GA OCI

Staff Adjuster User Guide

Accessing the Portal
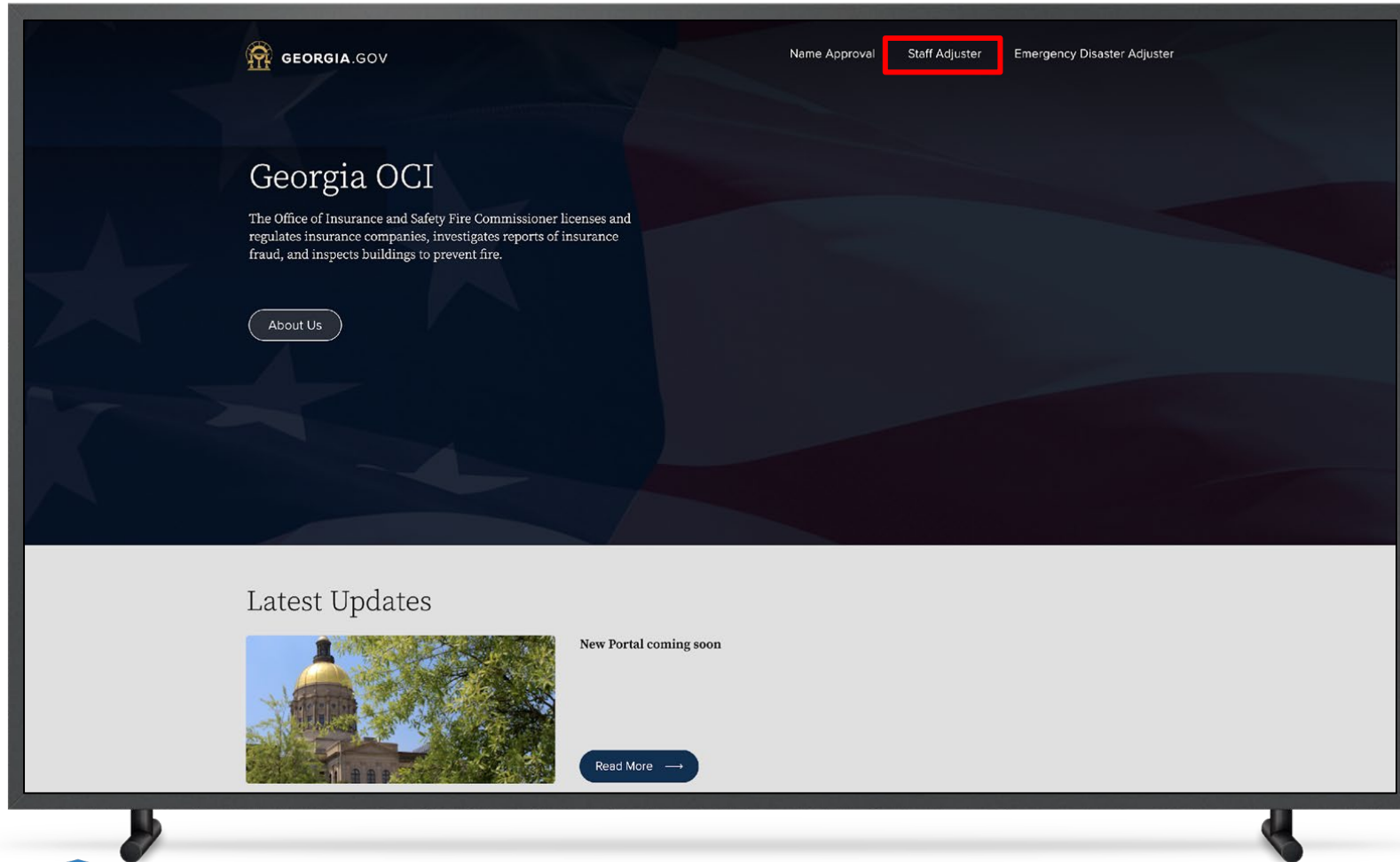
Instructions

