



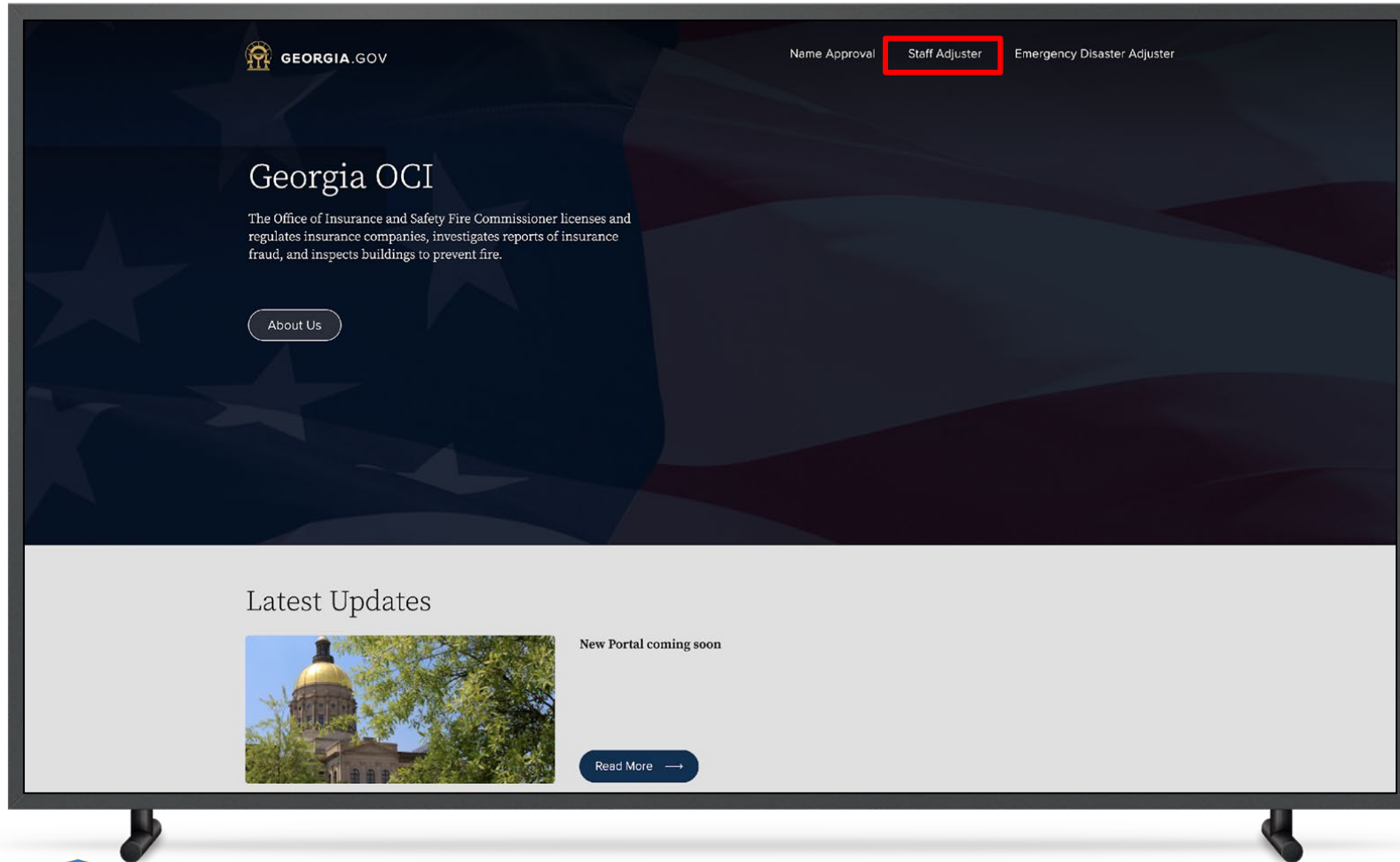
**Office of Commissioner of
Insurance and Safety Fire**

Protect | Enforce | Educate | Inform

GA OCI

Staff Adjuster User Guide

Accessing the Portal



Instructions

Click the following URL to go to the GA OCI Portal:

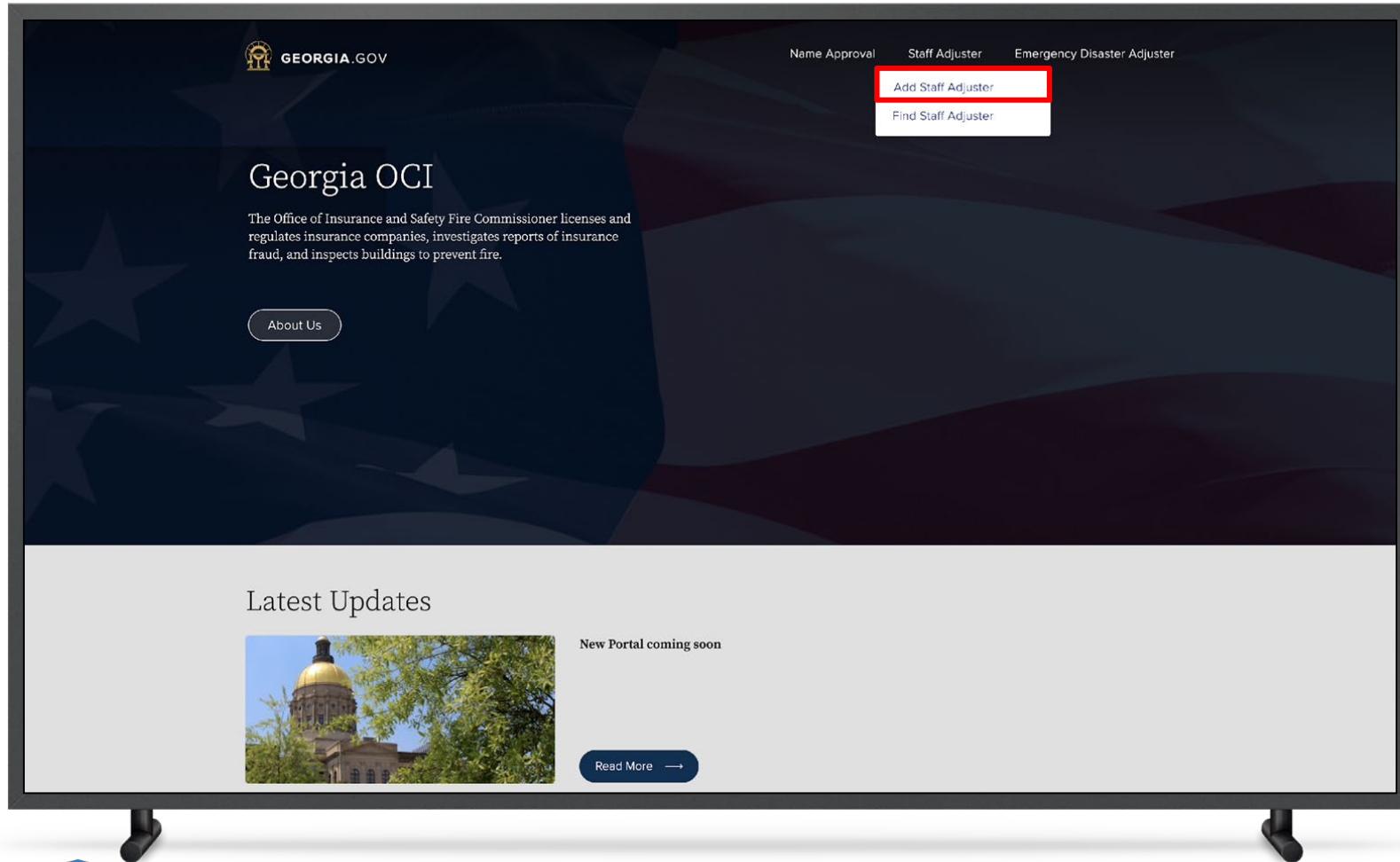
<https://gims.oci.ga.gov/s/>

On the **Home Page** click 'Staff Adjuster'

Key Points

No key points

Accessing the Portal



Instructions

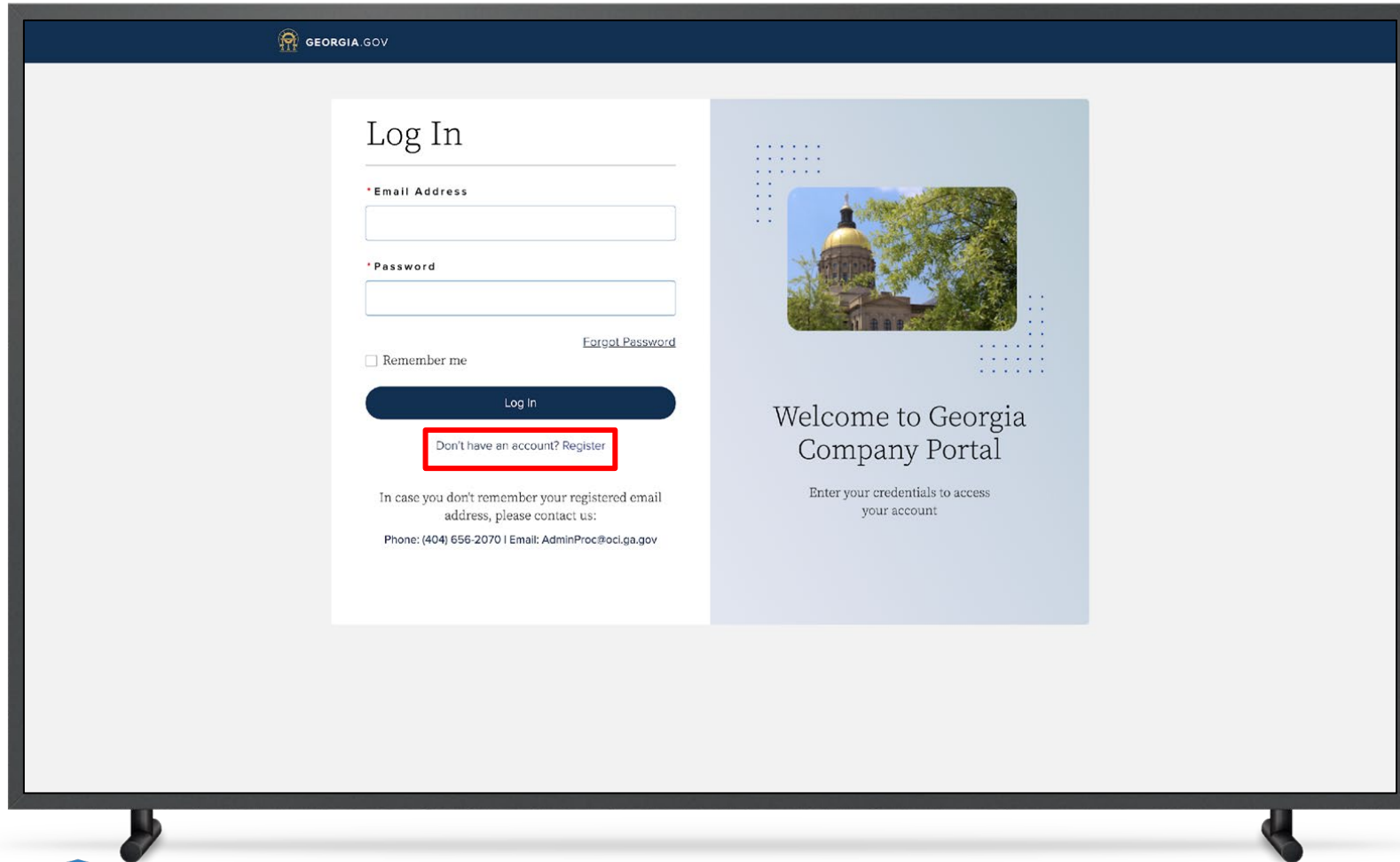
Click 'Add Staff Adjuster'

Key Points

No key points



Logging In



The screenshot shows the Georgia Company Portal login interface. At the top, the 'GEORGIA.GOV' logo is visible. The main content area is split into two sections. The left section, titled 'Log In', contains a form with two input fields: '* Email Address' and '* Password'. Below these fields is a 'Remember me' checkbox and a 'Log In' button. A red rectangle highlights the link 'Don't have an account? Register'. Below this link, there is contact information: 'In case you don't remember your registered email address, please contact us: Phone: (404) 656-2070 | Email: AdminProc@oci.ga.gov'. The right section, titled 'Welcome to Georgia Company Portal', features a photograph of the Georgia State Capitol dome and the text 'Enter your credentials to access your account'.

