



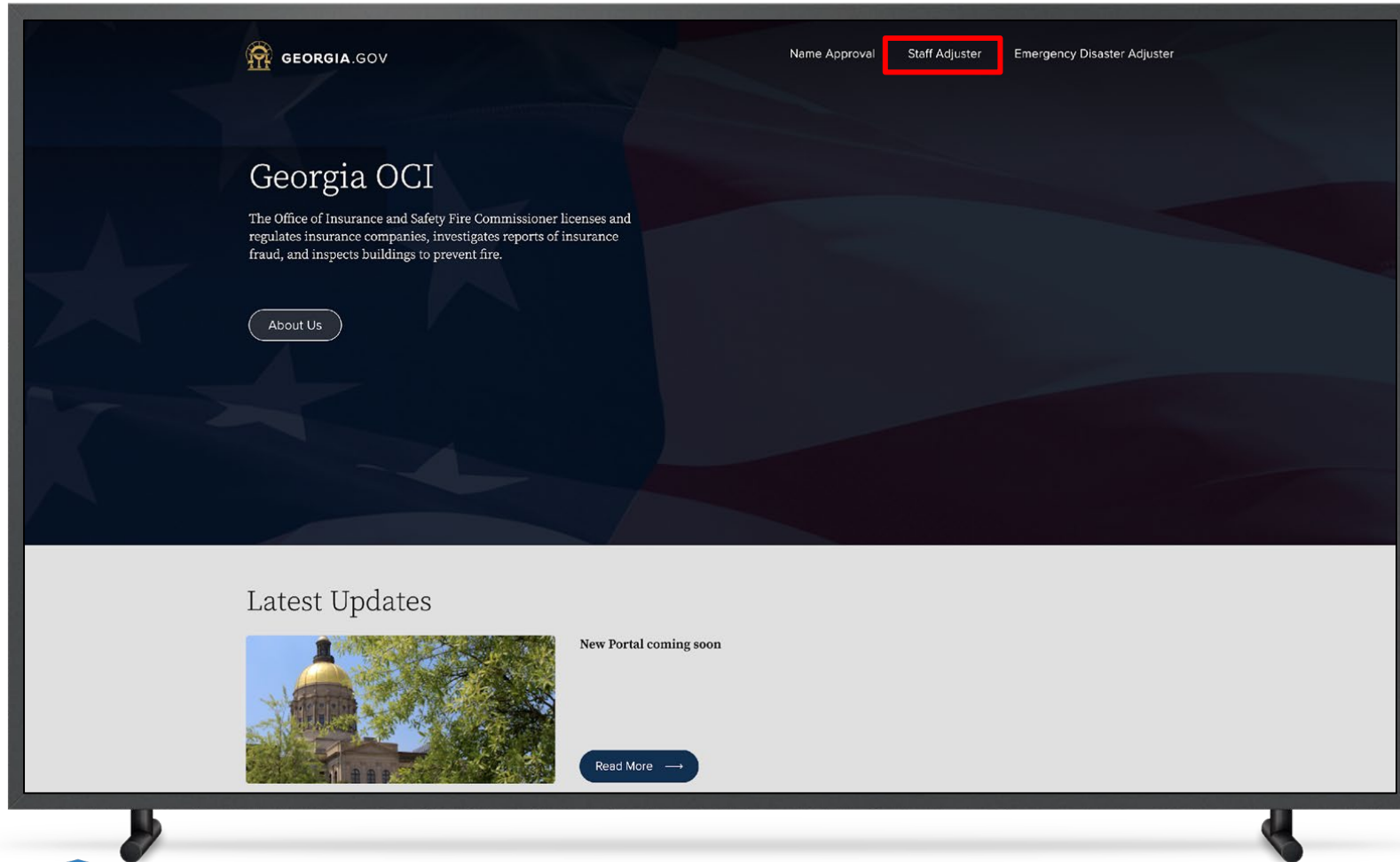
**Office of Commissioner of
Insurance and Safety Fire**

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GA OCI

Staff Adjuster User Guide

Accessing the Portal



Instructions

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

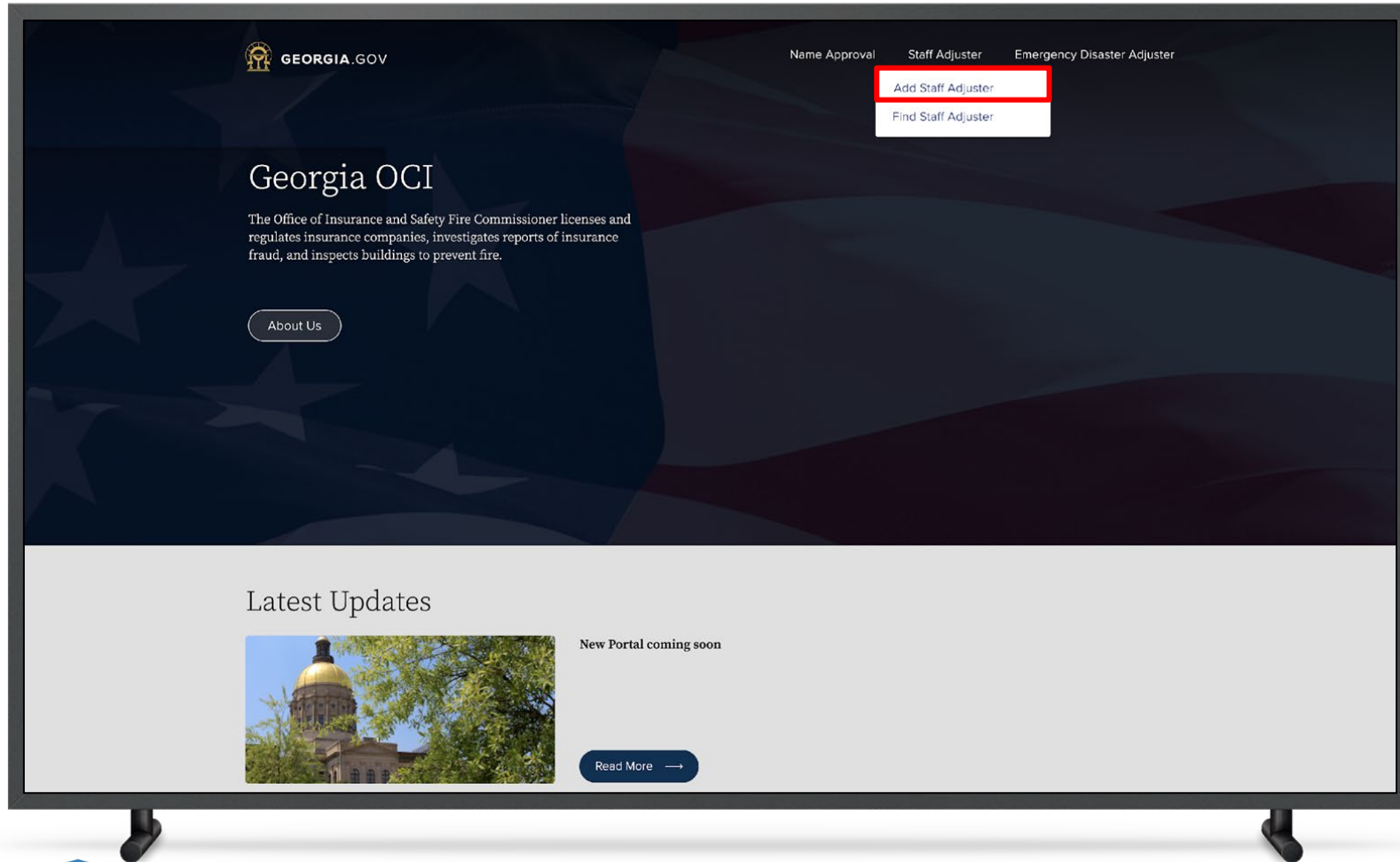
<https://gims.oci.ga.gov/s/>

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

Key Points

No key points

Accessing the Portal



Instructions

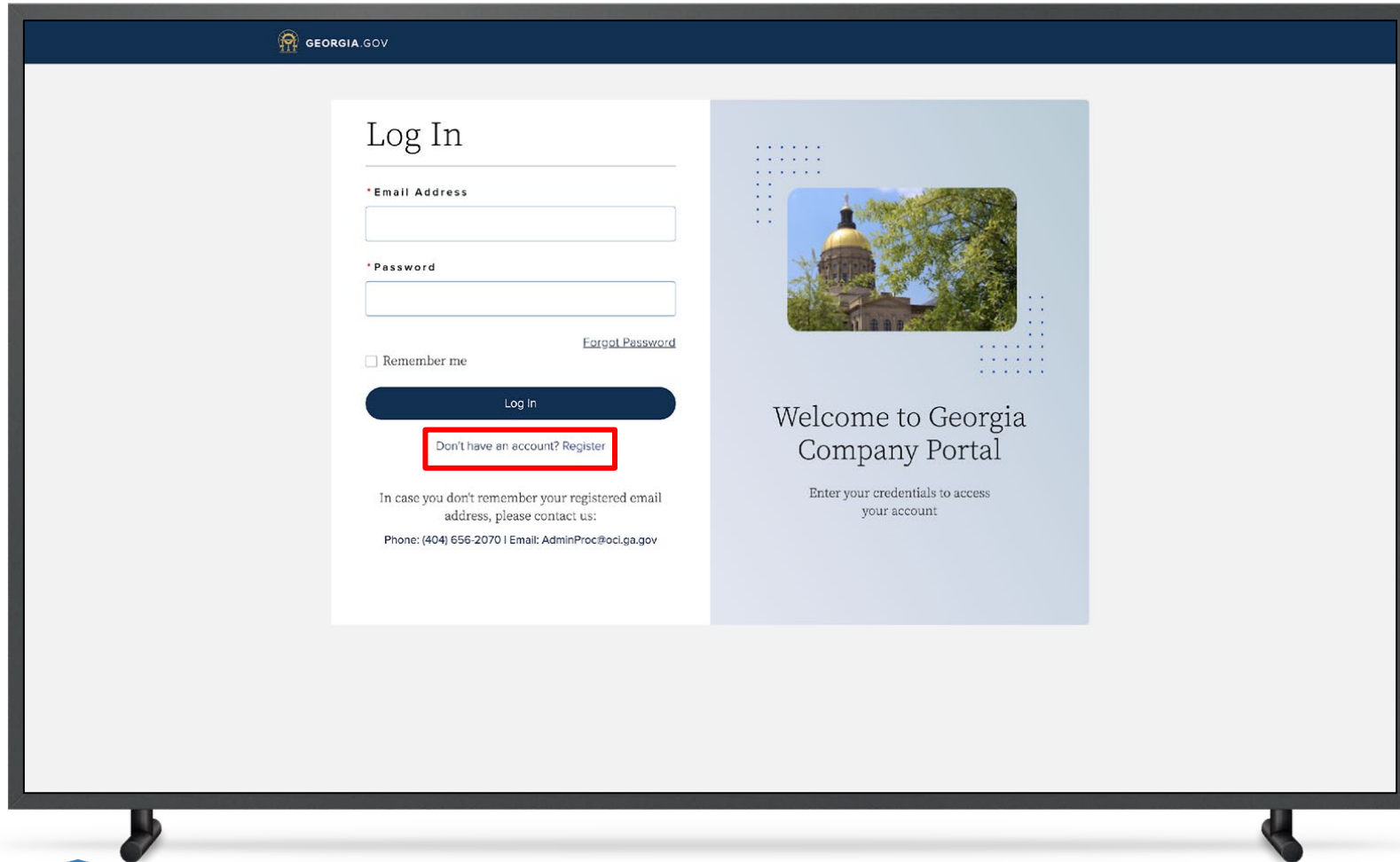
Click 'Add Staff Adjuster'