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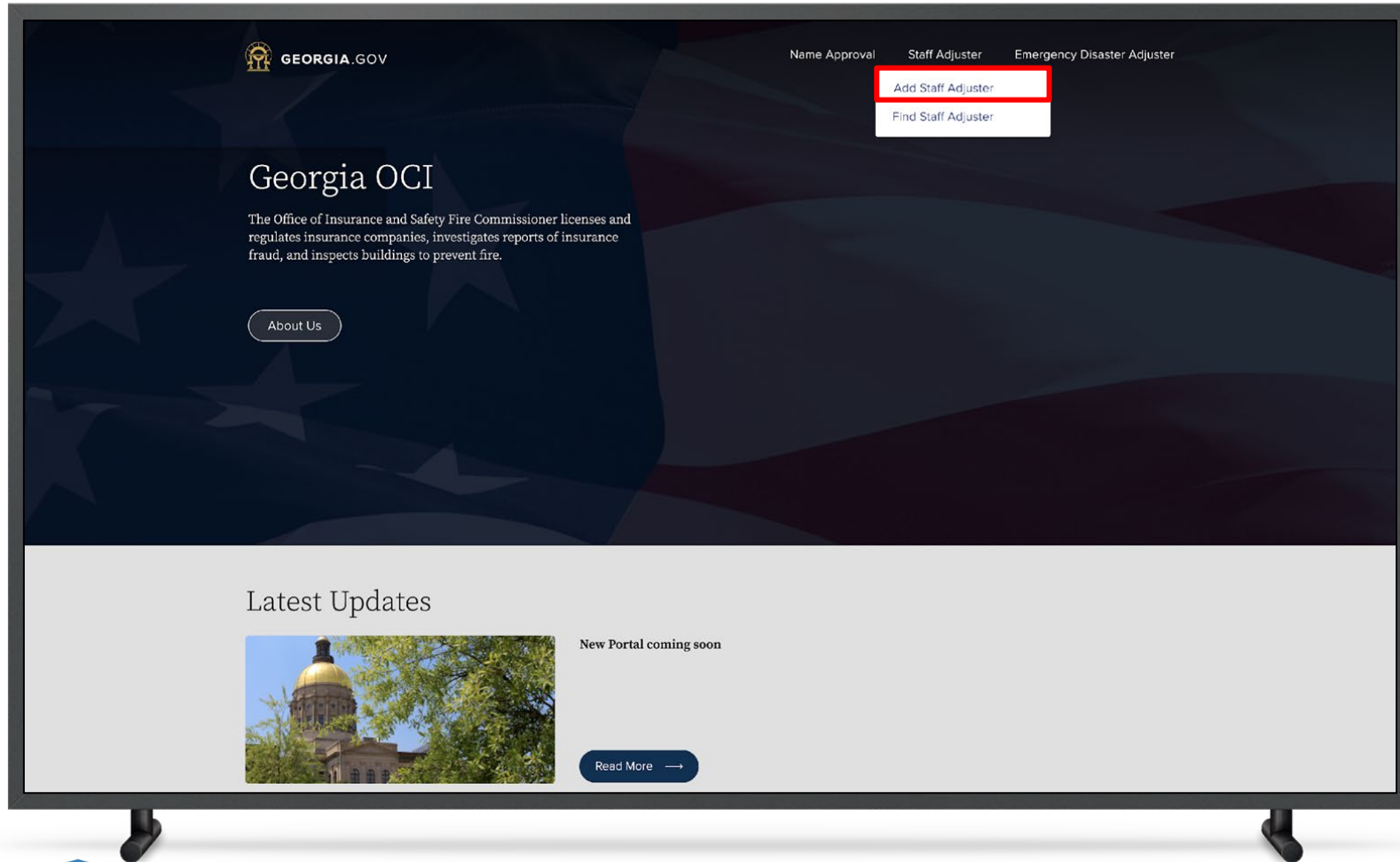
https://gims.oci.ga.gov/s/

