



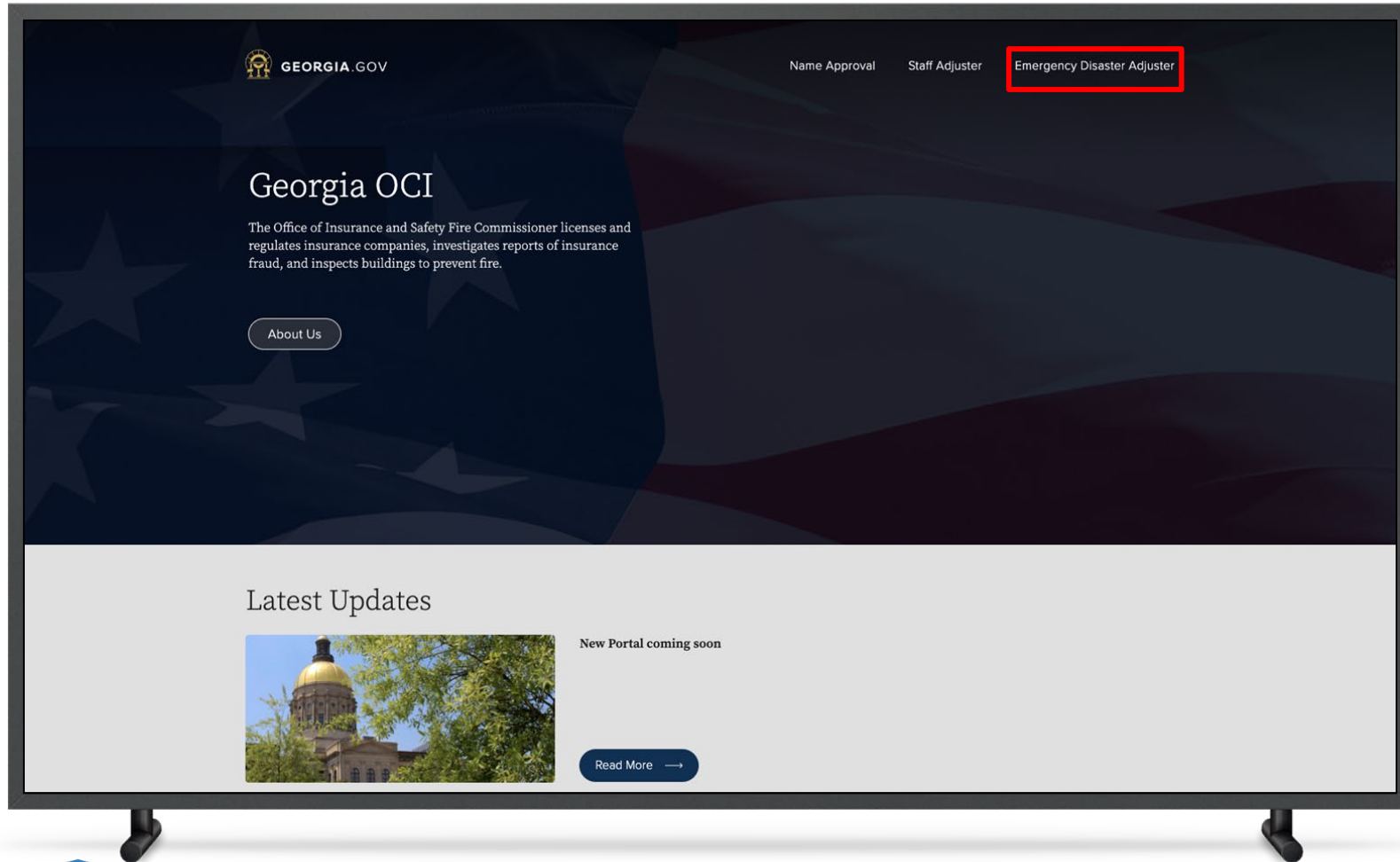
**Office of Commissioner of
Insurance and Safety Fire**

Protect | Enforce | Educate | Inform

GA OCI

Emergency Disaster Adjuster User Guide

Accessing the Portal



Instructions

Navigate to the GA OCI Portal

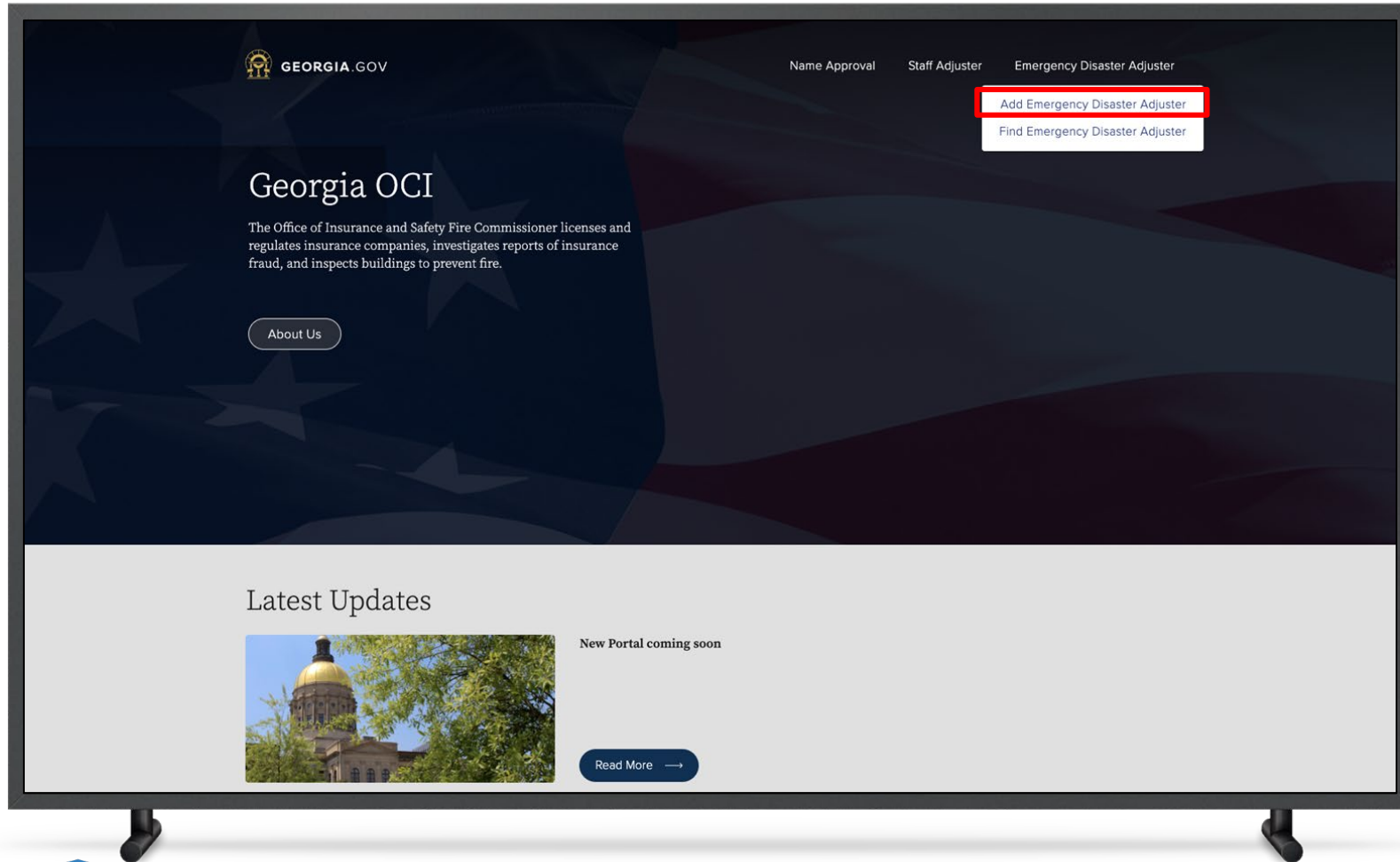
On the **Home Page**, click 'Emergency Disaster Adjuster'

Key Points

No key points



Accessing the Portal



Instructions

Click 'Add Emergency Disaster Adjuster'

Key Points

No key points



Logging In

GEORGIA.GOV

Log In

* indicates a required field

* Email Address

* Password

[Forgot Password](#)

Remember me

[Log In](#)

[Don't have an account? Register](#)

In case you don't remember your registered email address, please contact us:
Phone: (404) 656-2070 | Email: AdminProc@oci.ga.gov

Welcome to Georgia Company Portal

Enter your credentials to access your account

Instructions

To Add an Emergency Disaster Adjuster, a Coordinator must have an account

To create an account, click on 'Don't have an account? Register'

Key Points

If a Coordinator already has existing credentials, enter the Email Address and Password



Logging In

GEORGIA.GOV

* First Name Middle Name
Ann

* Last Name * Email Address
Smith annsmith@gmail.com

* Confirm Email * Company NAIC#
annsmith@gmail.com 97866

* Phone Number * Role
(123) 456-7890 Emergency Disaster Adj

* Password * Confirm Password
.....

* Address Line 1 Address Line 2
111 Lake View

* City State
Atlanta Georgia (GA)

* Zipcode
30308

Register

Already have an account? Log In

Welcome to Georgia Company Portal
Kindly register yourself if you wish to add Staff Adjuster for your insurance company.

Instructions

Enter all the required information

Click 'Register'

Key Points

After registering, the Coordinator will receive an email confirming that the registration was successful. The email will contain a link to the GA OCI Portal Home Page



Logging In

GEORGIA.GOV

Log In

* indicates a required field

* Email Address
Ansmith@gmail.com

* Password
.....

[Forgot Password](#)

Remember me

Log In

[Don't have an account? Register](#)

In case you don't remember your registered email address, please contact us:
Phone: (404) 656-2070 | Email: AdminProc@oci.ga.gov

Welcome to Georgia Company Portal

Enter your credentials to access your account

Instructions

After Registering, the Coordinator will be redirected back to the **Log In** page

Enter Email Address and Password

Click 'Log In'

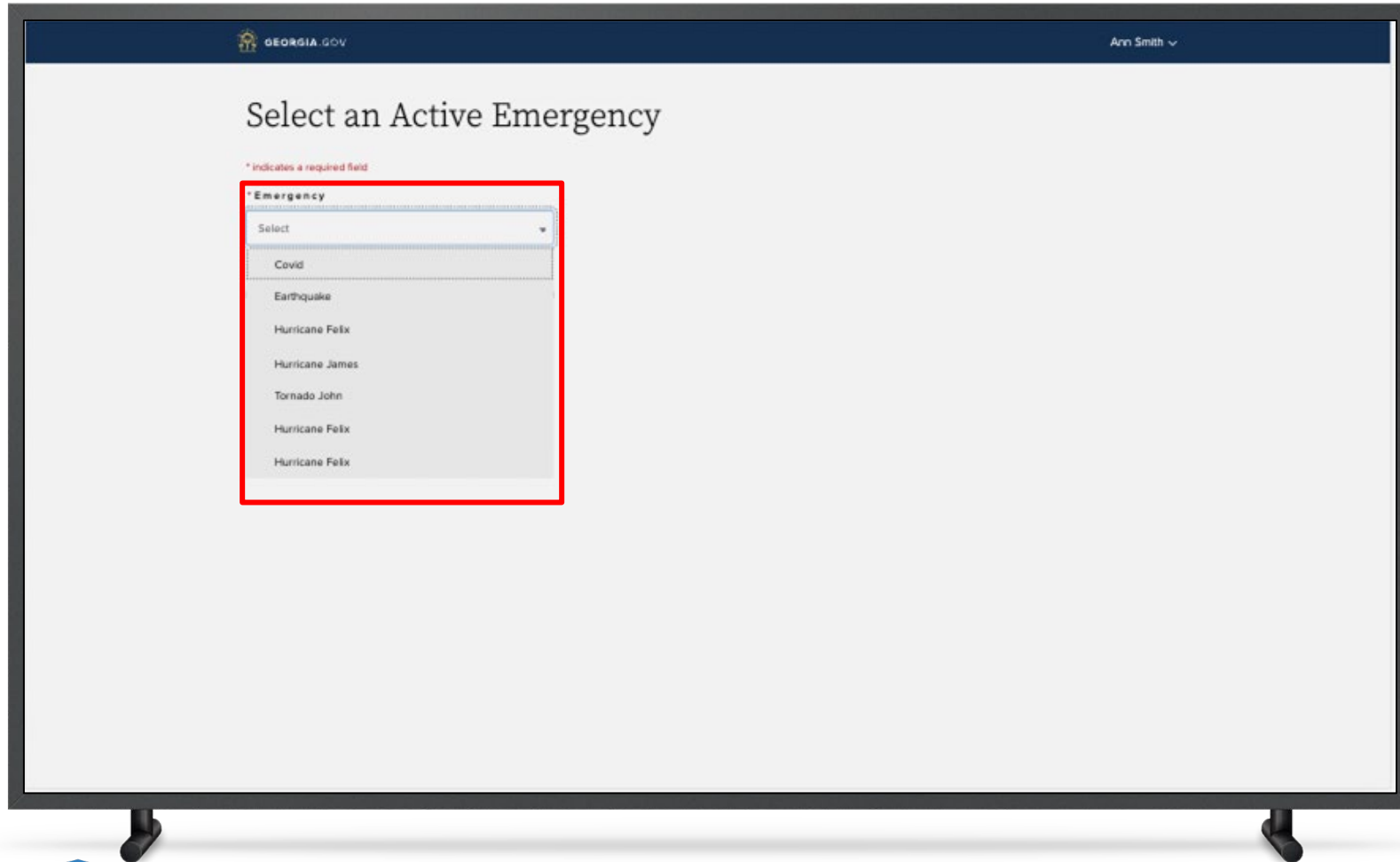
Key Points

To reset the password, click 'Forgot Password' and follow the steps to create a new password

The Coordinator will receive a 'Successful Registration' email with their Username and a link to the log in page



Adding an Emergency Disaster Adjuster



The screenshot shows a web interface for selecting an active emergency. At the top, there is a header with the Georgia state logo and 'GEORGIA.GOV' on the left, and a user profile 'Ann Smith' with a dropdown arrow on the right. Below the header, the main heading is 'Select an Active Emergency'. A red asterisk indicates a required field. A dropdown menu labeled 'Emergency' is highlighted with a red border. The dropdown menu is open, showing the following options: 'Select', 'Covid', 'Earthquake', 'Hurricane Felix', 'Hurricane James', 'Tornado John', 'Hurricane Felix', and 'Hurricane Felix'.

Instructions

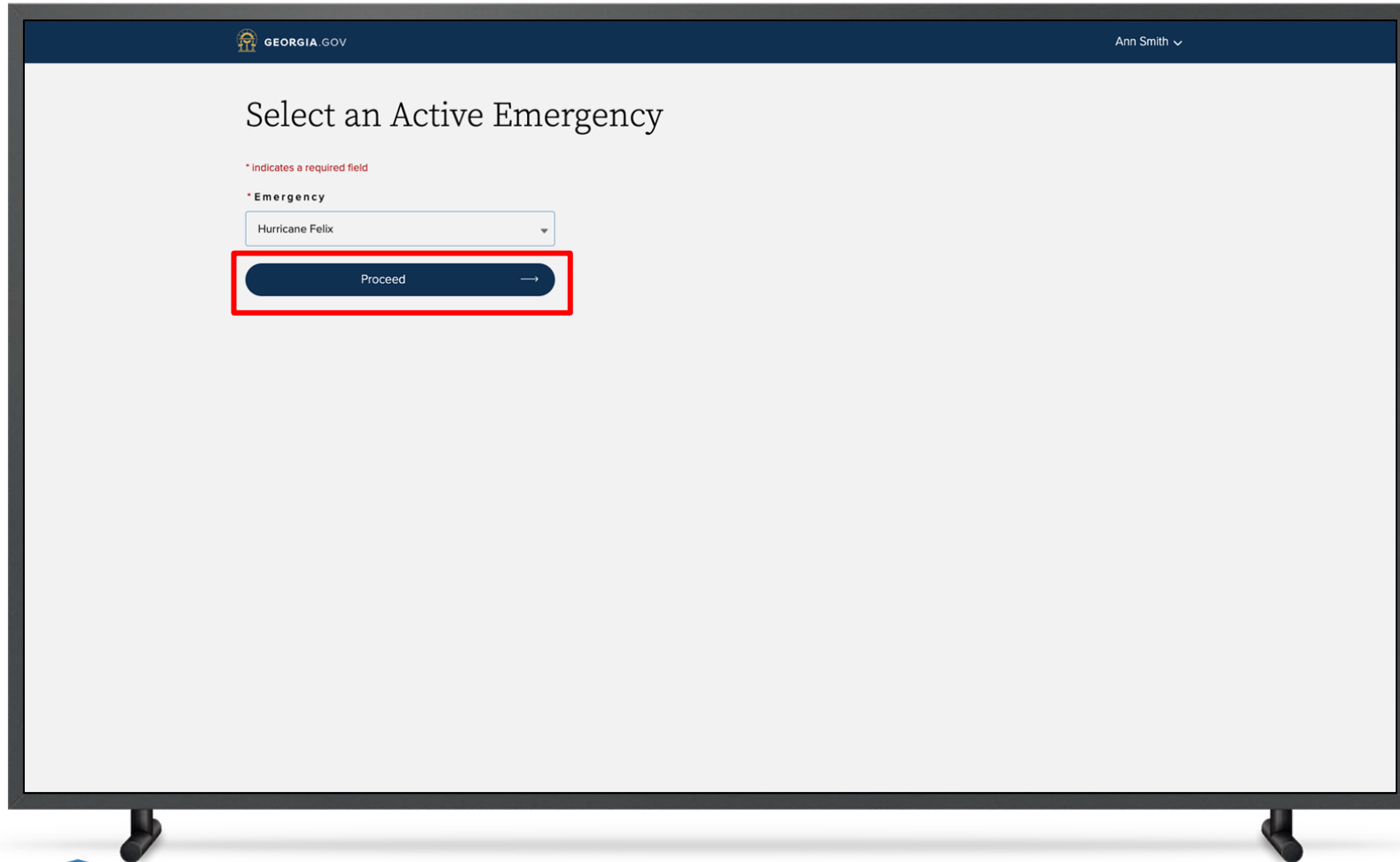
Select an Active Emergency from the drop-down menu

Key Points

No key points



Adding an Emergency Disaster Adjuster



GEORGIA.GOV Ann Smith

Select an Active Emergency

* Indicates a required field

* Emergency

Hurricane Felix

Proceed →

Instructions

Click 'Proceed'

Key Points

No key points



Adding an Emergency Disaster Adjuster

The screenshot shows the Georgia Emergency Disaster Adjuster web application. At the top, the header includes the Georgia state logo and 'GEORGIA.GOV' on the left, and the user name 'Ann Smith' on the right. Below the header, there is a navigation link '← Select Another Emergency'. Three attention boxes are displayed: the first (blue border) explains that Employee ID must be consistent across all NAIC subsidiaries; the second (green border) instructs users to use .CSV file format; the third (orange border) reminds users to ensure column headers match the template. Below these is a dropdown menu for 'Emergency' currently set to 'Hurricane Felix'. A 'Search By:' section offers radio buttons for 'Employee ID', 'Last Name', and 'Status'. The main content area is titled 'GA-OCI Community' and includes links for 'Export the List', '+ Add Emergency Disaster Adjuster', and 'Upload a List'. A table with columns for 'Employee ID', 'Last Name', 'First Name', 'Emergency', and 'Action' is shown, with two rows of data. The first row shows Employee ID 657875758, Last Name Simon, First Name Kendra, and Emergency Hurricane Felix. The second row shows Employee ID 1224785087, Last Name Smith, and Emergency Hurricane Felix. Each row has 'View' and 'Update' buttons.

Instructions

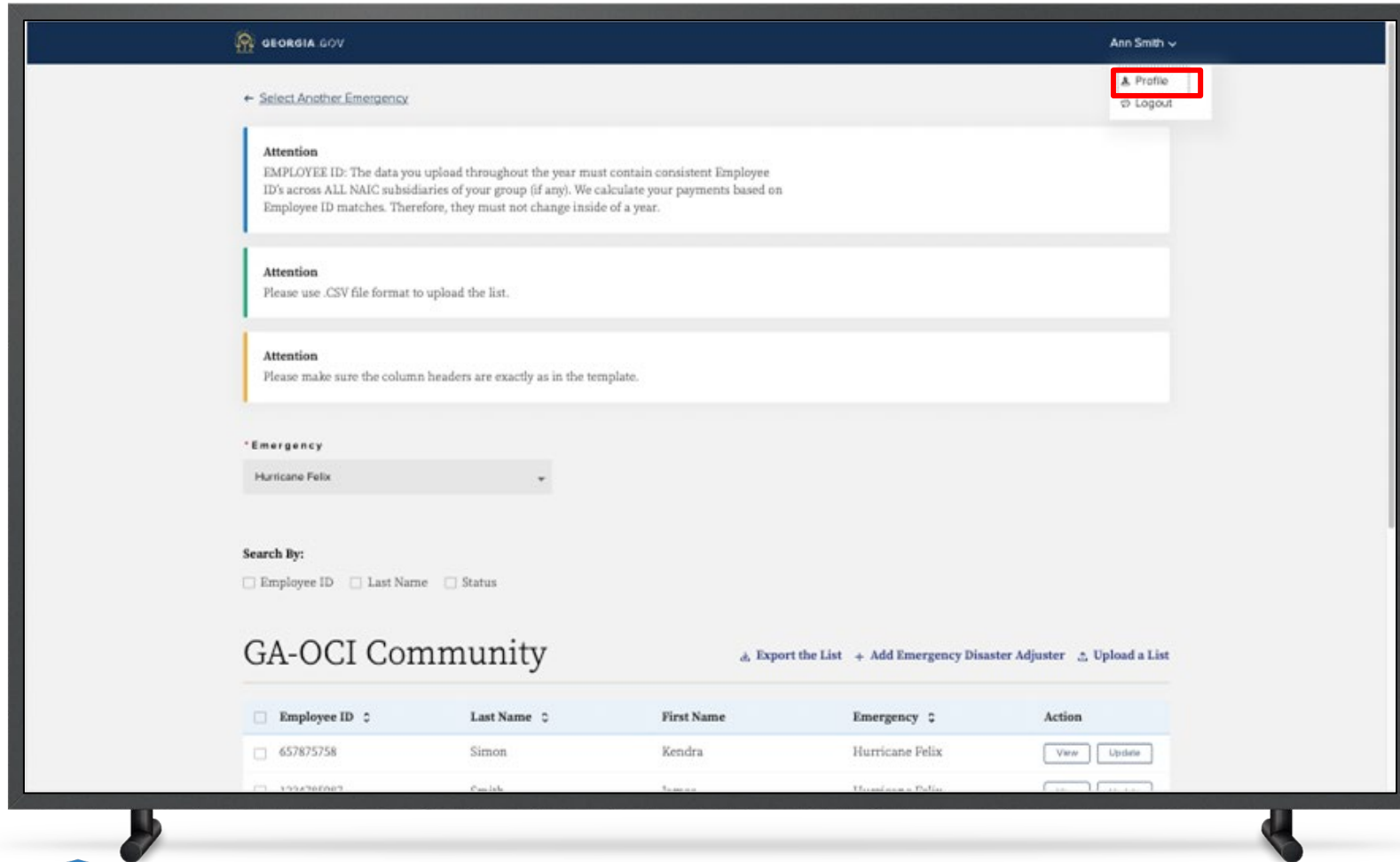
View the Emergency Disaster Adjuster Home Page

Key Points

No key points



View and Edit Coordinator Profile



Instructions

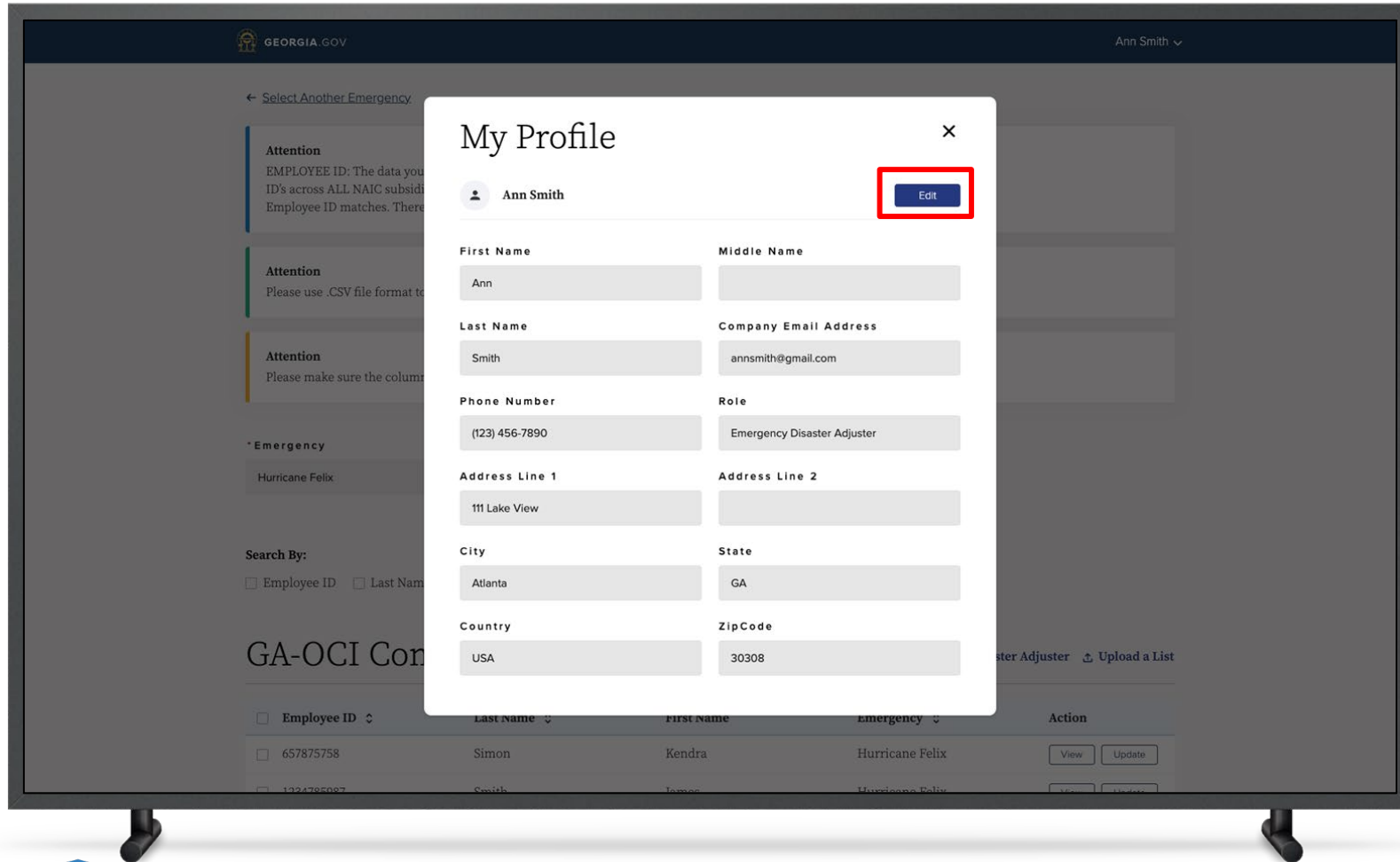
Coordinators can view or their edit their profile by clicking on 'Profile' under their name

Key Points

No key points



View and Edit Coordinator Profile



Instructions

To update, click 'Edit' and make changes. Click on Save to update your profile. A green success message will appear.

Key Points

The Coordinator's profile information is auto-populated with information provided during registration



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	View Update
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	View Update
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	View Update
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	View Update
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	View Update
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	View Update
<input type="checkbox"/> 123421335	Ball	Mark	Covid	View Update
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	View Update

Instructions

To search for an Emergency Disaster Adjuster, the Coordinator can filter by Employee ID, Last Name or Status

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community Export the List + Add Emergency Disaster Adjuster Upload a List

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

To 'Export' the list of Emergency Disaster Adjusters, click 'Export the List'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name

GA-OCI Cor

Employee ID ↕

Employee ID	First Name	Last Name	Disaster	Action
<input type="checkbox"/> 657875758				<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Export the List

Click on the download button to export the data with entered search criteria.

Cancel

Disaster Adjuster

Instructions

To export the list, click 'Download'

Key Points

The system will Download a CSV file. Once downloaded, the list will be exported to Excel



Adding an Emergency Disaster Adjuster

Emergency Disaster Adjusters (3) - Excel (Unlicensed Product)

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles

NOTICE Most features are disabled because your Office product is inactive. To use for free, sign in and use the Web version. Activate Use free at Office.com

A1 Employee ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee ID	First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	State	Zipcode	Phone Number	Email Address	Status	Emergency	
2	12353218	Iggy	Do	Jones	400 Peach Unit 2		Atlanta	Georgia	30318	5.61E+09	m1@gmail	Active	Earthquake	
3	90988	Karm	Lonzo	Sands	2048 Boltc Apt. 3114		Atlanta	Georgia	30318	(561) 460-	mevan068	Active	Earthquake	
4	12353217	Jen	Lo	Smith	900 Peach Unit 1		Atlanta	Georgia	30318	5.61E+09	m@gmail.	Active	Earthquake	
5	31370	Alex		Johnson	120 State Street		Nashville	Tennessee	23415	(123) 456-	alexjohns	Active	Hurricane James	
6	6.58E+08	Kendra	Jasmine	Simon	4600 Peac Unit 19		Atlanta	Georgia	30318	4.71E+09	kjs@gmail	Active	Hurricane Felix	
7	1.23E+09	James		Smith	2048 Boltc Unit 4		Atlanta	Georgia	30318	(563) 460-	mevan5@	Active	Hurricane James	
8	8.95E+08	Cort		Johnston	8900 Prea Unit 323		Atlanta	Georgia	30318	(678) 456-	m5673@g	Active	Tornado John	
9	1.23E+08	Mark	Lonzo	Ball	2048 Boltc Apt. 3114		Atlanta	Georgia	30318	(561) 460-	mevan027	Active	Covid	
0	1.23E+09	Skip	Lonzo	Johnson	2048 Bolton Dr NW		Orlando	Georgia	33414	(561) 460-	mevan025	Active	Covid	
1														
2														
3														
4														

Instructions

No instructions

Key Points

This is an example of an exported list of Emergency Disaster Adjusters



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) **+ Add Emergency Disaster Adjuster** [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

To manually add an Emergency Disaster Adjuster, click '+ Add Emergency Disaster Adjuster'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Add Emergency Disaster Adjuster

* indicates a required field

* Employee ID: 31370

* First Name: Alex

Middle Name:

* Last Name: Johnson

* Address Line 1: 120 State Street

Address Line 2:

* City: Nashville

State: Tennessee (TN)

* Zipcode: 23415

* Phone Number: (123) 456-7890

* Email Address: alexjohnson120@gmail.com

Cancel Save

Instructions

Enter the required information

Click 'Save'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Success!

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane Felix

Search By:
 Employee ID Last Name

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Emergency	Action
<input type="checkbox"/> 31370	Johnson	Alex	Draft	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353235	Richards	Rachel	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>

Show Rows: 50 | 1 - 6 of 6

[Back to Emergency Adjuster List](#)

Instructions

A success banner will appear showing that the Emergency Disaster Adjuster was added successfully

Key Points

No key points



Adding an Emergency Disaster Adjuster

Please make sure the column headers are exactly as in the template.

Emergency
Hurricane Felix

Search By:
 Employee ID Last Name

GA-OCI Community Remove

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Emergency	Action
<input checked="" type="checkbox"/> 11370	Johnson	Alex	Draft	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353235	Richards	Rachel	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>

Show Rows: 50 1 - 6 of 6

[← Back to Emergency Adjuster List](#)

Instructions

The newly added Emergency Disaster Adjuster has been added to the **Emergency Disaster Adjuster Draft List**

To activate the record, check the box next to the Employee ID Number and click 'Submit'

Key Points

Once the box has been checked, the Coordinator also has an option to remove the adjuster



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list. ✓ Emergency Disaster Adjuster records submitted successfully

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane Felix

Search By:
 Employee ID Last Name

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Emergency	Action
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Hurricane Felix	View Update
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	View Update
<input type="checkbox"/> 657875758	Simon	Kendra	Draft	Tornado John	View Update
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	View Update
<input type="checkbox"/> 12353235	Richards	Rachel	Draft	Tornado John	View Update

Show Rows: 50 1 - 5 of 5

[← Back to Emergency Adjuster List](#)

Instructions

To go back to the Emergency Disaster Adjuster List, click 'Back to Emergency Adjuster List'

Key Points

A green confirmation banner will appear confirming that the Emergency Disaster Adjuster's record was activated successfully

The Adjuster will be moved to the list of Active Emergency Disaster Adjusters



Adding an Emergency Disaster Adjuster

The screenshot shows a web interface for managing Emergency Disaster Adjusters. At the top, there are two attention messages: 'Please use .CSV file format to upload the list.' and 'Please make sure the column headers are exactly as in the template.' Below these is a dropdown menu for 'Emergency' set to 'Hurricane Felix'. A 'Search By:' section has checkboxes for 'Employee ID', 'Last Name', and 'Status'. The main header reads 'GA-OCI Community' with navigation links for 'Export the List', 'Add Emergency Disaster Adjuster', and 'Upload a List' (highlighted with a red box). Below is a table with columns for Employee ID, Last Name, First Name, Emergency, and Action (View/Update).

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

To add a bulk list of Emergency Disaster Adjusters, click 'Upload a List'

Download the sample template

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name State

GA-OCI Commu

Emergency Disaster Adjuster [Upload a List](#)

Employee ID Last Name First Name Emergency

Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Upload a list

Download Sample Template

Or drop files

Please use .CSV file format to upload the list.

Instructions

To download the sample template, click 'Download'

Key Points

Please use .CSV file format to upload



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name State

GA-OCI Commu

Emergency Disaster Adjuster [Upload a List](#)

Employee ID Last Name First Name Emergency

Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Smith	Felix	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Upload a list

Download Sample Template

Or drop files

Please use .CSV file format to upload the list.

Instructions

To upload the file, Click 'Upload Files'

To drop the file, drag the file and drop it in the space provided

Key Points

No key points



Adding an Emergency Disaster Adjuster

The screenshot displays a web application interface for managing emergency disaster adjusters. A modal window titled "Upload a list" is open, showing a file upload progress bar for "EmergencyDisasterAdjusterTem..." (215 B). The "Done" button is highlighted with a red box. The background interface includes a search bar, a table with columns for Employee ID, Name, and Disaster Type, and an "Upload" button.

Employee ID	Name	Disaster Type	Action
31370	Johnston	Hurricane Felix	View Update
657875758	Smith	Tornado John	View Update
1234785987	Smith James	Hurricane Felix	View Update
894789823	Johnston Cort	Tornado John	View Update
12353218	Jones Iggy	Earthquake	View Update
90988	Sands Karm	Earthquake	View Update
12353217	Smith Jen	Earthquake	View Update
123421335	Ball Mark	Covid	View Update

Instructions

Once the file is loaded, click 'Done'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name State

GA-OCI Commu

Emergency Disaster Adjuster

Employee ID Last Name State

Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

EmergencyDisasterAdjusterTemplate.csv

Please use .CSV file format to upload the list.

Instructions

Click 'Upload'

Key Points



Adding an Emergency Disaster Adjuster

Attention
EMPLOYEE ID: The data you upload throughout the year must contain consistent Employee ID's across ALL NAIC subsidiaries of your group (if any). We calculate your payments based on Employee ID matches. Therefore, they must not change inside of a year.

Attention
Please use. CSV file format to upload the list.

Attention
Please make sure the column headers are

Search By:
 Employee ID Last Name Status

Test Account

ist + Add Staff Adjuster ⬆️ Upload a List

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input type="checkbox"/> 1899786923	Smith	Kelly	Draft	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 315112	Jones	Aaron	Draft	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 2260298	Potter	James	Draft	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 2260297	Jacobs	Jinny	Draft	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

A notification will appear confirming that the Upload was successful

Key Points

The Bulk Load of Emergency Disaster Adjusters will be added to the to the **Emergency Disaster Adjuster Draft List**

To activate a record, click the box next to the Employee ID Number on the Draft page and click 'Submit'



Adding an Emergency Disaster Adjuster

The screenshot shows a web application interface for managing emergency disaster adjusters. At the top, there are two attention messages: one stating to use .CSV file format for uploads, and another reminding users to ensure column headers match the template. Below this is a dropdown menu for selecting an emergency, currently set to 'Hurricane Felix'. A 'Search By' section includes checkboxes for 'Employee ID', 'Last Name', and 'Status'. The main content area is titled 'GA-OCI Community' and features a table of adjusters. Above the table are links for 'Export the List', 'Add Emergency Disaster Adjuster', and 'Upload a List'. The table has columns for 'Employee ID', 'Last Name', 'First Name', 'Emergency', and 'Action'. The first row for Alex Johnson is highlighted, with the 'View' button in the 'Action' column circled in red.

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Emergency ↕	Action
<input type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

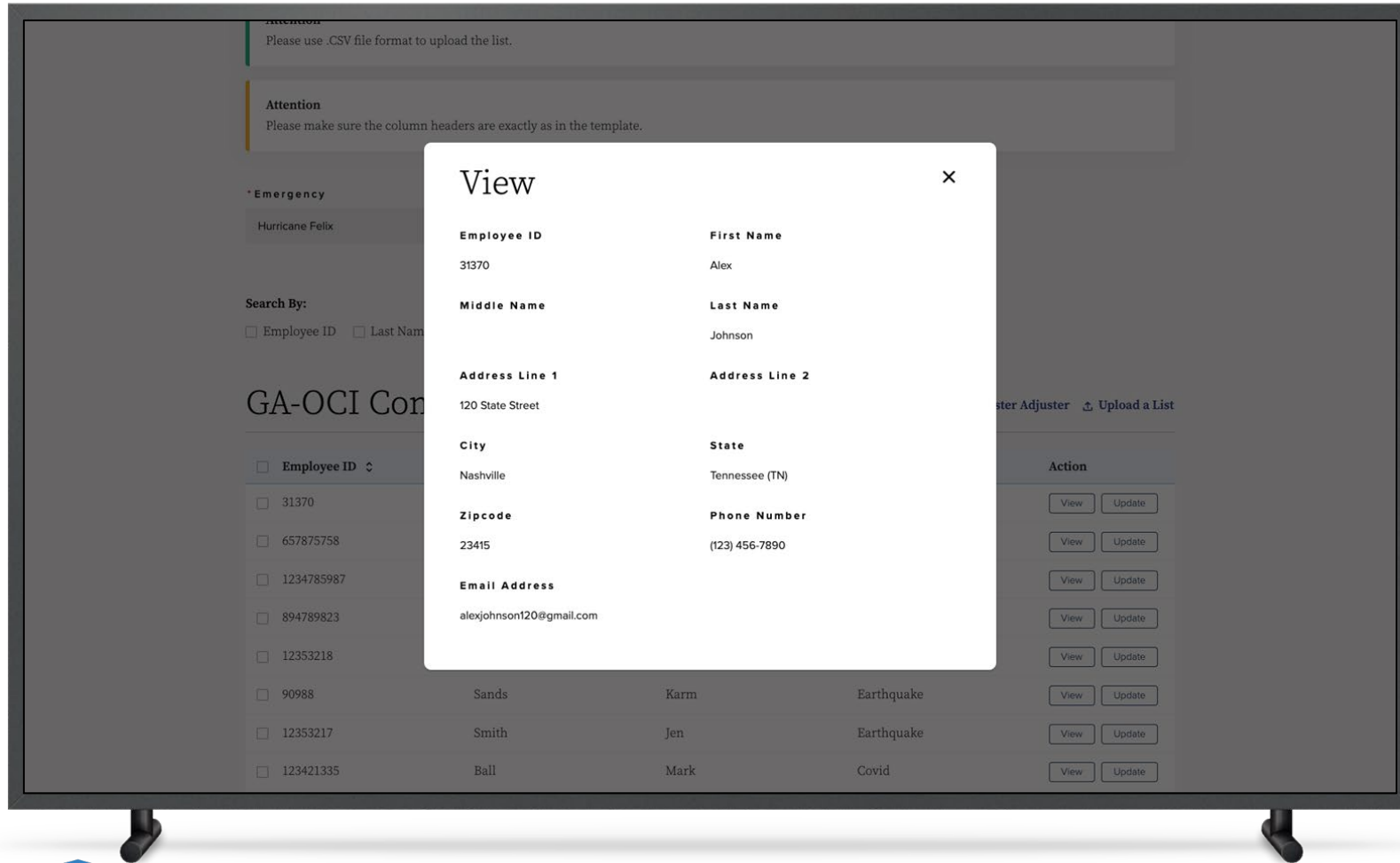
Coordinators can 'View' the Emergency Disaster Adjuster's information

Key Points

A Coordinator can search for an Adjuster by using the filters at the top of the list. The list can be filtered by Employee ID, Last Name, or Emergency



Adding an Emergency Disaster Adjuster



Instructions

View the Emergency Disaster Adjuster's information

Key Points

Click the 'X' in the top right corner to go back to the Dashboard



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) [+ Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

Coordinators can 'Update' the Emergency Disaster Adjuster's information

Key Points

No key points



Adding an Emergency Disaster Adjuster

The screenshot shows a web application interface with a modal window titled "Update". The modal contains the following fields:

- Employee ID:** 31370
- First Name:** Alex
- Middle Name:** (empty)
- Last Name:** Johnson
- Address Line 1:** 120 State Street
- Address Line 2:** (empty)
- City:** Nashville
- State:** Tennessee (TN)
- Zipcode:** 23415
- Phone Number:** (123) 456-7890
- Email Address:** alexjohnson120@gmail.com

At the bottom of the modal, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box. The background shows a table of Emergency Disaster Adjusters with columns for Employee ID, Name, and Disaster Type.

Instructions

Update the Emergency Disaster Adjuster's information

Click 'Save'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list. Successfully Updated!!

Attention
Please make sure the column headers are exactly as in the template.

* Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

No instructions

Key Points

A green success banner will appear confirming that the info was updated successfully



Adding an Emergency Disaster Adjuster

← Select Another Emergency

Attention
EMPLOYEE ID: The data you upload throughout the year must contain consistent Employee ID's across ALL NAIC subsidiaries of your group (if any). We calculate your payments based on Employee ID matches. Therefore, they must not change inside of a year.

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane Felix

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) [+ Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input checked="" type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	View Update
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	View Update

Instructions

To add an Adjuster that is already listed for one emergency to another emergency, select the record then click 'Select Another Emergency'

Key Points

No key points



Adding an Emergency Disaster Adjuster

GEORGIA.GOV Ann Smith

Select an Active Emergency

* indicates a required field

* Emergency

Select

- Covid
- Earthquake
- Hurricane Felix
- Hurricane James
- Tornado John
- Hurricane Felix
- Hurricane Felix

Instructions

Select Another Emergency

Key Points

No key points



Adding an Emergency Disaster Adjuster

GEORGIA.GOV Ann Smith

Select an Active Emergency

* Indicates a required field

* Emergency

Hurricane James

Proceed →

Instructions

Select 'Proceed'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane James

Search By:
 Employee ID Last Name Status

GA-OCI Community

[+ Add to the List](#) [Remove](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	View Update
<input type="checkbox"/> 1234785987	Smith	James	Hurricane James	View Update
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	View Update
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	View Update
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	View Update
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	View Update
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	View Update
<input checked="" type="checkbox"/> 81370	Johnson	Alex	Hurricane Felix	View Update
<input type="checkbox"/> 123421335	Ball	Mark	Covid	View Update

Instructions

Select the record again and click 'Add to the List'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane James

Search By:
 Employee ID Last Name Status

GA-OCI Community + Add to the List Remove

Add to the list ✕

Are you sure you want to add these emergency disaster adjusters for the selected emergency?

Cancel **Confirm**

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 12353217	Smith		Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith		Hurricane James	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Igggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234387590	Johnson	Skip	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>
<input checked="" type="checkbox"/> 31370	Johnson	Alex	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

Click 'Confirm'

Key Points

No key points



Adding an Emergency Disaster Adjuster

IDs across ALL NAIC subsidiaries of your group (Employee ID matches. Therefore, they must not

Added Successfully!

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane James

Search By:
 Employee ID Last Name

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/>	Employee ID	Last Name	First Name	Status	Emergency	Action
<input type="checkbox"/>	31370	Johnson	Alex	Draft	Hurricane James	View Update
<input type="checkbox"/>	12353234	Turner	Scott	Draft	Hurricane Felix	View Update
<input type="checkbox"/>	12353234	Turner	Scott	Draft	Tornado John	View Update
<input type="checkbox"/>	657875758	Simon	Kendra	Draft	Tornado John	View Update
<input type="checkbox"/>	12353234	Turner	Scott	Draft	Tornado John	View Update
<input type="checkbox"/>	12353235	Richards	Rachel	Draft	Tornado John	View Update

Instructions

No instructions

Key Points

A green success banner will appear confirming that the Adjuster was added to the list successfully



Adding an Emergency Disaster Adjuster

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane James

Search By:
 Employee ID Last Name

GA-OCI Community Remove

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Emergency	Action
<input checked="" type="checkbox"/> 81370	Johnson	Alex	Draft	Hurricane James	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353234	Turner	Scott	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353235	Richards	Rachel	Draft	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>

Show Rows: 50 1 - 6 of 6

[← Back to Emergency Adjuster List](#)

Instructions

The record has been added to the Emergency Disaster Adjuster Draft list. To activate the record, click on the record and click 'Submit'

Key Points

No key points



Adding an Emergency Disaster Adjuster

Attention
Please use .CSV file format to upload the list.

Attention
Please make sure the column headers are exactly as in the template.

Emergency
Hurricane James

Search By:
 Employee ID Last Name Status

GA-OCI Community [Export the List](#) [Add Emergency Disaster Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Emergency	Action
<input type="checkbox"/> 31370	Johnson	Alex	Hurricane James	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 1234785987	Smith	James	Hurricane James	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 657875758	Simon	Kendra	Hurricane Felix	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 894789823	Johnston	Cort	Tornado John	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353218	Jones	Iggy	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 90988	Sands	Karm	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 12353217	Smith	Jen	Earthquake	<input type="button" value="View"/> <input type="button" value="Update"/>
<input type="checkbox"/> 123421335	Ball	Mark	Covid	<input type="button" value="View"/> <input type="button" value="Update"/>

Instructions

No instructions

Key Points

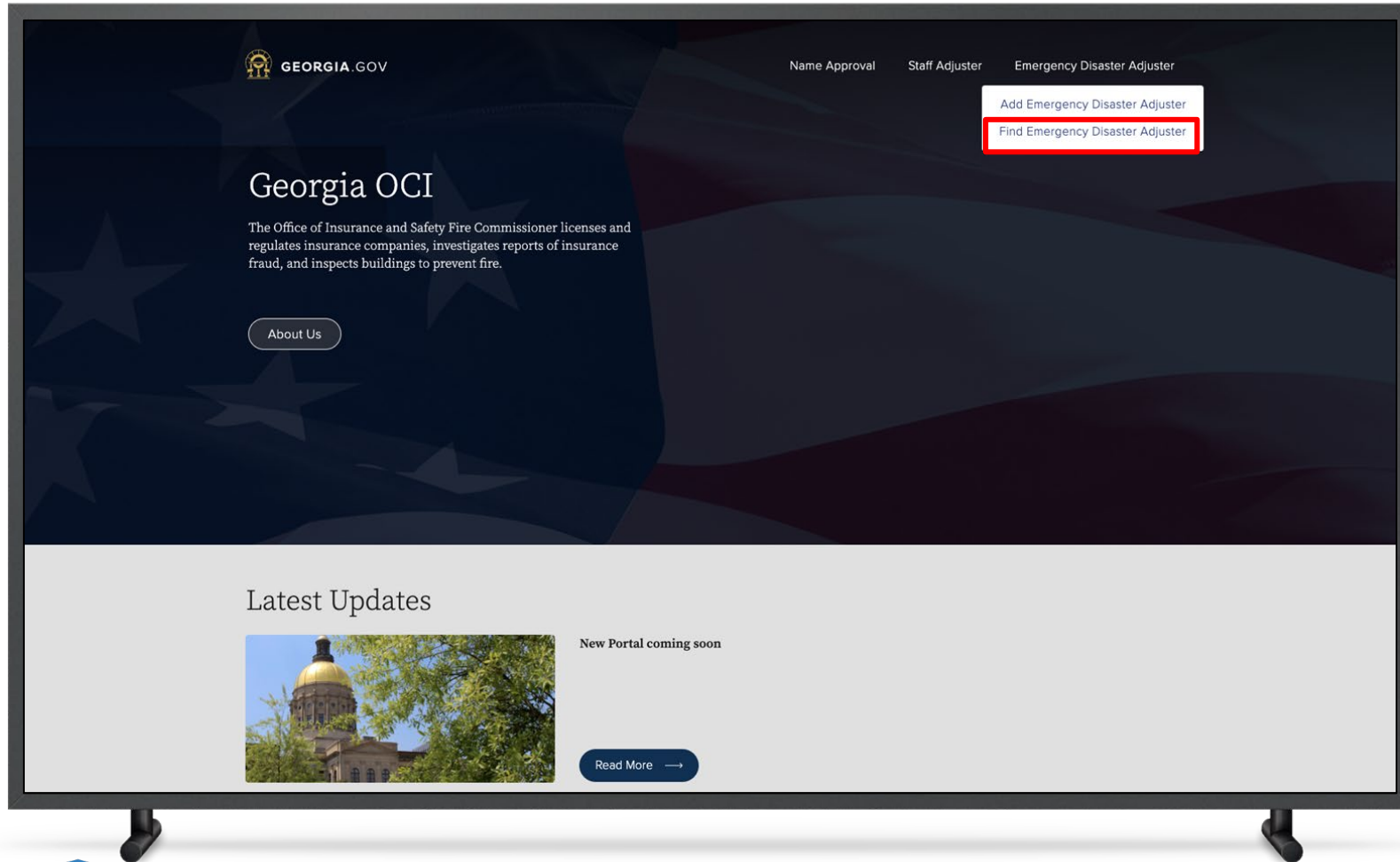
The Adjuster record has been added to a second emergency



Finding an Emergency Disaster Adjuster



Finding an Emergency Disaster Adjuster



Instructions

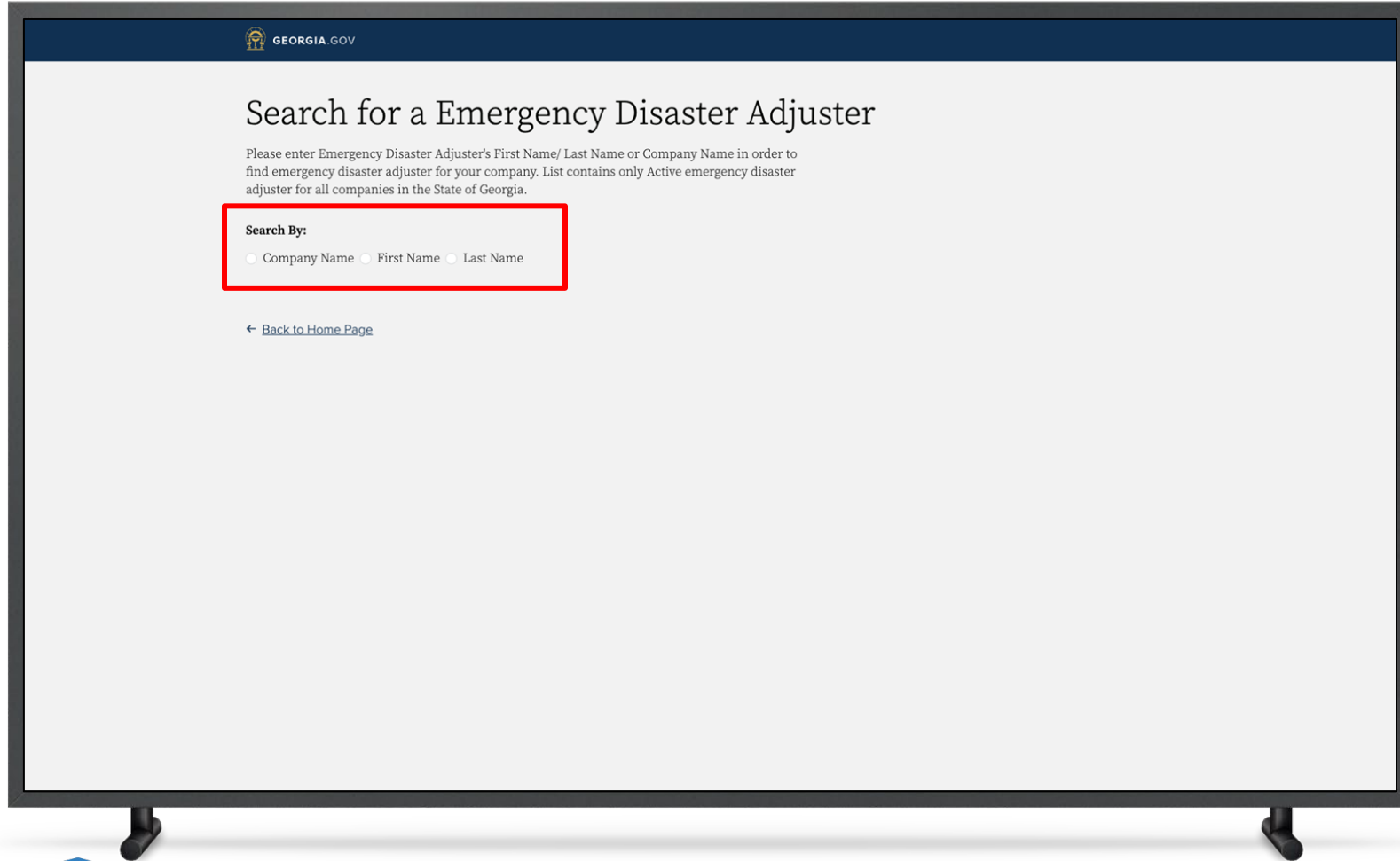
To search for an Emergency Disaster Adjuster, click 'Find an Emergency Disaster Adjuster' on the Georgia OCI Portal. This will open a Public Search page

Key Points

No key points



Finding an Emergency Disaster Adjuster



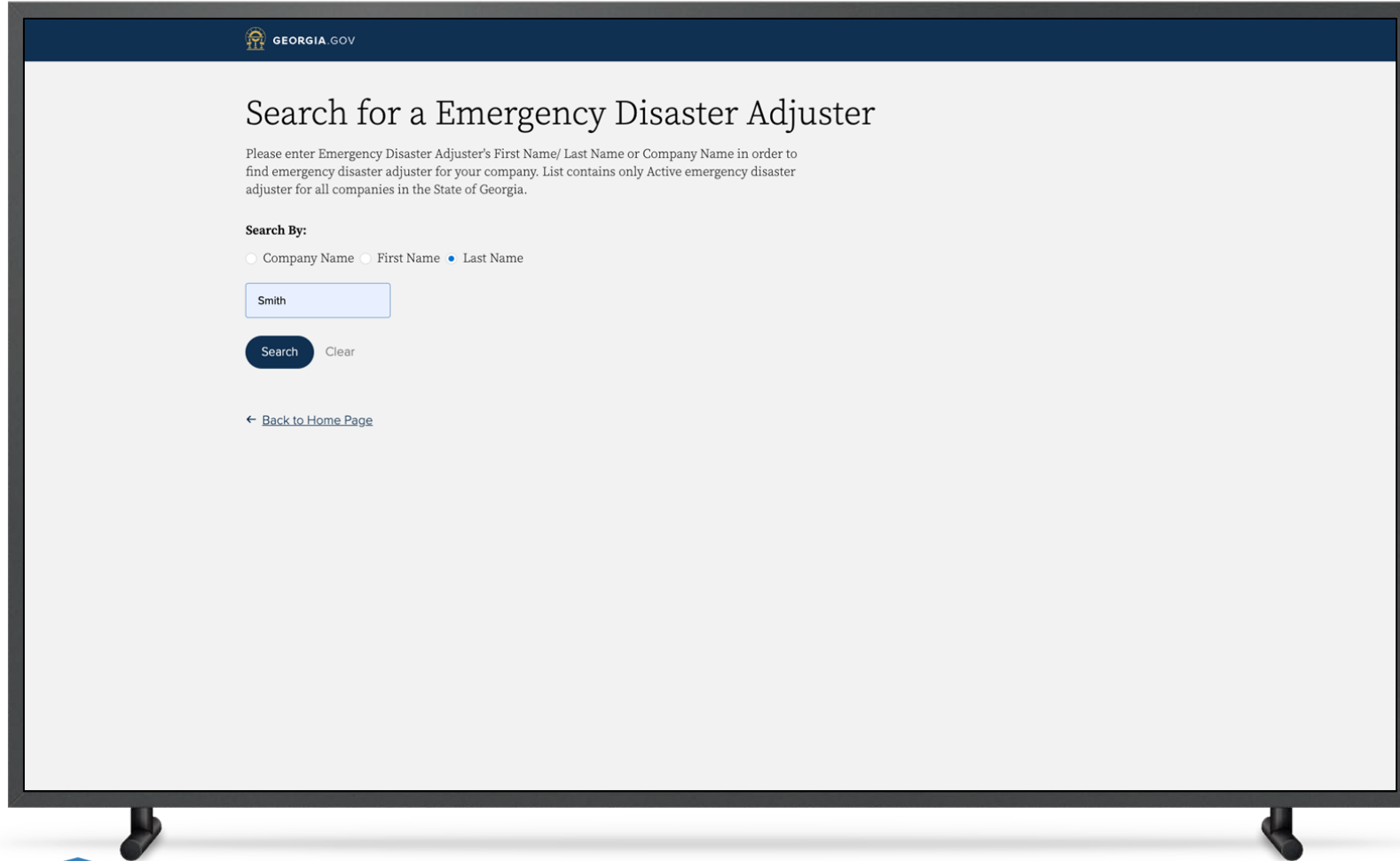
Instructions

To search for an Emergency Disaster Adjuster, search by Company Name, First Name or Last Name

Key Points

No key points

Finding an Emergency Disaster Adjuster



The screenshot shows a web interface for finding an Emergency Disaster Adjuster. At the top left is the Georgia.gov logo. The main heading is "Search for a Emergency Disaster Adjuster". Below this is a paragraph of instructions: "Please enter Emergency Disaster Adjuster's First Name/ Last Name or Company Name in order to find emergency disaster adjuster for your company. List contains only Active emergency disaster adjuster for all companies in the State of Georgia." Underneath, there is a "Search By:" section with three radio buttons: "Company Name", "First Name", and "Last Name". The "Last Name" option is selected. A text input field contains the name "Smith". Below the input field are two buttons: "Search" and "Clear". At the bottom left of the form area, there is a link: "← Back to Home Page".

Instructions

Search by Company Name, First Name or Last Name

Click 'Search'

Key Points

No key points



Finding an Emergency Disaster Adjuster

GEORGIA.GOV

Search for a Emergency Disaster Adjuster

Please enter Emergency Disaster Adjuster's First Name/ Last Name or Company Name in order to find emergency disaster adjuster for your company. List contains only Active emergency disaster adjuster for all companies in the State of Georgia.

Search By:

Company Name First Name Last Name

Smith

Search Clear

Results

Last Name	First Name	Company	Emergency	Expiration Date
Smith	James	GA-OCI Community	Hurricane Felix	Jan 8, 2022
Smith	James	GA-OCI Community	Hurricane James	Jan 8, 2022
Smith	Jen	GA-OCI Community	Covid	Jan 8, 2022
Smith	Jen	GA-OCI Community	Earthquake	Jan 8, 2022

Show Rows: 50 1 4 of 4

[Back to Home Page](#)

Instructions

View the list of Registered Staff Adjusters resulting from the search

Key Points

Note: The Emergency Disaster Adjuster in this screenshot shown has been assigned to multiple emergencies



This concludes the GA OCI
Emergency Disaster Adjuster User Guide

THANK YOU