Key Points

No key points



Logging In



The screenshot shows the Georgia Company Portal login interface. On the left, there is a 'Log In' section 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'. On the right, there is a 'Welcome to Georgia Company Portal' section with a background image 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

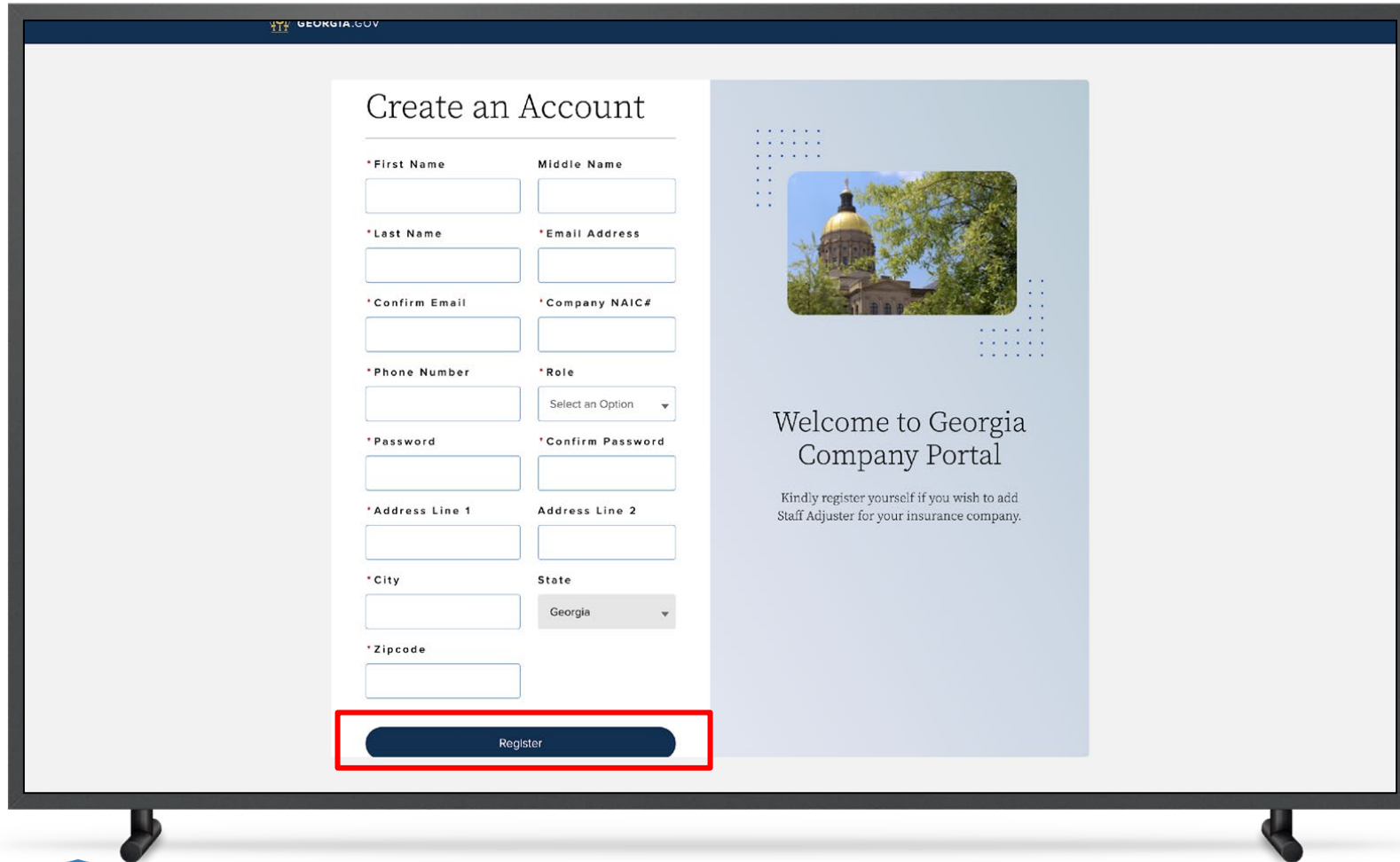
To create an account, click on 'Don't have an account? Register'

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 "GEORGIA.GOV". The main content area is light gray. On the left, there is a "Create an Account" form with the following fields: First Name, Middle Name, Last Name, Email Address, Confirm Email, Company NAIC#, Phone Number, Role (a dropdown menu with "Select an Option"), Password, Confirm Password, Address Line 1, Address Line 2, City, State (a dropdown menu with "Georgia"), and Zipcode. At the bottom of the form is a dark blue "Register" button, which is highlighted with a red rectangular border. On the right, there is a blue vertical banner with 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

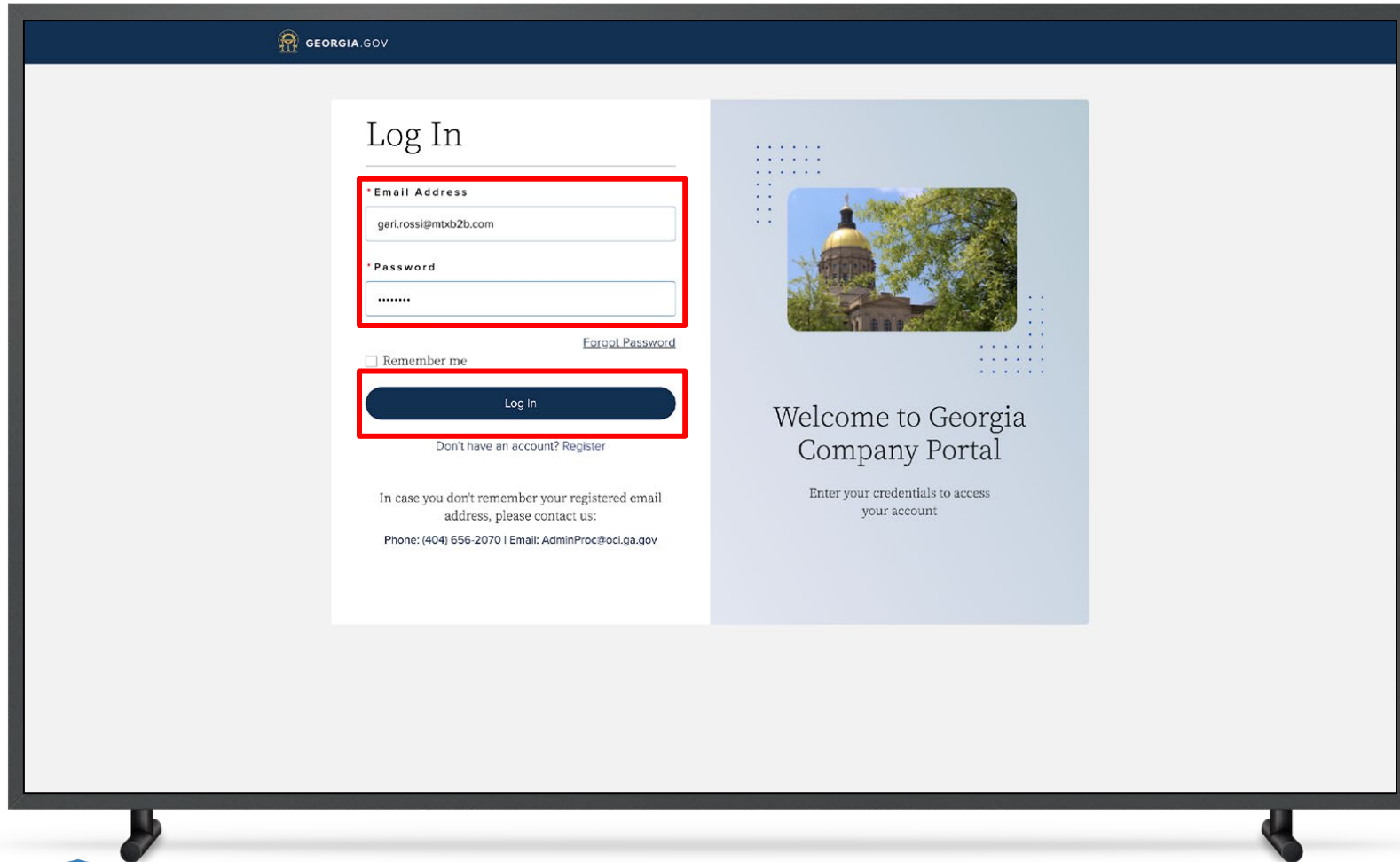
Click 'Register'

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

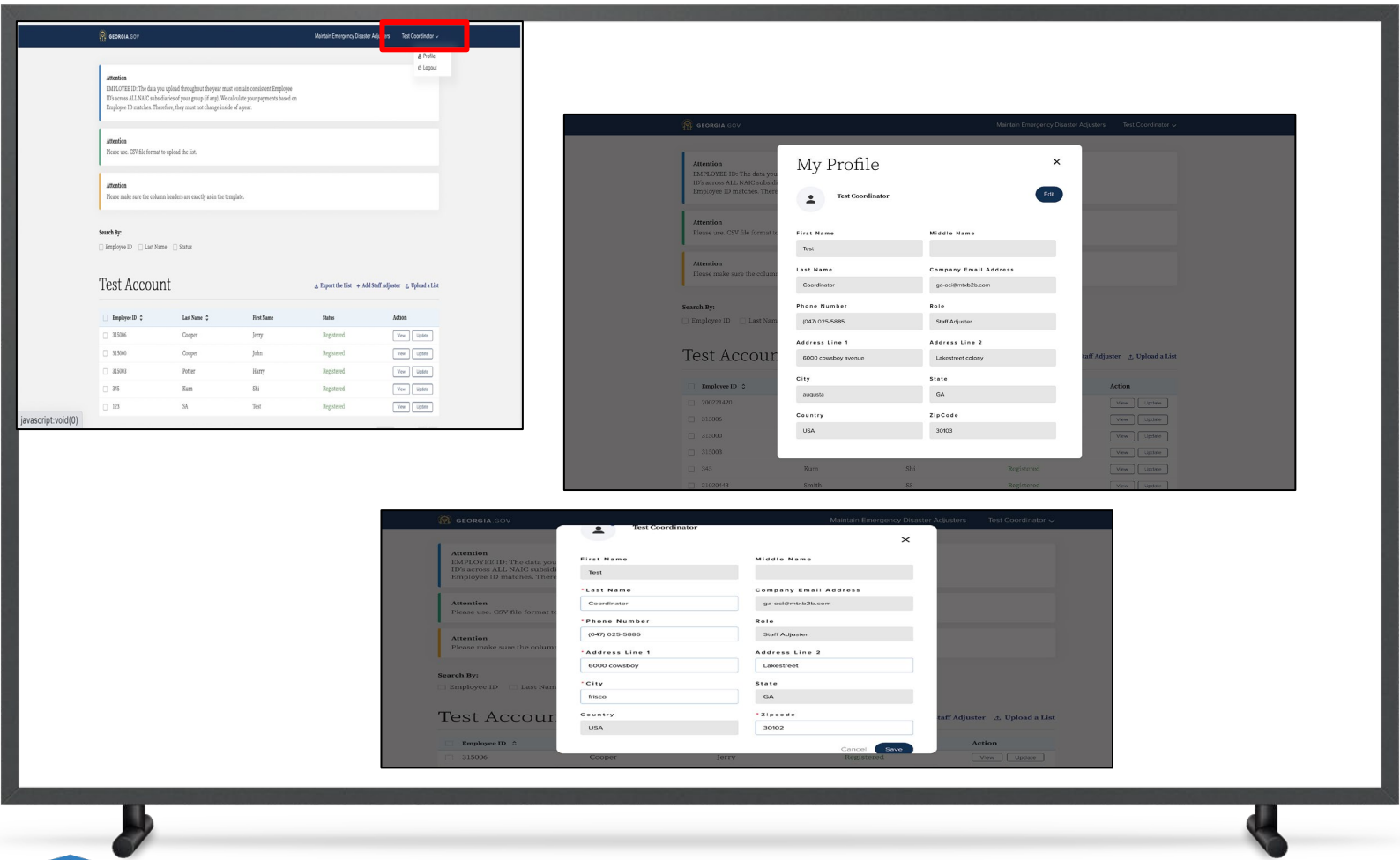
Coordinators can View or their Edit their Profile by clicking on 'Profile' under their name