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

Key Points

No key points

Accessing the Portal

Instructions
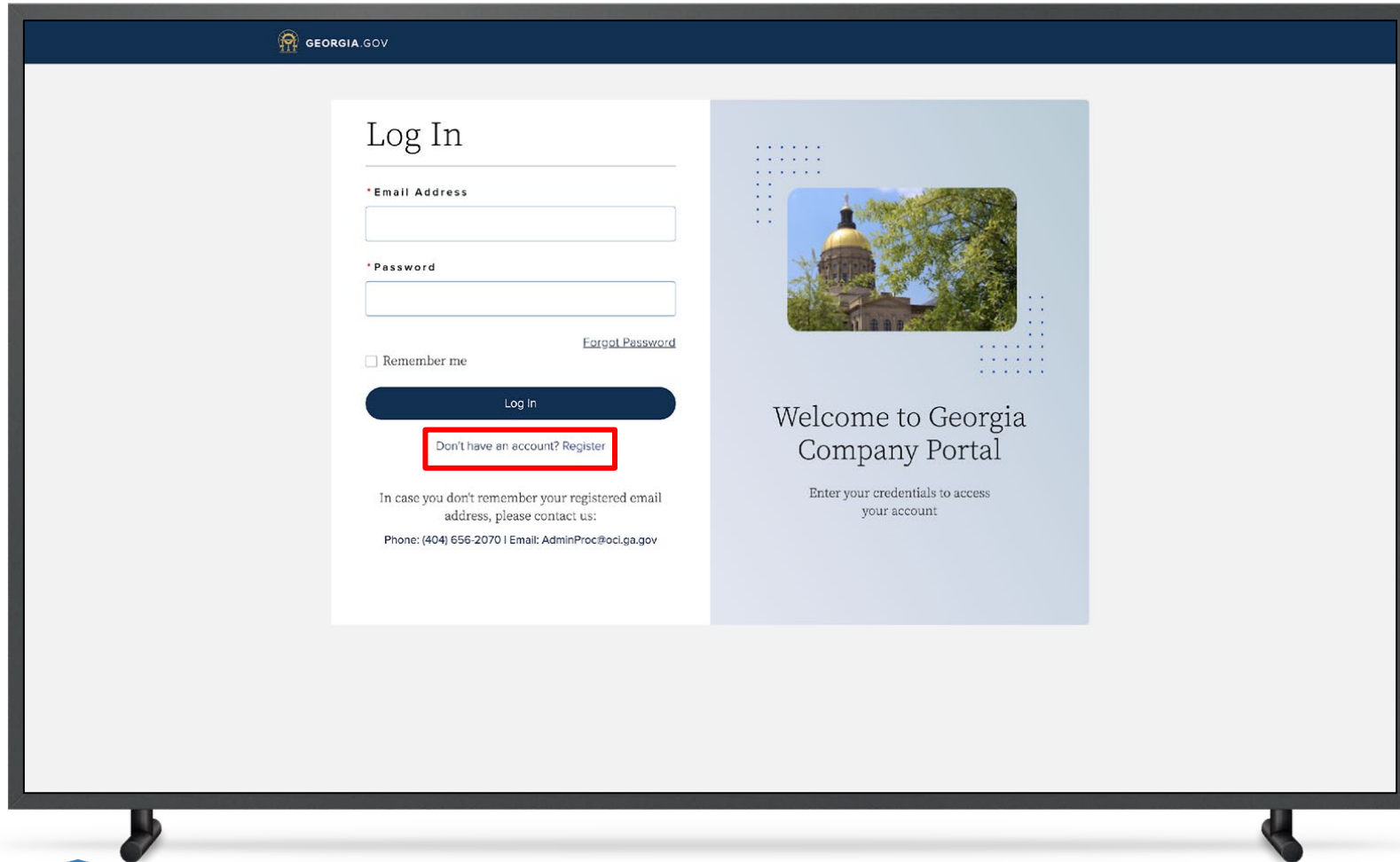
Click 'Add Staff Adjuster'

