Accessing the Portal
Accessing the Portal

Instructions

Click the following URL to go to the GA OCI Portal:
https://gims.oci.ga.gov/gims/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
Logging In

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

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

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
Adding a Staff Adjuster
Adding a Staff Adjuster

Coordinators can View or their Edit their Profile by clicking on ‘Profile’ under their name.

No key points
Adding a Staff Adjuster

Instructions
To update, click ‘Edit’ and make changes

Key Points
No key points
Adding a Staff Adjuster

Instructions

Click ‘Save’

Key Points

No key points
Adding a Staff Adjuster

Coordinators can 'View' the Staff Adjuster's Information

No key points
Adding a Staff Adjuster

View the Staff Adjuster’s Information

Key Points
No key points
Adding a Staff Adjuster

Instructions

Coordinators can ‘Update’ the Staff Adjuster’s Information

Key Points

No key points
Adding a Staff Adjuster

Instructions

Update the Staff Adjuster’s Information
Click ‘Save’

Key Points
No key points
Adding a Staff Adjuster

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

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
Adding a Staff Adjuster

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

No key points
Adding a Staff Adjuster

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
Adding a Staff Adjuster

![Image showing a spreadsheet with staff adjusters' information]

### Instructions

No instructions

### Key Points

Showing an example of an Exported list of Staff Adjusters
Adding a Staff Adjuster

To manually Add a Staff Adjuster, click ‘+ Add Staff Adjuster’

### Test Account

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>113306</td>
<td>Cooper</td>
<td>Jerry</td>
<td>Registered</td>
<td>view</td>
</tr>
<tr>
<td>113300</td>
<td>Cooper</td>
<td>John</td>
<td>Registered</td>
<td>view</td>
</tr>
<tr>
<td>113303</td>
<td>Potter</td>
<td>Harry</td>
<td>Registered</td>
<td>view</td>
</tr>
</tbody>
</table>
Adding a Staff Adjuster

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

Instructions

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

Key Points

No key points
Adding a Staff Adjuster

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

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

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

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

To Download the Sample Template, click ‘Download’

Key Points

Please use .CSV file format to upload
Adding a Staff Adjuster

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.

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

Instructions

Click 'Upload'

Key Points

No key points
Adding a Staff Adjuster

Instructions

A notification will appear confirming that the Upload was successful

Key Points

No key points
Adding and Removing a Staff Adjuster from a Company with the same Group Code
Adding a Staff Adjuster to a Company with the same Group Code

Instructions

Select a Company from the “Company” drop-down and click “Proceed”.

Key Points

The company can either be your company or another company under the same Group Code.
Adding a Staff Adjuster to a Company with the same Group Code

Instructions

Click ‘Add Staff Adjuster’.

Key Points

No key points
Adding a Staff Adjuster to a Company with the same Group Code

Instructions

Enter the Staff Adjuster details and then click ‘Save’.

Key Points

No key points
Adding a Staff Adjuster

Instructions

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

Key Points

No key points
Removing a Staff Adjuster from a Company with the same Group Code

Instructions

Click the checkbox to select the record, then click ‘Unregister’.

Key Points

Click the checkbox next to ‘Employee ID’ to select all records.
Removing a Staff Adjuster from a Company with the same Group Code

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Code</th>
<th>Status</th>
<th>View</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>John Doe</td>
<td>CodeAB1</td>
<td>Registered</td>
<td>View</td>
<td>Update</td>
</tr>
<tr>
<td>789012</td>
<td>Jane Smith</td>
<td>CodeCD2</td>
<td>Registered</td>
<td>View</td>
<td>Update</td>
</tr>
<tr>
<td>345678</td>
<td>Michael Brown</td>
<td>CodeEF3</td>
<td>Registered</td>
<td>View</td>
<td>Update</td>
</tr>
<tr>
<td>901234</td>
<td>Sarah Johnson</td>
<td>CodeGH4</td>
<td>Registered</td>
<td>View</td>
<td>Update</td>
</tr>
</tbody>
</table>

Click ‘Confirm’.

No key points.
Removing a Staff Adjuster from a Company with the same Group Code

Select the checkbox next to 'Status' and select 'Not Registered' from the drop-down list.

Key Points

Users can search for Adjusters in 'Not Registered' and 'Registered' Status.
Click the checkbox to select the record, then click Remove.

Click the checkbox next to ‘Employee ID’ to select all records.
Removing a Staff Adjuster from a Company with the same Group Code

Instructions

Click ‘Confirm’.

Key Points

No key points
Removing a Staff Adjuster from a Company with the same Group Code

The Staff Adjuster has been removed from the list.
Payment
## Payment

**Instructions**

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

**Key Points**

No key points
Payment

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

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>324</td>
<td>Smith</td>
<td>Jason</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>1839786923</td>
<td>Smith</td>
<td>Kelly</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>315112</td>
<td>Jones</td>
<td>Aaron</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>2260298</td>
<td>Potter</td>
<td>James</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>2260297</td>
<td>Jacobs</td>
<td>Jimmy</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>998987</td>
<td>Thomas</td>
<td>Jerry</td>
<td>Payment Due</td>
<td>View</td>
</tr>
<tr>
<td>315082</td>
<td>Paul</td>
<td>Merry</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>123456</td>
<td>SA2</td>
<td>Test</td>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>133</td>
<td>SA</td>
<td>Test</td>
<td>Registered</td>
<td>View</td>
</tr>
</tbody>
</table>

No key points
Payment

Select Payment Type
Click ‘Submit’

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

Payment Information

* Please select payment type

- Credit Card
- E-Check (ACH Debit)

Payment Summary

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fees</td>
<td>$50.00</td>
</tr>
<tr>
<td>Processing Fees</td>
<td>$5.00</td>
</tr>
<tr>
<td>Total</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

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 →
Payment

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)

**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)

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

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
Finding a Staff Adjuster

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

No key points
Finding a Staff Adjuster

Search for a Staff Adjuster

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.

Search By:
- Company Name
- First Name
- Last Name

* Back to main page

Instructions

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

Key Points

No key points
Finding a Staff Adjuster

Search for a Staff Adjuster

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.

Search By:
- Company Name
- First Name
- Last Name

Results:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Company</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper</td>
<td>Alex</td>
<td>Test Agency</td>
<td>Registered</td>
</tr>
<tr>
<td>Cooper</td>
<td>John</td>
<td>Test Agency</td>
<td>Registered</td>
</tr>
<tr>
<td>Cooper</td>
<td>Jerry</td>
<td>Test Agency</td>
<td>Registered</td>
</tr>
<tr>
<td>Cooper</td>
<td>Irish</td>
<td>Test Agency</td>
<td>Registered</td>
</tr>
</tbody>
</table>

Click 'Search' to view list of Registered Staff Adjusters resulting from the search.

To go back to the Home Page, click 'Back to Home Page'.
THANK YOU

This concludes the GA OCI Staff Adjuster User Guide - External