To update, click Edit and make changes

Review and Click Save on the lower right

Key Points

No key points



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

Address Line 1

120 jefferson st

City

Atlanta

Zipcode

30334

Email Address

jerry@gmail.com

First Name

Jerry

Last Name

Cooper

Address Line 2

jonson st

State

Georgia

Phone Number

8000596192

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

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 ↕

☐ 315006

☐ 315000

☐ 315003

Potter

Harry

Registered

View

×

Employee ID

315006

Middle Name

Address Line 1

120 jefferson st

City

Atlanta

Zipcode

30334

Email Address

jerry@gmail.com

First Name

Jerry

Last Name

Cooper

Address Line 2

jonson st

State

Georgia

Phone Number

8000596192

Staff Adjuster

⬆️ Upload a List

Action

View

Update

View

Update

View

Update

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

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

Staff Adjusters

Test Coordinator

Staff Adjuster

Upload a List

Action

View

Update

View

Update

View

Update

View

Update

View

Update

View

Update

Cooper	Jerry	Registered
Cooper	John	Registered
Potter	Harry	Registered
Kum	Shi	Registered
SA	Test	Registered

Instructions

Update the Staff Adjuster's Information

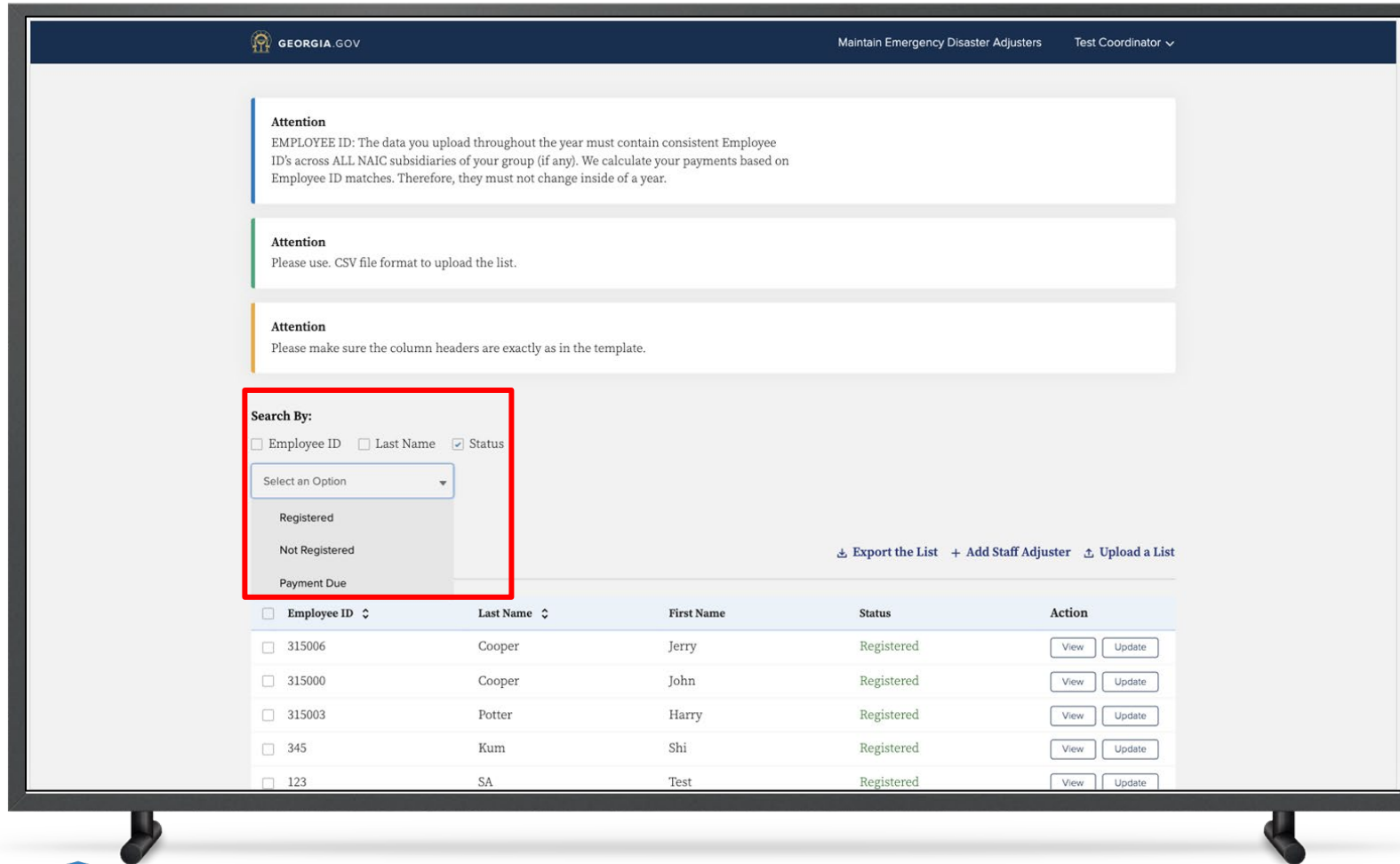
Click 'Save'

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

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

Search By:

☐ Employee ID

☐ Last Name

Select an Option

Export the List

+ Add Staff Adjuster

Upload a List

Test Account

<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>

Export the List

Click on the download button to export the data with entered search criteria.

Cancel

Download



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

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

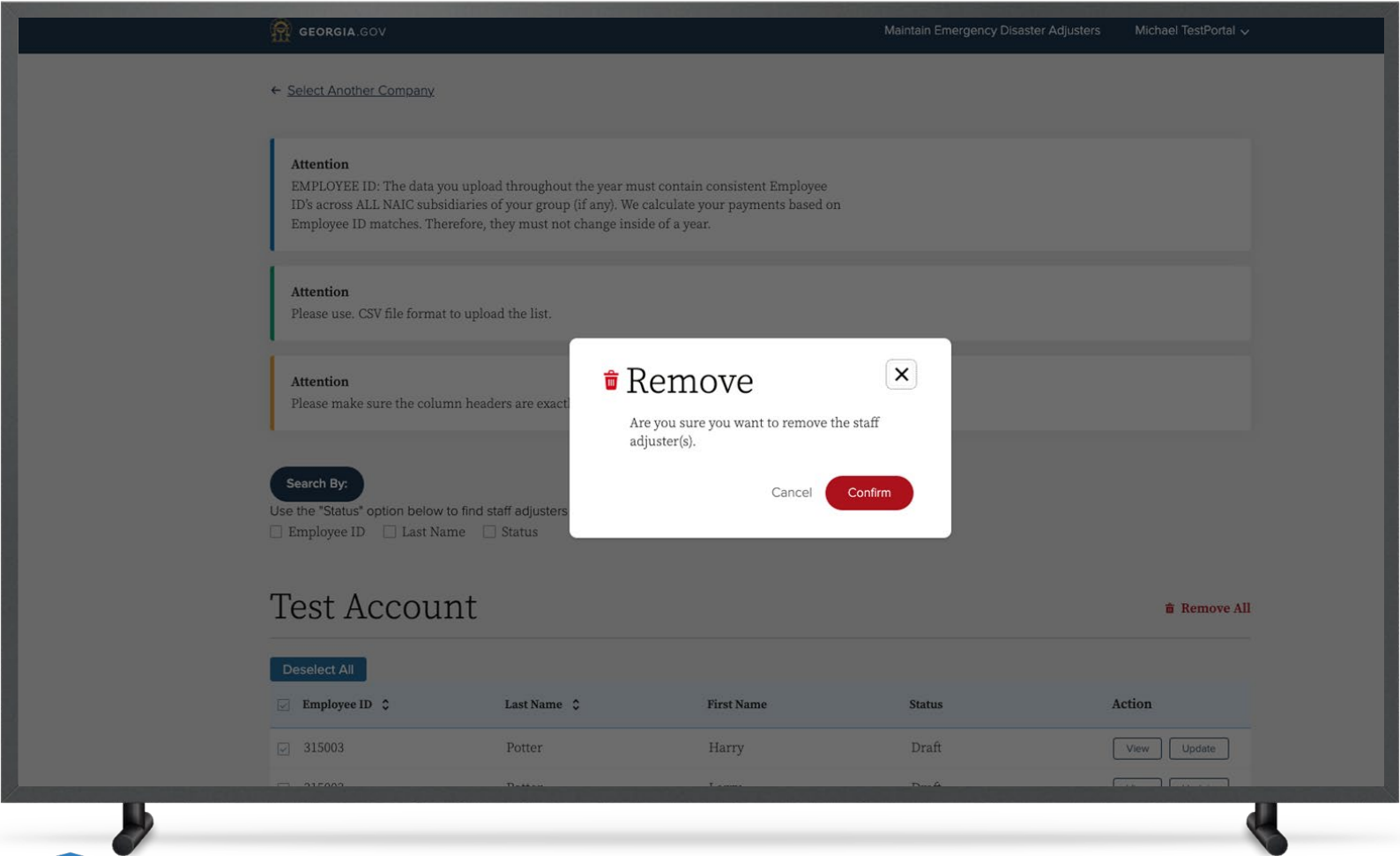
Instructions

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

<input type="checkbox"/> Employee ID	Last Name	First Name	Status	Action
No records found				

Show Rows: 50 0 - 0 of 0

[← Back to Staff Adjuster List](#)