Key Points

No key points

Logging In

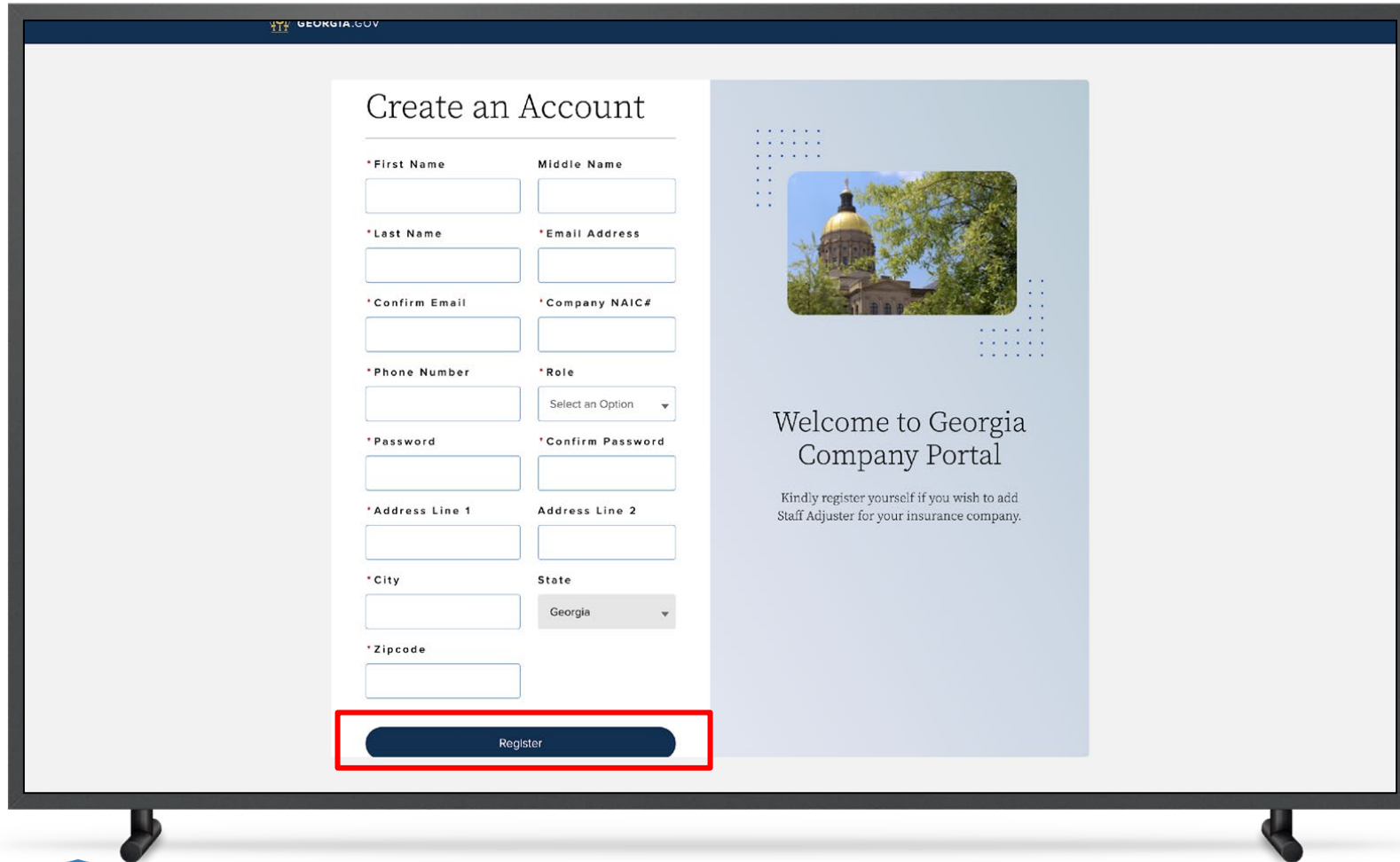To Add a Staff Adjuster, a Coordinator must have an account

