



Planet Depos
We Make It Happen

Planet Portal: Reporter User Guide

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Table of Contents

Login & Security.....	2
Job Assignments.....	3 - 5
Tasks in Progress.....	5
Turning in Your Job Assignment.....	6
Account Activity & Pay Statements.....	7
Planet Portal Mobile Instructions.....	8 - 9

Planet Portal: Reporter User Guide

All reporters working with Planet Depos should use the Planet Portal as their centralized resource for managing assignments and accessing essential information. The Planet Portal is designed to support you throughout the lifecycle of your job assignment.

Within the portal, you can:

- Review past and upcoming job details
- Retrieve transcripts and related case materials, including exhibits and notices
- Submit final transcripts
- View pay statements
- Monitor outstanding receivables

Login & Security



To access your Planet Portal:

- Go to <https://planetdepos.reporterbase.com/resource>
- Enter your email and password
- If you need to set or reset your password, select "Forgot Password?"

Multi-Factor Authentication (MFA) is required the first time you log in from a new browser or device. You will receive a one-time verification code via your email or mobile phone. After entering the code, select "Remember this Browser" to simplify future logins.

Troubleshooting MFA codes:

- ✓ **Check your spam/junk folder:** Codes are sent from scheduling@planetdepos.com. Whitelist or mark it as safe.
- ✓ **Verify your account email:** Contact our office if you still don't receive the code; your email in the system may need updating.
- ✓ **Use text option:** If email delivery fails, the code can be sent to your mobile number. Call 888.433.3767 or email steno@planetdepos.com to add your mobile number if needed.

For any login issues, email steno@planetdepos.com or call 888.433.3767.

Job Assignments



1. To view and manage your job assignments in the Planet Portal:

- Click "Jobs" in the top navigation bar.
- View your assignments:
 - The Calendar screen displays jobs assigned to you for the current month.
 - Choose a View Style from the drop-down on the left:
 - Calendar – view jobs month by month
 - List – view jobs in a list format
 - You can filter jobs by date, job number, case, or firm name. After changing the view or applying filters, click the "Search" button (magnifying glass) to see your results.

The screenshot shows the Planet Depos Jobs page. The top navigation bar includes 'Jobs', 'Tasks in Progress', 'Account Activity', 'Pay Statement', 'Repository', and 'Master Word List'. The 'Jobs' tab is selected. Below the navigation bar, there is a 'Search By' section with a magnifying glass icon. The 'Type' dropdown is set to 'Assigned'. The 'View Style' dropdown is open, showing 'Calendar' and 'List' options, with 'List' selected. The 'Case' and 'Ordering Firm' fields are empty. The main content area displays a calendar for March, 2026, with job numbers 01, 02, 08, and 09 assigned to specific dates.

Planet Portal: Reporter User Guide

2. To Access Job Details:

- Hover over the job number in Calendar view to view a quick overview of job details.

The screenshot displays a calendar interface with columns for Wednesday, Thursday, and Saturday. A job details popup is visible, showing the following information:

Job No.	625714	Job Status	New
Job Date	3/20/2026	Job Time	09:00AM ~ 05:00PM
Witness	Mr. Dattoli		
Task	Stenographer	Task Time	
Order Date	3/20/2026		
Ordering Firm - Contact	*DiMonte & Associates - Larry Lawyer, Esquire		
Case	Thomas -v- Dattoli		
Job Location	*ALL PARTIES WILL ATTEND REMOTELY*		

Below the popup, a calendar entry for Thursday, March 20, 2026, is visible, showing the job number 625714 and the firm name *DiMonte & Associates in blue text, which is being hovered over by a mouse cursor.

- For more job details, click the job number (in blue).

Important: To acknowledge a job assignment, please respond to the job notification email you receive no later than 9:00 p.m. ET. Job acknowledgment should **not** be completed in the Planet Portal.

Planet Portal: Reporter User Guide

- Once you click into the job details, scroll down to locate the Repository. If available, you will have access to the following documents within the Job Repository:
 - Prior transcripts in the case
 - Proceeding notice
 - Exhibits
 - Master word lists
- To download a file within the Repository, check the box.

Repository						
☐	Level ↑ 1	File Type ↑ 2	File Name ↑ 3	Size(KB)	Upload Date	Descriptio
☒	Task	Notice	NOD - Dattoli (03.20.26).pdf.pdf	17	3/16/2026 5:31 PM	

Tasks in Progress



3. To view your tasks or jobs currently in progress:

- Click "Tasks in Progress" in the top navigation bar.
- View your outstanding jobs in the list that appears.
- Export your task list (optional) by clicking the "Export" button in the bottom right corner and choosing Excel or CSV.

Planet Depos	Jobs	Tasks in Progress	Account Activity	Pay Statement	Repository	Master Word List
Tasks in Progress						
Job No.	Job Date ↑ 2	Task	Task Status	Order Date	Due Date	Days Old ↓ 1
625714	3/20/2026	Stenographer		3/20/2026	4/1/2026	1

Turning in Your Job Assignment



Turning in a job via the Planet Portal is fast and simple. To submit your assignment:

- Click the "Repository" tab in the top navigation bar.
- Enter the job number to search.
- Click the job number (in blue) to open the job details page.
- To upload your files, click the "plus sign" icon. Once selected, either drag and drop your files into the box that appears or browse for files on your computer.

Important – every job assignment submission should include:

- Transcripts (ASCII/.txt format)
- Billing and processing form
- Exhibits (if applicable)

5. Click "Next," select the appropriate file type from the drop-down menu, and click "Upload."

Once your assignment is uploaded, our team is automatically notified so no further action is required.

