



# Office of Commissioner of Insurance and Safety Fire

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**JOHN F. KING**  
*Commissioner of Insurance  
and Safety Fire*

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West Tower, Suite 702  
Atlanta, Georgia 30334

**TO:** All Registered Risk Purchasing Groups

**RE:** Annual Renewal Registration

This is to advise you of the procedural changes for ALL Limited Risk Entities and their annual renewal process. The State of Georgia has implemented a process that allows ALL Limited Risk Entities to file their annual renewal documents electronically using our Company Portal. The Company Portal is the primary vehicle our department uses to collect and disseminate information, such as directives and bulletins.

Below you may find information on how to set up an account. Each Entity must designate two or more individuals within the company as the “Company Portal” Account Manager(s). Once you have determined whom you want as company portal administrators, please send the email to [limitedrisk@oci.ga.gov](mailto:limitedrisk@oci.ga.gov). The letter MUST follow the format below:

1. On your company’s letterhead
2. The name of the licensed company
3. The license number of the company
4. The name of the administrators, including phone numbers and email addresses
5. The letter must be signed by an officer or director

Once we have received that information, we will set-up the account and the persons you have listed as company portal administrators will receive an email that will grant them temporary access to the portal.

**The annual renewal date for all registered Risk Purchasing Groups is now June 1<sup>st</sup> of each year.** The required documents for the renewal are **GID-239-NT (Annual Renewal Check Sheet for Groups)**, **GID-276-EN (Citizenship Affidavit)**, **with verification** and **\$50 Annual filing fee, plus \$5 processing fee**, as provided in O.C.G.A. § 33-8-1, fees may be paid by credit card, E-check or EFT. If paying by credit card or E-check, a small convenience fee will be charged by the Department’s electronic payment vendor, ACI, in addition to your annual renewal payment. If paying by EFT, please follow the instructions located in the Official EFT Request module in the Portal and make sure to include your **Payor ID/ORGID Number** and **Invoice ID Number** when submitting your payment information to your bank in order to ensure proper posting to your account.

If the renewal documents are not received by June 1, the Risk Purchasing Group will be removed from the database. If there are questions, please email [limitedrisk@oci.ga.gov](mailto:limitedrisk@oci.ga.gov).