



Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report – Form 810E Job Aid

Purpose: The purpose of this job aid is to provide guidance on how reported data is captured and reflected in the annual Ethnicity, Race, Gender and Sexual Orientation (ERGSO) Report. This report is captured on the Form 810E and is one of the required reports as a part of the larger Consolidated Annual Report.

Target Audience: CAR reports preparer and approvers from departments that are not transacting in FI\$Cal and do not use the State Contract & Procurement Registration System (SCPRS), including voluntary reporting departments (i.e., California State Universities).

**** Important Note ****

Departments that record their transactions within FI\$Cal and/or SCPRS are no longer required to issue or collect DGS PD 802 - Voluntary Statistical Data Sheets (VSDS) from prime contractors and will no longer be required to use the ERGSO Entry Pages. Effective September 9, 2025, annual reporting for the Form 810E became automated in FI\$Cal, and the system will now be aggregated through diversity data and awarded dollar amounts from FI\$Cal procurement modules and vendor profiles within Cal eProcure. Departments that use FI\$Cal or SCPRS may continue to run the Form 810E via the Form 810 Report Run Control Page and results will now populate using the new automated functionality.



DGS PD 810E Submission Guide

Step 1: Compile and aggregate information from received VSDS forms for contracts awarded within a fiscal year. Complete a digital copy [DGS PD 810E](#) based on aggregated totals. Email completed DGS PD 810E to OSDSReports@dgs.ca.gov by the annual reporting deadline.

Important: This step only applies if a department does not utilize FI\$Cal or SCPRS to record their contracting or procurement activities.

ERGSO Entry Pages Guide

Important: These steps are to still be followed by departments that do not utilize FI\$Cal or SCPRS to record their contracting or procurement activities.

Step 1: Collect voluntarily reported diversity data from business owners. An awarding department should request the awarded contractor to complete a VSDS. Contractors are not required to complete the VSDS.

- Any received VSDS is to be filed and maintained separately from the procurement or contract file to ensure that the diversity data of the business owner is confidential.

Step 2: Login to FI\$Cal.

- To gain access to FI\$Cal, please work with the FI\$Cal Service Center team and/or your department's FI\$Cal Liaison to establish roles for access. The Office of Small Business and Disabled Veteran Business Enterprise (OSDS) cannot assist in this process.
- Go to the [Access FI\\$Cal|FI\\$Cal - State of California. One state. One system.](#) Webpage.
- Select "PeopleSoft".

[Home](#)
[User Support](#)
[News](#)
[About Us](#)
[Access FISCal](#)
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ACCESS FISCal
 Welcome to Access FISCal. This page provides you with access to the FISCal system, tools and services for end users, and public websites powered by FISCal.
 Have a question? [Contact FISCal Service Center](#). Call: (855) FISCAL0 (347-2250)
 To view the Maintenance Schedule go to the [FISCal Service Center page](#).
 To view End User Access Information go to the [End User Access page](#).

Submit Ticket to FISCal Service Center
[FSC Email Ticket Template \(Outlook users\)](#)
[FSC Ticket Request Form \(Non-Outlook users\)](#)
[FISCal Service Center Ticket Request Job Aid \(Doc\)](#)
 To view a schedule of upcoming **maintenance outages** go to the [FISCal Service Center page](#).

Notification

The August 2025 Labor file is ready.

The August 2025 SCO Agency Reconciliation file is now available.

Identity Self-Service
Request or Change Roles

PeopleSoft
Accounting, Procurement and Budget Control

Hyperion
Budget Planning

Open FISCal
Public Access to State Expenditures

Business Intelligence
Advanced Reporting Tools

Cal eProcure
CA Online Marketplace

- Select "Agree" on the main login page and use login credentials (username and password) to login.

[https://sso.iam.fiscal.ca.gov/oaam_server/oaamLoginPage.jsp?TapSubmitURL=https%3A%2F%2Fsso.iam.fiscal.ca.gov%2Ffoam%2Fserver%2Fdap%2Fcred_submit](#)

I agree to the Financial Information System for California's System Use and Privacy Policy

This is a State of California, Department of FISCal computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of the computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

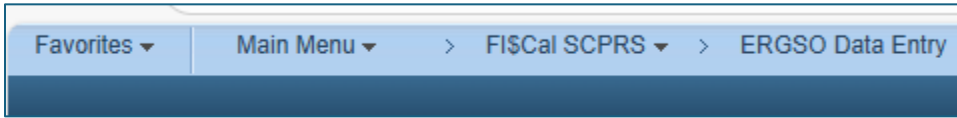
You are advised to read the [Privacy Notice](#) regarding the personally identifiable information that we collect, maintain and use.
 CA Penal Code A§502 Unauthorized Computer Access and Fraud.
[Click to view full Privacy Policy](#)

Sign In:
Please sign in with your Department e-mail address.

