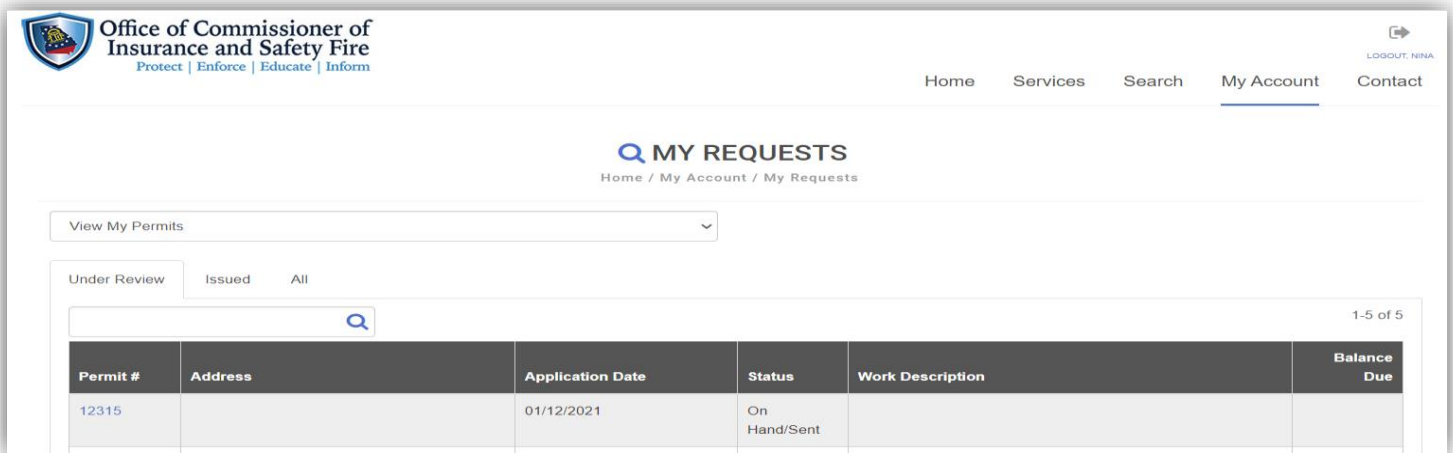## Instruction on How to Submit Installation Reports through the OCI Online Portal

Here are the instruction for Installer to submit Installation Reports through the New OCI Online Portal. Please follow the instruction carefully to ensure your report are recorded properly. Failure to report your installation reports will cause a hold to be placed on your account, and you will not be able to order additional permits. All permit ordered before the release of the New OCI Online Portal need to be record on the Installation Report Form, and emailed to drome@oci.ga.gov. All permits ordered on or after February 15, 2021 will need to be reported through the portal.

Instruction

Step 1	OCI Online Portal Link: https://www3.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=360&original_iid=0&original_contactID=0 Login to your Account using your USERNAME and PASSWORD
Step 2	On the OCI Online Portal Home Page Click MY ACCOUNT
Step 3	Click View my requests
Step 4	In the dropdown box select View My Permits
Step 5	Click on the Permit # highlighted in blue
Step 6	Click Edit my Permit
Step 7	Complete all the required fields marked with a red line I, don't forget to report the Month and Year of the install
Step 8	Click **SUBMIT** and **OK**
Step 9	You will receive a Confirmation email confirming your submittal
Note	This is the process you will follow for each permit you install.