Instructions

To Add a Staff Adjuster, a Coordinator must have an account

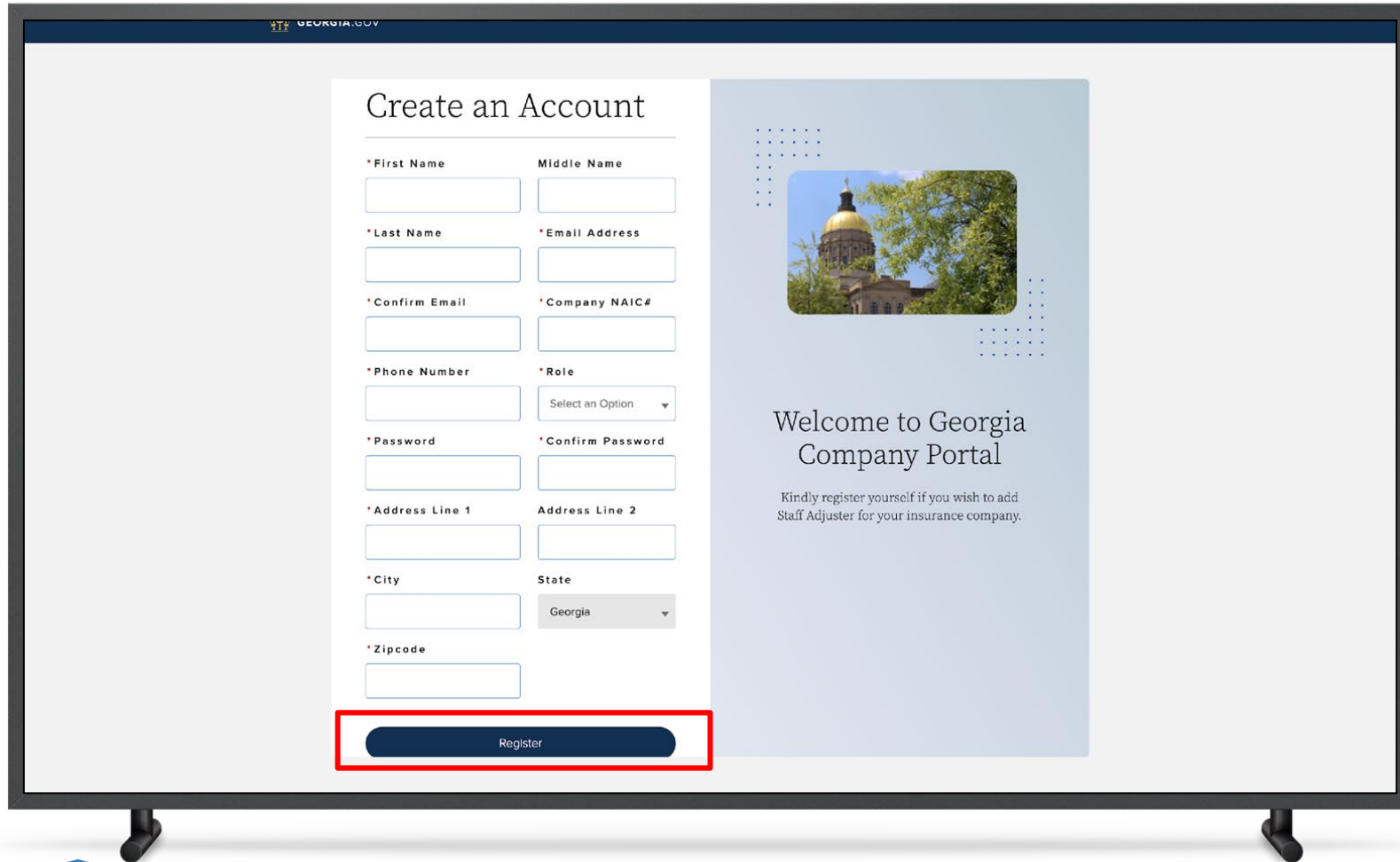
To create an account, click on 'Don't have an account? Register'

Key Points

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



Logging In



The screenshot shows a web browser displaying the Georgia Company Portal registration page. The page has a dark blue header with the text "GA GEORGIA.GOV". The main content area is light gray and contains a "Create an Account" form on the left and a "Welcome to Georgia Company Portal" message on the right. The form includes fields for First Name, Middle Name, Last Name, Email Address, Confirm Email, Company NAIC#, Phone Number, Role (a dropdown menu), Password, Confirm Password, Address Line 1, Address Line 2, City, State (a dropdown menu showing "Georgia"), and Zipcode. A red rectangular box highlights the "Register" button at the bottom of the form. The welcome message on the right features a photo of the Georgia State Capitol dome and the text: "Welcome to Georgia Company Portal" and "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

Email Address
gari.rossi@mtxb2b.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



Staff Adjuster Coordinator Profile

Instructions

Coordinators can View or their Edit their Profile by clicking on 'Profile' under their name

To update, click Edit and make changes

Review and Click Save on the lower right

Key Points

No key points

The screenshots illustrate the process of viewing and editing a Staff Adjuster Coordinator profile. The top-left image shows the 'Test Coordinator' dropdown menu with 'Profile' highlighted. The top-right image shows the 'My Profile' modal form with fields for First Name, Middle Name, Last Name, Company Email Address, Phone Number, Role, Address Line 1, Address Line 2, City, State, Country, and Zip Code. The bottom image shows the 'My Profile' modal form with the 'Save' button highlighted.



View a Staff Adjuster

GEORGIA GOV

Maintain Emergency Disaster Adjusters

Test Coordinator

Profile

Logout

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.

Search By:

☐ Employee ID

☐ Last Name

☐ Status

Test Account

Export the List

Add Staff Adjuster

Upload a List

Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315006	Cooper	Jerry	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 315000	Cooper	John	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 315003	Potter	Harry	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 345	Rum	Shi	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 123	SA	Test	Registered	<div>View</div> <div>Update</div>

View

Employee ID

315006

Middle Name

First Name

Jerry

Last Name

Cooper

Address Line 1

120 jefferson st

Address Line 2

jonson st

City

Atlanta

State

Georgia

Zipcode

30334

Phone Number

8000596192

Email Address

jerry@gmail.com

Action

View

Update

Instructions

Coordinators can 'View' the Staff Adjuster's Information

After you click on View, a popup of the record will appear

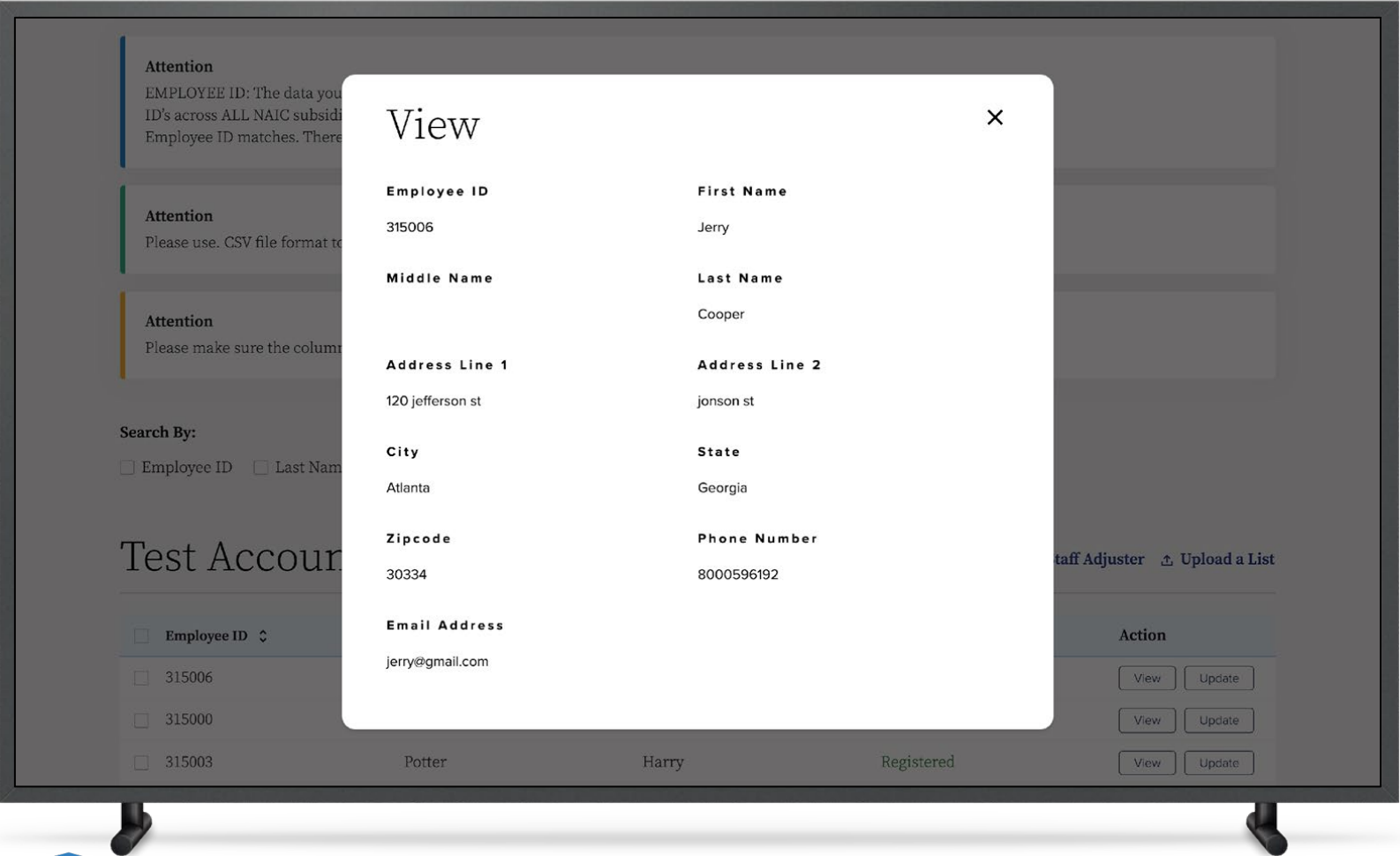
Click on the "x" on the top

Key Points

No key points



View a Staff Adjuster



Instructions

View the Staff Adjuster's Information

Key Points

No key points



Updating a Staff Adjuster

GEORGIA.GOV

Maintain Emergency Disaster Adjusters

Test Coordinator

Profile

Logout

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.

Search By:

Employee ID

Last Name

Status

Test Account

Export the List

Add Staff Adjuster

Upload a List

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315006	Cooper	Jerry	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 315000	Cooper	John	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 315003	Potter	Harry	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 345	Kum	Shi	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 123	SA	Test	Registered	<div>ViewUpdate</div>

javascript:void(0)

Instructions

Coordinators can 'Update' the Staff Adjuster's Information

Key Points

No key points



Updating a Staff Adjuster

GEORGIA.GOV

Attention

EMPLOYEE ID: The data you ID's across ALL NAIC subsidi Employee ID matches. There

Attention

Please use .CSV file format to

Attention

Please make sure the colum

Search By:
☐ Employee ID ☐ Last Name

Test Account

☐ Employee ID

200221420

315006

315000

315003

345

123

Cooper

Cooper

Potter

Kum

SA

Jerry

John

Harry

Shi

Test

Registered

Registered

Registered

Registered

Registered

Staff Adjuster

Upload a List

Action

View

Update

View

Update

View

Update

View

Update

View

Update

Update

* Employee ID

315006

* First Name

Jerry

Middle Name

* Last Name

Cooper

* Address Line 1

120 Jefferson st

Address Line 2

* City

Atlanta

* State

Georgia

* Zipcode

30334

* Phone Number

8000596192

* Email Address

jerry@gmail.com

Cancel

Save

Instructions

Update the Staff Adjuster's Information

Click 'Save'

Key Points

No key points



Search for a Staff 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 exactly as in the template.

Search By:
☐ Employee ID ☐ Last Name ☒ Status
Select an Option
Registered
Not Registered
Payment Due

[Export the List](#) [Add Staff Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315006	Cooper	Jerry	Registered	View Update
<input type="checkbox"/> 315000	Cooper	John	Registered	View Update
<input type="checkbox"/> 315003	Potter	Harry	Registered	View Update
<input type="checkbox"/> 345	Kum	Shi	Registered	View Update
<input type="checkbox"/> 123	SA	Test	Registered	View Update

Instructions

To Search for a Staff Adjuster, the Coordinator can filter by Employee ID, by Last Name or by Status

Key Points

Defining Status options:

- Registered: Currently Registered
- Not Registered: Adjuster was registered at one time but has not renewed
- Payment Due: Currently Registered but pending renewal payment
- Draft: After an Adjuster has been added for the first time but Payment is not complete



Export the List of Staff Adjusters

GEORGIA.GOV

Maintain Emergency Disaster Adjusters

Test Coordinator

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.

Search By:

☐ Employee ID

☐ Last Name

☐ Status

Test Account

Export the List

+ Add Staff Adjuster

Upload a List

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315006	Cooper	Jerry	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 315000	Cooper	John	Registered	<div>View</div> <div>Update</div>
<input type="checkbox"/> 315003	Potter	Harry	Registered	<div>View</div> <div>Update</div>

Show Rows:

50

1 - 3 of 3

Click here to view the adjusters draft list

Instructions

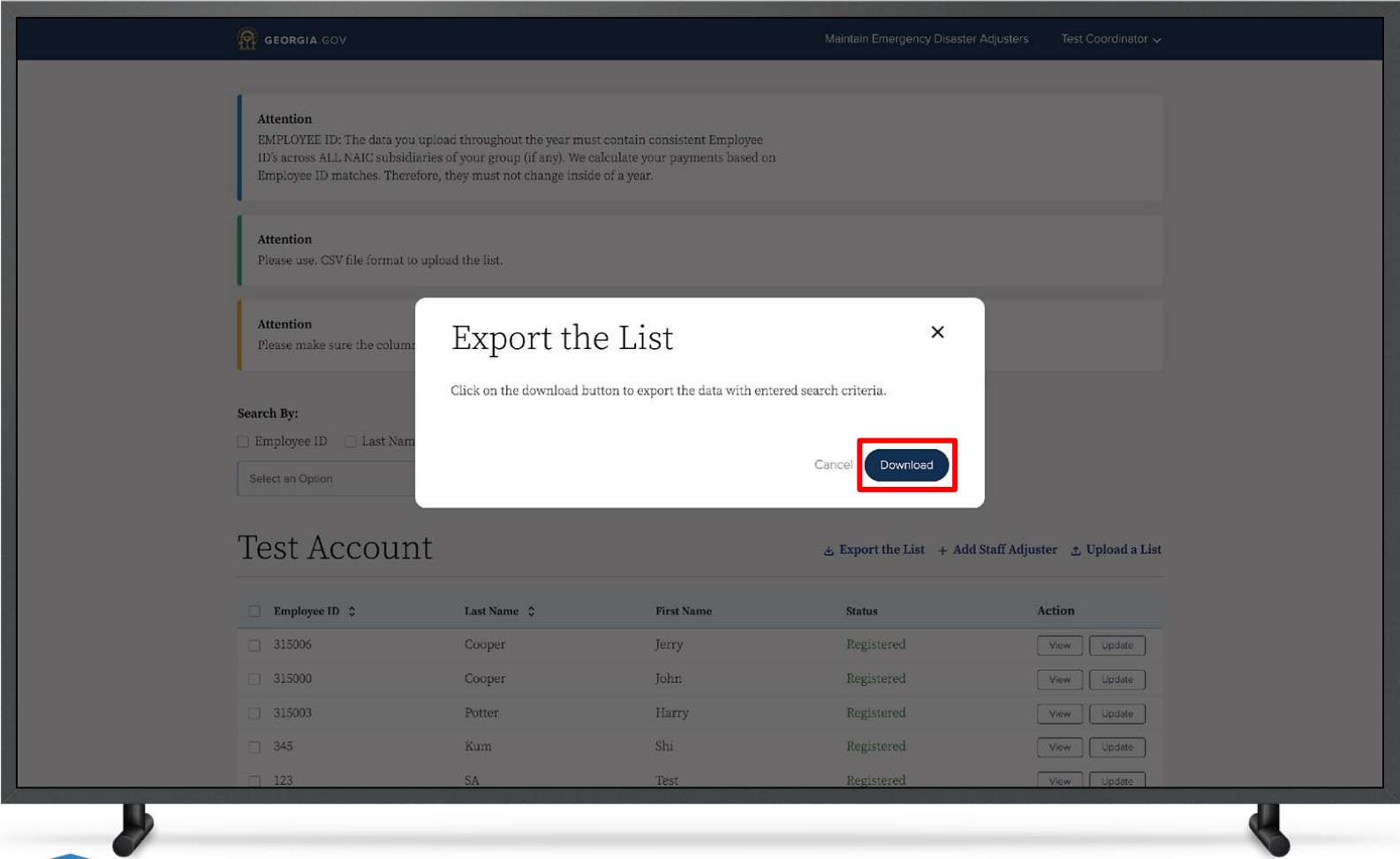
To 'Export' the List of Staff Adjusters, click 'Export the List'

Key Points

No key points



Export the List of Staff Adjusters



Instructions

To Export the list, click 'Download'

Key Points

The system will Download a CSV file. Once downloaded, the list can be shared, printed, or saved



Export the List of Staff Adjusters

AutoSave OFF

Staff Adjusters (1)11.xls - Compatibility Mode

HomeInsertDrawPage LayoutFormulasDataReviewViewTell me

Paste

Calibri (Body)12A^A^

B I U

Wrap Text

General

Conditional FormattingFormat as TableCell Styles

InsertDeleteFormat

A37

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Employee ID	First Name	Middle Name	Last Name	Address Line	Address Line	City	State	Zip Code	Phone Numb	Email Addr	Status					
2	200221420	Eric	J	Smith	5000 cowsbc 400/12		Augusta	Georgia	30101	(470) 255-88	ericjs@gmail	Registered					
3	315006	Jerry		Cooper	120 jefferson st		Atlanta	Georgia	30334	8000596192	jerry@gmail	Registered					
4	315000	John	K	Cooper	120 jefferson	jonson st	Atlanta	Georgia	30334	8000596192	jkc@gmail.c	Registered					
5	315003	Harry		Potter	120 jefferson	jonson st	Atlanta	Georgia	30334	8000596192	harry@gmail	Registered					
6	345	Shi	S	Kum	Test	Line	City	Georgia	34535	(453) 542-24	shivam@tes	Registered					
7	123	Test	Middle	SA	13 fullagar ri		72 bronx	Georgia	10457	(441) 112-22	bar@gmail.c	Registered					
8	201021	Shivam	S	Saxena	6000 cowsbc		400 frisco	Georgia	30101	(470) 255-88	sss@gmail.c	Registered					
9	21020443	SS	Middle	Smith	6000 cowsbc		400 frisco	Georgia	30101	(470) 255-88	ssmith@gm	Registered					
10																	
11																	
12																	
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19																	
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27																	
28																	
29																	

Instructions


No instructions

Key Points

Showing an example of an Exported list of Staff Adjusters



Deleting a Staff Adjuster

 **GEORGIA.GOV**

Maintain Emergency Disaster Adjusters

Michael TestPortal ▾

[← Select Another Company](#)

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.

Search By:

Use the "Status" option below to find staff adjusters for your company.

☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [+ Add Staff Adjuster](#) [Upload a List](#) [Delete a List](#)

<input type="checkbox"/> Employee ID ▾	Last Name ▾	First Name	Status	Action
<input type="checkbox"/> 315003	Potter	Harry	Registered	View Update
<input type="checkbox"/> 315000	Cooper	John	Registered	View Update

[Click here to view the adjusters draft list →](#)

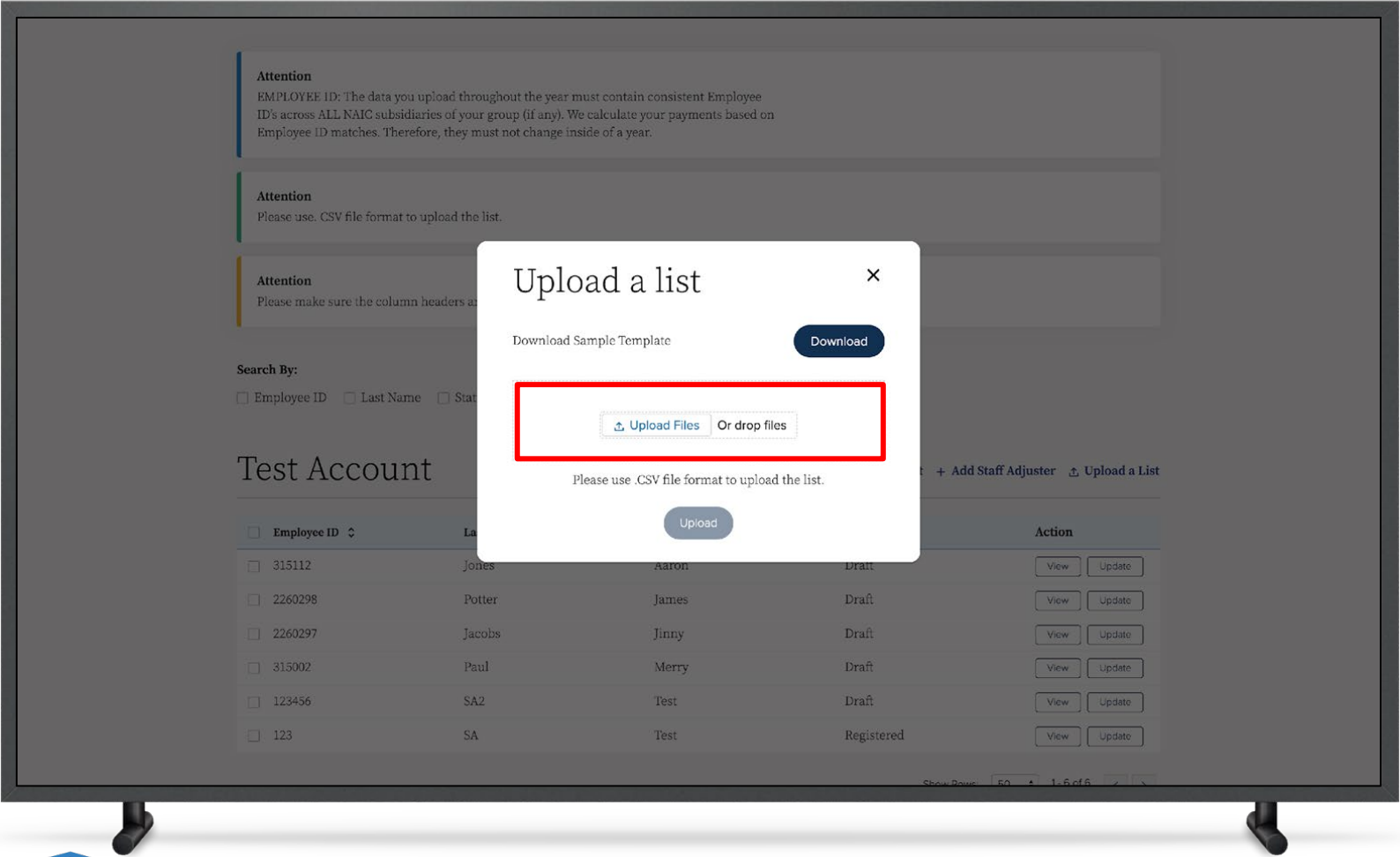
Instructions

 Key Points

No key points



Deleting a Staff Adjuster



Instructions

To Upload the File, Click 'Upload Files'

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

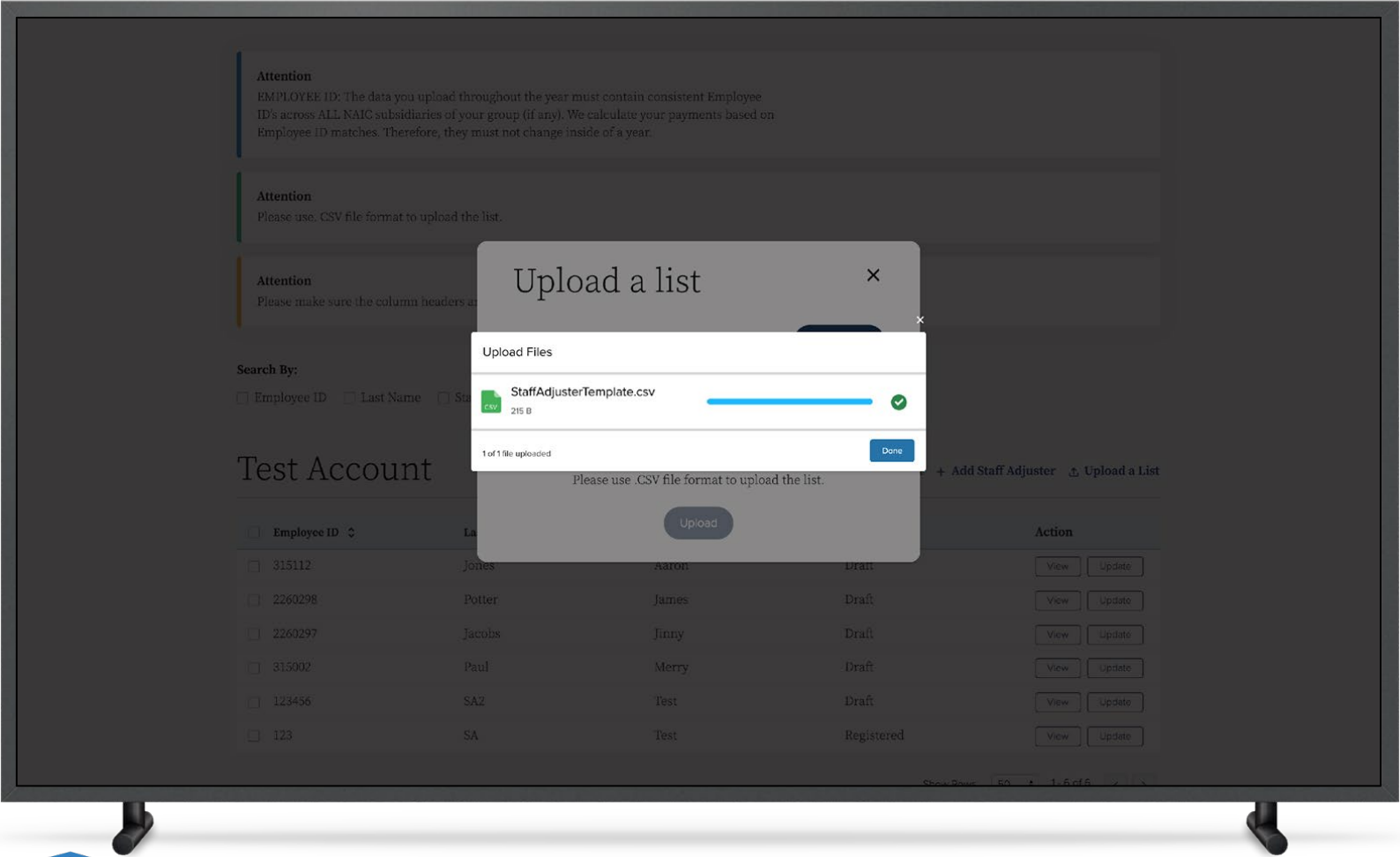


Key Points

No key points



Deleting a Staff Adjuster



Instructions

Once the File is Loaded, click 'Done'

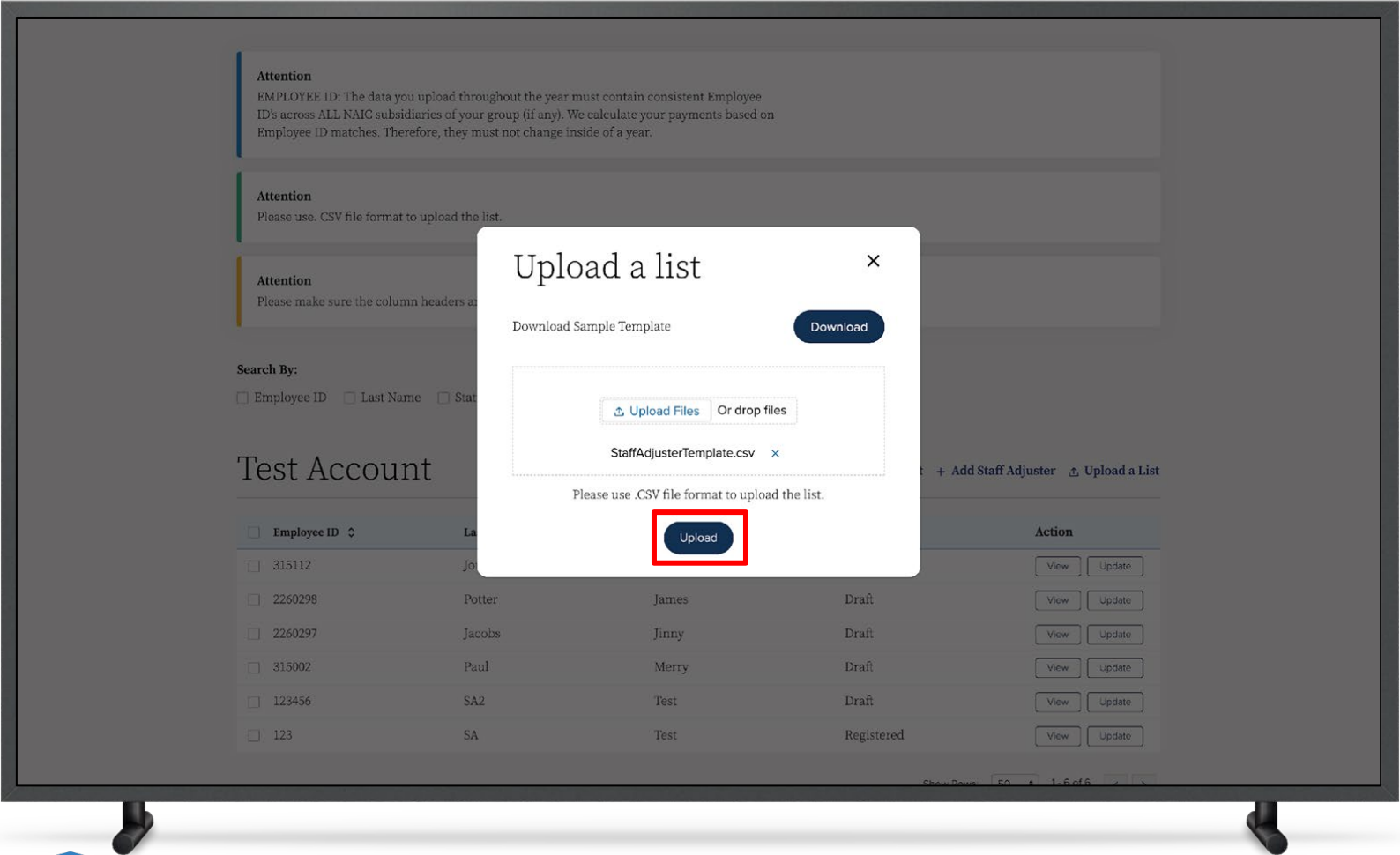


Key Points

No key points



Deleting a Staff Adjuster



Instructions

Click 'Upload'

Key Points

No key points



Deleting a Staff 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

☐

Employee ID ⬆

☐

Last Name ⬆

☐

First Name

☐

Status

☐

Action

☐

1899786923

Smith

Kelly

Draft

View

Update

☐

315112

Jones

Aaron

Draft

View

Update

☐

2260298

Potter

James

Draft

View

Update

☐

2260297

Jacobs

Jinny

Draft

View

Update

×

✓

Upload is successful

1 out of 1 records updated successfully



Instructions

A notification will appear confirming that the Upload was successful

Key Points

No key points

Deleting a Staff 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 exactly as in the template.