Instructions

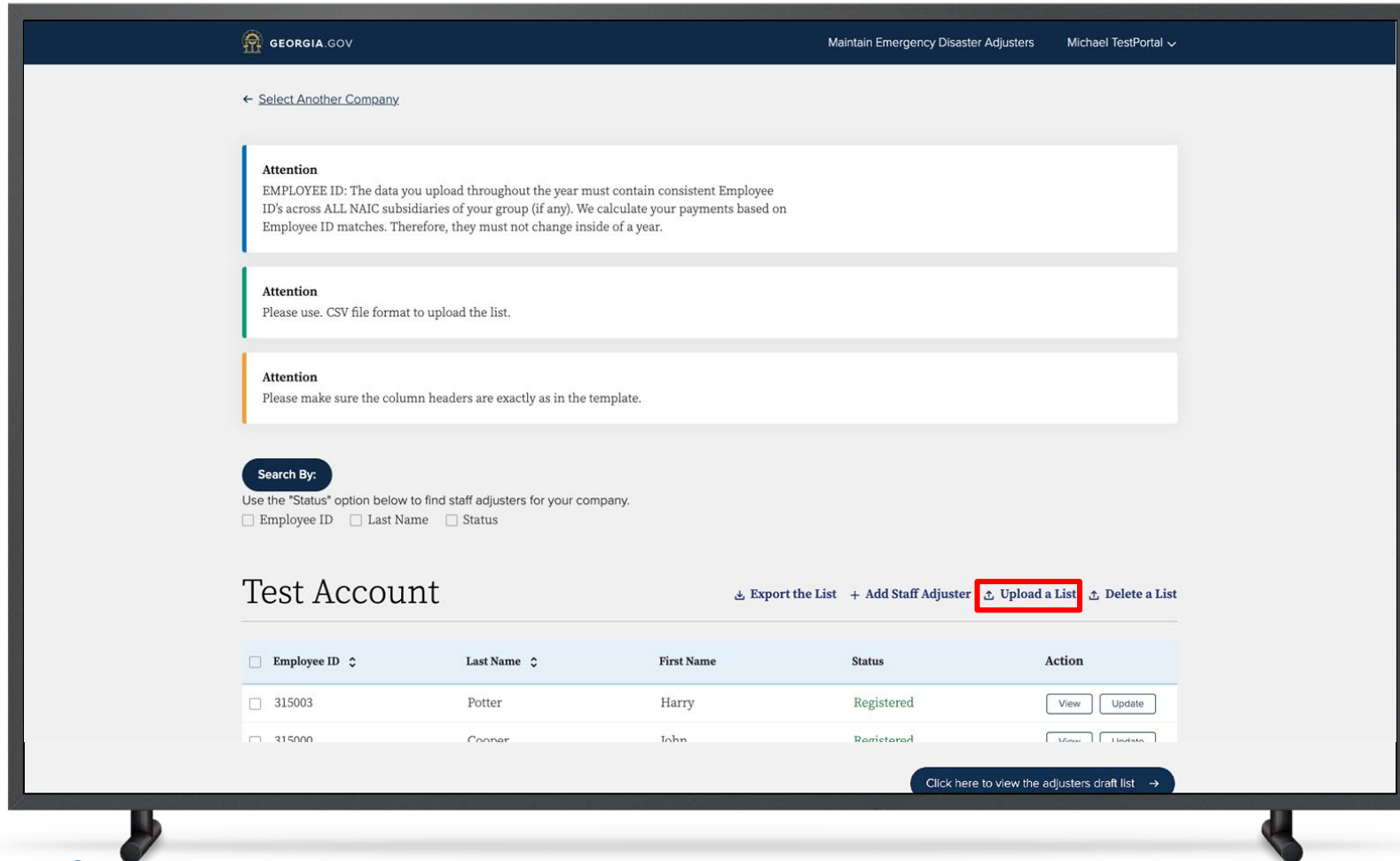


Key Points

No key points



Adding a Staff Adjuster



The screenshot shows the 'Maintain Emergency Disaster Adjusters' page on the Georgia.gov portal. The page includes a header with the Georgia logo and user information. Below the header, 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. The main section is titled 'Test Account' and contains a table of staff adjusters. 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

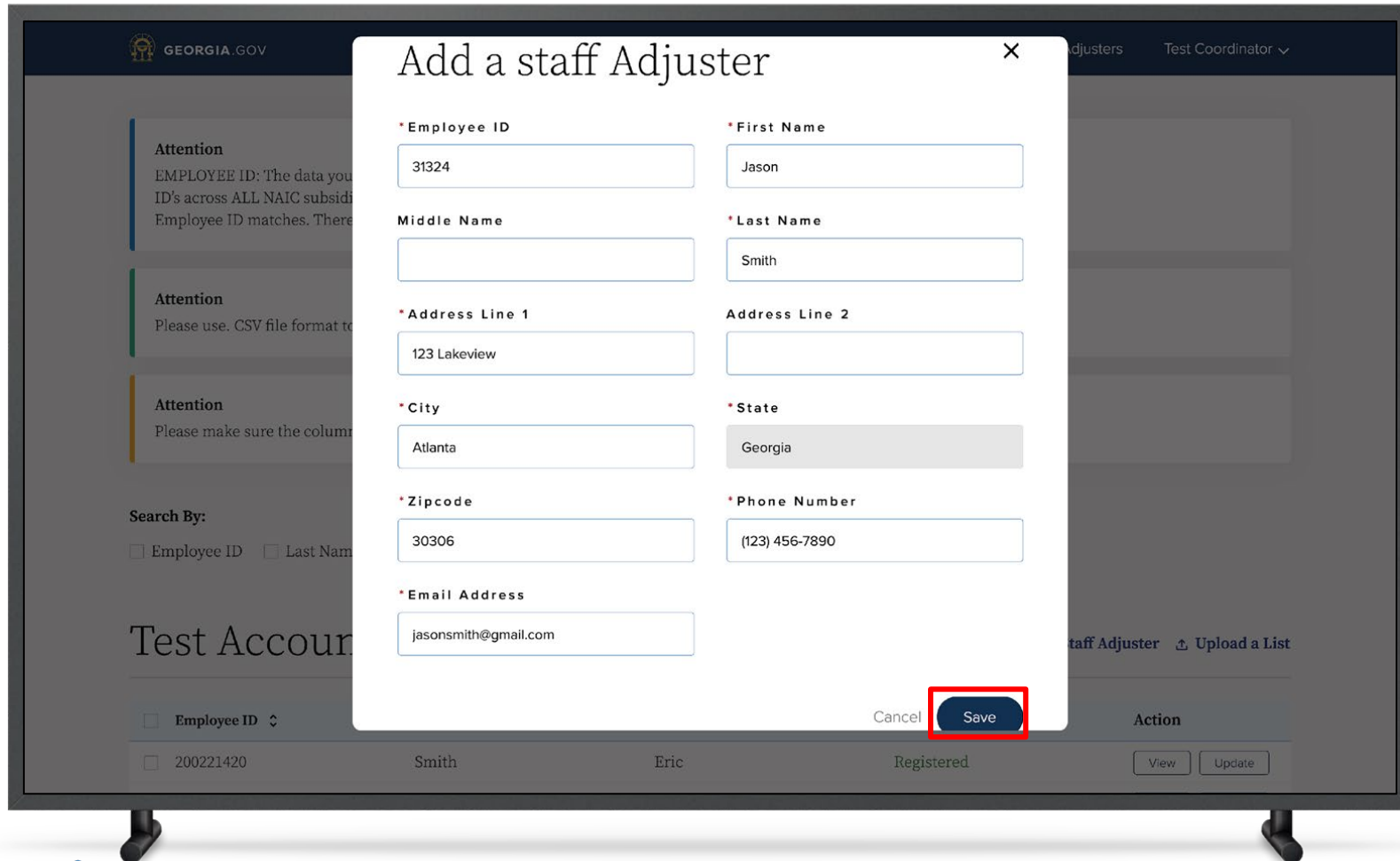
To manually Add a Staff Adjuster, click '+ Add Staff Adjuster'

Key Points

No key points



Adding a Staff Adjuster



GEORGIA.GOV

Add a staff Adjuster

*Employee ID: 31324

*First Name: Jason

Middle Name:

*Last Name: Smith

*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

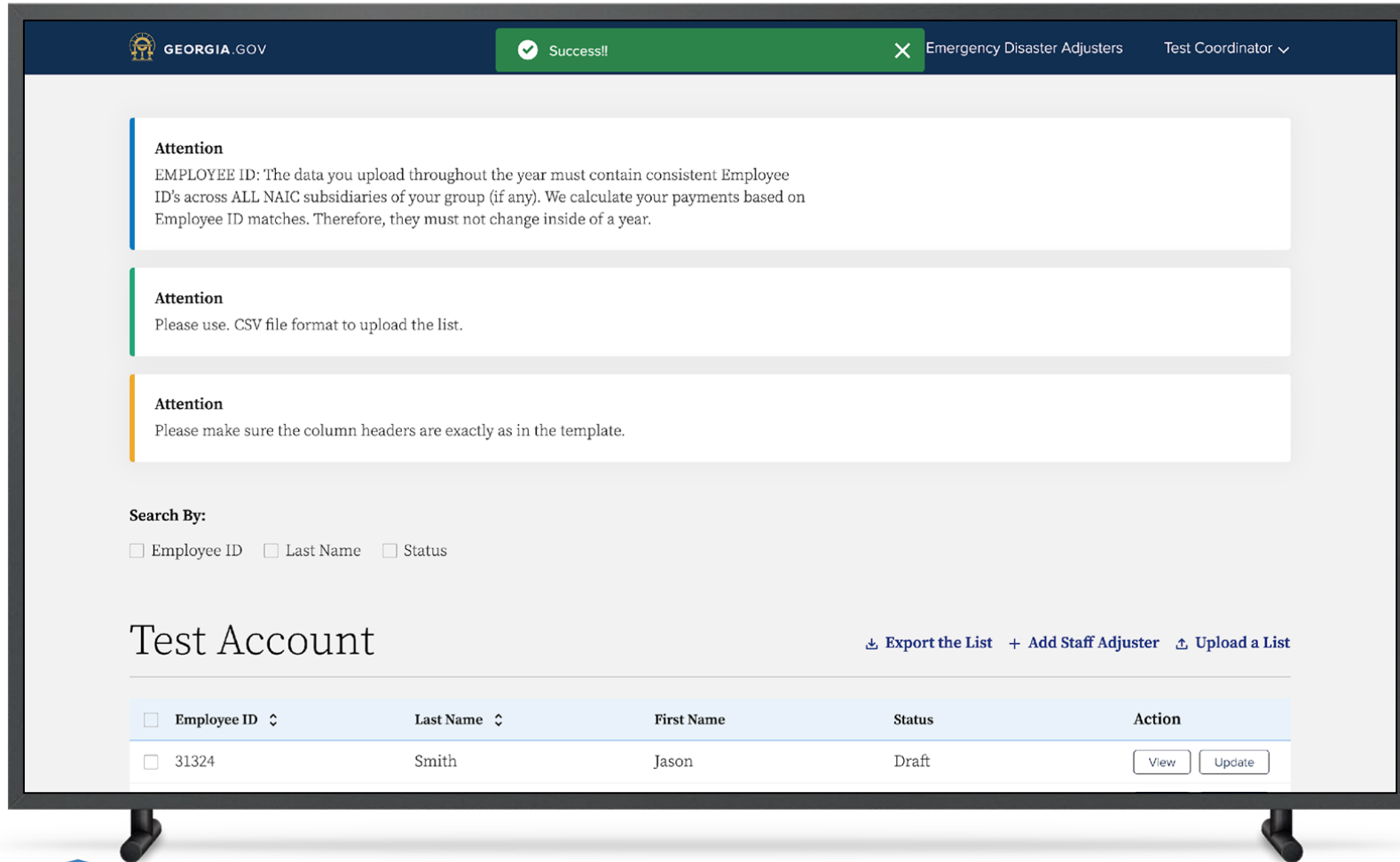
Click 'Save'

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.gov Emergency Disaster Adjusters interface. At the top, there is a dark blue header with the Georgia.gov logo, a green success banner that says "Success!!", and navigation links for "Emergency Disaster Adjusters" and "Test Coordinator". Below the header, there are three attention boxes with instructions: "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.", and "Attention: Please make sure the column headers are exactly as in the template." Below these, there is a "Search By:" section with checkboxes for "Employee ID", "Last Name", and "Status". The main section is titled "Test Account" and contains a table of staff adjusters. The table has columns for "Employee ID", "Last Name", "First Name", "Status", and "Action". There is one row with the data: Employee ID 31324, Last Name Smith, First Name Jason, Status Draft, and Action buttons "View" and "Update". At the bottom right of the table, there are links for "Export the List", "Add Staff Adjuster", and "Upload a List".

