1. Click on your username in the upper right corner of the VCC Portal and select 'Profile' to open your user profile.


2. Scroll past the account information fields to the security section.

3. Select "Change Password".

4. Enter your current account password and the new password you would like to change to. Confirm the new password.

5. Select "Change" to save the changes.

6. You will be logged out of your account. Enter your new password to log back in.

Navigating the VCC Portal

After Logging in, depending on the type of user that you are, you may see the following areas of the VCC Portal. See below for detailed information about each section.
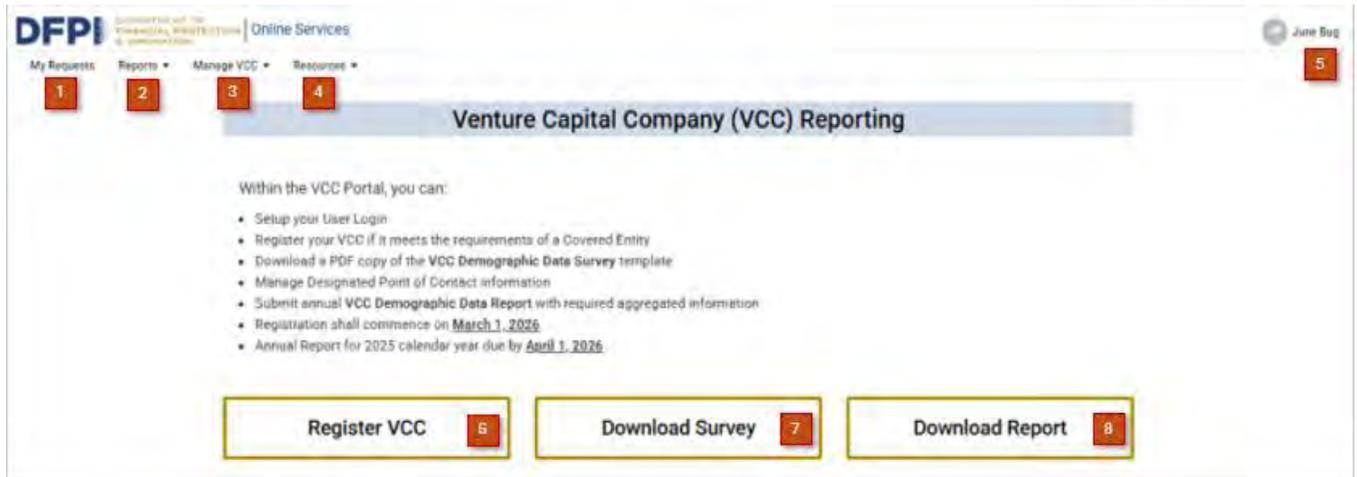
1. **My Requests**: A list of all the Pending, Completed and Cancelled requests that have been submitted by the user

2. **Reports**: link to file Report and view Draft and Submitted Reports

3. **Manage VCC**: contains links to the 4 request types, a list of all the VCCs that the user is affiliated with, and option to update the VCC information

4. **Resources**: Links to Contact Us, Survey, Law

5. **Profile Dropdown**: Allows update of User profile information, change or Email address and Logout.

6. **Register VCC**: Allows the user to Register a new VCC

7. **Download Survey**: Allows users to download the Demographic Data Survey pdf

8. **Download Report**: Allows users to download the Demographic Data Report pdf

VCC Registration

Users can register a new VCC. Submitting this form registers a new VCC and you are automatically assigned as the Designated Point of Contact.

Register VCC	Download Survey	Download Report

Steps:
1. Confirm that the VCC meets the requirements of a Covered Entity included in the Registration Instructions.
    - o **NOTE**: If your VCC does not meet the requirements of a covered entity, you do not need to register.
2. Fill out the registration form and ensure that a valid VCC Website is entered. If the VCC does not have a website, contact DFPI to complete the registration
3. Click Submit.
4. You will be notified when the VCC is successfully registered and that you have been established as the Designated Point of Contact.

