

# Online DGS PD 800 – Late Payment Penalties Paid Report Submission Job Aid

**Purpose:** This job aid is intended to guide staff on how to submit their department's annual DGS PD 800 - Late Payment Penalties Paid Report (LPPPR) using the Department of General Services' (DGS) web forms.

**Target Audience:** Staff responsible for compiling, reviewing, approving or submitting their department's annual LPPPR should review this job aid.

**Authority:** State departments and agencies that are subject to the [California Prompt Payment Act](#) are required to submit an LPPPR ([Government Code Section 927.9.](#))

## **Summary of Submission Steps:**

1. Access the DGS Web Forms.
2. Select either External Login or DGS Login.
3. First-time External Users register for a DGS Web Forms account.
4. All logged in Users - Search for "DGS PD 800 – Late Payment Penalties Paid Report" to access the online form.
5. Complete the online LPPPR form.
6. Submit the online LPPPR form. If needed, complete additional LPPPR forms.
7. OSDS will complete their review of the submission.
8. View the History Page to confirm status of previous submissions.

For any questions or concerns about the online LPPPR, please reach out to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov).

## Online LPPPR Submission Guide

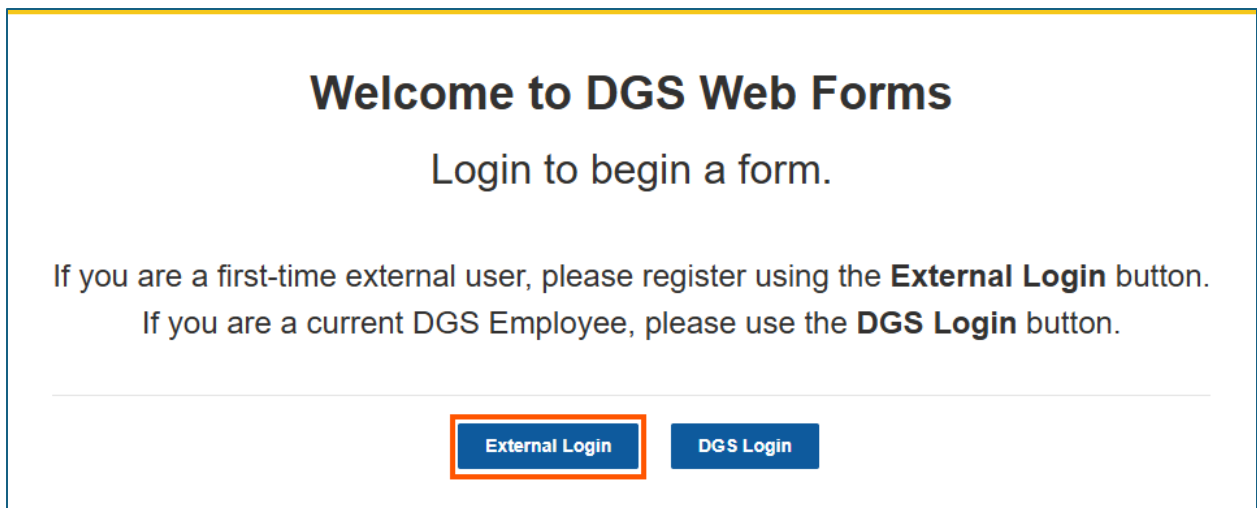
### Step 1:

Access the DGS Web Form by going to the [California Statewide Forms Directory](#) and selecting DGS Web Forms.



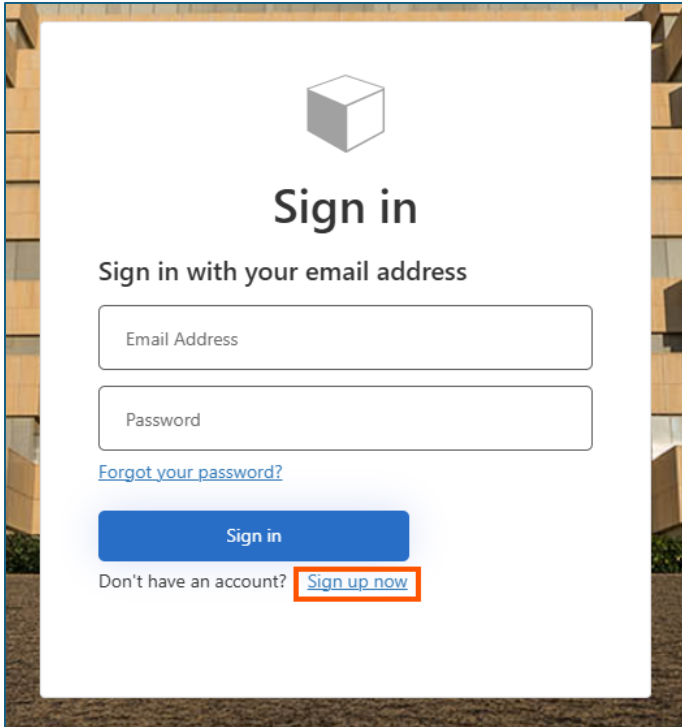
### Step 2:

Select "External User" if you are not a DGS employee. If you do not have a Web Forms account, then you will need to register for an account. DGS employees will use the "DGS Login" option.