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

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Logging In

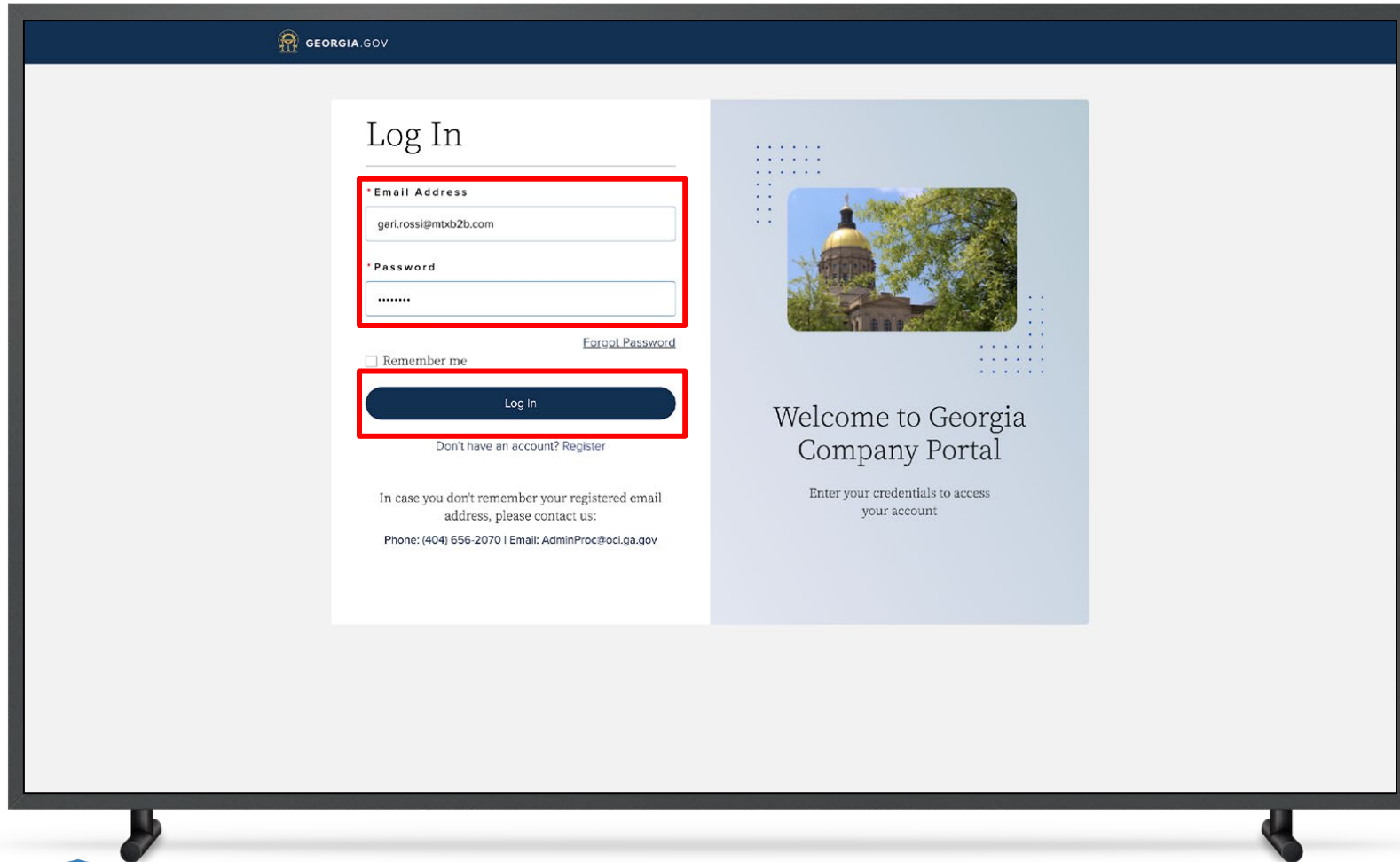## Instructions

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
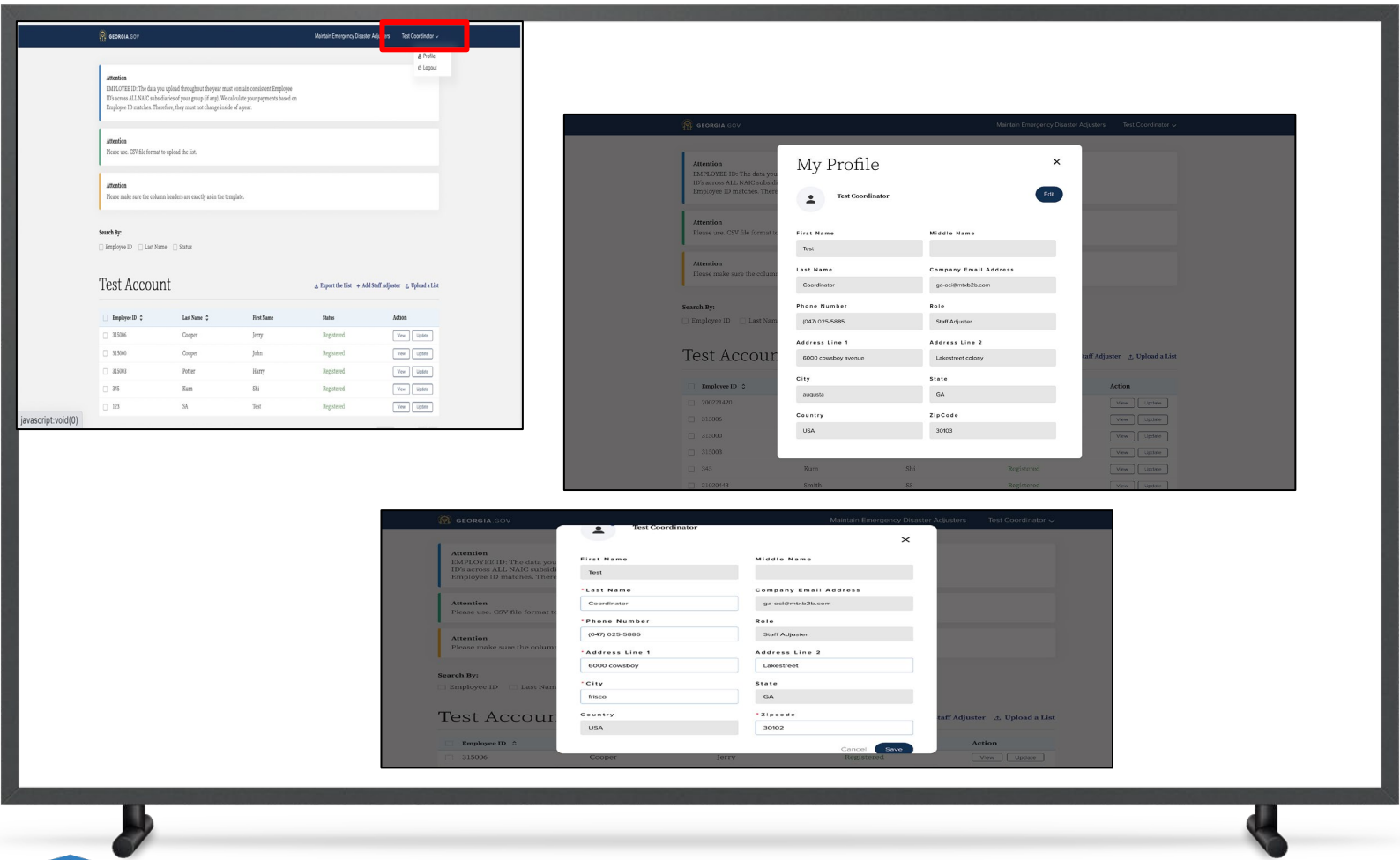
Staff Adjuster Coordinator Profile

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

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View a Staff Adjuster

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 he top

Key Points

No key points

View a Staff Adjuster

View the Staff Adjuster's Information

Key Points

No key points

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Updating a Staff Adjuster

Coordinators can 'Update' the Staff Adjuster's Information

Key Points

No key points

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Updating a Staff Adjuster

Instructions

Update the Staff Adjuster's Information

Click 'Save'

Key Points

No key points

Search for a Staff Adjuster

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

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

Instructions

No instructions

Key Points

Showing an example of an Exported list of Staff Adjusters

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

☑ Employee ID ↕	Last Name ↕	First Name	Status	Action
☑ 315003	Potter	Harry	Draft	View Update
☑ 315003	Potter	Larry	Draft	View Update

