



January 3, 2023

2023 ANNUAL STAFF ADJUSTER REGISTRATION PROCESS

The annual registration renewal period for staff adjusters was changed to March via a Rules update in late 2021. Below is information regarding the renewal process that will begin on March 1, 2023, and close on March 31, 2023. At the close of the business day on February 28, 2023, all staff adjusters in Registered status will be moved to Payment Due status. All staff adjusters that are not paid for by March 31, 2023, will be moved to Not Registered status. All payments for annual registrations not received by March 31, 2023, at midnight, will be subject to late renewal fees per staff adjuster.

The staff adjuster coordinators can review this list by selecting the Payment Due status under the Search By area above the company name. The coordinator will remove any staff adjusters that are no longer employed. For your easy review and reference, you can also export the list by clicking on that function to the right of the company name. After making any needed changes (removals, additions) to confirm the list, the coordinator will Select All and the staff adjusters will be moved to the Draft status to process through for payment. If you do not see the list, click on the go to button at the lower right of the screen.

As a reminder, the new system does not invoice or bill your company. The coordinator or the company's designated payable staff will pay the registration and processing fee in the GIMS system. Payment can be made via credit card or ACH. The information to set up the ACH can be found on our website at the link below.

Helpful Hints:

Review the list of registered staff adjusters prior to February 28, 2023, to help with a quick payment process for the renewal.

You will not upload a list to register for the annual registration unless you are adding **new** staff adjusters. The list of staff adjusters that were registered can be found under Payment Due on March 1st.

Review the payment processes with your accounts payable contact prior to the process for any assistance or set up that is needed.

Any staff adjusters that are newly registered between January 1, 2023, through February 28, 2023, will not be moved to Payment Due. These newly registered staff adjusters will remain in Registered status and no additional fees are required. You can remove staff adjusters with no charge.

There is no fee charged for removing staff adjusters.

This is the website link with information -

[Staff Adjusters and Emergency Disaster Adjusters | Georgia Office of Insurance and Safety Fire Commissioner](#)

Please send any emails to staffadjusters@oci.ga.gov for any assistance needed so the team can see the requests and respond as quickly as possible.