Account Activity & Pay Statements



Use the Planet Portal to review your earnings, invoices, and pay statements.

1. Account Activity

- Click "Account Activity" in the navigation bar.
- Select Account Status:
 - All – view all invoices (default)
 - Next Pay – view invoices scheduled for the next pay date
 - Payable – view outstanding invoices
- Filter invoices (optional) using the Search Criteria pane:
 - Job Date – enter start and end dates or use calendar pop-ups
 - Case – search by case name
 - Witness – search by witness name
- Click "Search" (magnifying glass) to see matching invoices.
- Sort invoices by clicking a column header (click again to reverse order).
- Click an invoice number (in blue) to view details.

2. Pay Statement

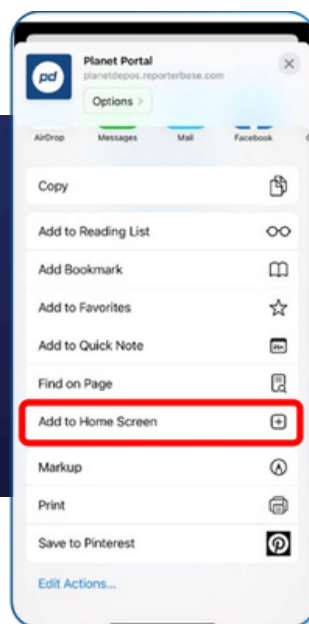
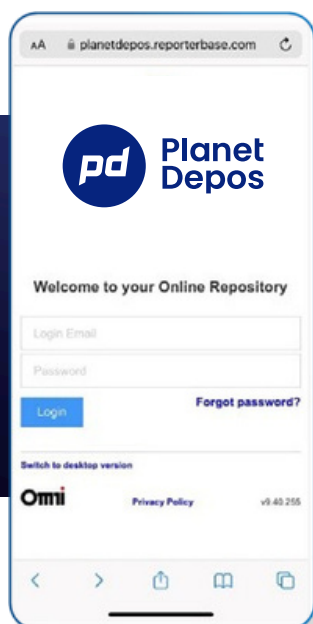
- Click "Pay Statement" in the navigation bar.
- Specify search criteria:
 - Pay Date – select a date from past reports via Lookup
 - Show Detail – select Yes to view commission details
- Click "Search" (magnifying glass) to generate the statement.

*****If the statement has multiple pages, use the black arrows at the top to navigate.***

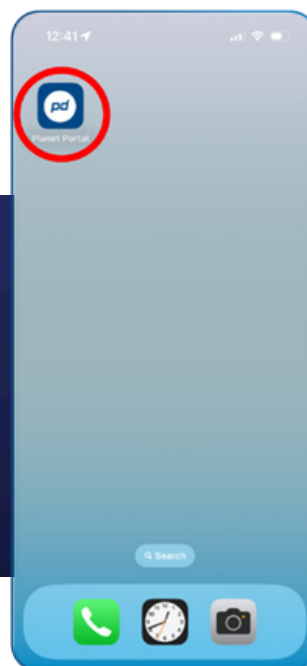
Reporter Instructions for Accessing & Adding Planet Portal Mobile to Your Device

For iOS Devices

1. Open Safari and go to: <https://planetdepos.reporterbase.com/resource/m> (you must be using Safari). It will display a mobile-optimized version of the Portal, in which you can utilize the same functions available on the web/desktop version.
2. Click the "More" button in Safari.
3. Select the option that reads "Add to Home Screen." Then click "Add."



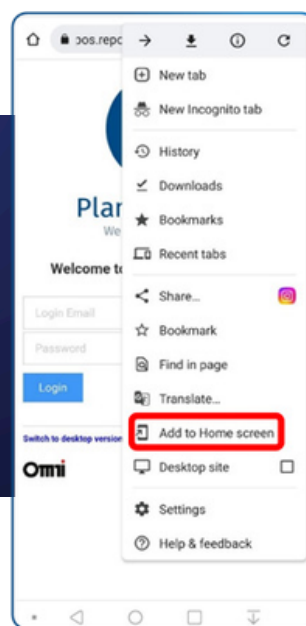
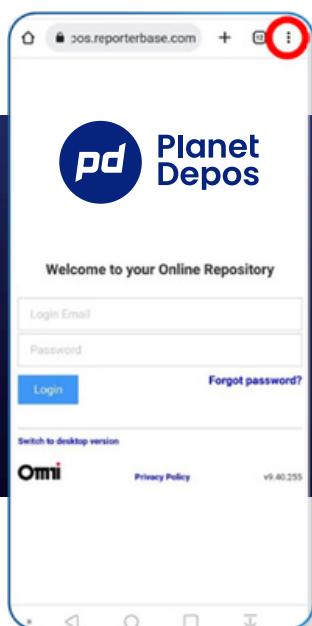
4. An icon for Planet Portal will be displayed on your phone screen for easy access. Log in as normal.



Reporter Instructions for Accessing & Adding Planet Portal Mobile to Your Device

For Android Devices

1. Open Chrome and go to: <https://planetdepos.reporterbase.com/resource/m> (you must be using Chrome). It will display a mobile-optimized version of the Portal, in which you can utilize the same functions available on the web/desktop version.
2. Click the three vertical dots in the top right.
3. Select the option that reads "Add to Home Screen."



4. An icon for Planet Portal will be displayed on your phone screen for easy access. Log in as normal.