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Success!!

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"/> 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>

← [Back to Staff Adjuster List](#)

Show Rows: 50 1 - 9 of 9

Instructions

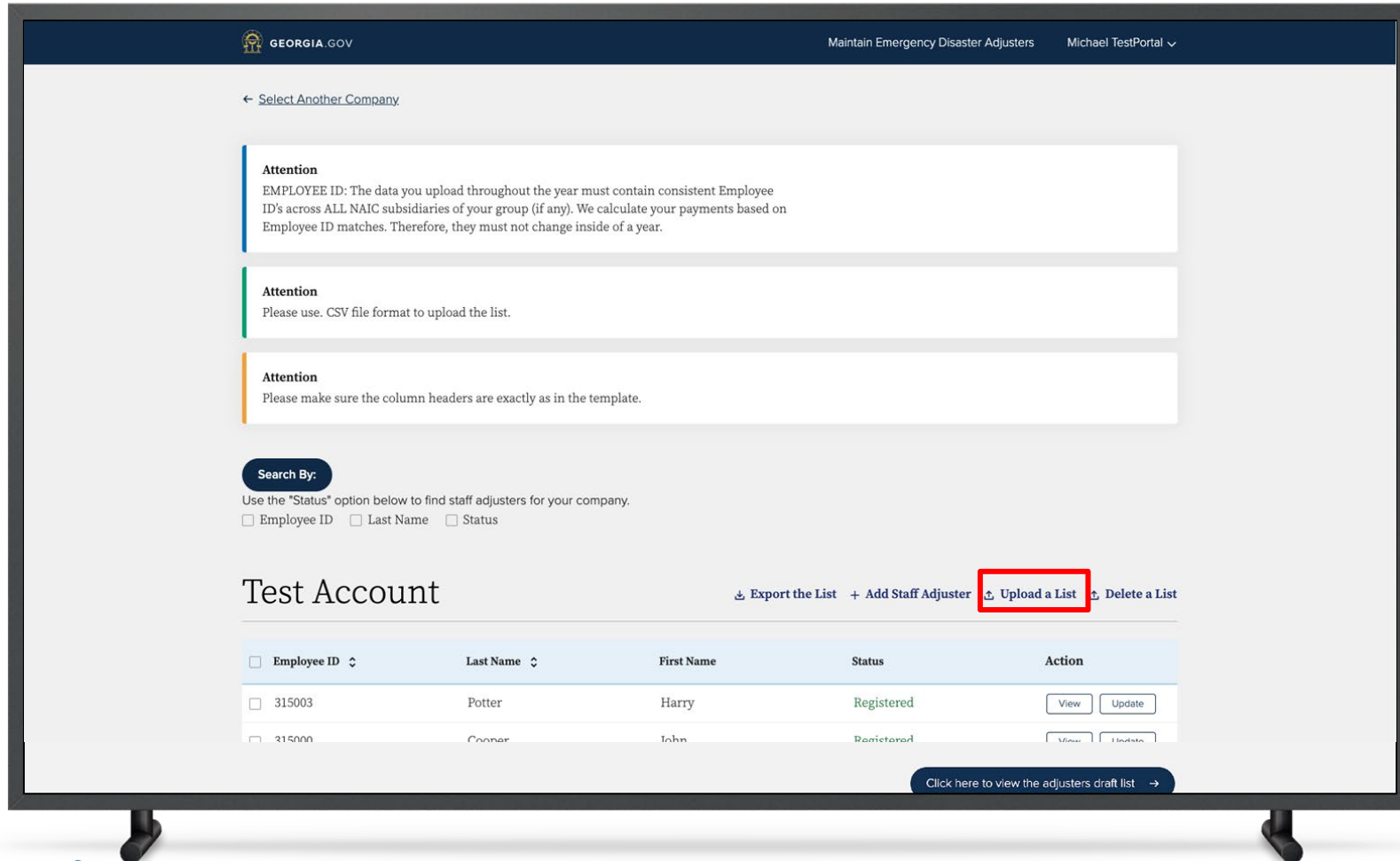
To go back to the list of Staff Adjusters, click 'Back to Staff Adjuster List'

Key Points

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



Adding a Staff Adjuster



The screenshot shows a web application interface for managing staff adjusters. At the top, there's a header with the Georgia state logo and the text 'GEORGIA.GOV'. Below the header, there's a navigation bar with 'Maintain Emergency Disaster Adjusters' and a user profile 'Michael TestPortal'. The main content area has a left sidebar with a link 'Select Another Company'. The main panel contains three 'Attention' boxes with instructions: 1. 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. 2. Please use CSV file format to upload the list. 3. Please make sure the column headers are exactly as in the template. Below these boxes is a 'Search By:' section with radio buttons for 'Employee ID', 'Last Name', and 'Status'. The 'Test Account' section shows a table with columns: Employee ID, Last Name, First Name, Status, and Action. The table has two rows: 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's a link 'Click here to view the adjusters draft list'.

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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	<button>View</button> <button>Update</button>
315000	Cooper	John	Registered	<button>View</button> <button>Update</button>

[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 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	Conner	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