Search By:

Use the "Status" option below to find staff adjusters for your company.

☐ Employee ID ☐ Last Name ☐ Status

Test Account

Remove All

Deselect All

<input checked="" type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input checked="" type="checkbox"/> 315003	Potter	Harry	Draft	<div>ViewUpdate</div>
<input checked="" type="checkbox"/> 315003	Potter	Larry	Draft	<div>ViewUpdate</div>

Show Rows: 50 1 - 2 of 2

Instructions

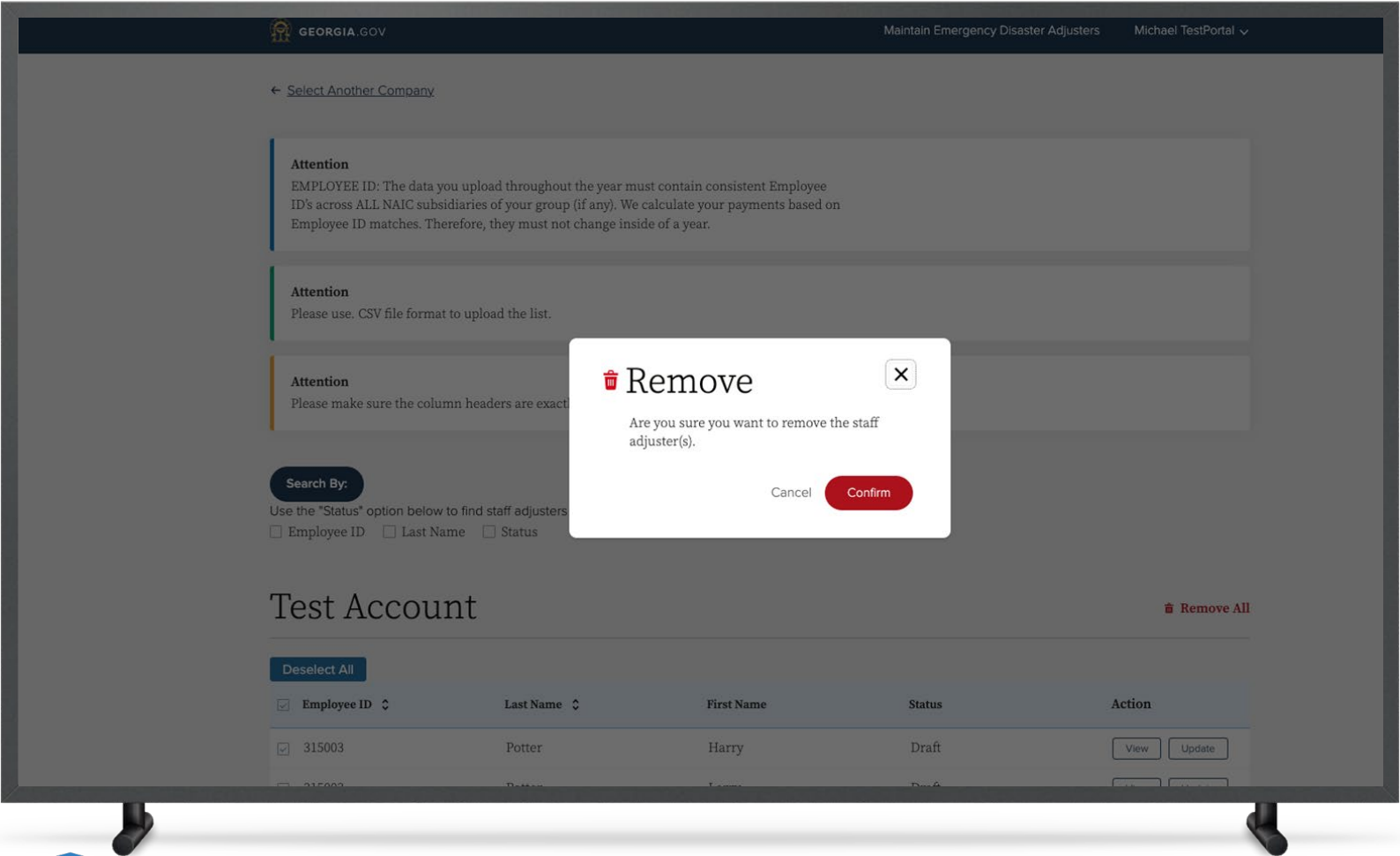


Key Points

No key points



Deleting a Staff Adjuster



Instructions

Key Points

No key points



Deleting a Staff Adjuster

Deleted Successfully!

[← Select Another Company](#)

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.

Search By:

Use the "Status" option below to find staff adjusters for your company.

☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [+ Add Staff Adjuster](#) [Upload a List](#) [Delete a List](#)

Deselect All

☐ Employee ID ☐ Last Name ☐ First Name ☐ Status ☐ Action

No records found

← Back to Staff Adjuster List

Show Rows: 50 0 - 0 of 0

Instructions

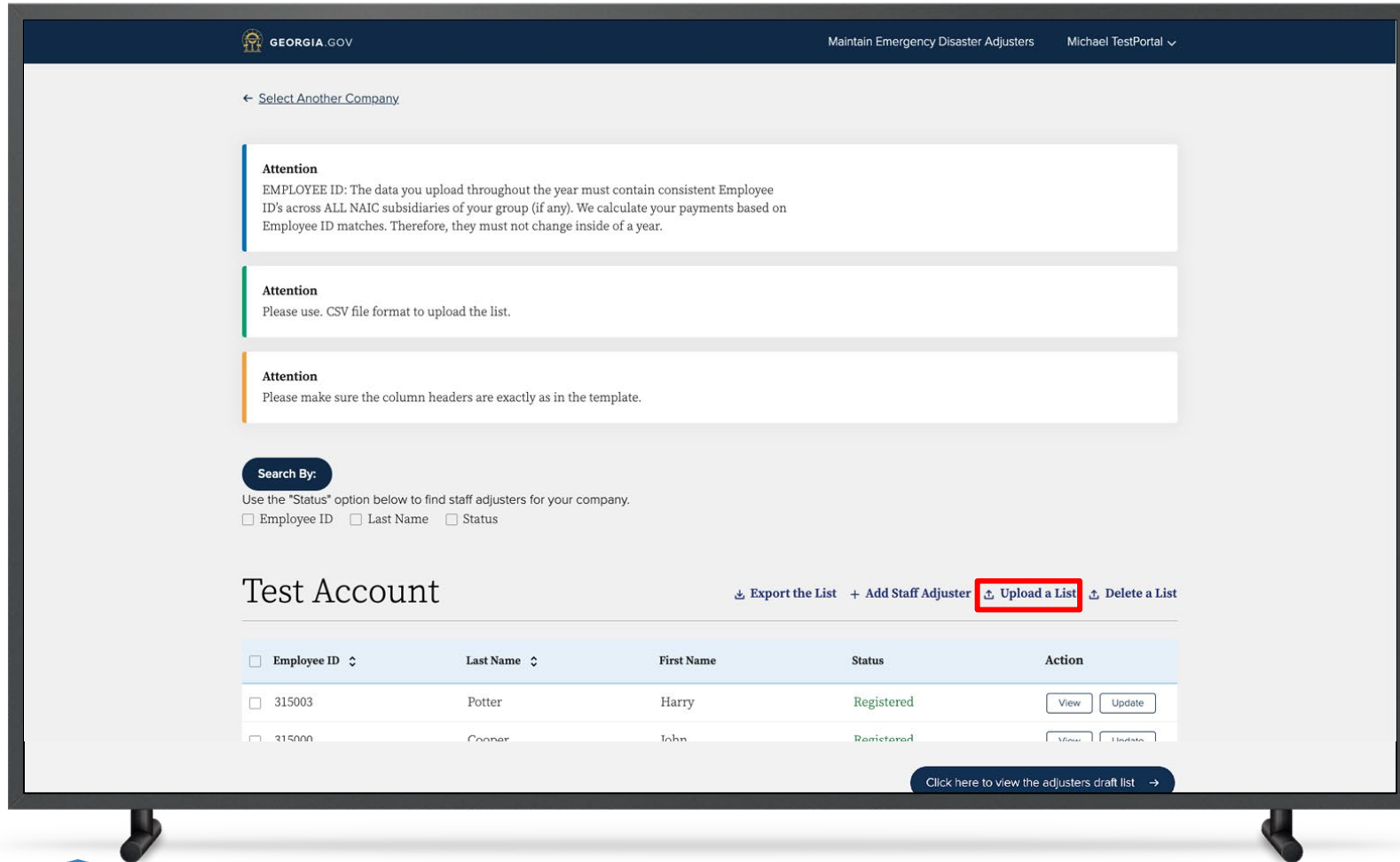


Key Points

No key points



Adding a Staff Adjuster



The screenshot shows the 'Maintain Emergency Disaster Adjusters' page for a 'Test Account'. The header includes the Georgia state logo and the text 'GEORGIA.GOV'. The user is logged in as 'Michael TestPortal'. A navigation bar contains links: '← Select Another Company', '+ Add Staff Adjuster', 'Export the List', 'Upload a List', and 'Delete a List'. The 'Upload a List' link is highlighted with a red box. Below the navigation bar, there are three 'Attention' boxes providing instructions on employee ID consistency, CSV file format, and column headers. A 'Search By' section allows filtering by Employee ID, Last Name, or Status. Below this is a table of staff adjusters with columns for Employee ID, Last Name, First Name, Status, and Action. The table contains two entries: Potter, Harry (Registered) and Cooper, John (Registered). At the bottom, there is a link to 'Click here to view the adjusters draft list'.

GEORGIA.GOV

Maintain Emergency Disaster Adjusters Michael TestPortal

← Select Another Company

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.

Search By:
Use the "Status" option below to find staff adjusters for your company.
☐ Employee ID ☐ Last Name ☐ Status

Test Account

Export the List + Add Staff Adjuster **Upload a List** Delete a List

Employee ID	Last Name	First Name	Status	Action
315003	Potter	Harry	Registered	View Update
315000	Cooper	John	Registered	View Update

Click here to view the adjusters draft list →

Instructions

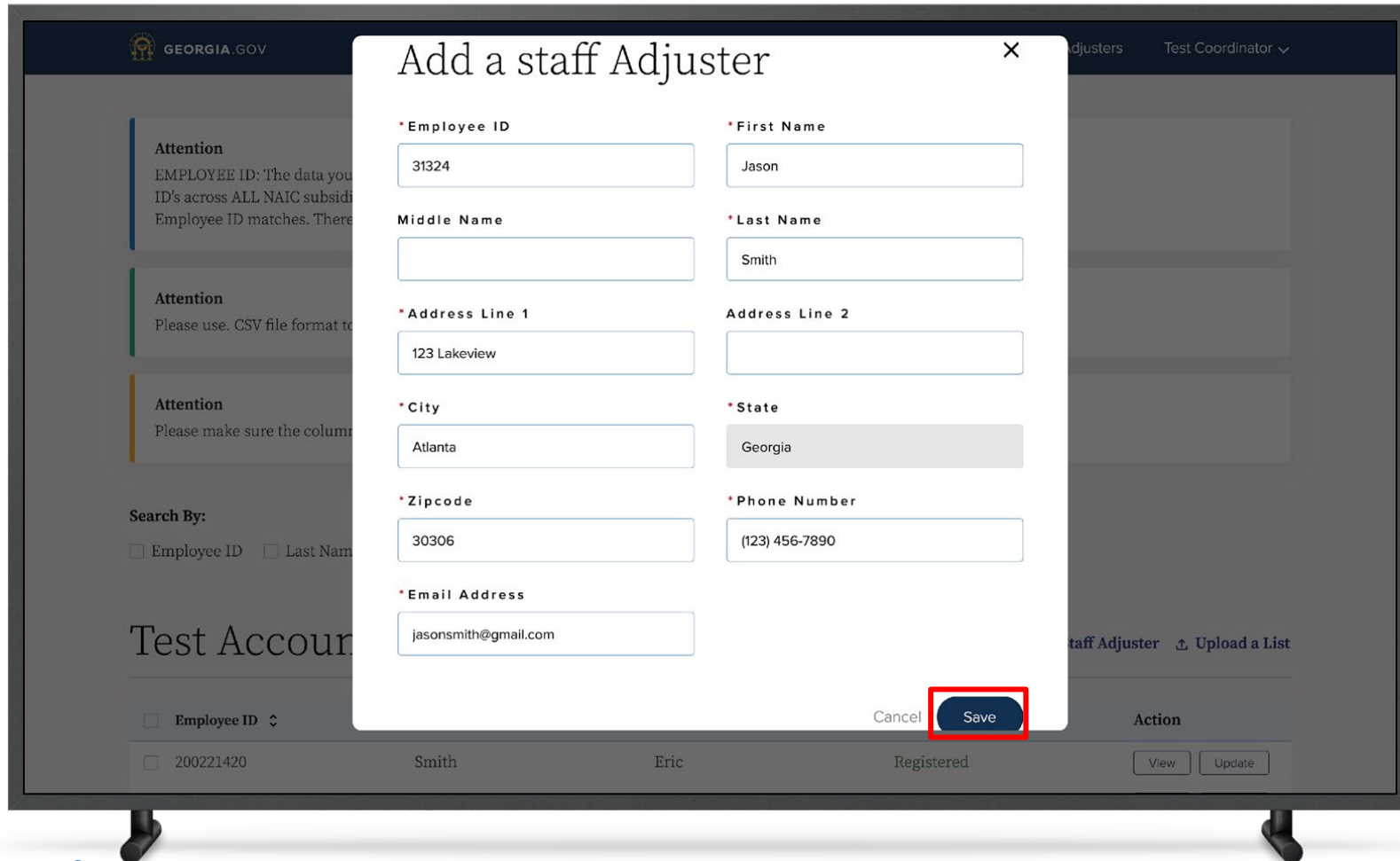
To manually Add a Staff Adjuster, click '+ Add Staff Adjuster'

Key Points

No key points



Adding a Staff Adjuster



GEORGIA.GOV

Add a staff Adjuster

* Employee ID: 31324

* First Name: Jason

* Last Name: Smith

* Middle Name:

* Address Line 1: 123 Lakeview

* Address Line 2:

* City: Atlanta

* State: Georgia

* Zipcode: 30306

* Phone Number: (123) 456-7890

* Email Address: jasonsmith@gmail.com

Cancel Save

Instructions

Enter the required information

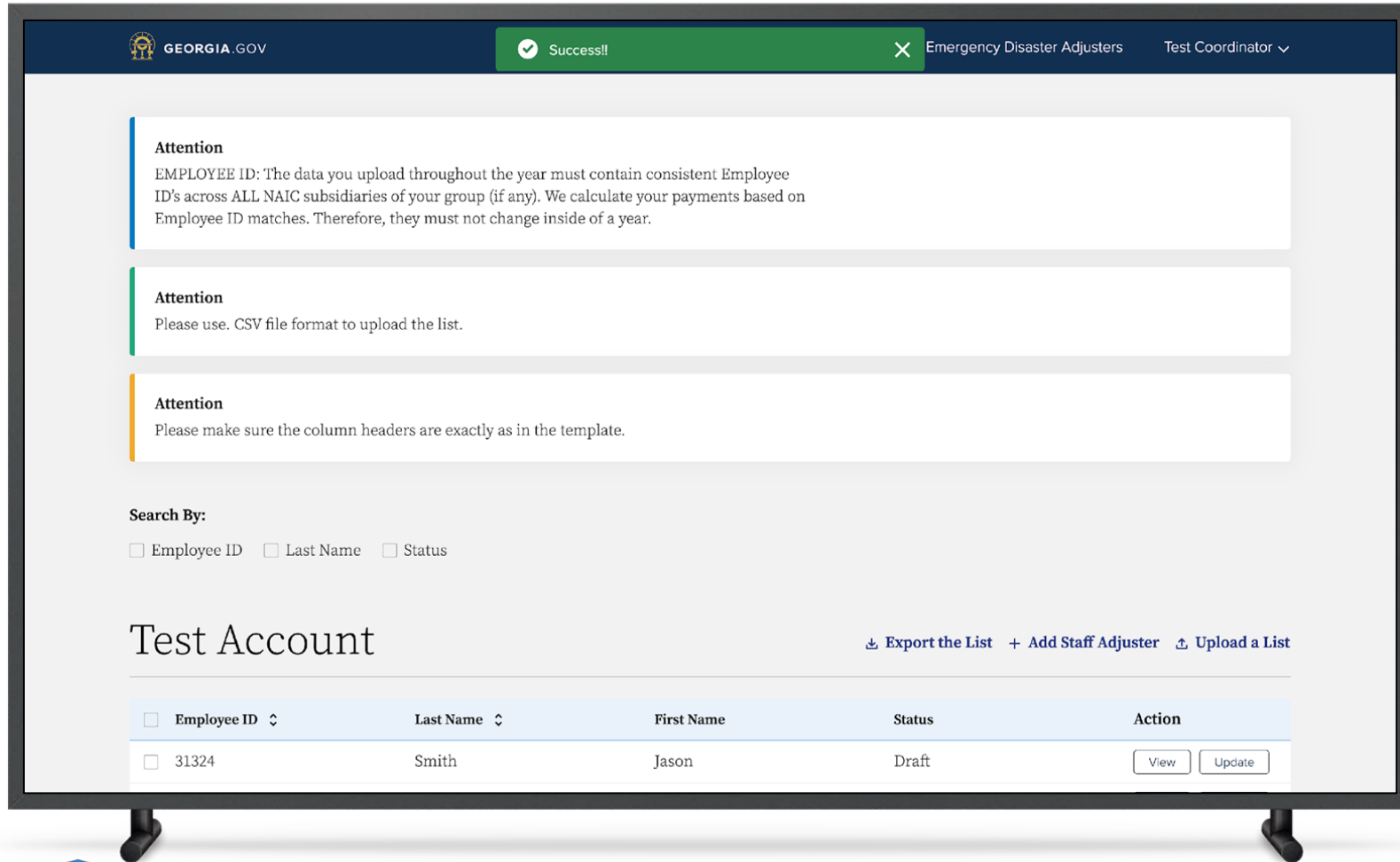
Click 'Save'

Key Points

The Staff Adjuster will be added to the draft list until payment has been completed



Adding a Staff Adjuster



The screenshot shows the Georgia Government portal for Emergency Disaster Adjusters. At the top, there is a dark blue header with the Georgia logo and 'GEORGIA.GOV'. A green success banner with a checkmark icon and the text 'Success!!' is displayed. To the right of the banner, the text 'Emergency Disaster Adjusters' and a dropdown menu for 'Test Coordinator' are visible. Below the header, there are three white boxes with blue borders, each containing an 'Attention' message. The first message states that employee IDs must be consistent across all NAIC subsidiaries. The second message asks users to use CSV file format. The third message asks users to ensure column headers match the template. Below these messages, there is a 'Search By:' section with three checkboxes: 'Employee ID', 'Last Name', and 'Status'. The 'Test Account' section is titled 'Test Account' and includes links for 'Export the List', 'Add Staff Adjuster', and 'Upload a List'. Below this, there is a table with columns for 'Employee ID', 'Last Name', 'First Name', 'Status', and 'Action'. The table contains one row with the following data: Employee ID 31324, Last Name Smith, First Name Jason, Status Draft, and Action buttons for 'View' and 'Update'.

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.

Search By:
☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [Add Staff Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 31324	Smith	Jason	Draft	<button>View</button> <button>Update</button>

Instructions

A Success banner will appear showing that the Staff Adjuster was added successfully

Key Points

No key points



Adding a Staff Adjuster

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

Search By:
☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [+ Add Staff Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input type="checkbox"/> 315006	Cooper	Jerry	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315000	Cooper	John	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315003	Potter	Harry	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 345	Kum	Shi	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 123	SA	Test	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 201021	Saxena	Shivam	Registered	<button>View</button> <button>Update</button>

Show Rows: 50 1 - 6 of 6

Click here to view the adjusters draft list →

Instructions

To view the list of Adjusters with a Draft Status, click 'Click here to view the adjusters draft list'

Key Points

No key points



Adding a Staff Adjuster

Search By:
☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [Add Staff Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input type="checkbox"/> 31324	Smith	Jason	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 1899786923	Smith	Kelly	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315112	Jones	Aaron	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 2260298	Potter	James	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 2260297	Jacobs	Jinny	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 998987	Thomas	Jerry	Payment Due	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315002	Paul	Merry	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 123456	SA2	Test	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 123	SA	Test	Registered	<button>View</button> <button>Update</button>

Show Rows: 50 1 - 9 of 9

[← Back to Staff Adjuster List](#)

Instructions

To go back to the list of Staff Adjusters, click 'Back to Staff Adjuster List'

Key Points

Note: The newly added Staff Adjuster has now been added to the **Adjusters Draft List**



Adding a Staff Adjuster

The screenshot shows the 'Maintain Emergency Disaster Adjusters' page in the Michael TestPortal. The page includes a header with the Georgia state logo and navigation links. A sidebar on the left contains three 'Attention' boxes with instructions regarding Employee ID consistency, CSV file format, and column headers. Below these is a 'Search By' section with radio buttons for 'Employee ID', 'Last Name', and 'Status'. The main content area is titled 'Test Account' and features a table of staff adjusters. The table has columns for 'Employee ID', 'Last Name', 'First Name', 'Status', and 'Action'. Two rows are visible: one for Potter, Harry (Registered) and one for Cooper, John (Registered). The 'Upload a List' button is highlighted with a red box. At the bottom, there is a link to view the draft list.

GEORGIA.GOV

Maintain Emergency Disaster Adjusters Michael TestPortal

[← Select Another Company](#)

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.

Search By:
Use the "Status" option below to find staff adjusters for your company.
☐ Employee ID ☐ Last Name ☐ Status

Test Account [Export the List](#) [+ Add Staff Adjuster](#) **Upload a List** [Delete a List](#)

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315003	Potter	Harry	Registered	View Update
<input type="checkbox"/> 315000	Cooper	John	Registered	View Update

[Click here to view the adjusters draft list](#)

Instructions

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

Download the Sample Template

Key Points

No key points



Adding a Staff Adjuster

GEORGIA.GOV

Maintain Emergency Disaster AdjustersMichael TestPortal

← Select Another Company

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

Attention

Please make sure the column headers are

Search By:

Use the "Status" option below to find staff adjusters for your company.

☐ Employee ID

☐ Last Name

☐ Status

Test Account

Export the List

+ Add Staff Adjuster

Upload a List

Delete a List

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315003	Potter	Harry	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 315000	Connor	John	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 345	Kum	Shi	Registered	<div>ViewUpdate</div>
<input type="checkbox"/> 123	SA	Test	Registered	<div>ViewUpdate</div>

Upload a list

Select Upload Option

Select Upload Option

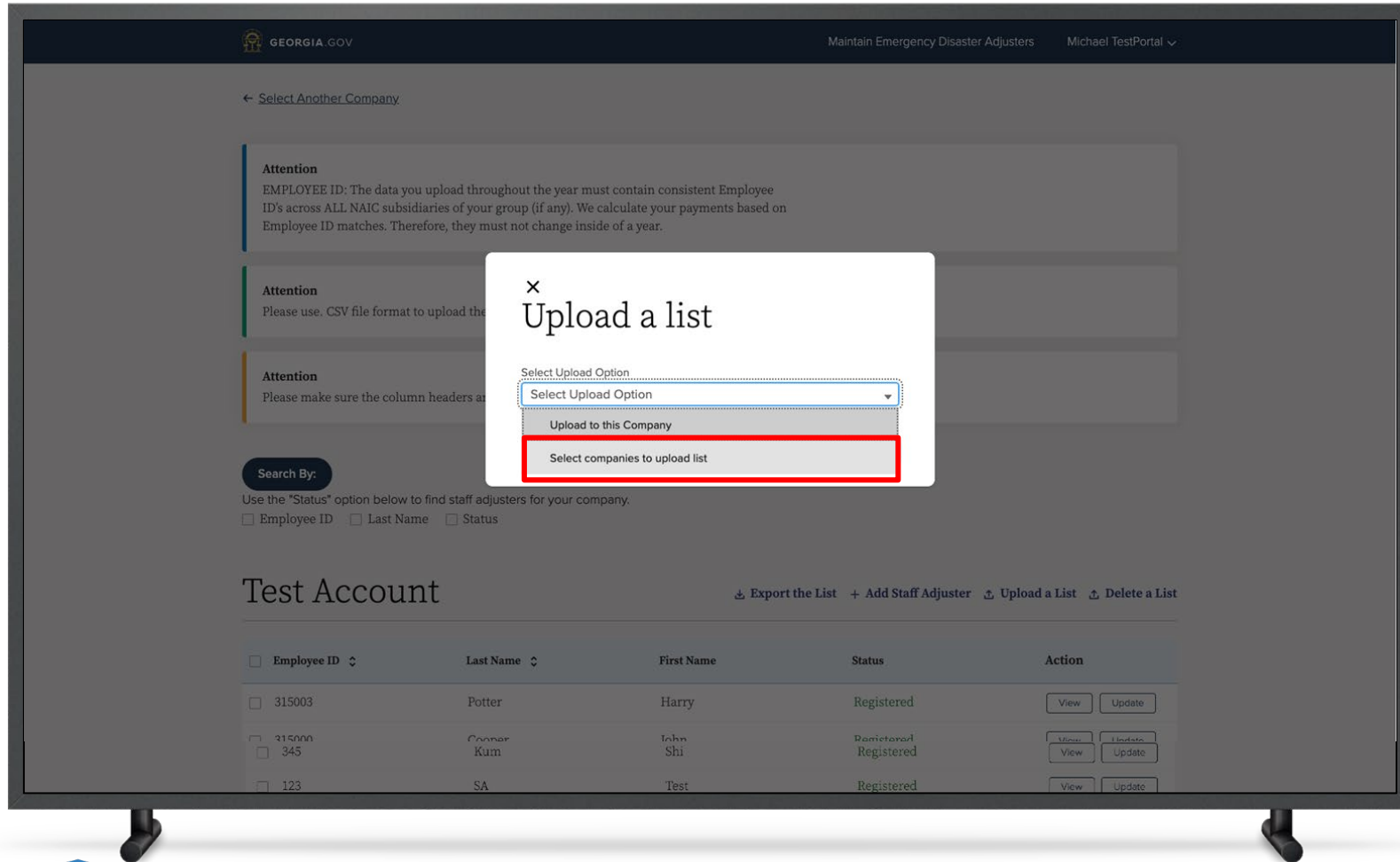
Next

Instructions

Key Points



Adding a Staff Adjuster



GEORGIA.GOV

Maintain Emergency Disaster Adjusters Michael TestPortal

← Select Another Company

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

Attention
Please make sure the column headers are

Search By: ☐ Employee ID ☐ Last Name ☐ Status

Use the "Status" option below to find staff adjusters for your company.

Test Account

Export the List + Add Staff Adjuster Upload a List Delete a List

Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315003	Potter	Harry	Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315000 <input type="checkbox"/> 345	Conner Kum	John Shi	Demitted Registered	<button>View</button> <button>Update</button>
<input type="checkbox"/> 123	SA	Test	Registered	<button>View</button> <button>Update</button>

Instructions

Key Points



Adding a Staff Adjuster

The screenshot shows the Georgia.gov portal for maintaining emergency disaster adjusters. A modal titled "Upload a list" is open, displaying a "Select Upload Option" dropdown menu. The dropdown is currently set to "Select companies to upload list". Below the dropdown, there is a list of options with checkboxes:

- ☒ Name
- ☐ Secondary Upload Enhancement Test 1
- ☐ Secondary Upload Enhancement Test 2
- ☐ Secondary Upload Test 3
- ☐ Final Group Test 1
- ☐ American 2nd Upload
- ☐ Manual Import Test
- ☐ Duplicate Staff Adj Test
- ☒ Manually Import 2nd
- ☒ Test Account
- ☐ Manual Import 3rd
- ☐ Final Group Test 2
- ☐ Test Account 2

A "Next" button is located at the bottom right of the modal. In the background, the main page shows a "Test Account" section with a "Search By:" dropdown and a table of adjusters.