Registration Form

Covered Entity Contact Information:

* Venture Capital Company Name

[   ]

* Website (If you do not have a website, contact DFPI to complete this request.)

mycompany.com

Headquarters:

Physical Office Address

* Country

-- None --

* Street Address 1

[   ]

Street Address 2

[   ]

* City

[   ]

* State

-- None --

* State/Province (International)

[   ]

* Zip/Postal Code

[   ]

* Office Telephone Number

[   ]

* Company / Office Email Address

[   ]

Requests

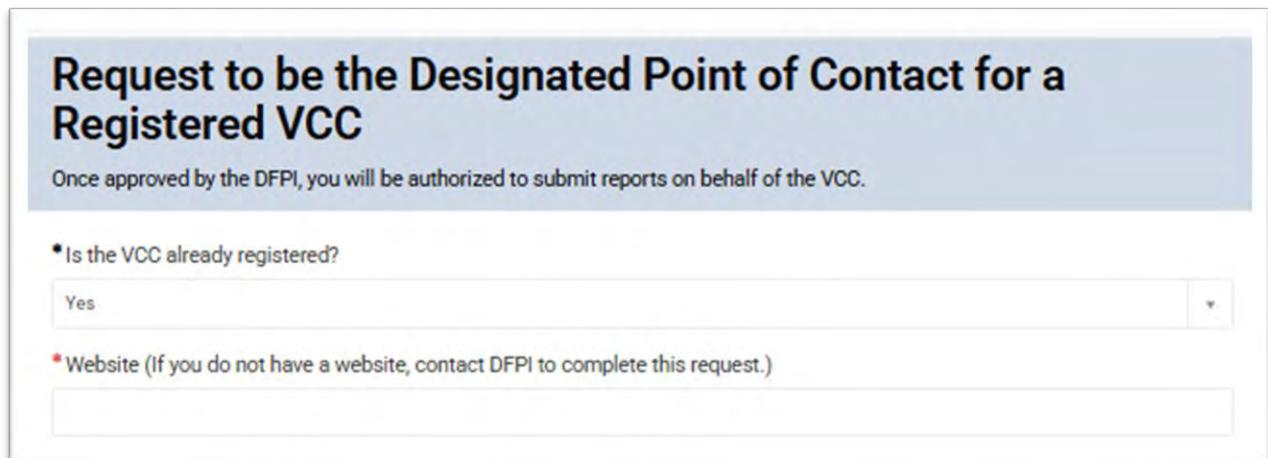User can access the 4 types of Requests under the Manage VCC menu header.

Request to be Designated Point of Contact

Both the user types have access to Request to be Designated Point of Contact for a Registered VCC.

If the VCC is not registered the user can register by following the steps mentioned in the VCC Registration section.

The user must enter a valid website for the registered VCC to complete this request. If you do not have a website, contact DFPI staff.

Once the request is submitted, the DFPI will review the request, and if approved, will grant the user rights to be the Designated Point of Contact for the VCC selected.

Request to be the Designated Point of Contact for a Registered VCC

Once approved by the DFPI, you will be authorized to submit reports on behalf of the VCC.

* Is the VCC already registered?

Yes

* Website (If you do not have a website, contact DFPI to complete this request.)

Change the Designated Point of Contact for a Registered VCC

Only an existing Designated Point of Contact for a VCC can submit a request to assign another user to be the Designated Point of Contact

Steps:
1. Select the VCC Name in the dropdown for which the request is to be submitted.
2. Enter the New Designated Point of Contact Email Address. The new user must have an account set up before they can be assigned as the Designated Point of Contact for a VCC.
3. Provide additional comments (optional) and Submit.
4. Confirm or cancel the pop-up.

Change the Designated Point of Contact for a Registered VCC

The new user must have an account set up before they can be assigned as the Designated Point of Contact for a VCC.

* Venture Capital Company Name

– None –

* New Designated Point of Contact Email Address ❓

First Name   Last Name

Additional Comments

The request gets automatically approved and the new Designated Point of Contact is granted access.