Upload to this Company

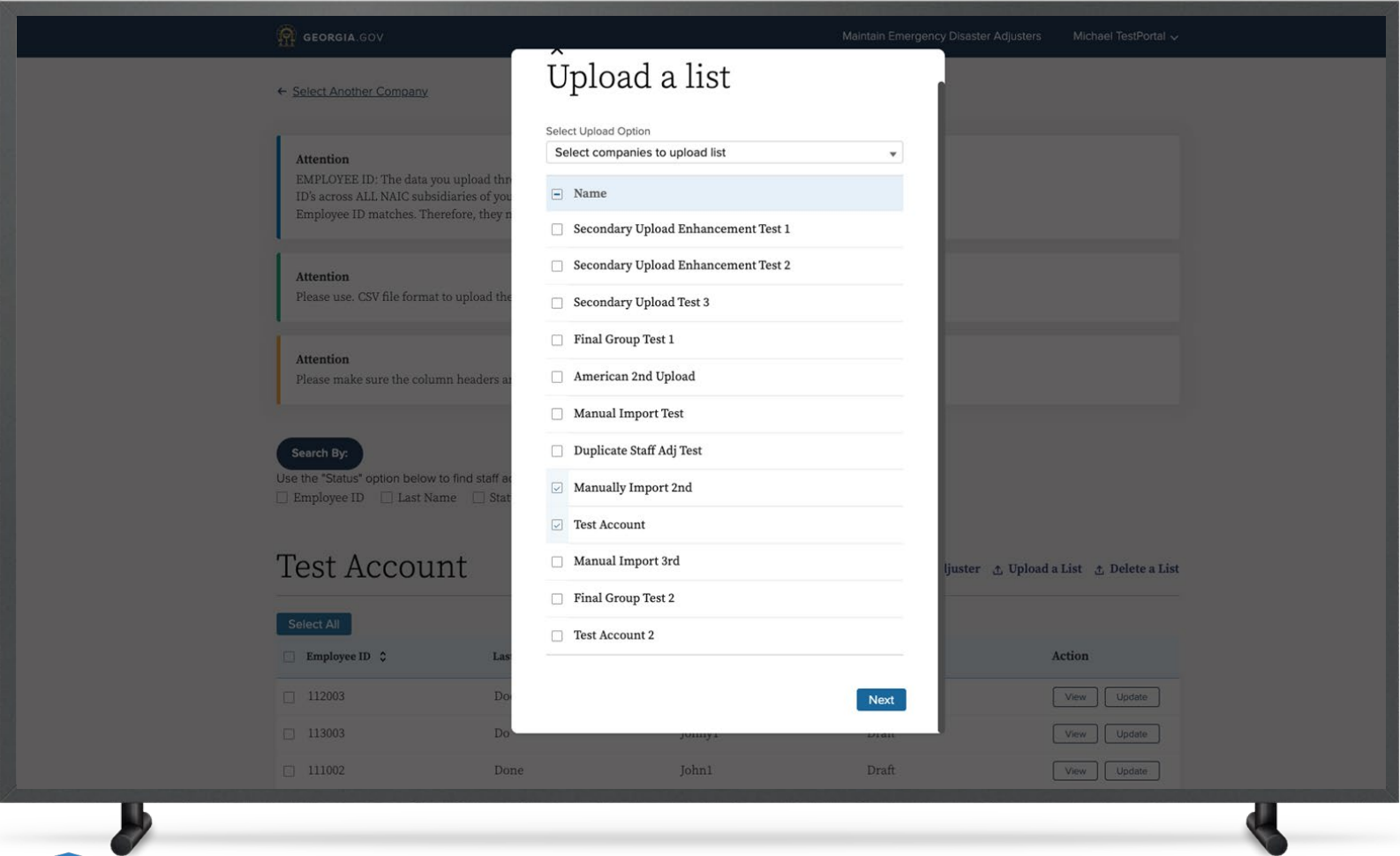
Select companies to upload list

Instructions

Key Points

26

Adding a Staff Adjuster

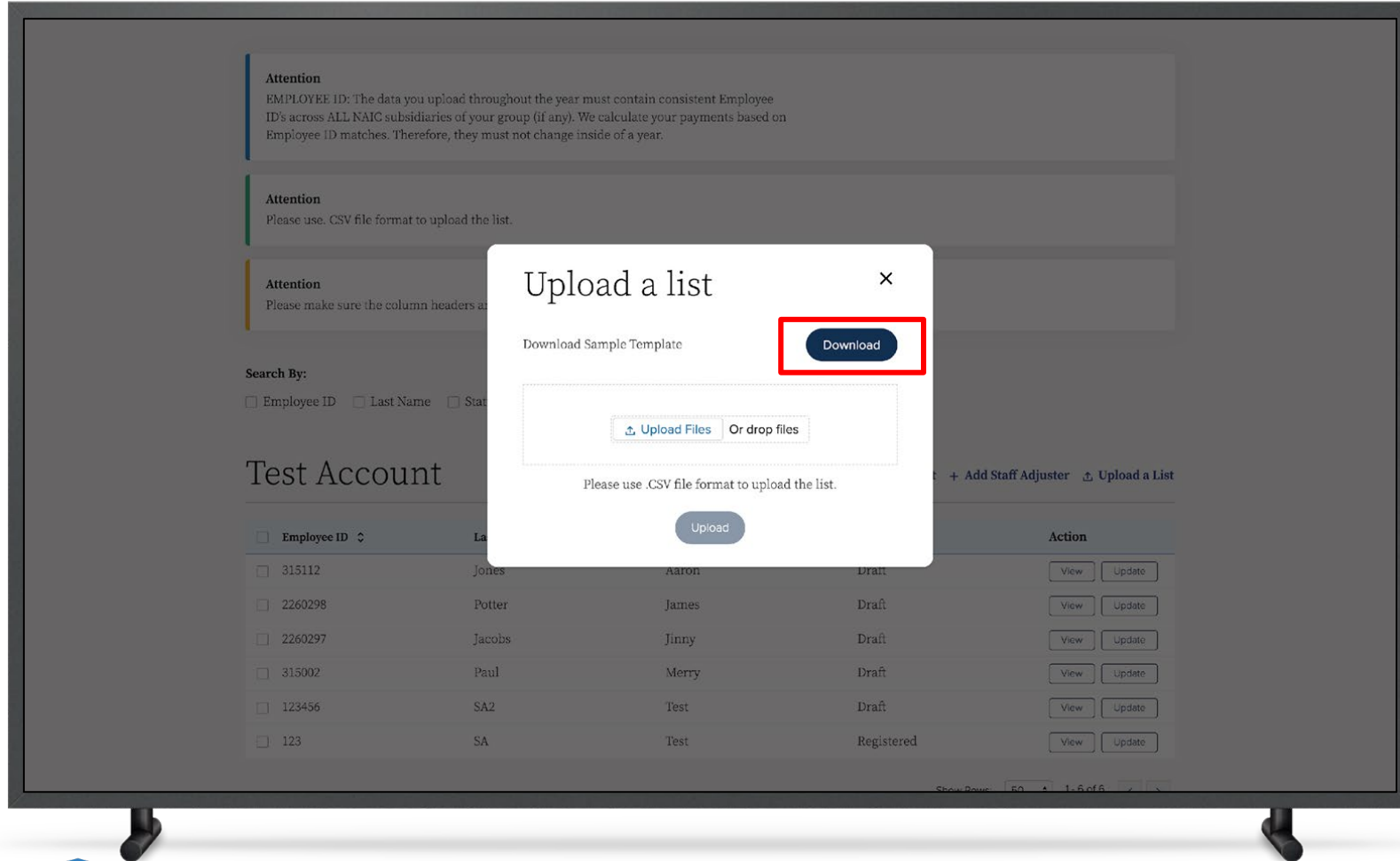


Instructions

Key Points



Adding a Staff Adjuster



Instructions

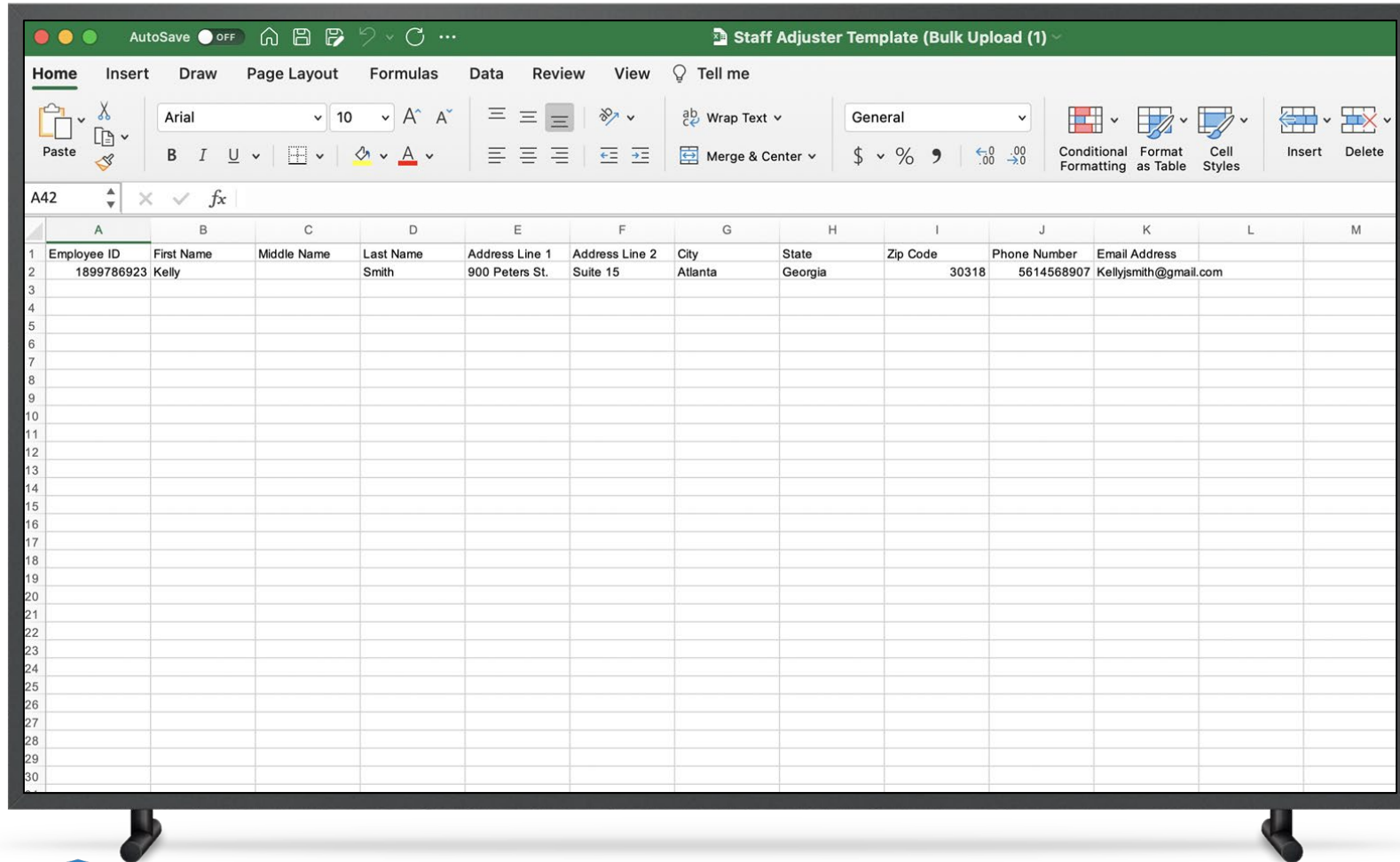
To Download the Sample Template, click 'Download'

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
	Employee ID	First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	State	Zip Code	Phone Number	Email Address		
1	1899786923	Kelly		Smith	900 Peters St.	Suite 15	Atlanta	Georgia	30318	5614568907	Kellyjsmith@gmail.com		
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
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

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 as follows:

Search By:
☐ Employee ID ☐ Last Name ☐ Status

Test Account

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

Please use .CSV file format to upload the list.

Upload

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

Instructions

To Upload the File, Click 'Upload Files'

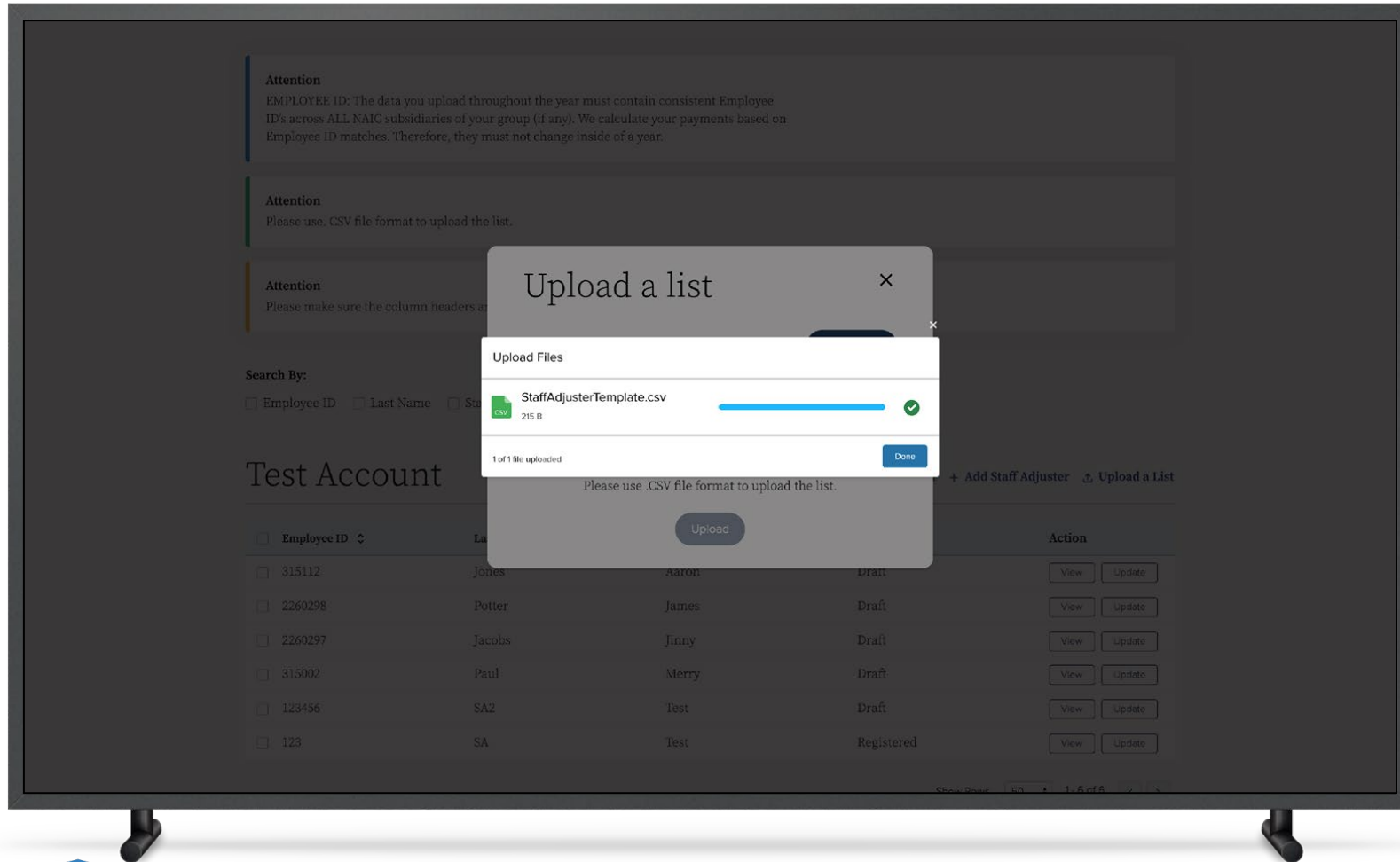
To Drop the file, drag the file and drop it in the space provided

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

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

Please use .CSV file format to upload the list.