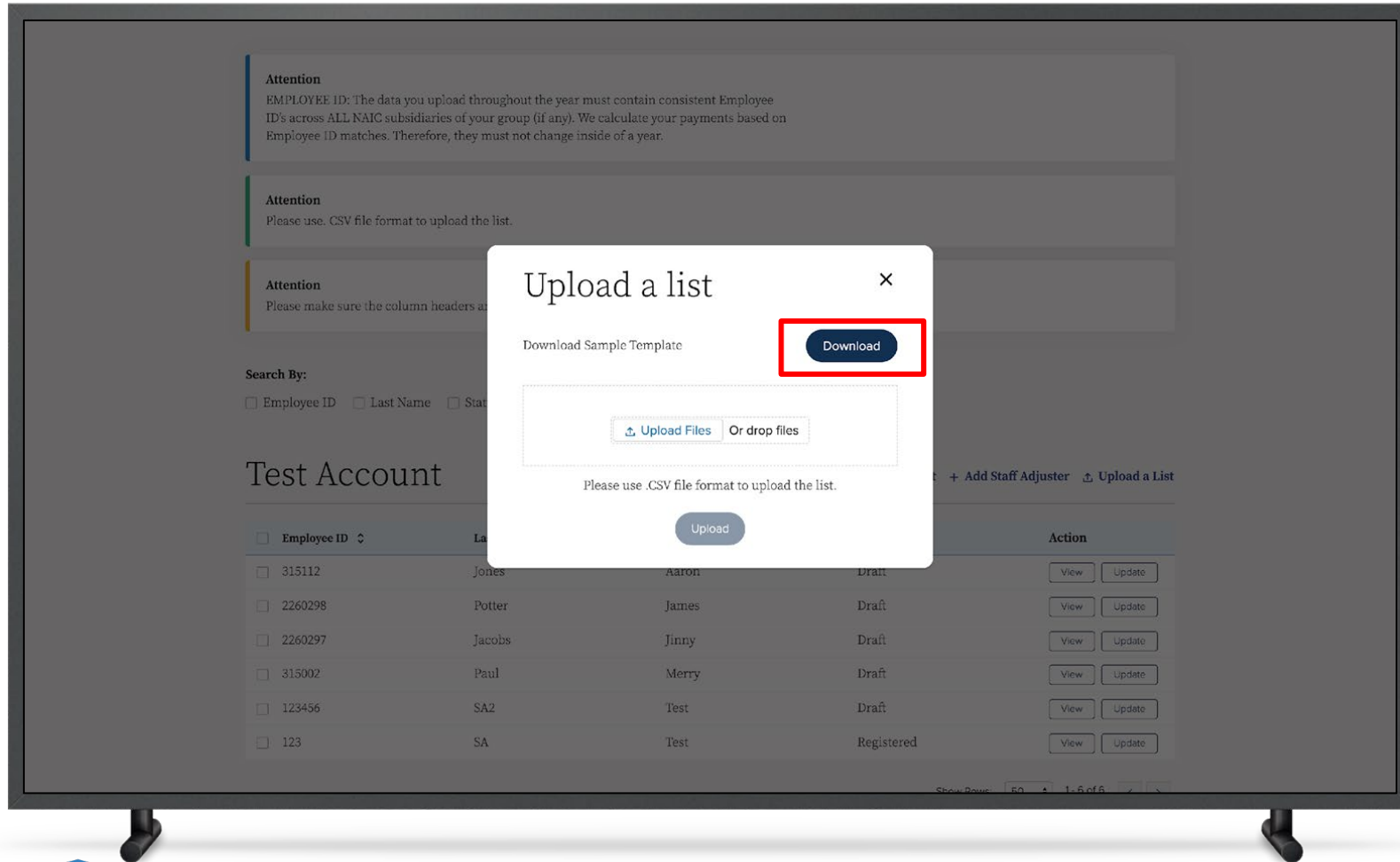
Employee ID	Last Name	Status	Action
<input type="checkbox"/> 112003	Done		
<input type="checkbox"/> 113003	Done		
<input type="checkbox"/> 111002	Done	John1	Draft

Instructions

Key Points



Adding a Staff Adjuster



Instructions

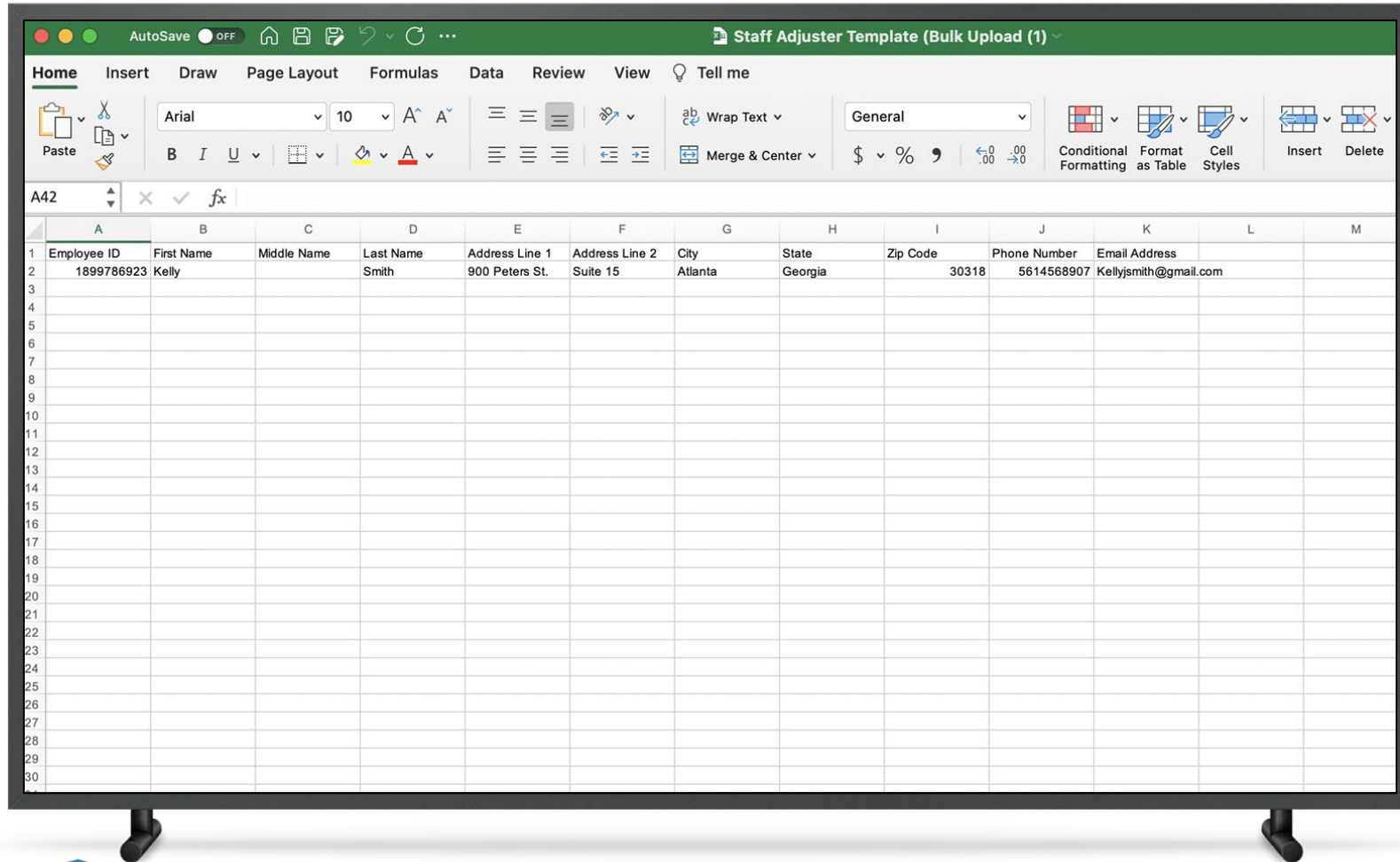
To Download the Sample Template, click 'Download'

Key Points

Please use .CSV file format to upload



Adding a Staff Adjuster



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Employee ID	First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone Number	Email Address		
2	1899786923	Kelly		Smith	900 Peters St.	Suite 15	Atlanta	Georgia	30318	5614568907	Kellyjsmith@gmail.com		
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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22													
23													
24													
25													
26													
27													
28													
29													
30													

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

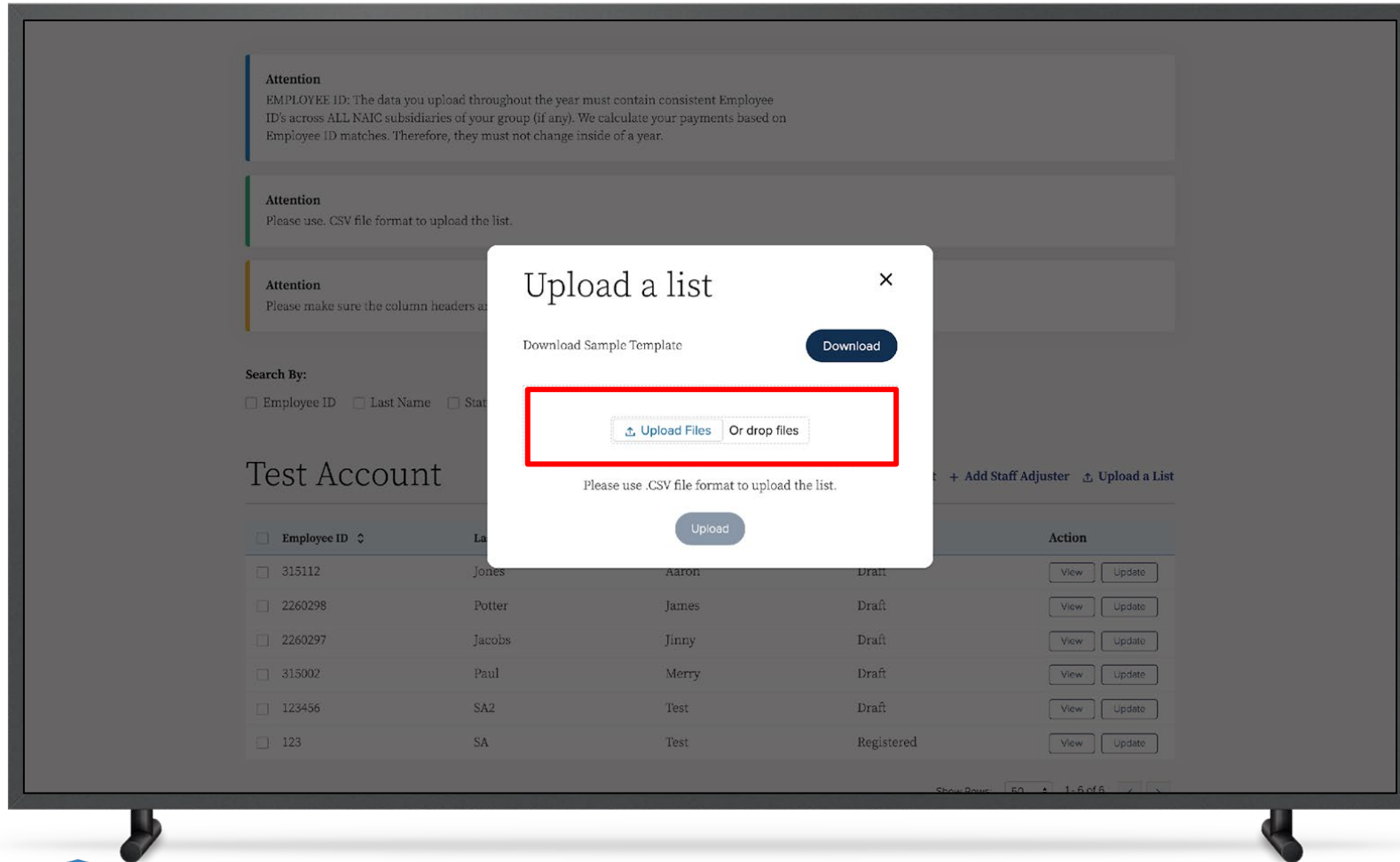
Create the list of Adjusters to be added and Save the list

Key Points

No key points



Adding a Staff Adjuster



Instructions

To Upload the File, Click 'Upload Files'

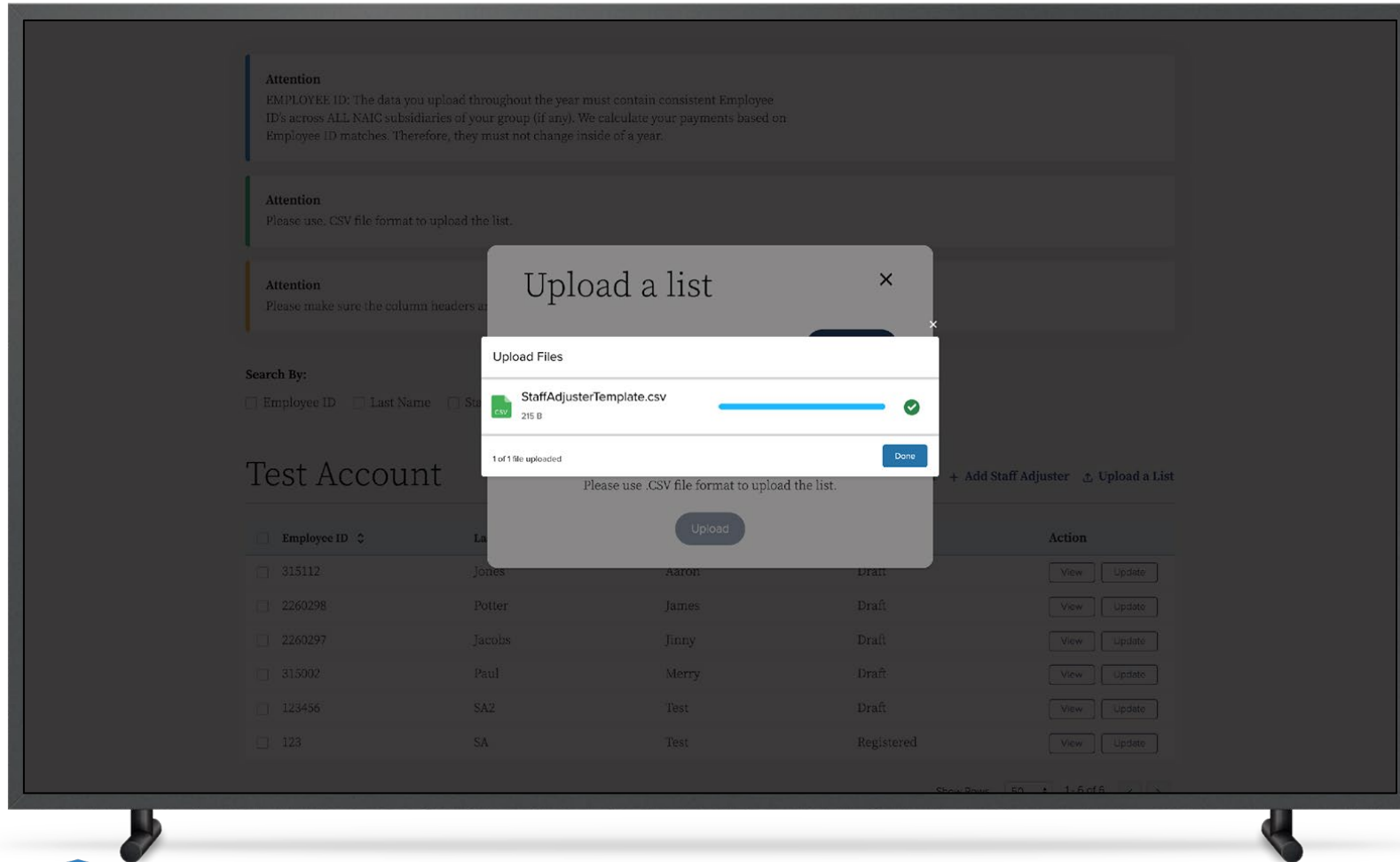
To Drop the file, drag the file and drop it in the space provided

Key Points

No key points



Adding a Staff Adjuster



Instructions

Once the File is Loaded, click 'Done'

Key Points

No key points



Adding a Staff 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 ☐ State

Test Account

Upload Files

Or drop files

StaffAdjusterTemplate.csv

Please use .CSV file format to upload the list.

