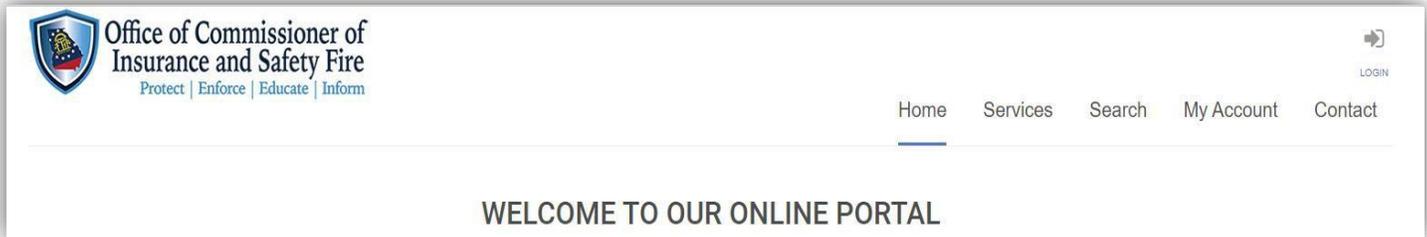




Instructions to connect to your existing OCI Online Account

All customers who have done business with this office in the past will already have an account associated with their license or company. Here you will find the instructions to create your [OCI Online Portal](#) Account. Please follow these steps carefully to gain access to all the professional services the Office of the Commissioner of Insurance and Safety Fire has to offer the great State of Georgia. The professional services we offer include applying for licenses, renewing licenses, requesting permits, submitting reports, review inspection reports, pay for services online, and many more professional services will be added.



Instructions

Step 1	Open the following link by copying and pasting the link into your browser or by clicking on the link: https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installati onID=360
Step 2	Click on Login or My Account located on the top right corner of the OCI Online Portal Webpage
Step 3	Click Register Now
Step 4	Choose your Registration Type
Step 5	Complete all required fields including your mailing address
Step 6	Click the SUBMIT button at the bottom of the page then click OK
Step 7	You will receive a Confirmation email confirming the creation of your account
Step 8	Login to your account using your Username & Password. Click Service to see all the service we offer
Step 9	Maintain your Username & Password in a secure location where only you have access to it