### Step 3:

First-time External Users will need to sign up for a DGS Web Forms account. It is recommended that you use a state-issued email address. Once the email address has been entered, a verification code will need to be sent to the email before the rest of the sign-up process can be done.



The image shows a 'Sign in' web form. At the top center is a 3D cube icon. Below it is the heading 'Sign in' in a large, bold font. Underneath is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot your password?'. A blue button labeled 'Sign in' is positioned below the link. At the bottom left, the text 'Don't have an account?' is followed by a blue link 'Sign up now' which is highlighted with a red rectangular border.

← Cancel


## User Details

\*

Send verification code

\*

\*

Create

### Step 4:

Once logged into DGS Web Forms, search for “DGS PD 800” in the search bar and select the “[DGS PD 800 – Late Payment Penalties Paid Report](#)” in the results.

**DGS** DEPARTMENT OF GENERAL SERVICES

**ALL FORMS**

STANDARD (STD) FORMS

AGENCY FORMS

**DGS WEB FORMS**

**DGS Web Forms**

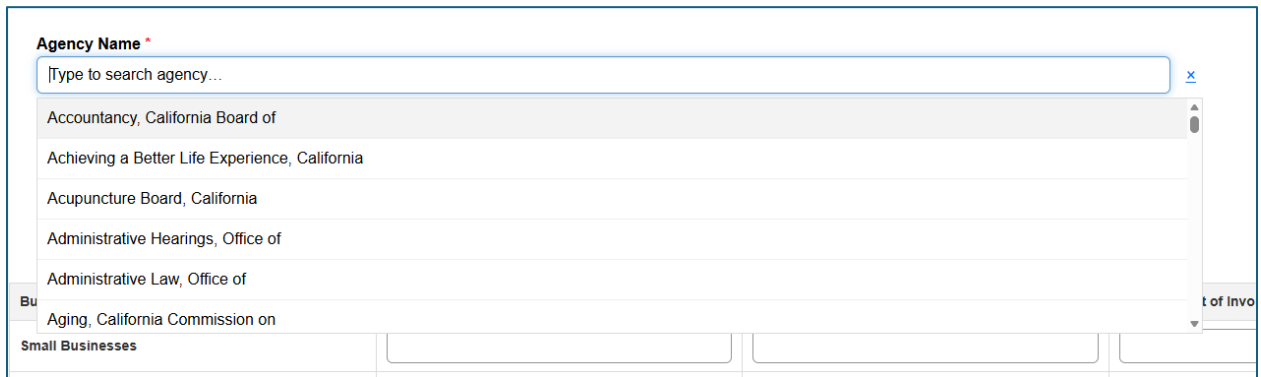
Enter the form number, form title, or agency name within the search box.

FORM # ↑	AGENCY	TITLE	LINK
DGS DSA 103 19	DEPARTMENT OF GENERAL SERVICES	List of Required Structural Tests and Special Inspections, 2019 CBC	<a href="#">🔗</a>
DGS DSA 103 22	DEPARTMENT OF GENERAL SERVICES	List of Required Structural Tests and Special Inspections, 2022 CBC	<a href="#">🔗</a>
DGS DSA 103 25	DEPARTMENT OF GENERAL SERVICES	List of Required Structural Tests and Special Inspections, 2025 CBC	<a href="#">🔗</a>
DGS DSA 175	DEPARTMENT OF GENERAL SERVICES	Project Inspector Examination Application	<a href="#">🔗</a>
DGS DSA 177	DEPARTMENT OF GENERAL SERVICES	Special Inspector Examination Application	<a href="#">🔗</a>