Assign Delegated User (Optional)

A Designated Point of Contact may assign a Delegated User.

Steps:
1. Select the VCC Name in the dropdown for which the Delegated User is to be assigned.
2. Enter the Delegated User Email address.
   a. NOTE: Delegated User must have an account set up before they can be assigned as the Delegated User. Only one Delegated User may be assigned per VCC.
3. Provide additional comments (optional), acknowledge and Submit.

Assign a Delegated User (Optional)

The Delegated User must have an account set up before they can be assigned as the Delegated User. Only one Delegated User may be assigned per VCC.

* Venture Capital Company Name

-- None --

* Delegated User Email Address ❓

First Name   Last Name

Additional Comments

☐ * I understand that I am assigning a Delegated User.

The request gets automatically approved and the Delegated User is granted access.

Deactivate VCC Registration

A Designated Point of Contact or a Delegated User can submit a request to Deactivate a VCC.

Steps:
1. Select the VCC Name in the dropdown to Deactivate.
2. Provide a reason for Deactivation.

Once the request is submitted, the DFPI will review the request, and if approved, the VCC will be deactivated and all the affiliated User accounts will be removed.

Deactivate VCC Registration

Submit this form to deactivate a VCC.

* Venture Capital Company Name

-- None --

* Reason for Deactivation

Demographic Data Report

A Designated Point of Contact or a Delegated User can submit their Demographic Data Report under Reports > File My Reports menu item.

Steps:
1. Select the Covered Entity Name in the dropdown for which the report is to be submitted.
    a. **Note**: If the selected covered entity already has an existing report, you will receive a 'Duplicated Report Detected' pop-up.
2. Upload a completed Demographic Data Report.
    a. **Best Practice** is to ensure the name of your uploaded report includes your Company Name and the Report Year (example: CompanyABC_2025.pdf)

3. Click the 'Finalize Report' button.
4. A popup will appear to confirm the information on the Report is complete and accurate. Select OK to close the popup and make payment.
5. If the user cannot submit the Report or complete the payment, the report will be saved as a Draft and can be accessed under Reports > My Draft Reports menu item.

Demographic Data Report

Submit this form to complete your Venture Capital Demographic Data Report.

VENTURE CAPITAL DEMOGRAPHIC DATA REPORT

*Covered Entity Name

Company For Demo

Headquarters Location

California

Reporting Year

2025

Required Document

Venture Capital Demographic Data Report uploaded through the VCC Reporting Portal must be formatted to meet the Web Content Accessibility Guidelines (WCAG).

Please ensure the name of your uploaded report includes your Company Name and the Report Year (example: CompanyABC_2025.pdf)

*Venture Capital Demographic Data Report
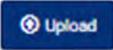
⊕ Upload

Submit Form Confirmation

By finalizing the report, you confirm that the report is complete and accurate.Once you press OK you will <u>NOT</u> be able to edit the report. After finalizing the report, you must make the payment in full for the report to be filed with DFPI.

Cancel   Ok

Making a Payment

Steps:

1. Once the filing details have been finalized, select "Pay Filing Fees- $175.00".

2. Users can pay the amount due with a credit card.

Make Payment - 175.00 USD

DFPI accepts Visa, Mastercard and Discover credit cards.
You **MUST enter** your payment information **manually**, avoiding autofill features that may use saved data.
Click Submit only once to avoid multiple charges.

O Credit Card

Card Number

First Name   Last Name

Expiration (mm/yy)   Security Code

Amount: 175.00 USD   Cancel   Submit

3. Once the credit card information has been entered select "Submit".

- If your payment is declined, the unsubmitted filing can be found on the homepage under "Reports > My Draft Reports" and a payment can be made later.
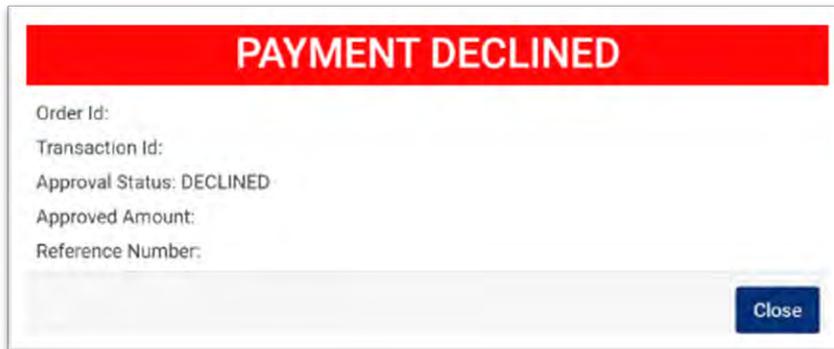
PAYMENT DECLINED

Order Id:

Transaction Id:

Approval Status: DECLINED

Approved Amount:

Reference Number:

Close

- If your payment is approved, the Report has been submitted and once the pop-up window has been closed, the screen will be refreshed and all the information submitted will be visible.
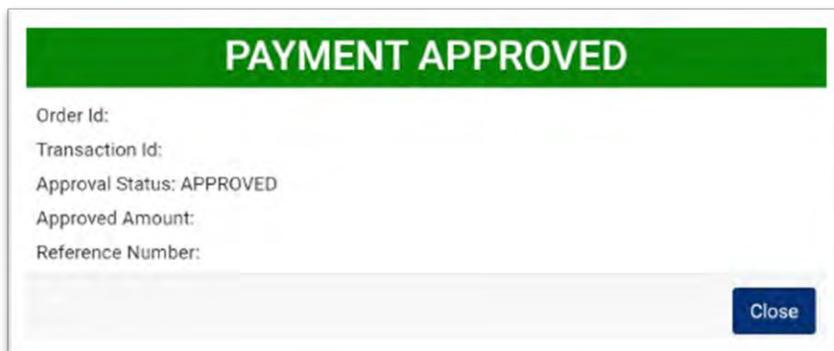
PAYMENT APPROVED

Order Id:

Transaction Id:

Approval Status: APPROVED

Approved Amount:

Reference Number:

Close

My Submitted Reports

Submitted Reports can be viewed within the Reports > My Submitted Reports menu item.

View Filing Details

View your filing details after clicking the link to the submitted Report.

The top section contains the attached Report and information such as the VCC Name, Headquarter Location, Reporting year, Status, and Submitted Date.

The Intake Form section contains all the information submitted with the filing.

The Related Lists section will allow you to review any Approved or Declined payments and Attachments that have been made in the Report.

Amend Report

Users can request to amend their report by emailing their modified report to VCC_Support@dfpi.ca.gov.
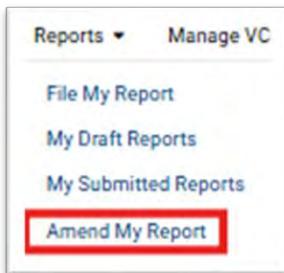
The modified report must be in PDF format. Please ensure the name of your attached report includes your Company Name and the Report Year (example: CompanyABC_2025.pdf)

Contact Us

For questions about Registration, Survey and Reports, please contact us by email at VCC_Support@dfpi.ca.gov.

If you need to amend your VCC Report, email us with your Covered Entity Name in the Subject Line and attach your modified report. Your modified report must be in PDF format. Please ensure the name of your attached report includes your Company Name and the Report Year (example: CompanyABC_2025.pdf).

For general DFPI inquiries, please contact us at Ask.DFPI@dfpi.ca.gov.

Managing VCCs

The Designated Point of Contact or a Delegated User can view the VCC they are associated with under Manage VCC > View / Update VCC Registration menu item and can update the VCC information such as:
- Physical Office address and
- Company/Office Email
- Office Telephone Number

Some fields are read-only and cannot be modified.

The Designated Point of Contact or a Delegated User can also view the Affiliated User Accounts for that VCC.

Resources

Users can view the Contact Us information, download the Survey and review Law associated with Venture Capital Companies.