Accessing the Portal

Navigate to the GA OCI Portal
On the **Home Page**, click ‘Emergency Disaster Adjuster’

No key points
Accessing the Portal

Instructions

Click 'Add Emergency Disaster Adjuster'

Key Points

No key points
Logging In

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

Enter all the required information

Click ‘Register’

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

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

Enter Email Address and Password

Click ‘Log In’

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

Select an Active Emergency

* indicates a required field

- Emergency

- Click ‘Proceed’

- No key points
Adding an Emergency Disaster Adjuster

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

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

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

No key points
Instructions

To ‘Export’ the list of Emergency Disaster Adjusters, click ‘Export the List’

Key Points
No key points
Adding an Emergency 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

![Excel Spreadsheet](image_url)

#### 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

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

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’.

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'

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

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Emergency</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>123512124</td>
<td>Turner</td>
<td>Scott</td>
<td>Draft</td>
<td>Hurricane Felix</td>
<td>View, Update</td>
</tr>
<tr>
<td>123512123</td>
<td>Turner</td>
<td>Scott</td>
<td>Draft</td>
<td>Tornado John</td>
<td>View, Update</td>
</tr>
<tr>
<td>123512124</td>
<td>Steven</td>
<td>Krista</td>
<td>Draft</td>
<td>Tornado John</td>
<td>View, Update</td>
</tr>
<tr>
<td>123512125</td>
<td>Turner</td>
<td>Scott</td>
<td>Draft</td>
<td>Tornado John</td>
<td>View, Update</td>
</tr>
<tr>
<td>123512126</td>
<td>Michaels</td>
<td>Rachel</td>
<td>Draft</td>
<td>Tornado John</td>
<td>View, Update</td>
</tr>
</tbody>
</table>
Adding an Emergency Disaster Adjuster

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

Download the sample template

No key points
Adding an Emergency Disaster Adjuster

### Instructions

To download the sample template, click 'Download'

### Key Points

Please use .CSV file format to upload

---

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Disaster</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>31370</td>
<td>Smith</td>
<td>James</td>
<td>Hurricane Felix</td>
<td>View</td>
</tr>
<tr>
<td>62785718</td>
<td>Johnson</td>
<td>Curt</td>
<td>Tornado</td>
<td>View</td>
</tr>
<tr>
<td>123498597</td>
<td>Smith</td>
<td>Jen</td>
<td>Earthquake</td>
<td>View</td>
</tr>
<tr>
<td>999000</td>
<td>Sanders</td>
<td>Mark</td>
<td>Covid</td>
<td>View</td>
</tr>
<tr>
<td>33582137</td>
<td>Smith</td>
<td>Jen</td>
<td>Earthquake</td>
<td>View</td>
</tr>
<tr>
<td>123423135</td>
<td>Ball</td>
<td>Mark</td>
<td>Covid</td>
<td>View</td>
</tr>
</tbody>
</table>
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

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

Instructions

Once the file is loaded, click ‘Done’

Key Points

No key points
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

The Bulk Load of Emergency Disaster Adjusters will be added 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

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.

**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.

**Instructions**

- Coordinators can ‘View’ the Emergency Disaster Adjuster’s information.
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

### 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

Instructions

No instructions

Key Points

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 an Active Emergency

Instructions
Select Another Emergency

Key Points
No key points
Adding an Emergency Disaster Adjuster

Select an Active Emergency

* indicates a required field

**Emergency**

Select 'Proceed'

Key Points

No key points
Adding an Emergency Disaster Adjuster

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

No key points
# Adding an Emergency Disaster Adjuster

**Instructions**

1. Click 'Confirm'

**Key Points**

- No key points
Adding an Emergency Disaster Adjuster

A green success banner will appear confirming that the Adjuster was added to the list successfully.
Adding an Emergency Disaster Adjuster

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

No key points
Adding an Emergency Disaster Adjuster

The Adjuster record has been added to a second emergency.
Finding an Emergency Disaster Adjuster
Finding an Emergency Disaster Adjuster

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.

No key points
Finding an Emergency Disaster Adjuster

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

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

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