Upload

+ Add Staff Adjuster

Upload a List

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
<input type="checkbox"/> 315112	Jo			<div>View Update</div>
<input type="checkbox"/> 2260298	Potter	James	Draft	<div>View Update</div>
<input type="checkbox"/> 2260297	Jacobs	Jinny	Draft	<div>View Update</div>
<input type="checkbox"/> 315002	Paul	Merry	Draft	<div>View Update</div>
<input type="checkbox"/> 123456	SA2	Test	Draft	<div>View Update</div>
<input type="checkbox"/> 123	SA	Test	Registered	<div>View Update</div>

Instructions

Click 'Upload'

Key Points

No key points



Adding a Staff 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	<button>View</button> <button>Update</button>
<input type="checkbox"/> 315112	Jones	Aaron	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 2260298	Potter	James	Draft	<button>View</button> <button>Update</button>
<input type="checkbox"/> 2260297	Jacobs	Jinny	Draft	<button>View</button> <button>Update</button>

Upload is successful

1 out of 1 records updated successfully

Instructions

A notification will appear confirming that the Upload was successful

Key Points

No key points



Payment

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.

Search By:

☐ Employee ID ☐ Last Name ☐ Status

Test Account

[Export the List](#) [Add Staff Adjuster](#) [Upload a List](#)

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input type="checkbox"/> 200221417	Potter	Ron	Payment Due	<div><div>View</div><div>Update</div></div>

Show Rows:

50

1 - 1 of 1

<

>

Click here to view the adjusters draft list →



Instructions

To make a payment, click 'Click here to view the adjusters draft list'

Key Points

No key points

Payment

Search By:
☐ Employee ID ☐ Last Name ☐ Status

Test Account

Remove

<input type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input checked="" type="checkbox"/> 11324	Smith	Jason	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 1899786923	Smith	Kelly	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 315112	Jones	Aaron	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 2260298	Potter	James	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 2260297	Jacobs	Jinny	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 998987	Thomas	Jerry	Payment Due	<div>ViewUpdate</div>
<input type="checkbox"/> 315002	Paul	Merry	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 123456	SA2	Test	Draft	<div>ViewUpdate</div>
<input type="checkbox"/> 123	SA	Test	Registered	<div>ViewUpdate</div>

Show Rows: 50 1 - 9 of 9 < >

Payment Information

Instructions

From the **Adjusters Draft List**, check the box next to the Adjuster to make a Payment

Key Points

No key points



Payment

Attention

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

Search By:

Use the "Status" option below to find staff adjusters for your company.

☐ Employee ID ☐ Last Name ☐ Status

Test Account

Remove All

Select All

<input checked="" type="checkbox"/> Employee ID ↕	Last Name ↕	First Name	Status	Action
<input checked="" type="checkbox"/> 315003	Potter	Harry	Draft	<div>ViewUpdate</div>
<input checked="" type="checkbox"/> 315003	Potts	Harry	Draft	<div>ViewUpdate</div>
<input checked="" type="checkbox"/> 315003	Potter	Larry	Draft	<div>ViewUpdate</div>

Show Rows: 50 1 - 3 of 3 < >

Payment Information

Instructions



Key Points

Alternative option to use the ‘Select All’ button to make a payment for all records at once.



Payment

Payment Information

Show Rows: 50 1 - 9 of 9

* Please select payment type

Credit Card

E-Check (ACH Debit)

Payment Summary	Amount
Application Fees	\$50.00
Processing Fees	\$5.00
Total	\$55.00

Note:

1. For Credit Cards Payment Only- By submitting your payment you are agreeing to a service fee of 2.55% that will be collected by a third party to cover transaction processing fees. You may cancel this transaction and make alternative payment arrangements with us to avoid the service fee.

2. Please allow at least 1 Business Day to process the request and update the system.

← Back to Staff Adjuster List

Submit →

Instructions

Select **Payment Type**

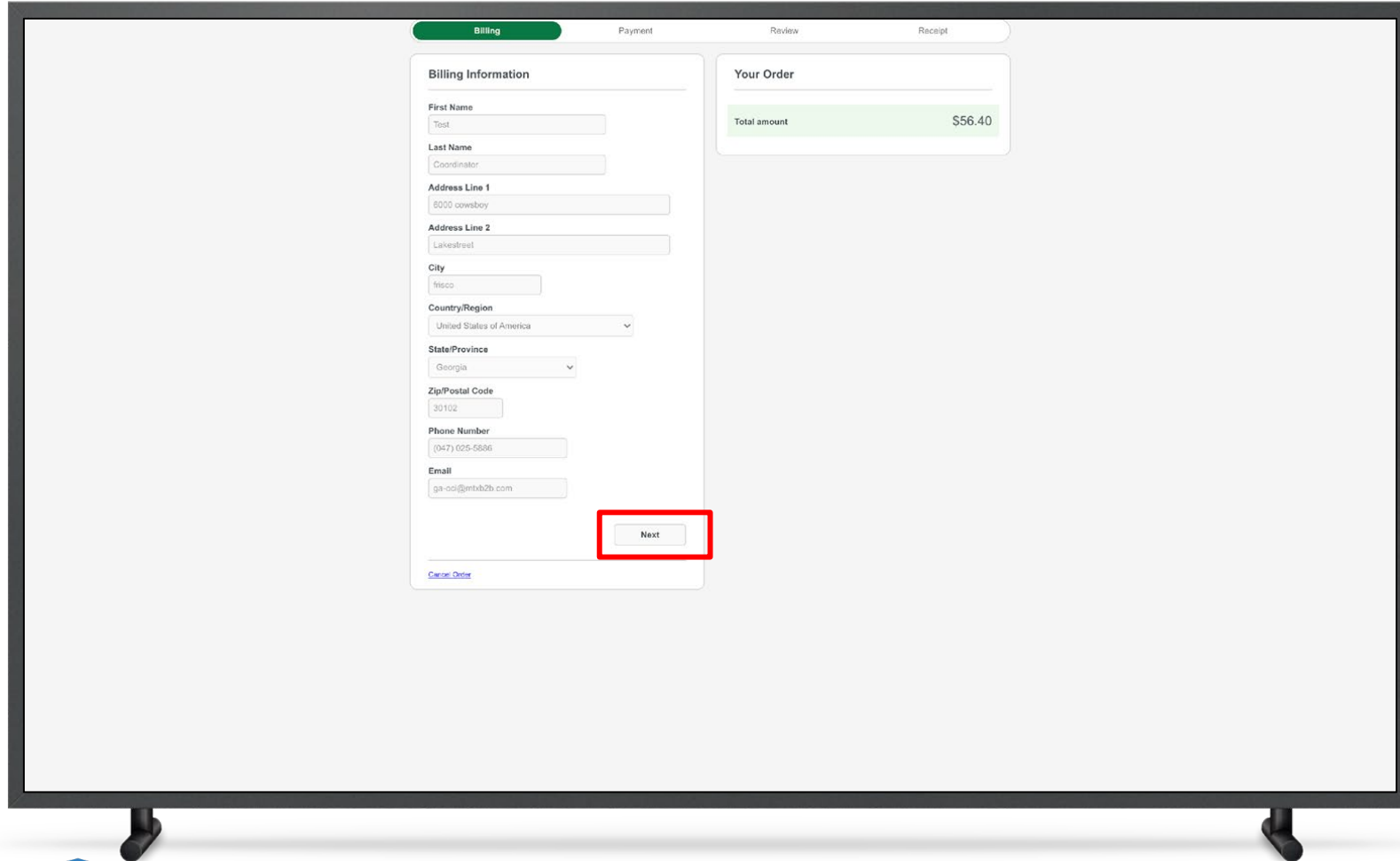
Click 'Submit'

Key Points

If Credit Card is selected, a 2.55% processing fee will be applied



Payment



The screenshot displays a payment gateway interface with a navigation bar at the top containing four tabs: **Billing** (highlighted in green), **Payment**, **Review**, and **Receipt**. The main content area is divided into two sections. On the left, the **Billing Information** section contains the following fields: **First Name** (text input with 'Test'), **Last Name** (text input with 'Coordinator'), **Address Line 1** (text input with '8000 cowboy'), **Address Line 2** (text input with 'Lakeside'), **City** (text input with 'Frisco'), **Country/Region** (dropdown menu with 'United States of America'), **State/Province** (dropdown menu with 'Georgia'), **Zip/Postal Code** (text input with '30102'), **Phone Number** (text input with '(047) 025-5506'), and **Email** (text input with 'ga-co@entx2b.com'). A **Next** button is located at the bottom right of this section and is highlighted with a red box. On the right, the **Your Order** section displays a **Total amount** of \$56.40. At the bottom left of the interface, there is a link labeled **Cancel Order**.

Instructions

In the payment gateway, the fields in the **Billing Information** section will auto populate based on the information provided during registration. The total will include the 2.55% processing fee (applies to credit card only)

Click 'Next'

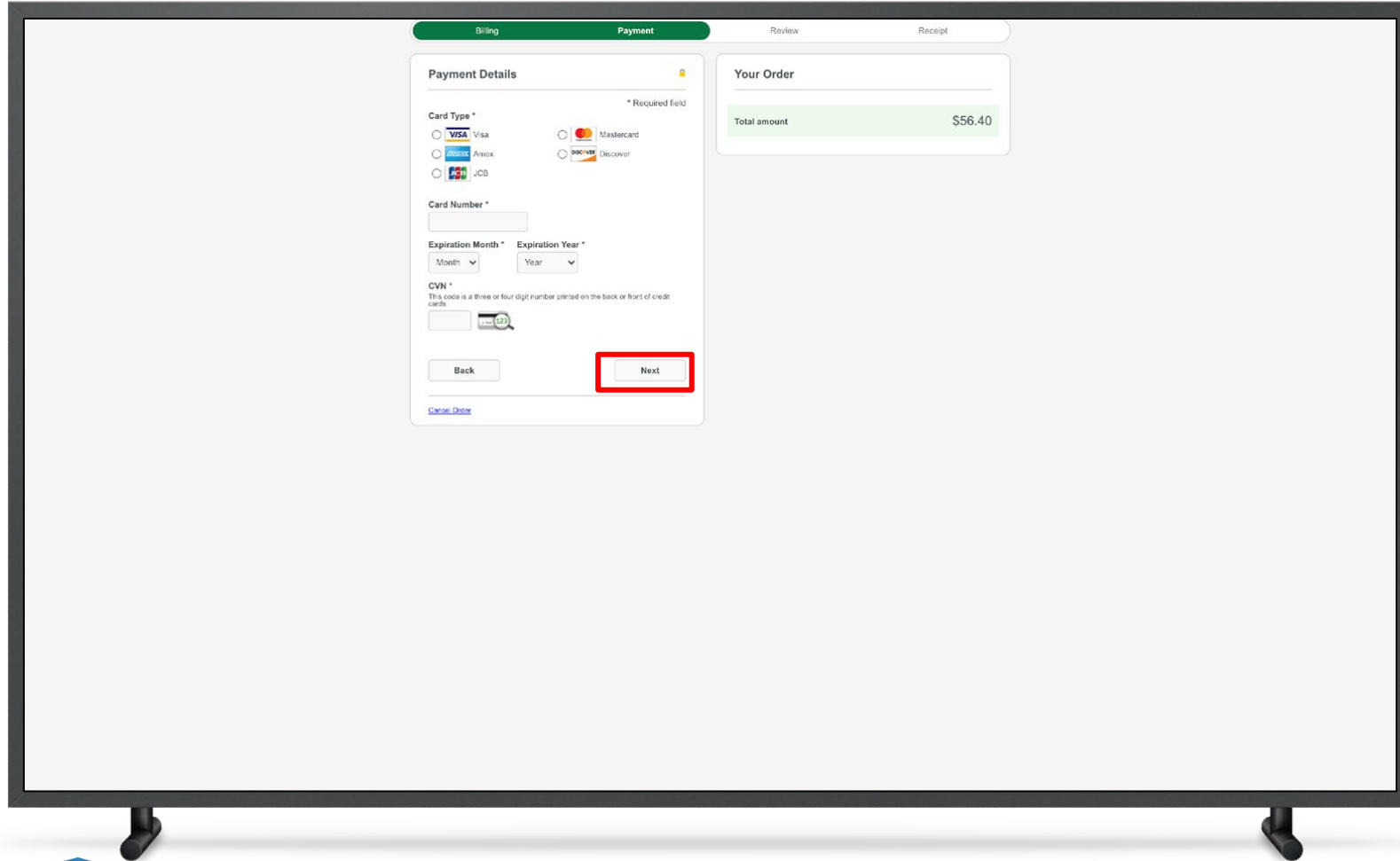
Key Points

If 'Credit Card' was selected as the payment type, the user will be redirected to a screen to enter their credit card information

If 'E-Check / ACH Debit' was selected as the payment type, the user will be redirected to a payment screen where they would enter their banking information



Payment (Credit Card)



The screenshot shows a payment interface on a monitor. At the top, there are four tabs: 'Billing', 'Payment' (highlighted in green), 'Review', and 'Receipt'. Below the tabs, the 'Payment Details' section is on the left, and 'Your Order' is on the right. The 'Payment Details' section includes a 'Card Type' dropdown with options for Visa, Mastercard, American Express, and Discover. Below this are fields for 'Card Number', 'Expiration Month', 'Expiration Year', and 'CVN'. A 'Next' button is highlighted with a red box. The 'Your Order' section shows a 'Total amount' of \$56.40. At the bottom left of the form, there is a 'Back' button and a 'Cancel Order' link.

