



# Office of Commissioner of Insurance and Safety Fire

Protect | Enforce | Educate | Inform

**JOHN F. KING**  
*Commissioner of Insurance  
and Safety Fire*

## ENHANCEMENTS TO STAFF ADJUSTER REGISTRATION PROCESS IN GIMS

The following enhancements have been added to the Staff Adjuster platform on OCI's new management system - GIMS. <https://gims.oci.ga.gov/s/>

- 1) **Bulk Removals** – Staff Adjuster Coordinators can upload a list of registered staff adjusters to remove. When the staff adjuster is removed from the origination company (the accounts payable company), all the registrations for those adjusters in other companies are also changed to Not Registered.
  - a) Log into GIMS and select a company

GEORGIA.GOV

### Select a Company

\* indicates a required field

\* Company

Select

Proceed →

- b) Select Delete a List at the far right of the company name on the next screen

Search By:

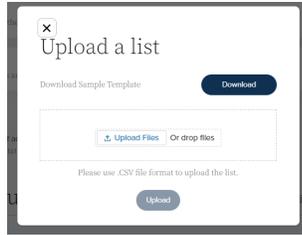
Use the "Status" option below to find staff adjusters for your company.

Employee ID  Last Name  Status

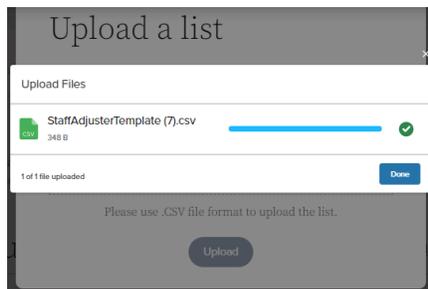
GA OCI Test account

⬇ Export the List + Add Staff Adjuster ⬆ Upload a List ⬆ Delete a List

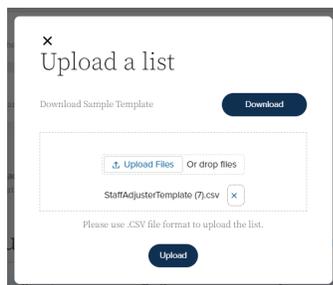
- c) The Upload a list pop up will appear



- i) If you have not created the spreadsheet and saved it as a csv file, download the template and add the staff adjusters to remove
- ii) If you have created and saved the csv file, upload or drop in
- iii) Click on Done when the file has been set to upload



- iv) Click on Upload at the lower middle of the Upload a list popup



- d) You will receive a message that the list has been successful or not
  - i) Continue if successful and confirm staff adjusters are no longer registered
  - ii) If not successful, review email for errors and reconfigure csv records
- e) If are removing a staff adjuster from a down line company, access that company and remove only in that company.

## 2) Select All for Payment

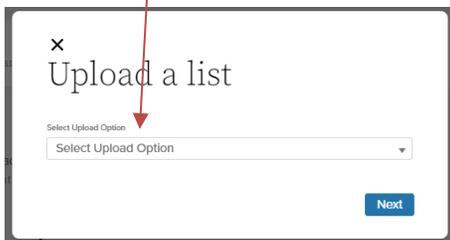
- a) At the top left of the Draft list, a Select All has been added
  - i) No requirement to increase the Show Rows to include more on a screen page
- b) Select All will include all staff adjusters in Draft status to be set up for payment
- c) Click on Select All
- d) Scroll down to the Payment Information screen
  - i. Confirm the expected number of staff adjusters to register have been calculated for payment
- i) Proceed through the payment process

## 3) Uploading list of registered staff adjusters to more companies with one upload

- a) It is recommended to upload to other companies after the original registration has been paid
- b) Click on Upload a List on the main page of the company



- c) The Upload a list popup will appear
  - i) At the Select Upload Option,



- ii) Select Upload to this Company or Select Companies to upload list, if adding to more than one company
- d) All companies under the Group NAIC will appear as a list
- e) Click on the box to the left of all companies to upload to
- f) The Upload a list pop up will appear and you will follow the prompts like any other upload process
- g) You will receive a message that the list has been successful or not
  - i) Continue if successful and confirm staff adjusters are registered for all companies selected
  - ii) If not successful, review email for errors and reconfigure csv records