## Step 5:

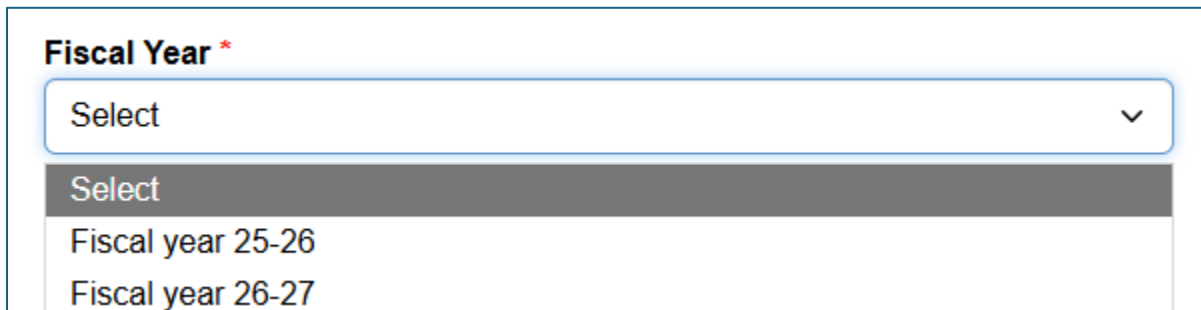
Complete the online LPPPR fields. Some new features have been included with this online form, including:

- The “Agency Name” is a dropdown field. You can start typing in the field to help narrow your search for your department’s name. However, if you do not see your department’s name within the listed options, please contact [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov) so your department’s name can be added or edited.



The screenshot shows a form field labeled "Agency Name" with a red asterisk. The field contains a search bar with the placeholder text "[Type to search agency...]" and a blue 'x' icon. Below the search bar is a dropdown menu with a scroll bar on the right. The menu lists several agency names: "Accountancy, California Board of", "Achieving a Better Life Experience, California", "Acupuncture Board, California", "Administrative Hearings, Office of", "Administrative Law, Office of", "Bu", "Aging, California Commission on", and "Small Businesses". The "Bu" entry is partially obscured by a "of Invo" label on the right side of the form.

- “Fiscal Year” is a required dropdown field.



The screenshot shows a form field labeled "Fiscal Year" with a red asterisk. The field contains a dropdown menu with a blue border and a downward arrow icon. The menu is open, showing the following options: "Select", "Fiscal year 25-26", and "Fiscal year 26-27".

- None of the required fields can be left blank. If there is nothing to report for your department, please enter in 0 in the applicable fields.
- If an occurrence of a paid late payment to a small business, other business, or for a refund & other payment is reported, then there must be an associated paid penalty amount or refund amount as well. If there is not, the system will not allow you to proceed. Here is an example of what the system will not allow:

Business Type / Source	Number of Occurrences *	Total Penalties Paid (\$) *
Small Businesses	<input type="text" value="5"/>	<input type="text" value="\$0.00"/>
Other Businesses	<input type="text" value="5"/>	<input type="text" value="\$0.00"/>
Totals	<input type="text" value="10"/>	<input type="text" value="\$0.00"/>
Refunds & Other Payments to Individuals	Number of Occurrences *	Amount of Refunds and Other Payments (\$) *
Refunds & Other Payments to Individuals	<input type="text" value="5"/>	<input type="text" value="\$0.00"/>

- If paid penalty, refund or an other payment amount is reported, then there must be an associated number of occurrences. The system will not allow you to proceed. Here is an example of what the system will not allow:

Business Type / Source	Number of Occurrences *	Total Penalties Paid (\$) *
Small Businesses	<input type="text" value="0"/>	<input type="text" value="\$500.00"/>
Other Businesses	<input type="text" value="0"/>	<input type="text" value="\$500.00"/>
Totals	<input type="text" value="0"/>	<input type="text" value="\$1,000.00"/>
Refunds & Other Payments to Individuals	Number of Occurrences *	Amount of Refunds and Other Payments (\$) *
Refunds & Other Payments to Individuals	<input type="text" value="0"/>	<input type="text" value="\$500.00"/>
<b>Explanation of Late Payments (Optional):</b>		

- The "Total Amount of Invoices" cannot be less than the amount of paid penalties or refunds and other payments. This field is supposed to reflect all invoices that were paid out within a fiscal year, including all paid penalties. There is no exception for any vendor or voucher style, and should include utility bills, Travel Claims and salary advances. Here is an example of what the system will not allow, and the help text associated with this field:

Total Penalties Paid (\$) *	Total Amount of Invoices (\$) * ⓘ	Penalty Percentage (%) *
<input type="text" value="\$10,000.00"/>	<input type="text" value="\$10,000.00"/>	<input type="text"/>
<input type="text" value="\$10,000.00"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="\$20,000.00"/>	<input type="text"/>	<input type="text"/>
<div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">           Total Amount of Invoices is the total amount of all invoices paid in the FY.            \$10,000.00         </div>		
Amount of Refunds and Other Payments (\$) *	Total Amount of Invoices (\$) * ⓘ	Refunds Percentage (%) *
<input type="text" value="\$15,000.00"/>	<input type="text" value="\$10,000.00"/>	<input type="text"/>

- The DGS Web Forms system checks for duplicate submissions. If a submission was already received or accepted by your department for the fiscal year, then another one cannot be completed for the same year. If there is an error or question with a pending or accepted submission, please contact [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov).