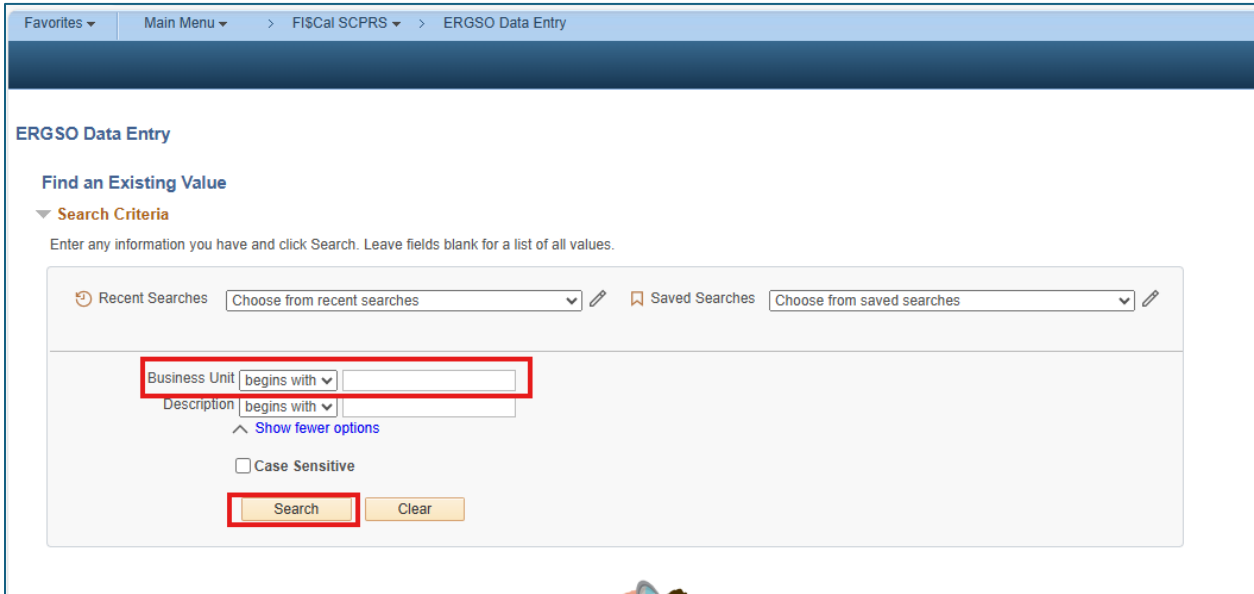
Username:

Where do I enter my password?
[Register](#)
[Track Registration](#)

Step 3: Use the following pathway navigation: Main Menu > FI\$Cal SCPRS > ERGSO Data Entry



Step 4: Type in your department's Business Unit (BU) number and select search.



ERGSO Data Entry

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Business Unit: begins with [input field]

Description: begins with [input field]

Show fewer options

Case Sensitive

Search Clear

Step 5: Complete ERGSO Data Entries as needed. One entry section should capture the data from a received VSDS. If your department has multiple VSDS forms to report, click the “+” icon to add an additional entry section.

ERGSO Entry Page

Ethnicity, Race, Gender, and Sexual Orientation (ERGSO) Find | View 1 First 1-2 of 2 Last

*Award Amount *Award Date 10/27/2021 *Contract Type

Ethnicity

Asian-Indian	Black	Hispanic	Native American	Pacific Asian	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Race - Check all that apply

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other (specify)	Multiracial (check all that apply)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Gender

Male	Female	Transgender	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Sexual Orientation

Lesbian	Gay	Bisexual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Award Amount *Award Date 10/27/2021 *Contract Type

Ethnicity

Asian-Indian	Black	Hispanic	Native American	Pacific Asian	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Race - Check all that apply

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other (specify)	Multiracial (check all that apply)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Gender

Male	Female	Transgender	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Sexual Orientation

Lesbian	Gay	Bisexual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify

Step 6: After completing all entries, click the “Save” button.

*Award Amount *Award Date 10/27/2021 *Contract Type

Ethnicity

Asian-Indian	Black	Hispanic	Native American	Pacific Asian	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Race - Check all that apply

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Other (specify)	Multiracial (check all that apply)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Gender

Male	Female	Transgender	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Sexual Orientation

Lesbian	Gay	Bisexual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify