GA OCI

Emergency Disaster Adjuster User Guide

Accessing the Portal
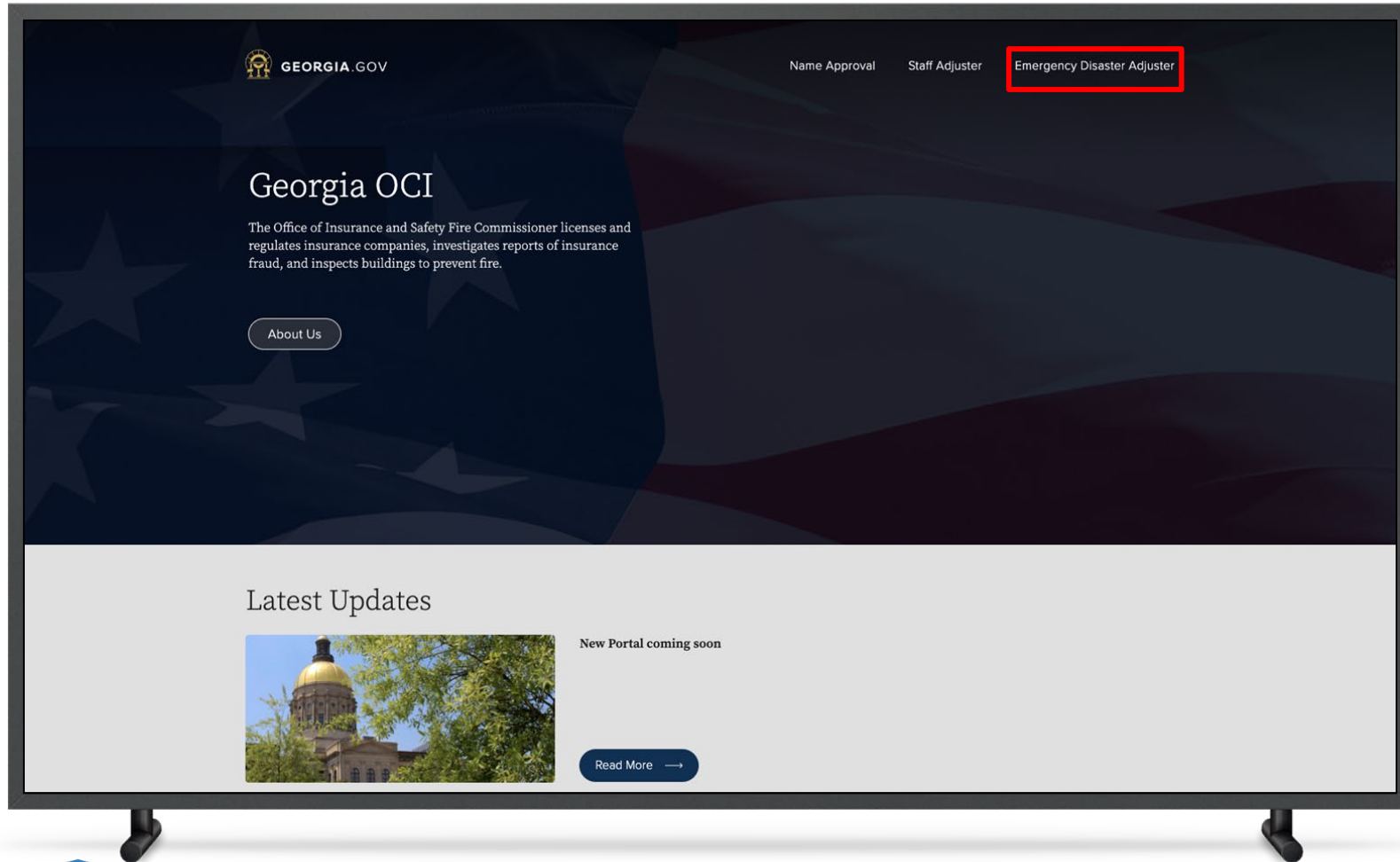
Instructions
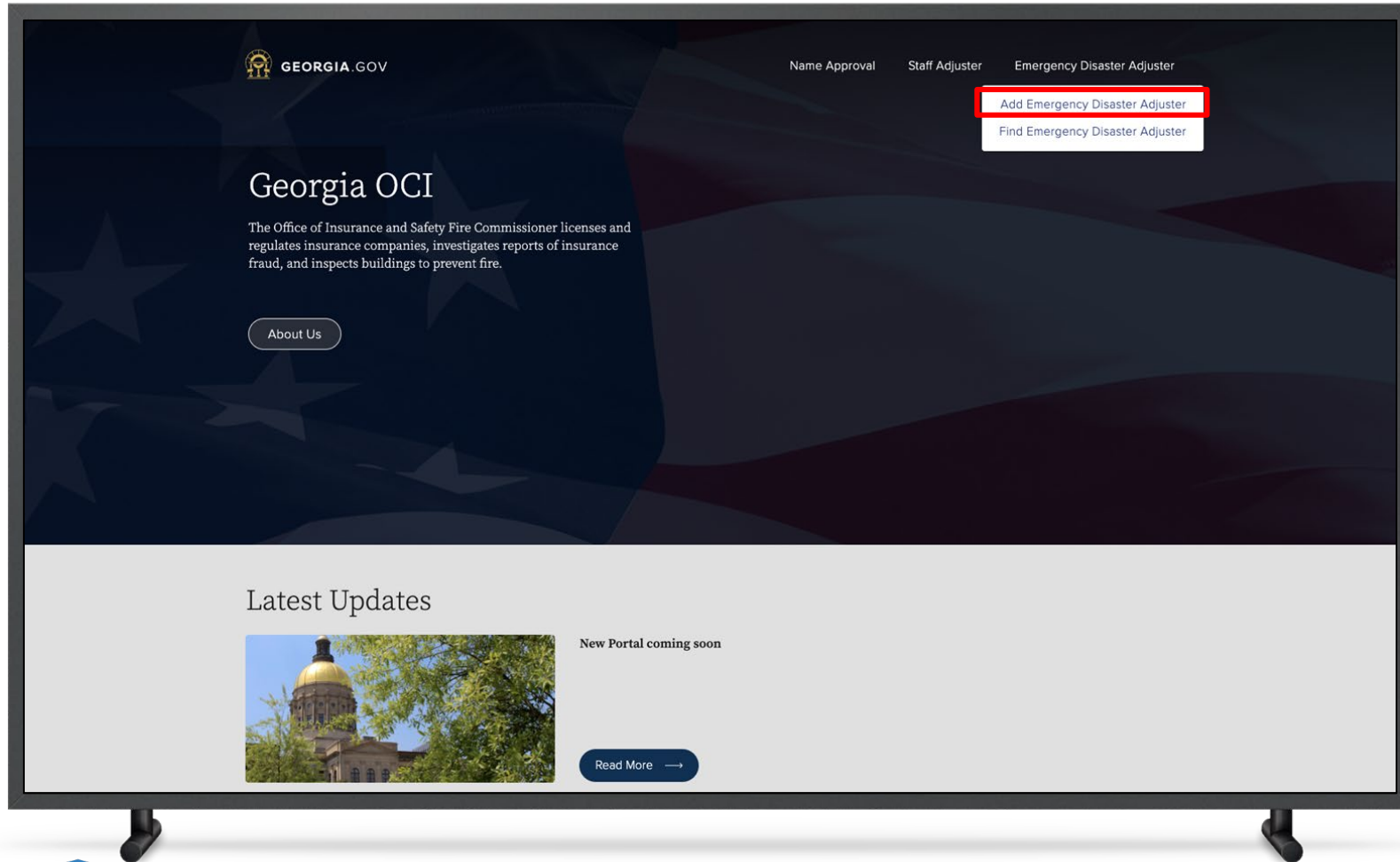
Navigate to the GA OCI Portal

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

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

4

Logging In

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

5

Logging In

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

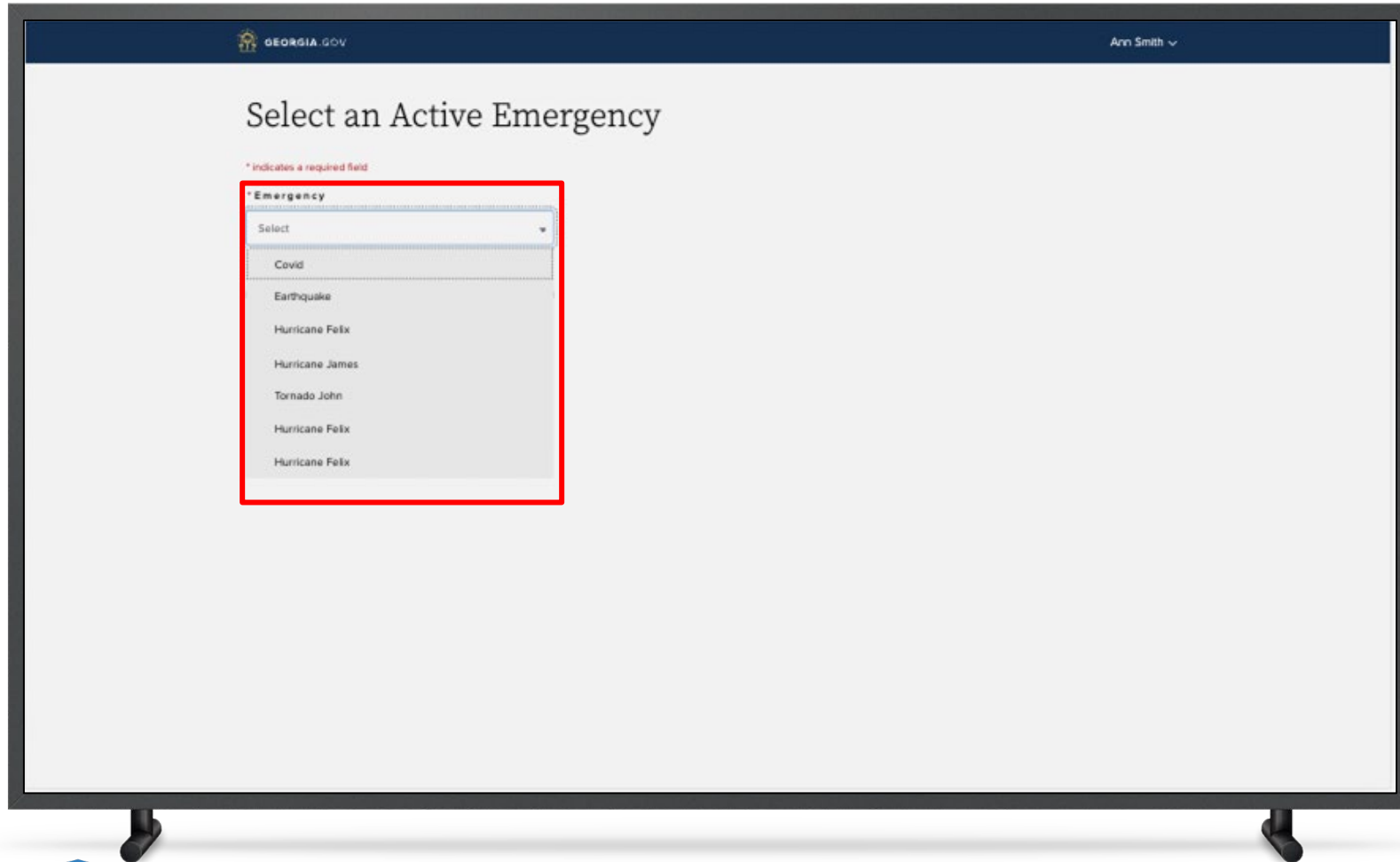Enter Email Address and Password

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

Instructions

Select an Active Emergency from the drop-down menu

Key Points

No key points

Adding an Emergency Disaster Adjuster

Click 'Proceed'

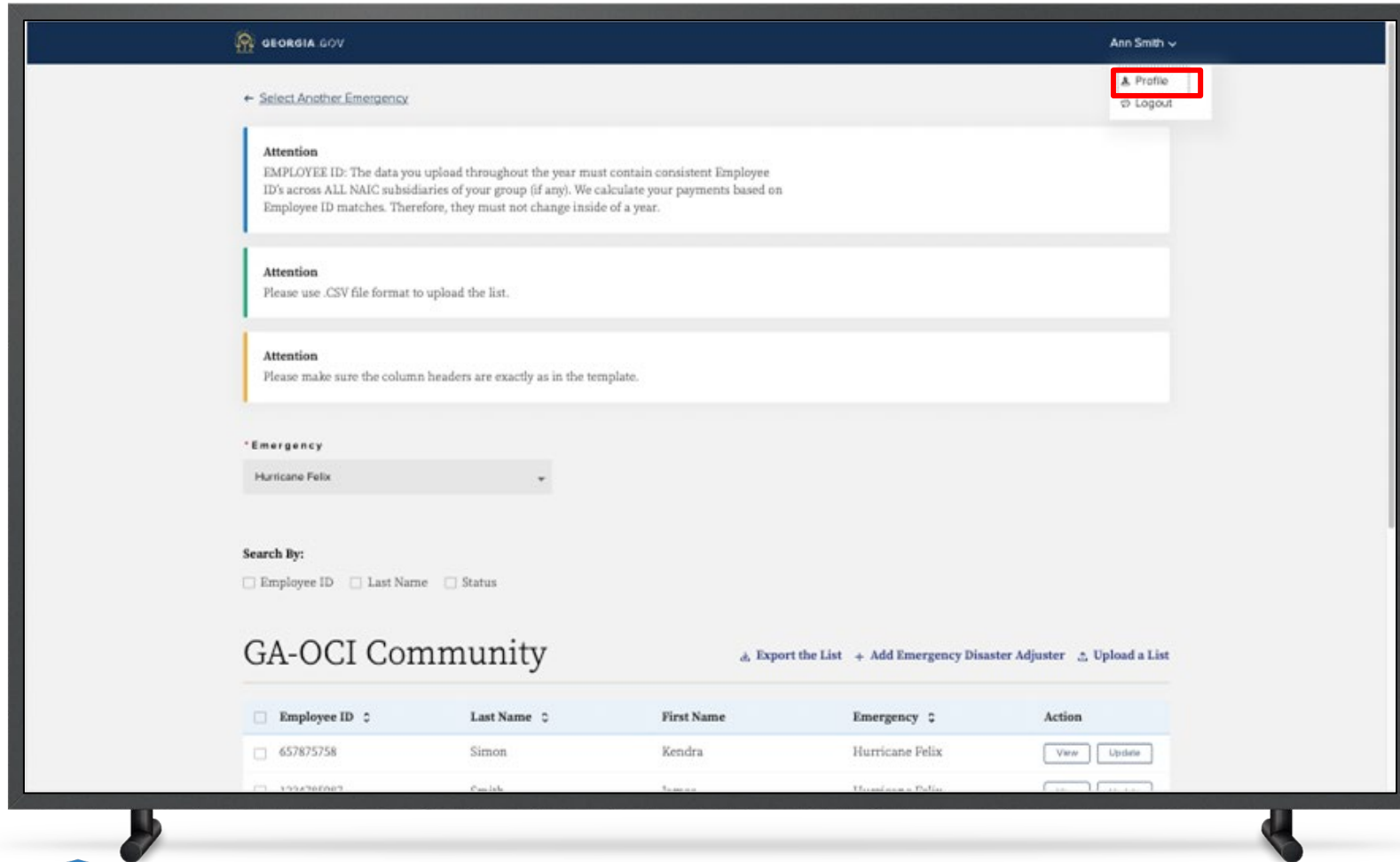## Key Points

No key points

Adding an Emergency Disaster Adjuster

View the Emergency Disaster Adjuster Home Page

Key Points

No key points

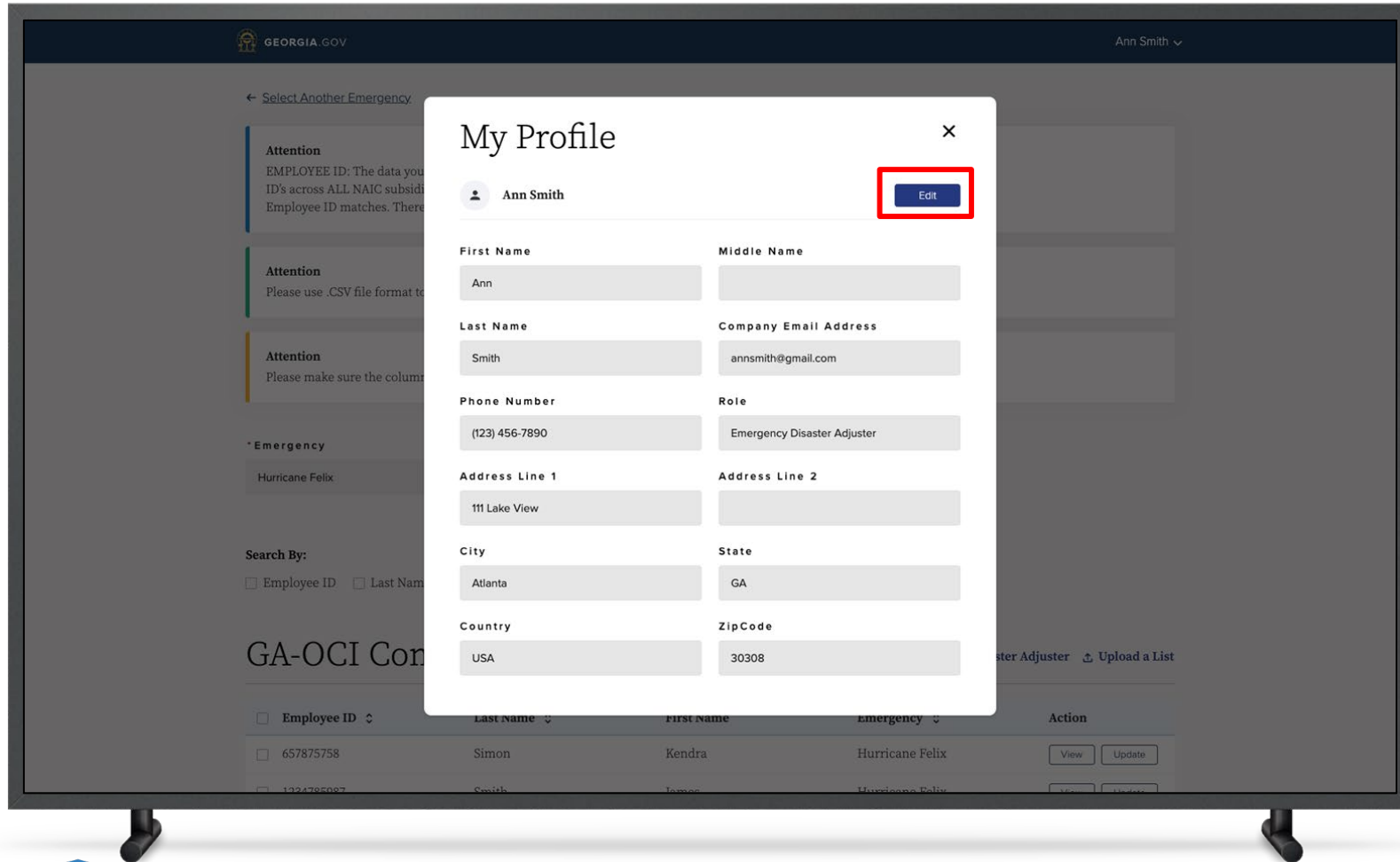# View and Edit Coordinator Profile

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

Key Points

No key points

10

View and Edit Coordinator Profile

Instructions

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

Key Points

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

Adding an Emergency Disaster Adjuster

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

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

Key Points

No key points

Adding an Emergency Disaster Adjuster

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

Instructions

No instructions

Key Points

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

Adding an Emergency Disaster Adjuster

Instructions

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

Key Points

No key points

Adding an Emergency Disaster Adjuster

Instructions

Enter the required information

Click 'Save'

Key Points

No key points

Adding an Emergency Disaster Adjuster

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

Key Points

No key points

Adding an Emergency Disaster Adjuster

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

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

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

Download the sample template

Key Points

No key points

21

Adding an Emergency Disaster Adjuster

Instructions

To download the sample template, click 'Download'

Key Points

Please use .CSV file format to upload

Adding an Emergency Disaster Adjuster

Instructions

The entry on the sample list is to be used as an example of how to enter the information

The example row should be deleted once the list of Adjusters has been completed

Create the list of Adjusters to be added and save the list

💡 Key Points

No key points

Adding an Emergency Disaster Adjuster

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

24

Adding an Emergency Disaster Adjuster

Once the file is loaded, click 'Done'

No key points

25

Adding an Emergency Disaster Adjuster

Instructions

Click 'Upload'

Key Points

Adding an Emergency Disaster Adjuster

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

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
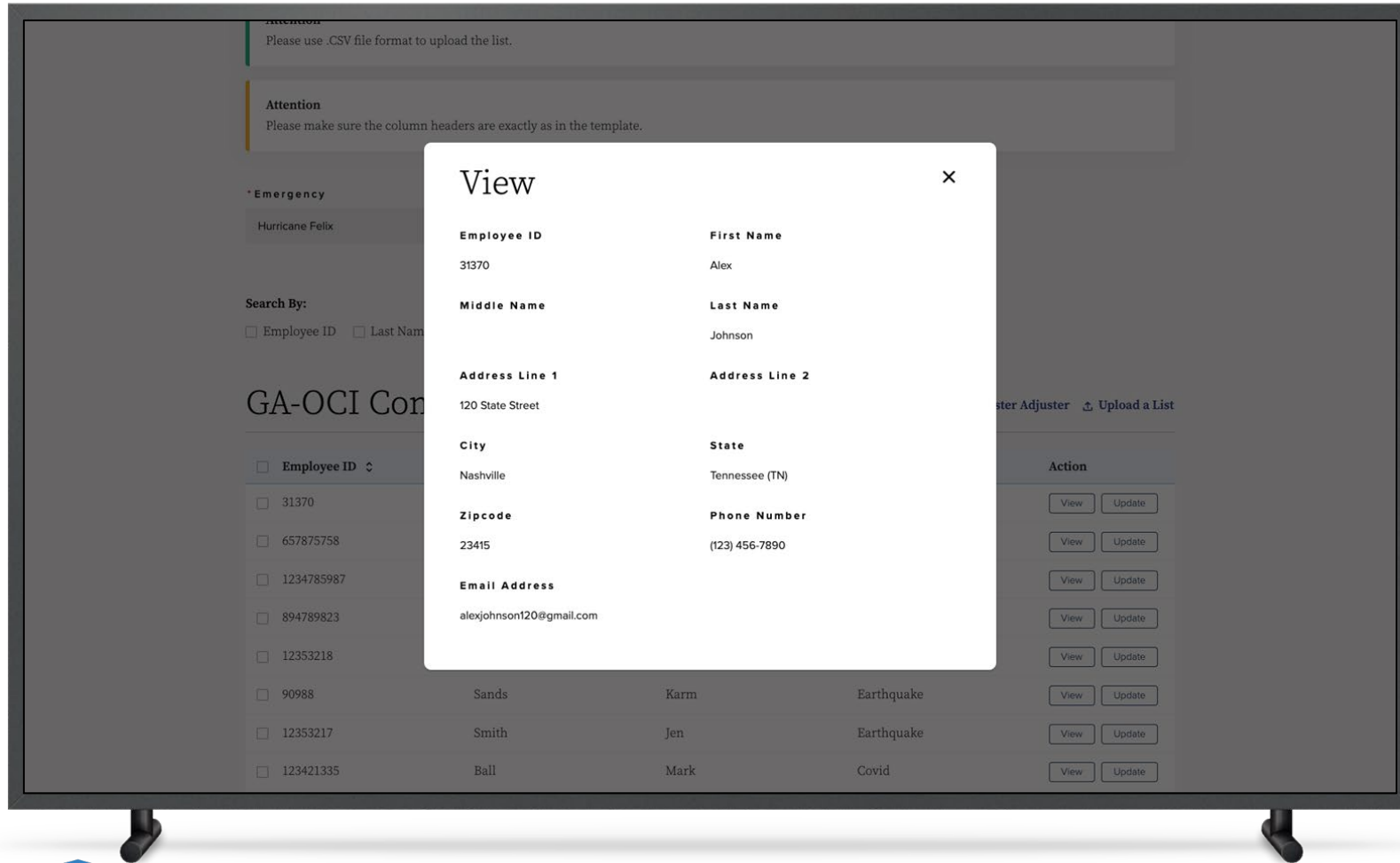
View the Emergency Disaster Adjuster's information

Key Points

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

29

Adding an Emergency Disaster Adjuster

Instructions

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

Key Points

No key points

Adding an Emergency Disaster Adjuster

Instructions

Update the Emergency Disaster Adjuster's information

Click 'Save'

Key Points

No key points

Adding an Emergency Disaster Adjuster

No instructions

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

Adding an Emergency Disaster Adjuster

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

Select Another Emergency

No key points

Adding an Emergency Disaster Adjuster

Select 'Proceed'

Key Points

No key points

35

Adding an Emergency Disaster Adjuster

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

Key Points

No key points

Adding an Emergency Disaster Adjuster

Instructions

Click 'Confirm'

Key Points

No key points

Adding an Emergency Disaster Adjuster

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

	Employee ID ⇕	Last Name ⇕	First Name	Status	Emergency ⇕	Action	
☑	31370	Johnson	Alex	Draft	Hurricane James	View	Update
☐	12353234	Turner	Scott	Draft	Hurricane Felix	View	Update
☐	12353234	Turner	Scott	Draft	Tornado John	View	Update
☐	657875758	Simon	Kendra	Draft	Tornado John	View	Update
☐	12353234	Turner	Scott	Draft	Tornado John	View	Update
☐	12353235	Richards	Rachel	Draft	Tornado John	View	Update

Show Rows: 50 ⇕   1 - 6 of 6   ‹ ›

← Back to Emergency Adjuster List

Submit →

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

39

Adding an Emergency Disaster Adjuster

No instructions

Key Points

The Adjuster record has been added to a second emergency

Finding an Emergency Disaster Adjuster

Finding an Emergency Disaster Adjuster
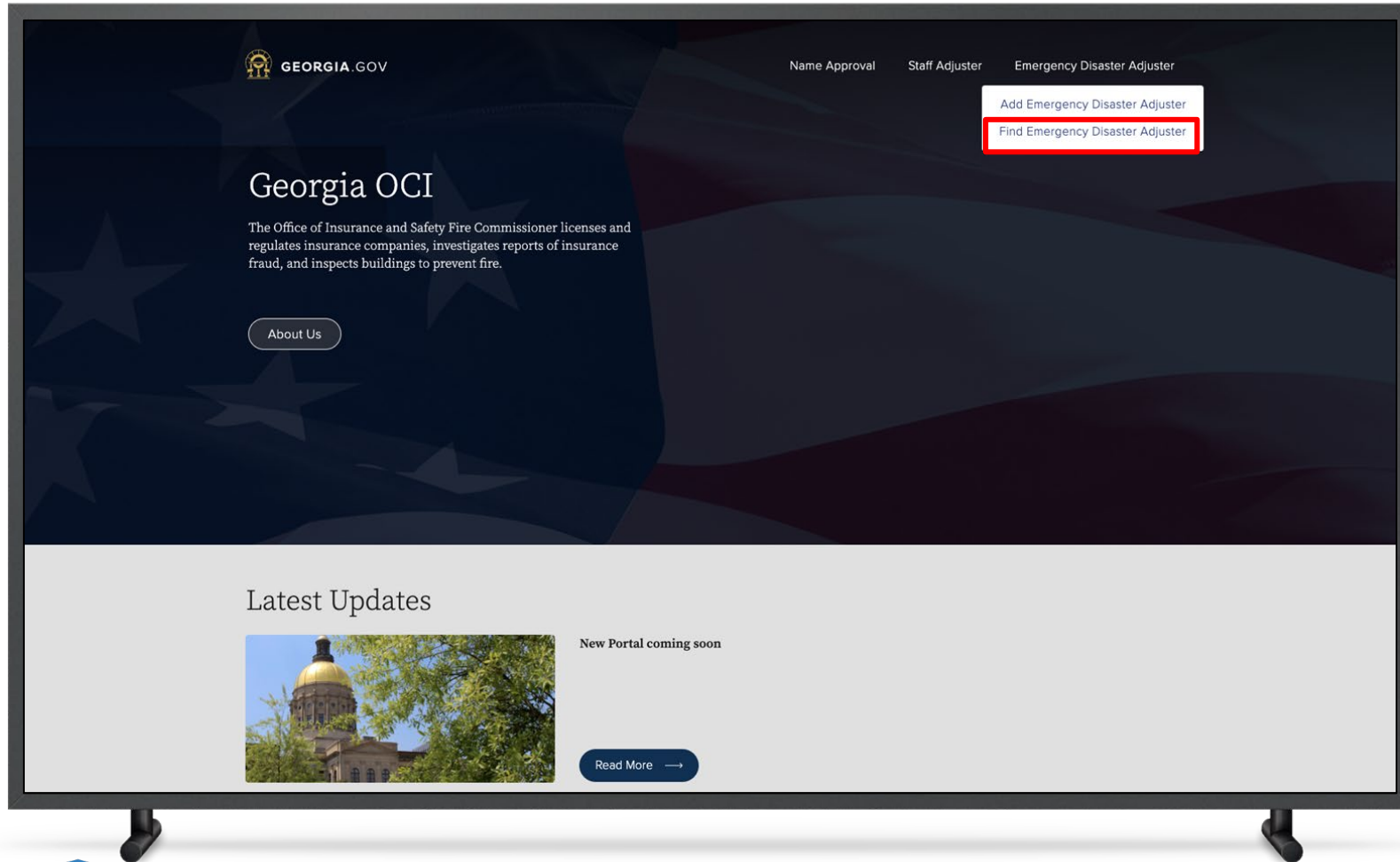
Instructions

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

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

← Back to Home Page
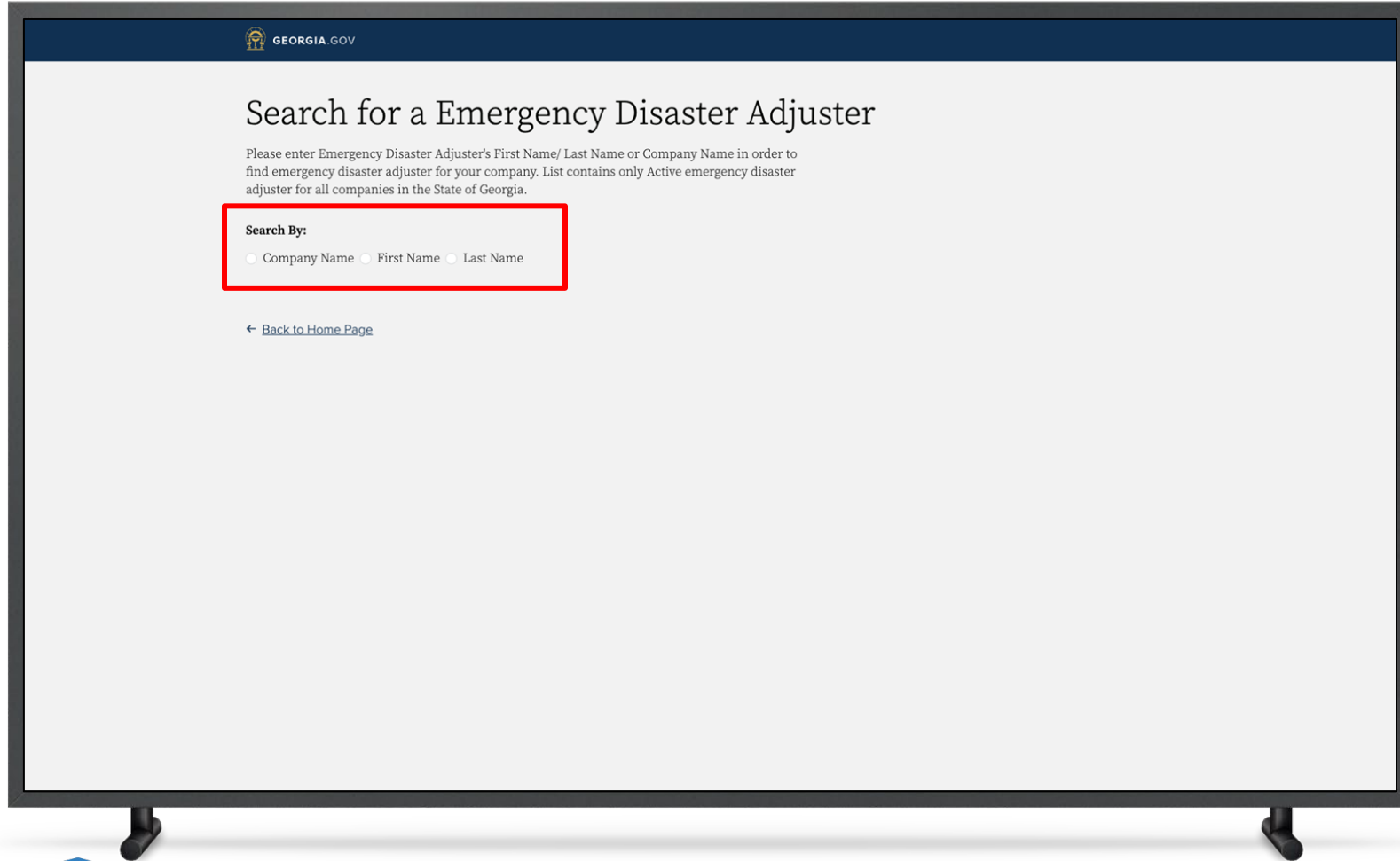
Instructions

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

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.
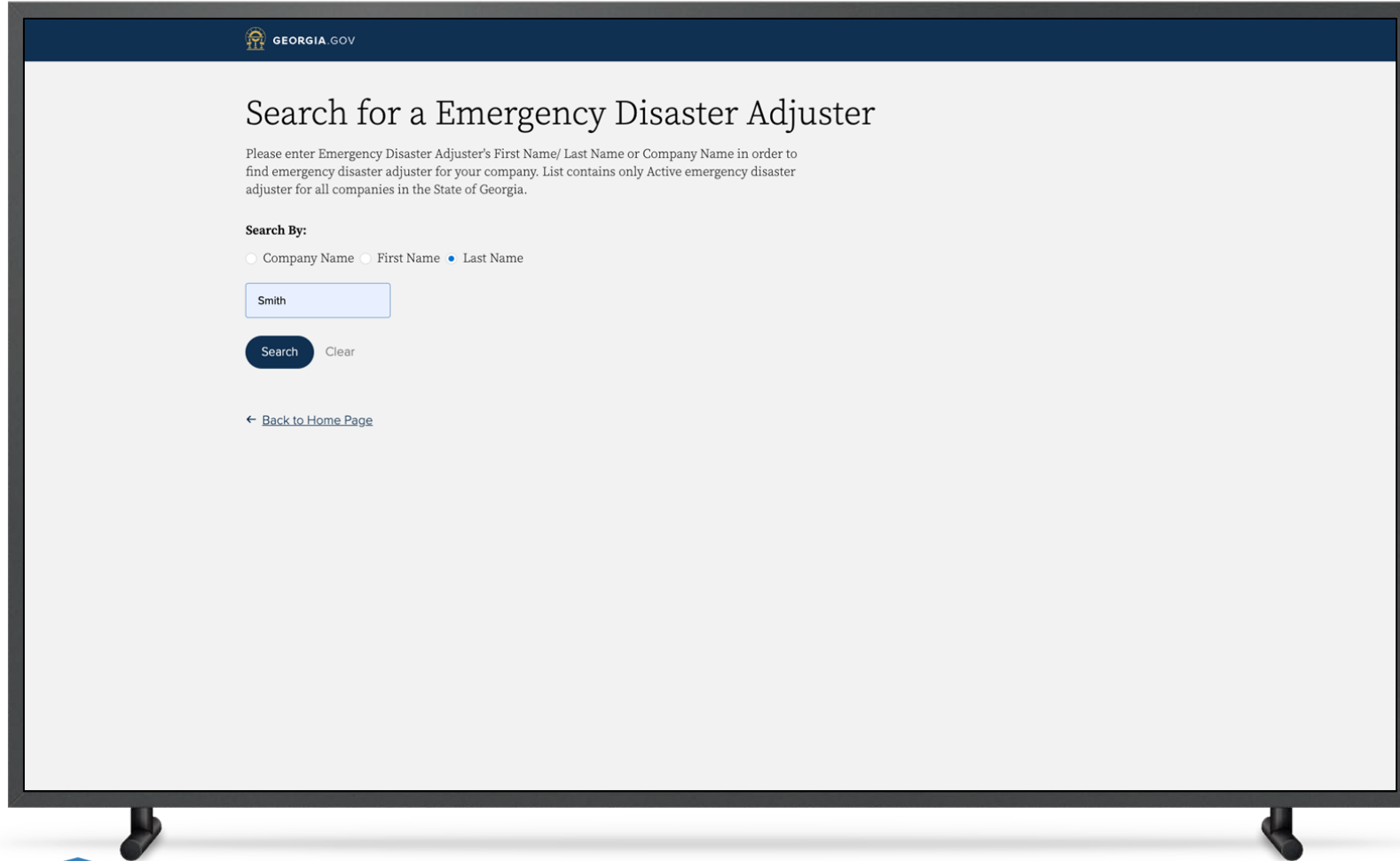
Search By:

○ Company Name   ○ First Name   ● Last Name

Smith

Search   Clear

← 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

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