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

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"/> 1324	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

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

Show Rows: 50 1 - 9 of 9 < >

Payment Information

* 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**

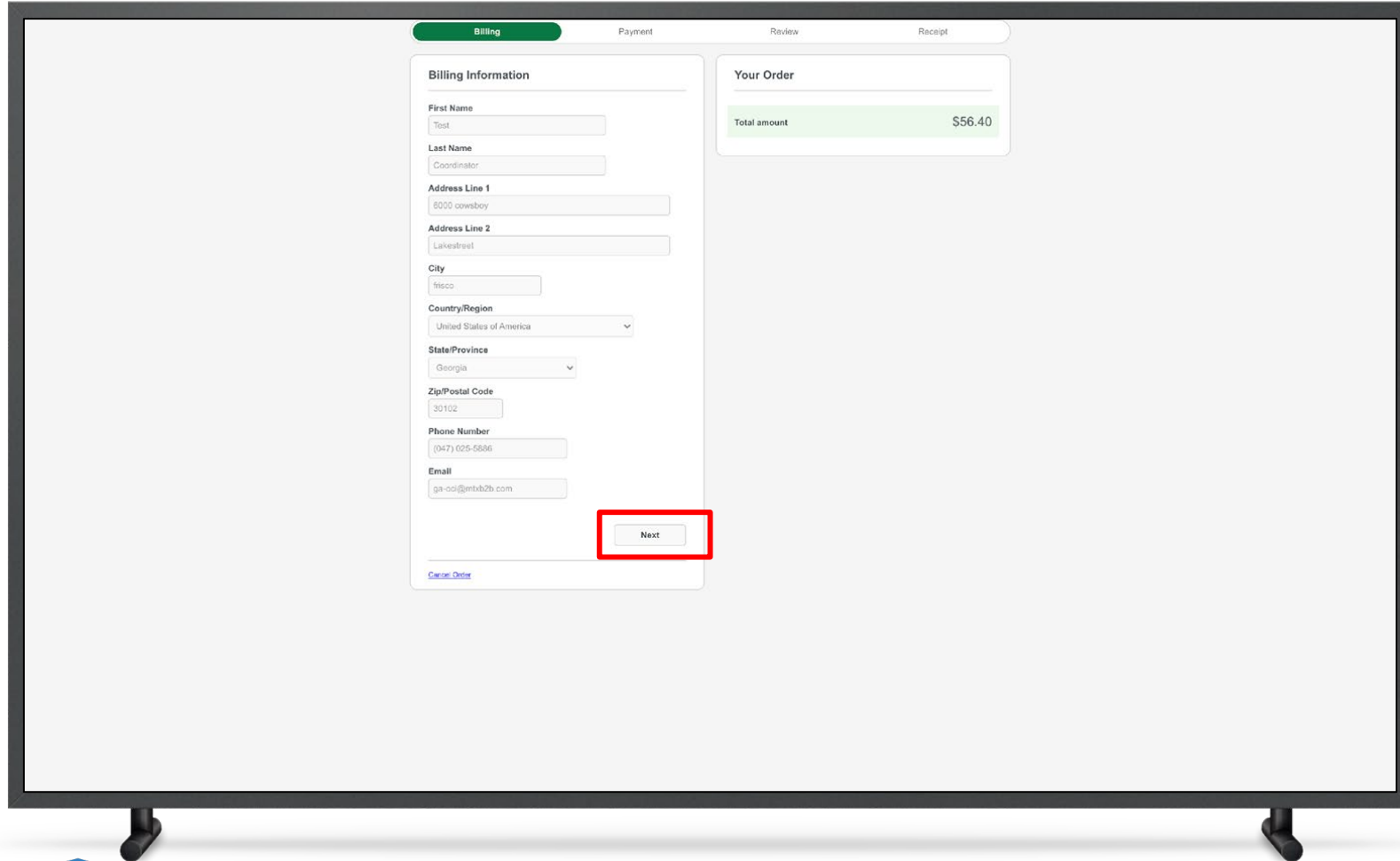
Click 'Submit'

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 '6000 oswald'), **Address Line 2** (text input with 'Lakestreet'), **City** (text input with 'fisco'), **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 'gt-co@entb2b.com'). A **Next** button is located at the bottom right of this section and is highlighted with a red rectangular box. Below the **Next** button is a small link that says 'Cancel Order'. On the right, the **Your Order** section displays a **Total amount** of \$56.40.

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'

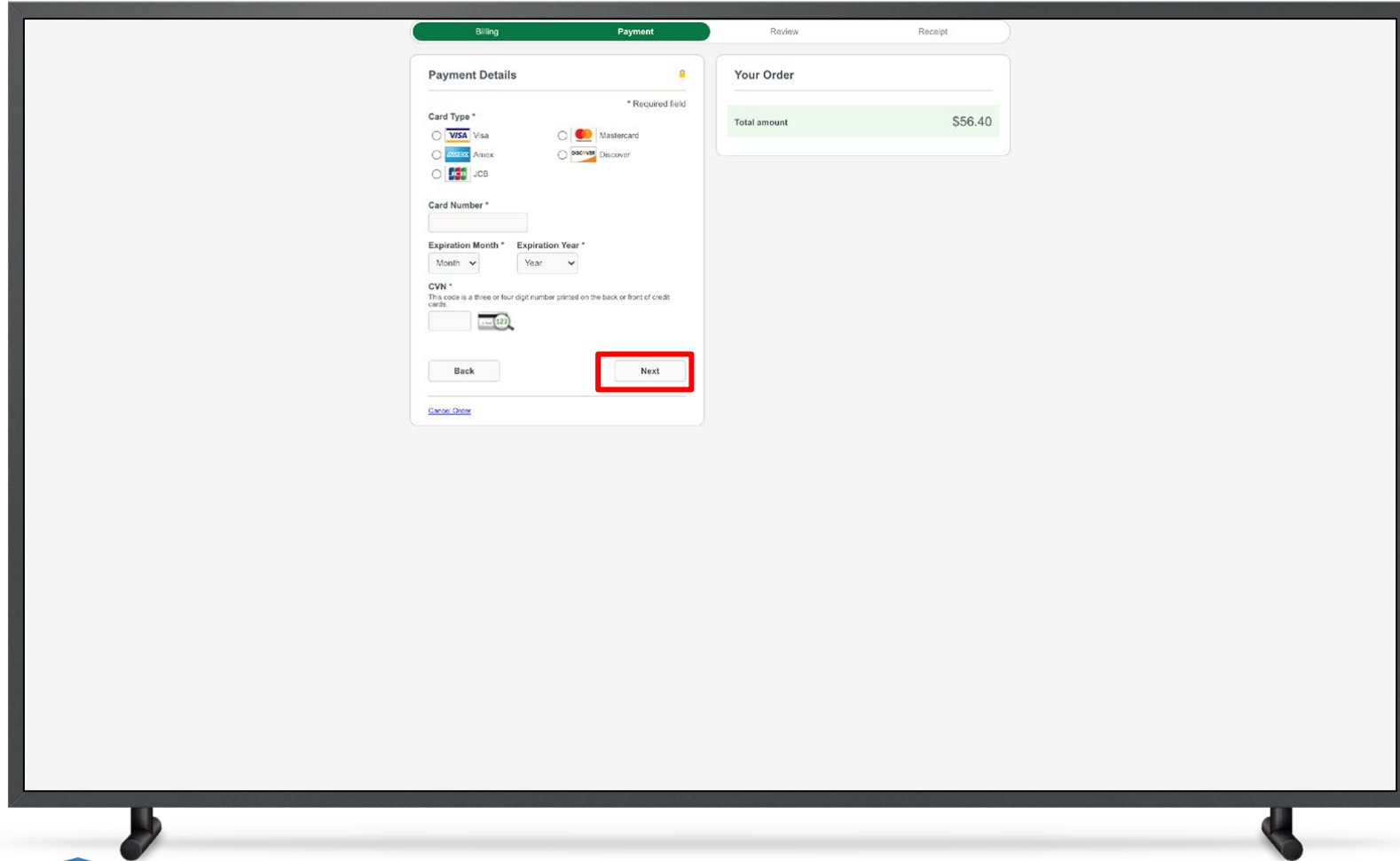
Key Points

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 with a top navigation bar containing 'Billing', 'Payment' (highlighted in green), 'Review', and 'Receipt'. The main content area is divided into two sections. On the left, the 'Payment Details' section includes a 'Card Type' dropdown with radio buttons for Visa, Mastercard, Amex, and JCB. Below this are fields for 'Card Number', 'Expiration Month' (Month), 'Expiration Year' (Year), and 'CVN'. A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right, highlighted with a red rectangle. On the right, the 'Your Order' section shows a 'Total amount' of '\$56.40'. At the bottom left of the screen, there is a small shield-shaped logo with a blue border and a red, white, and blue design.

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 E-Check payment. The top navigation bar includes 'Billing', 'Payment' (active), 'Review', and 'Receipt'. The 'Payment Details' section on the left contains three required fields: 'Routing Number *', 'Account Number *', and 'Account Type *'. Below these fields are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red rectangular box. A 'Cancel Order' link is located at the bottom left of the form. To the right, the 'Your Order' summary shows a 'Total amount' of '\$55.00'. The entire interface is shown on a monitor with a small shield logo at the bottom left.