Instructions

If 'Credit Card' was selected as the payment type, enter the Credit Card information

Click 'Next'

Key Points

To go back to the prior screen, click 'Back'

To cancel the order, click 'Cancel Order'



Payment (E-Check)

The screenshot displays a web application interface for payment. At the top, there are four tabs: 'Billing', 'Payment' (which is active and highlighted in green), 'Review', and 'Receipt'. Below the tabs, the 'Payment Details' form is shown. It includes three required fields: 'Routing Number *', 'Account Number *', and 'Account Type *'. The 'Next' button is highlighted with a red rectangular box. To the right of the form, a 'Your Order' summary box shows 'Total amount' as '\$55.00'. At the bottom left of the monitor, there is a small shield-shaped logo featuring a building and stars.

Instructions

If 'E-Check / ACH Debit' was selected as the payment type, enter the bank account details

Click 'Next'

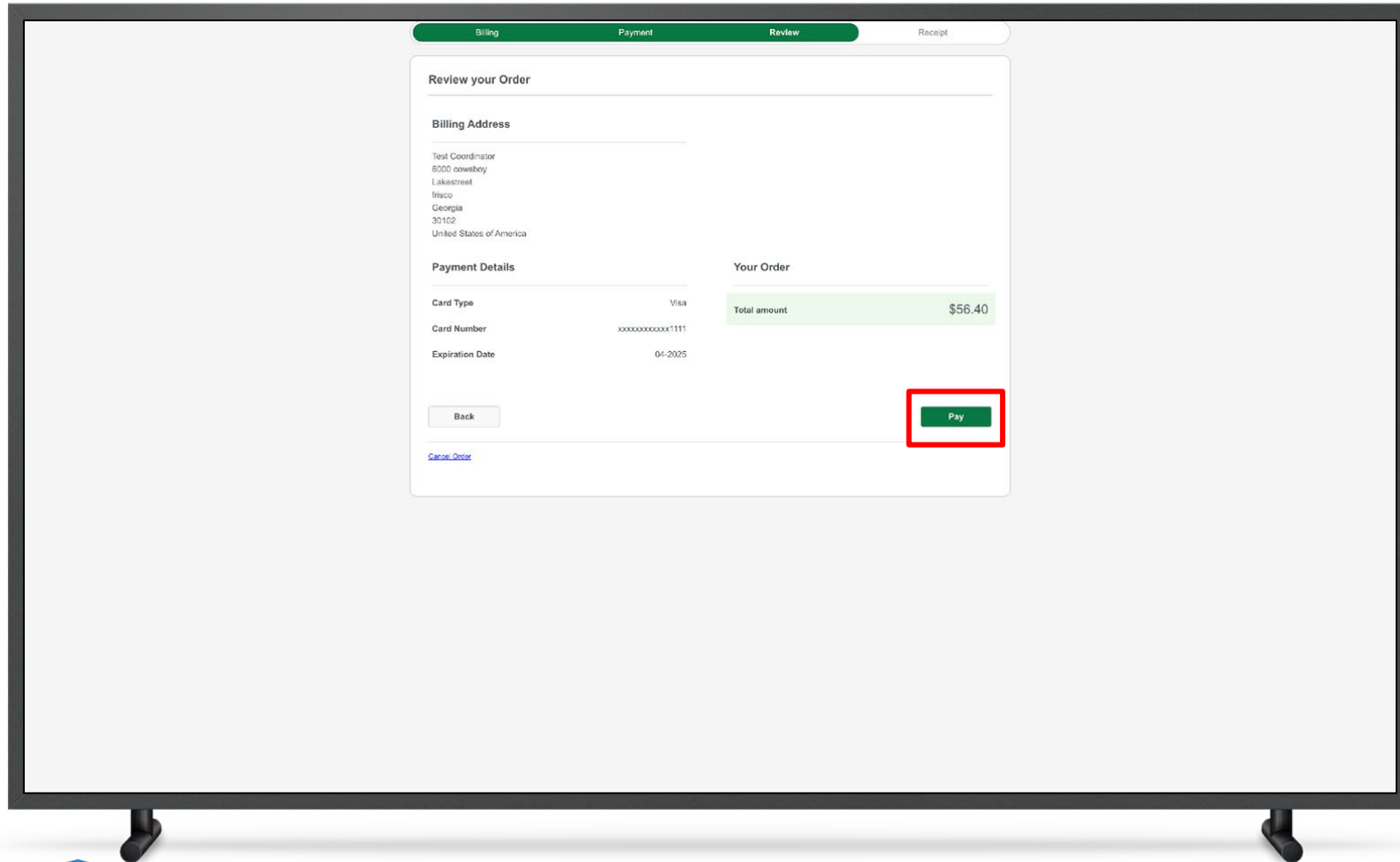
Key Points

To go back to the prior screen, click 'Back'

To cancel the order, click 'Cancel Order'



Payment



The screenshot shows a web application interface for reviewing an order. At the top, there are four tabs: 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Review' tab is currently selected. Below the tabs, the main content area is titled 'Review your Order'. It is divided into three sections: 'Billing Address', 'Payment Details', and 'Your Order'. The 'Billing Address' section contains the following text: 'Test Coordinator', '8000 osweston', 'Lakeside', 'Irvine', 'Georgia', '32710', 'United States of America'. The 'Payment Details' section contains: 'Card Type: Visa', 'Card Number: xxxxxxxxxxxx1111', and 'Expiration Date: 04-2025'. The 'Your Order' section shows a 'Total amount' of '\$56.40'. At the bottom left of the form, there is a 'Back' button. At the bottom right, there is a green 'Pay' button, which is highlighted with a red rectangular border. Below the 'Pay' button, there is a link that says 'Cancel Order'.

Instructions

Review the order details

Click 'Pay'

Key Points

To go back to the previous page, click 'Back'

On the example used in this slide the user had selected 'Credit Card' as the payment type



Payment

Congratulations!
Your payment has been processed successfully.
This window will be closed automatically in 10 seconds.

Instructions

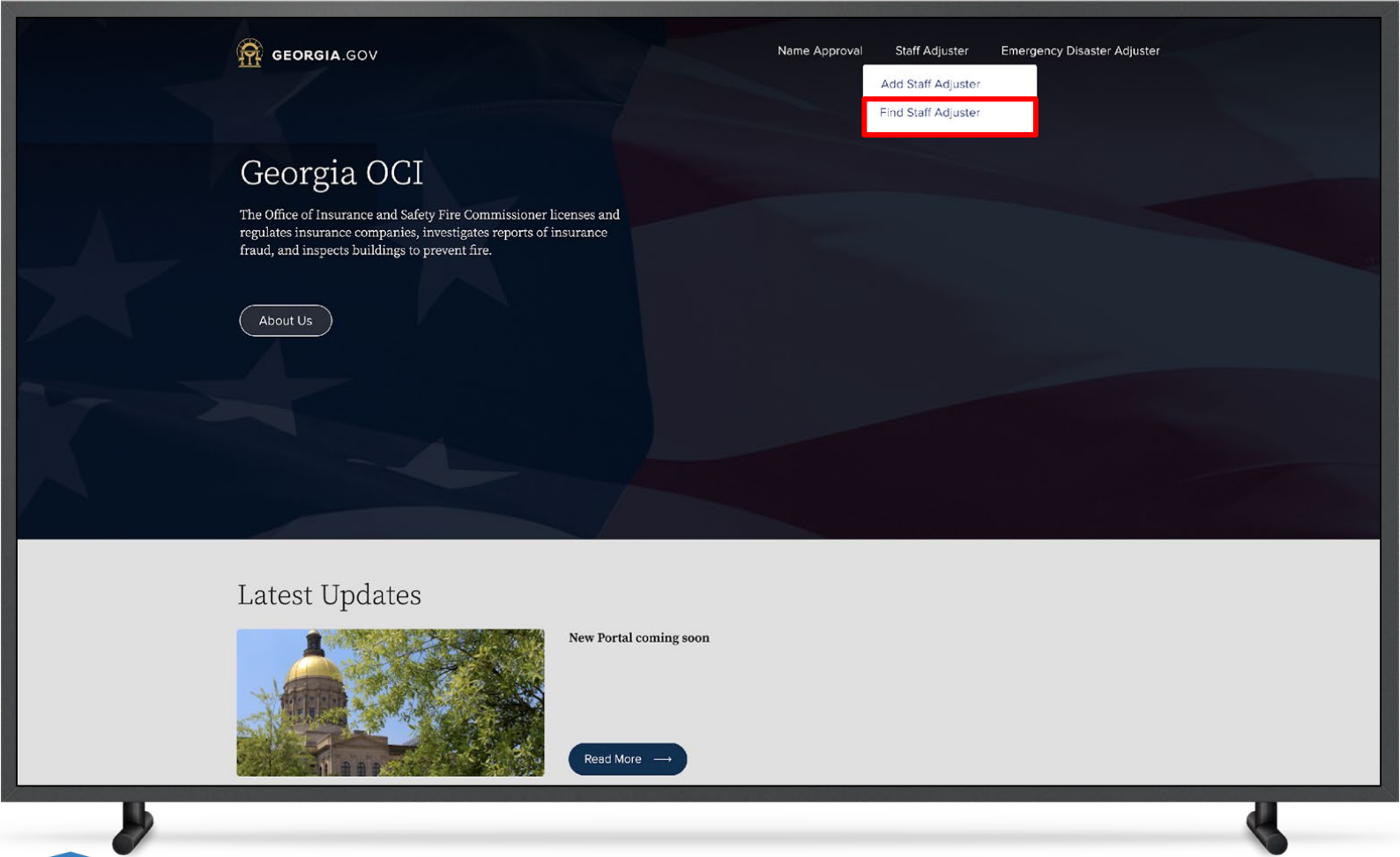
A notification will appear showing that the Payment was made successfully

Key Points

The Coordinator will receive an email showing that the Adjuster has been Registered. The email will also show the amount that was charged



Finding a Staff Adjuster



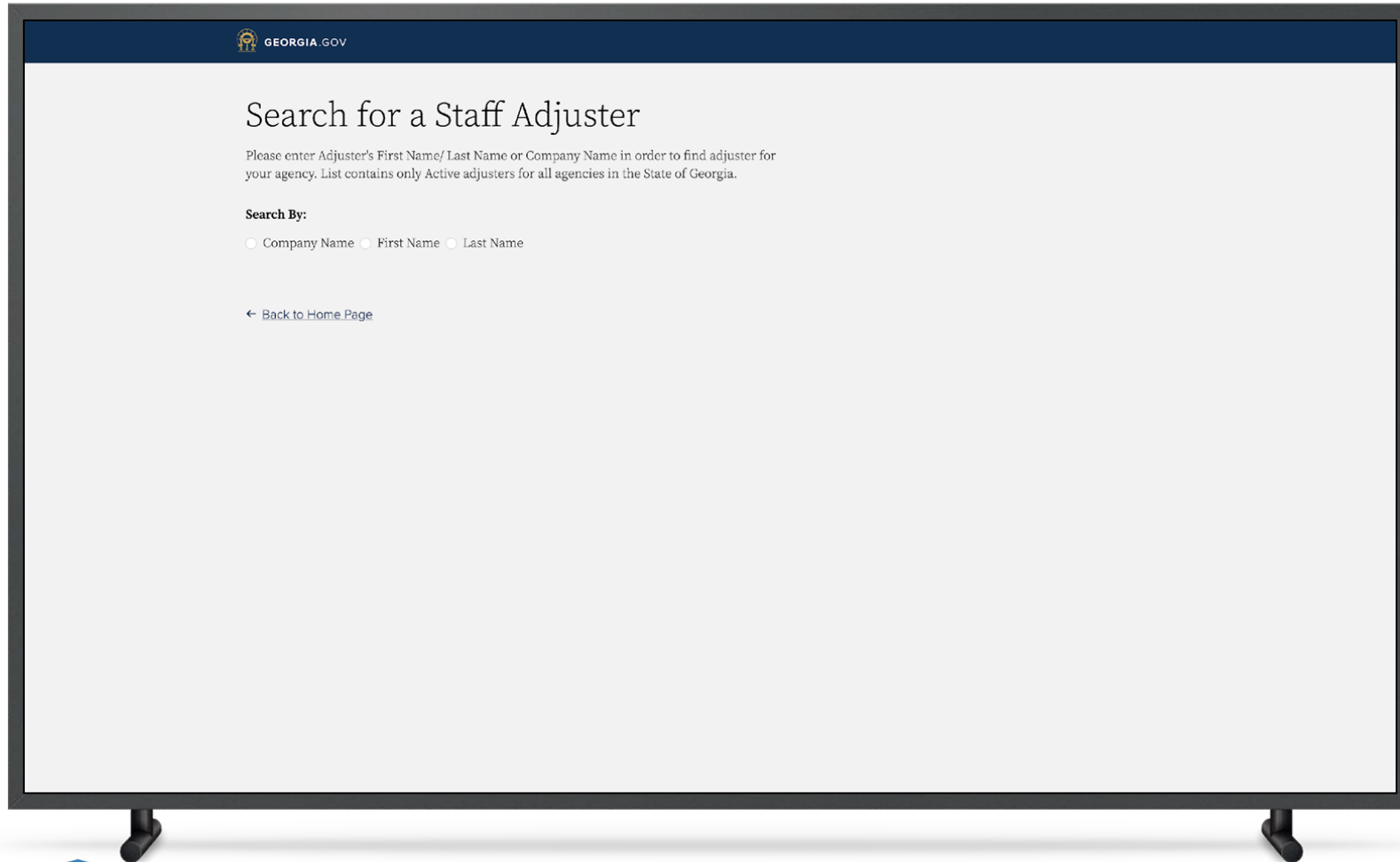
Instructions

To search for a Staff Adjuster, click ‘Find a Staff Adjuster’ on the Georgia OCI Portal.
This will open a Public Search Page

Key Points

No key points

Finding a Staff Adjuster



The screenshot shows a web page titled "Search for a Staff Adjuster" on the Georgia.gov website. The page has a dark blue header with the Georgia state seal and "GEORGIA.GOV". Below the header, the title "Search for a Staff Adjuster" is displayed in a large, dark font. Underneath the title, a paragraph of text reads: "Please enter Adjuster's First Name/ Last Name or Company Name in order to find adjuster for your agency. List contains only Active adjusters for all agencies in the State of Georgia." Below this text, there is a section labeled "Search By:" with three radio button options: "Company Name", "First Name", and "Last Name". At the bottom left of the page, there is a link that says "← Back to Home Page". The entire screenshot is framed to look like a monitor with two black legs at the bottom.

Instructions

To search for a Staff Adjuster, search by
Company Name, First Name or Last Name

Key Points

No key points



This concludes the GA OCI
Staff Adjuster User Guide - External

THANK YOU