### Step 6:

Submit the online LPPPR once all fields are completed and confirmed to be accurate. The "Submit" button is at the bottom of the form. Please ensure all information is correct prior to submission. Once submitted, the form will be locked and cannot be modified until Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) completes its review.

Both the user that completed the online LPPPR and the contact person (if different) will receive an email confirming the submission was received.

If you need to submit for another department, the submission page has an option to take you to a new LPPPR.

STATE OF CALIFORNIA

**LATE PAYMENT PENALTIES PAID REPORT**

PD 800 (Rev. 01/2020)

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**Late Payment Processing Request**

**Submission Received!**

Your form has been submitted. An email confirmation will be sent to your email address and your department's contact person. Once your submission has been accepted, a copy of your department's completed form will be emailed to the same addresses.

Need to submit another DGS PD 800? Please use the following link to begin a new submission: [PD 800 - LATE PAYMENT PENALTIES PAID REPORT](#)

### Step 7:

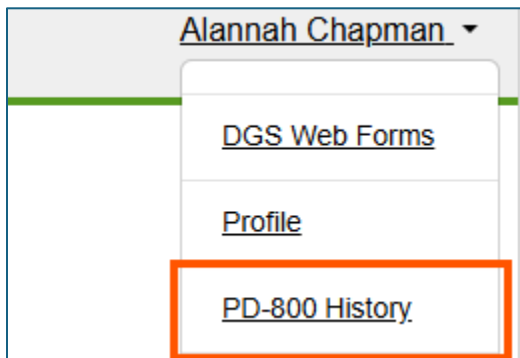
OSDS will conduct their review of the submission.

If there are no concerns, then the submission will be accepted. Once accepted, the user that completed the submission and contact person (if different) will receive an email with a pdf attachment of the final LPPPR. Please save this file for your department's records in case of an audit.

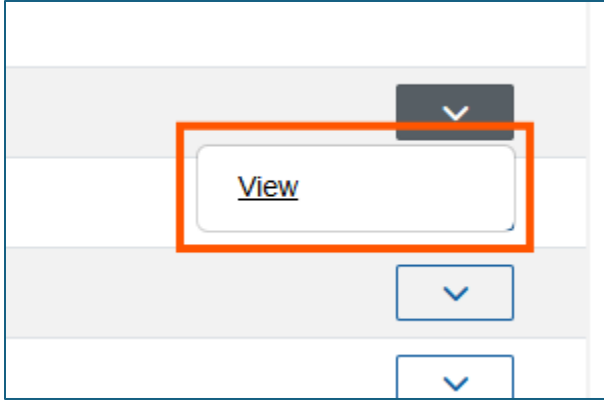
If there are concerns with the submission or OSDS is notified a submission needs to be revised, then the current pending or previously accepted submission will be rejected. Once rejected, the user that completed the submission and contact person (if different) will receive an email documenting the rejection. A new LPPPR submission will need to be completed.

### Step 8:

There is a history page to view previous submissions or to confirm if you completed a submission for your department for a specific fiscal year. It can be organized either alphabetically by the Agency Name, fiscal year or by the date and time the LPPPR was created.



You can view a specific submission to see the status set by OSDS, as well as the details of the submission.



For any questions or concerns about the online LPPPR, please reach out to [OSDSReports@dgs.ca.gov](mailto:OSDSReports@dgs.ca.gov).

**Government Code Section 927.9 (Amended by Stats. 2013, Ch. 356, Sec. 4. (SB 96) Effective September 26, 2013.)**

*(a) Except as provided in subdivision (c), on an annual basis, within 90 calendar days following the end of each fiscal year, state agencies shall provide the Director of General Services with a report on late payment penalties that were paid by the state agency in accordance with this chapter during the preceding fiscal year.*

*(b) The report shall separately identify the total number and dollar amount of late payment penalties paid to small businesses, other businesses, and refunds or other payments to individuals. State agencies may, at their own initiative, provide the director with other relevant performance measures. The director shall prepare a report separately listing the number and total dollar amount of all late payment penalties paid to small businesses, other businesses, and refunds and other payments to individuals by each state agency during the preceding fiscal year, together with other relevant performance measures, and shall make the information available to the public.*

*(c) The reporting requirements of subdivisions (a) and (b) are not applicable to the Department of Forestry and Fire Protection.*