Instructions

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

Click 'Next'

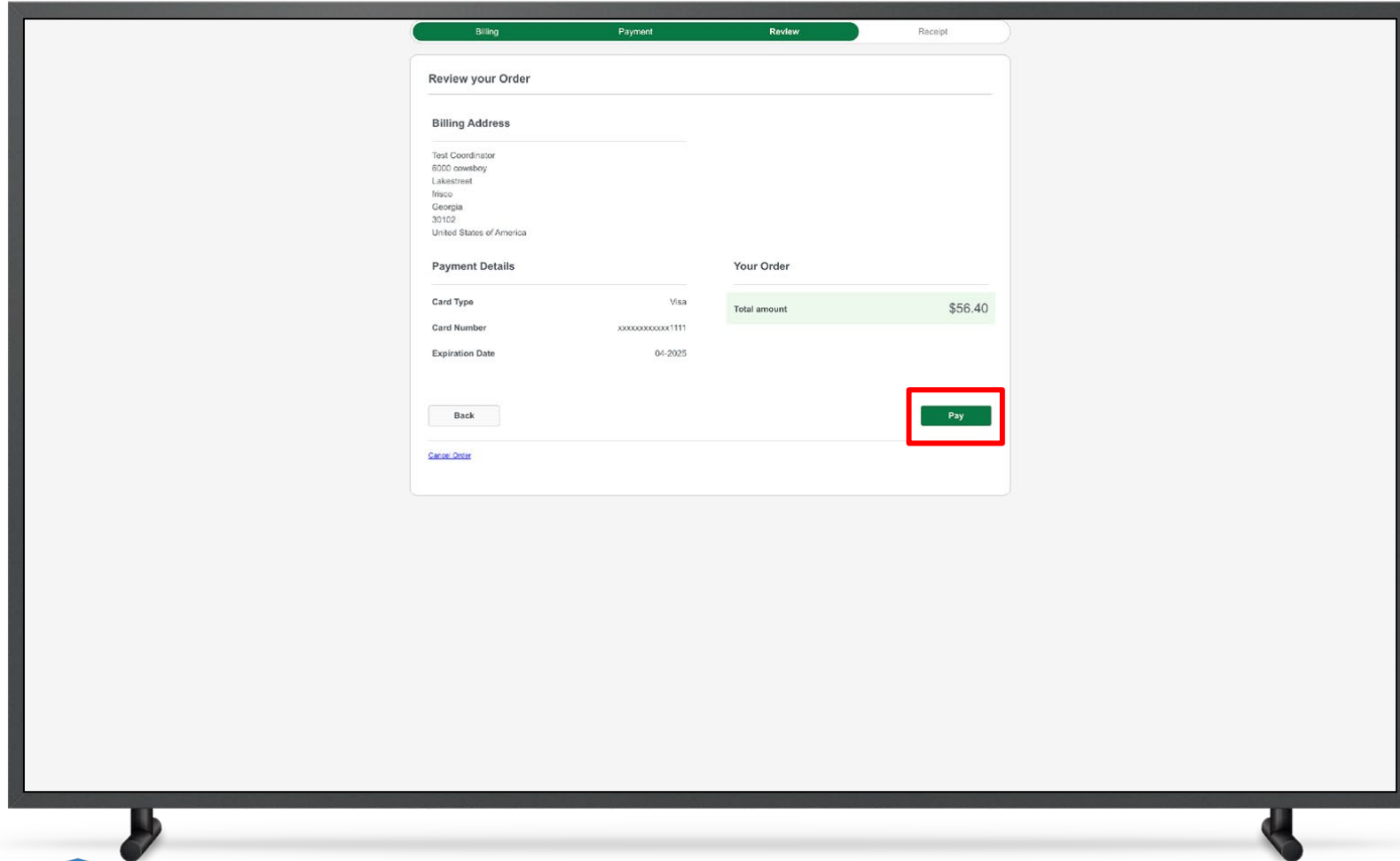
Key Points

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

To cancel the order, click 'Cancel Order'



Payment



The screenshot shows a payment review interface on a monitor. At the top, there are four tabs: 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Review' tab is active. Below the tabs, the title 'Review your Order' is displayed. The page is divided into three main sections: 'Billing Address', 'Payment Details', and 'Your Order'. The 'Billing Address' section contains the following text: 'Test Coordinator', '6000 cowesboy', 'Lakesstreet', 'Itasca', 'Georgia', '30102', and 'United States of America'. The 'Payment Details' section shows 'Card Type' as 'Visa', 'Card Number' as 'xxxxxxxxxxxx1111', and 'Expiration Date' as '04-2025'. The 'Your Order' section displays 'Total amount' as '\$56.40'. At the bottom left, there is a 'Back' button. At the bottom right, there is a green 'Pay' button, which is highlighted with a red rectangular box. 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

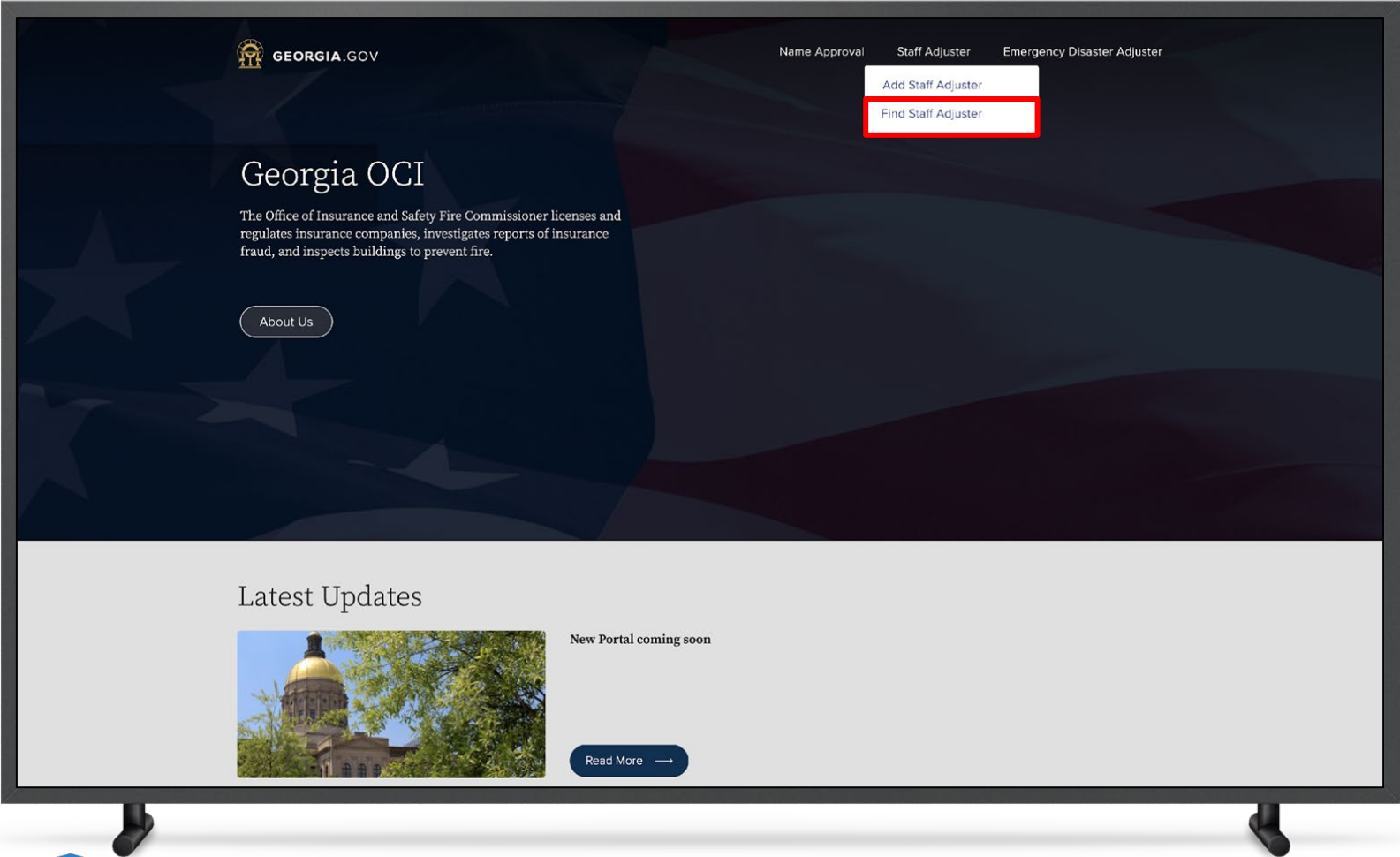
A notification will appear showing that the Payment was made successfully

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

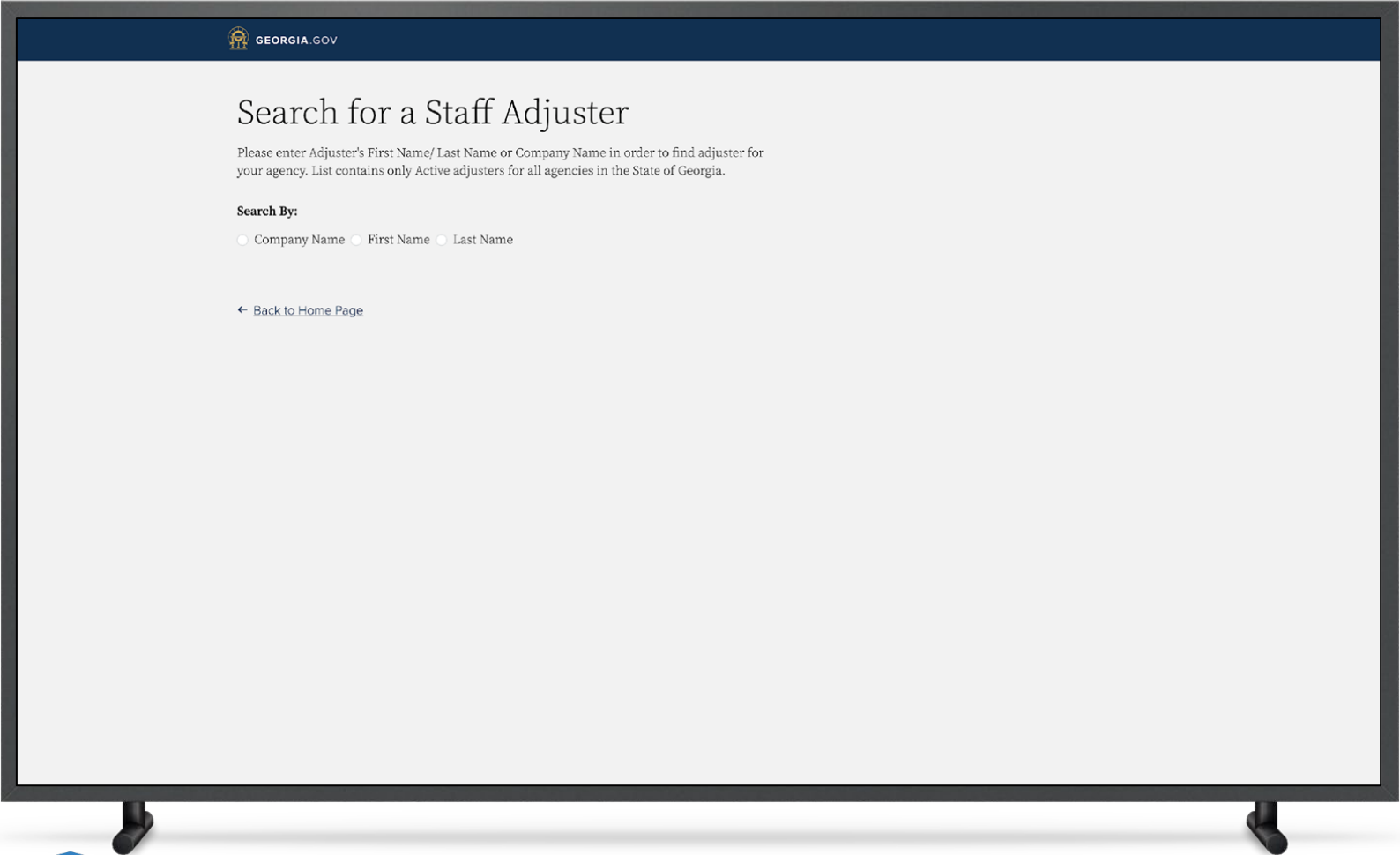
To search for a Staff Adjuster, click 'Find a Staff Adjuster' on the Georgia OCI Portal. This will open a Public Search Page

Key Points

No key points



Finding a Staff Adjuster



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

