



ECOMS Access Guide For Department Users

This document only covers access and login, not data entry or drill procedures.

Overview

The Employee Compensation Online Management System (ECOMS) is an online-based application to complete employee compensation and retirement-related drills, previously completed manually through Excel spreadsheets. Using ECOMS, departments can enter and electronically submit all drill information to their Finance Budget Analysts (FBAs). Departments can also directly communicate with their FBAs within ECOMS, and electronically submit any corrections or resubmissions as necessary.

This guide explains how department users can access and manage users in ECOMS and troubleshoot common issues.

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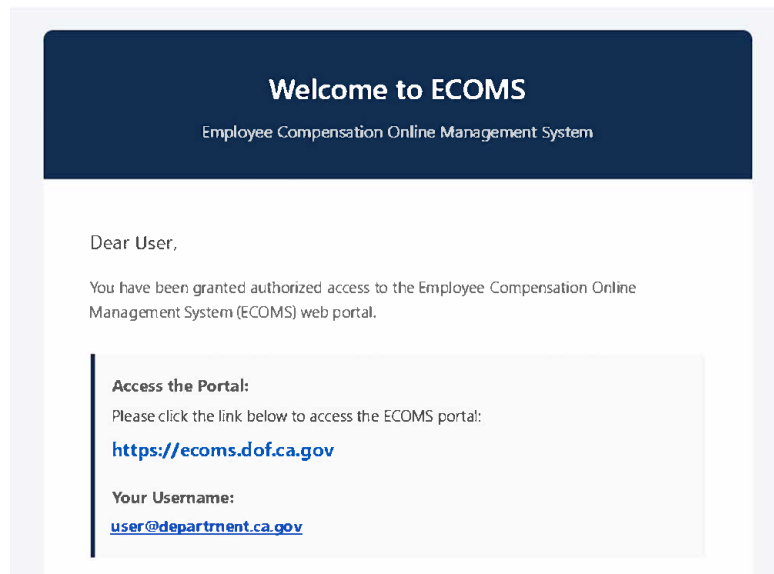
Request Initial Access

To request access to ECOMS, departments must provide FBAs with contact information for up to three initial users. Once access for these initial contacts are set up, departments may initiate requests for additional user access through ECOMS for FBAs approval.

Departments shall provide the following for each contact:

- Full name
- Title
- Department email address
- Phone number

Once FBAs add the initial users, department contacts will receive an email that provides information to login to ECOMS.



- Follow the link and directions provided in that email to set up and access your account.
- If you do not receive this email, contact your FBA to confirm your contact information was entered correctly.



Log Into ECOMS

Follow these steps to log in to ECOMS:

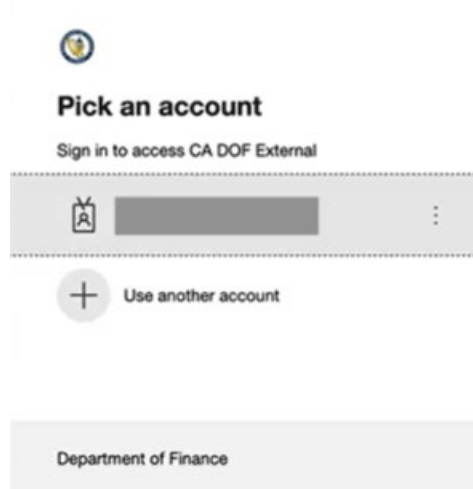
1. Navigate to ECOMS at ecom.s.dof.ca.gov.
2. Review and accept ("OK") the security disclaimer, then log in using your email address. Department users should log in using the same email address provided to their FBA.

The screenshot shows three stages of the ECOMS login process. The first stage is the 'Security Legal Disclaimer' page, which includes a 'DEPARTMENT OF FINANCE' logo and a blue 'OK' button at the bottom. The second stage is the 'Employee Compensation Online Management System' login form, which features a 'DEPARTMENT OF FINANCE' logo, the system name, and an 'Email Address*' input field with a 'Check In' button below it. The third stage is the final login screen, which also displays the 'DEPARTMENT OF FINANCE' logo, the system name, the 'Email Address*' field (pre-filled with 'fiuser@dof.ca.gov'), and a blue 'Check In' button.

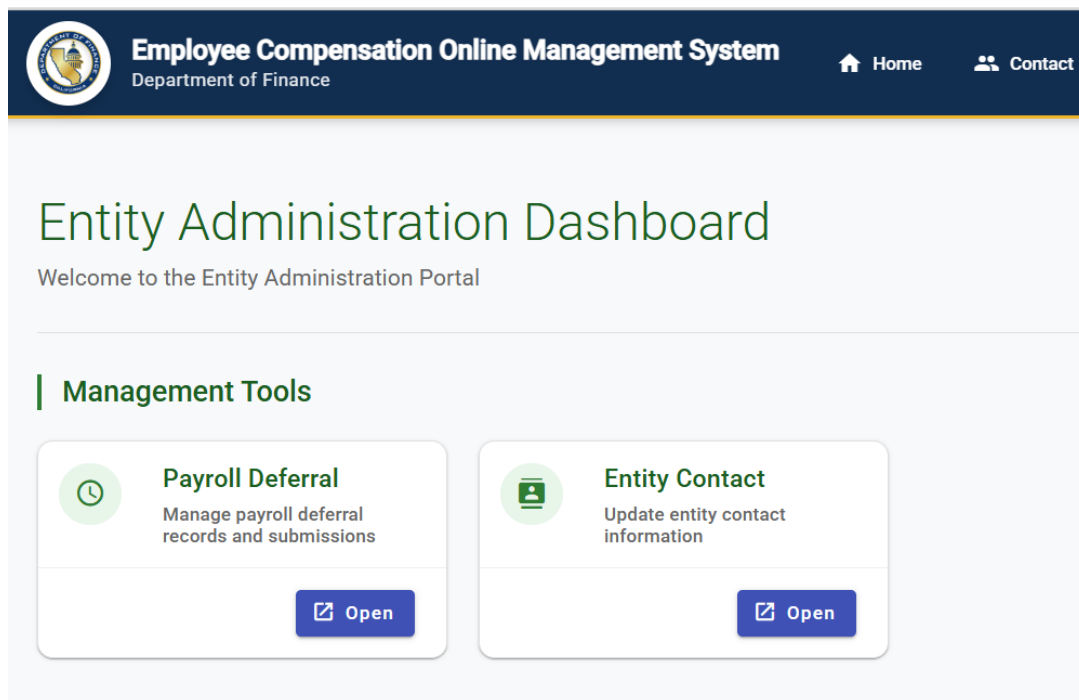
- a. If you are a first-time user, you will be directed to establish an online account and create a password. Click the "No account? Create one" link to complete your account set up.

The screenshot shows the 'Sign in' page for the Department of Finance. It features a 'DEPARTMENT OF FINANCE' logo, the heading 'Sign in', and the text 'Sign in to access CA DOF External'. Below this is an email address field containing 'someone@example.com'. A blue link 'No account? Create one' is highlighted with an orange box. At the bottom are 'Back' and 'Next' buttons, and a footer for the 'Department of Finance'.

- b. If you are returning user, select the email address from the **Pick an account** screen, and enter your password on the next page to log in.



3. Once logged in, the screen displays the **Entity Administration Dashboard**, which contains all main actions under **Management Tools**.



Management Tools

- Payroll Deferral – This tab directs department users to the page to complete the June-to-July Payroll Deferral drill, which is scheduled to be completed in ECOMS in August.
- Entity Contact – This tab allows existing department users to manage the department's users by initiating requests to add, modify, or remove users.



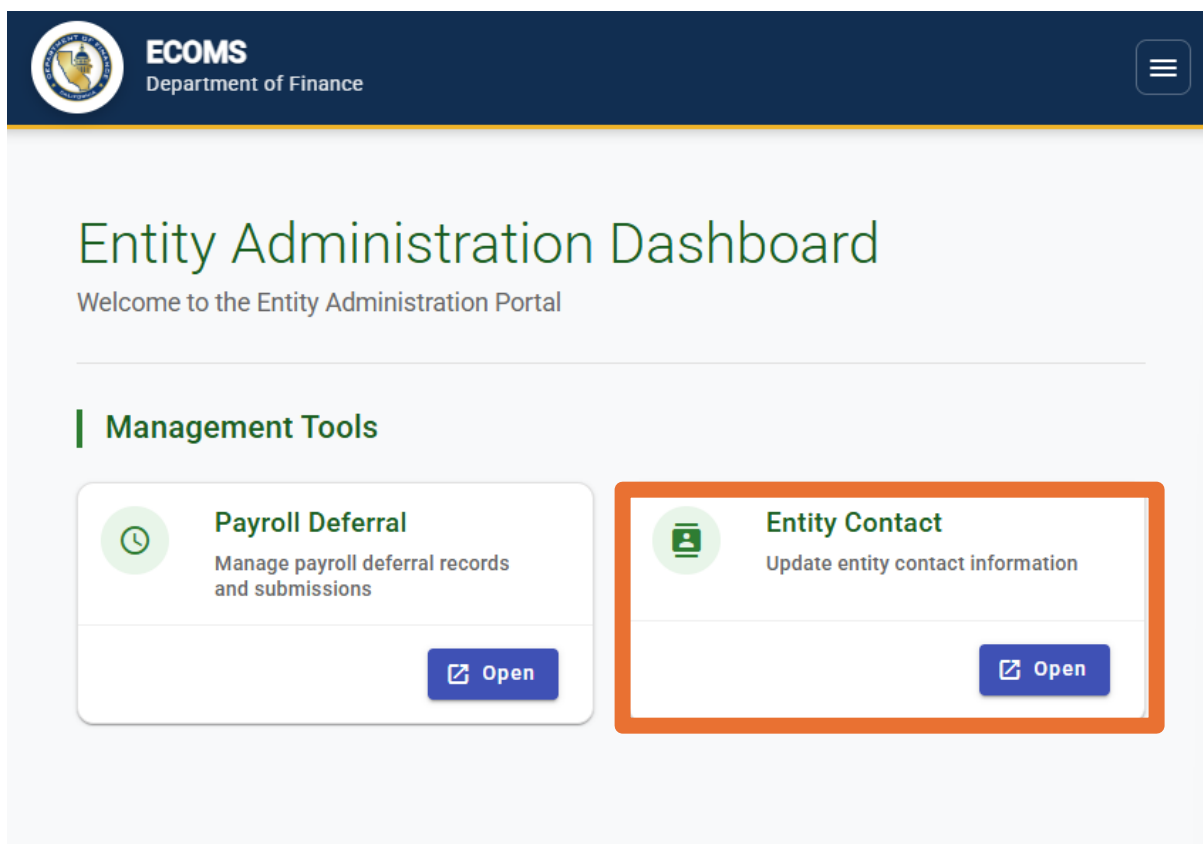
Manage Department Users

Department users can modify and add additional existing users, as well as request reactivation of users, subject to FBA approval.

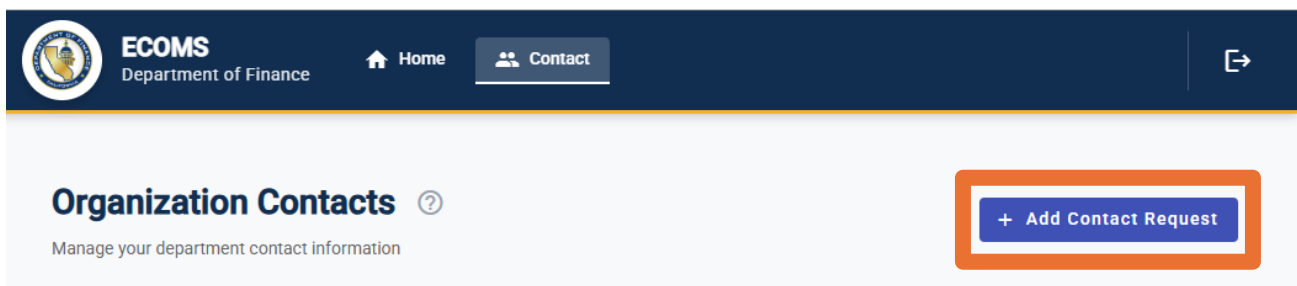
Add Additional Users

Once a department user has access to ECOMS, the user can request access for additional users who are responsible for completing, reviewing, and/or approving the drill information before sending it to Finance.

1. Log into ECOMS and click **Entity Contact** tab on the **Entity Administration Dashboard**.



2. Click **Add Contact Request**.



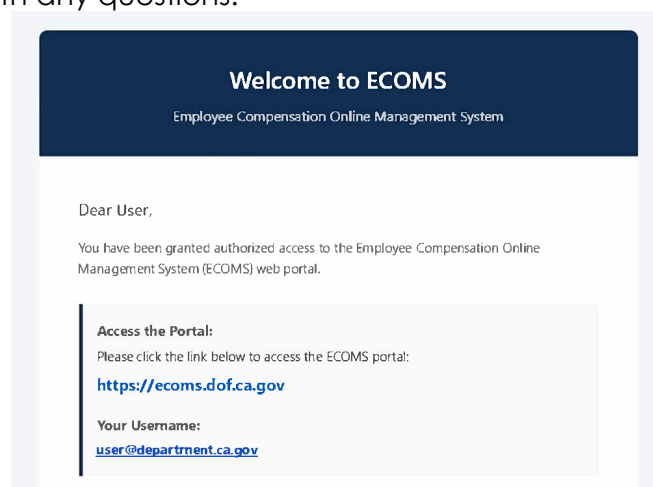


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3. Fill in contact information. All fields with (*) are required. Click **Submit Request** to send the request to the FBA.

The form is titled "Request Access for Contact" with a sub-header "Submit a contact access request for organization 8860 (pending admin approval)". It contains five input fields: "Contact Name*", "Contact Title*", "Email Address*", "Phone Number*", and "Ext.". At the bottom right, there are two buttons: "Cancel" and "Submit Request".

4. Once the FBA approves the request, the approved user will be notified via email with additional information to log in. Follow the directions outlined in the email. The approved user will then display under the **Organization Contacts** section on the **Entity Contact** page. Please contact your FBA with any questions.





Modify Existing Users

Departments can update an existing user's name, title, and phone number independently, without FBA approval. However, the email address on file cannot be changed through this process.

1. Navigate to the **Entity Contacts** page under **Management Tools**.
2. Under Organization Contacts, click the **Edit** icon (blue pencil) in the **Action** column.
3. Update the user's name, title, and/or phone number as needed, then click **Update**.



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Organization Contacts

Manage your department contact information

[+ Add Contact Request](#)

NAME	TITLE	EMAIL	PHONE	STATUS	ACTIONS
Test	Test	test@department.ca.gov	(123) 123-1231	Inactive	 
Tester	Tester	Tester@department.ca.gov	(123) 555-5555	Active	 



Edit Contact

Update information for existing contact

Contact Name*

Test

Contact Title*

Test

Email Address*

test@email.com

Email cannot be changed for existing contacts.

Phone Number*

(123) 123-1231

Ext.

Cancel

 Update



Deactivate Existing Users

Departments can deactivate an existing user without FBA approval. Deactivating is temporary: the user's information remains stored in ECOMS, and access can later be restored through the reactivation process below.

1. Navigate to the **Entity Contact** page under **Management Tools**.
2. Under **Organization Contacts** section, click the "no" symbol (red circle with a diagonal) in the **Actions** column.
3. Accept the conditions to deactivate the user.



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Organization Contacts

Manage your department contact information

[+ Add Contact Request](#)

NAME	TITLE	EMAIL	PHONE	STATUS	ACTIONS
Test	Test	test@department.ca.gov	(123) 123-1231	Inactive	 
Tester	Tester	Tester@department.ca.gov	(123) 555-5555	Active	 

Deactivate Contact

You are about to deactivate this contact for your organization.

CONTACT

User 

- Title: Tester
- Email: tester@department.ca.gov
- Phone: (444) 444-4444

Please note

-  The contact will lose access to all reports and systems.
-  Historical activity and assignments are retained, not deleted.
-  The contact status will be set to Inactive.
-  A reactivation request will be required to restore access.

☒ I understand this will deactivate the contact and revoke their access

Keep Active

[Deactivate Contact](#)



Reactivate a User

Reactivating a deactivated user requires FBA approval.

1. Navigate to the **Entity Contact** page under **Management Tools**.
2. Under **Organization Contacts** section, click the **Repeat** icon (blue circle with an arrowhead) in the **Actions** column.

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3. Confirm the reactivation request by clicking **Request Reactivation**. This will add the request to FBAs pending request list for review and approval, before the user can regain access to ECOMS.

Request Reactivation

You are about to request reactivation of this inactive contact.

CONTACT

Test

- Title: Test
- Email: test@email.com
- Phone: (123) 123-1231

Please note

- A DOF administrator must review and approve this request.
- Access is not restored until the request is approved.

[Cancel](#) [Request Reactivation](#)



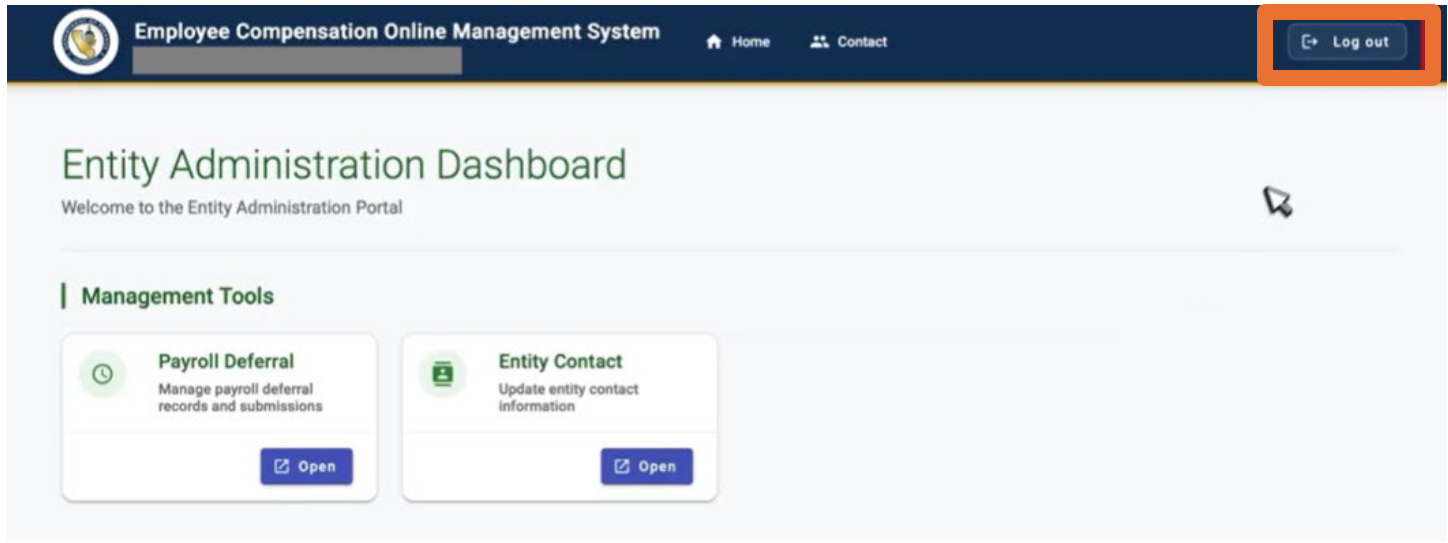
Remove Existing Users

If departments need to permanently remove an existing user from ECOMS, please contact your FBA. This action can only be completed by the FBA.



Log out of ECOMS

Department users should always log out of ECOMS once the work is completed to protect your account and department information. To log out, click the **Log Out** button on the upper right-hand corner of the screen.



Troubleshooting Access Issues

- Can't log in / credentials not recognized: Confirm contact information entered in ECOMS with your FBA.
- Wrong Business Unit or department showing: Contact your FBA. Do not proceed with data entry until this is corrected.
- Need to add a department contact: Submit the request to your FBA through ECOMS, FBA must approve new contacts before access is granted.

Contacts

Access requests and approvals: Your Finance Budget Analyst
Technical issues with the ECOMS site: ECOMS@dof.ca.gov