Show Rows: 50 ⬍   1 - 2 of 2   ‹ ›

Instructions

Key Points

No key points

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Deleting a Staff Adjuster

Deleting a Staff Adjuster

Adding a Staff Adjuster

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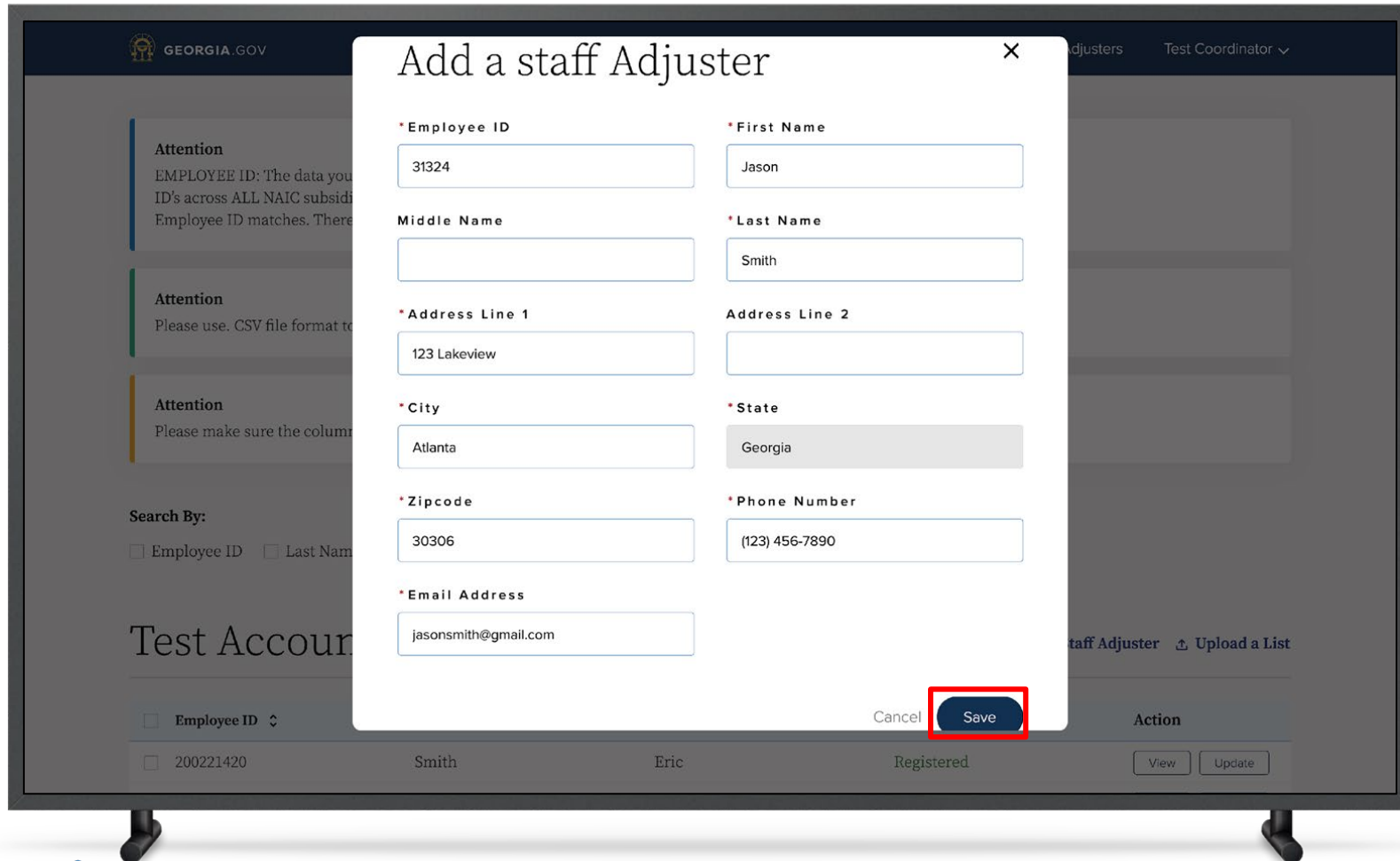
To manually Add a Staff Adjuster, click '+ Add Staff Adjuster'

Key Points

No key points

Adding a Staff Adjuster
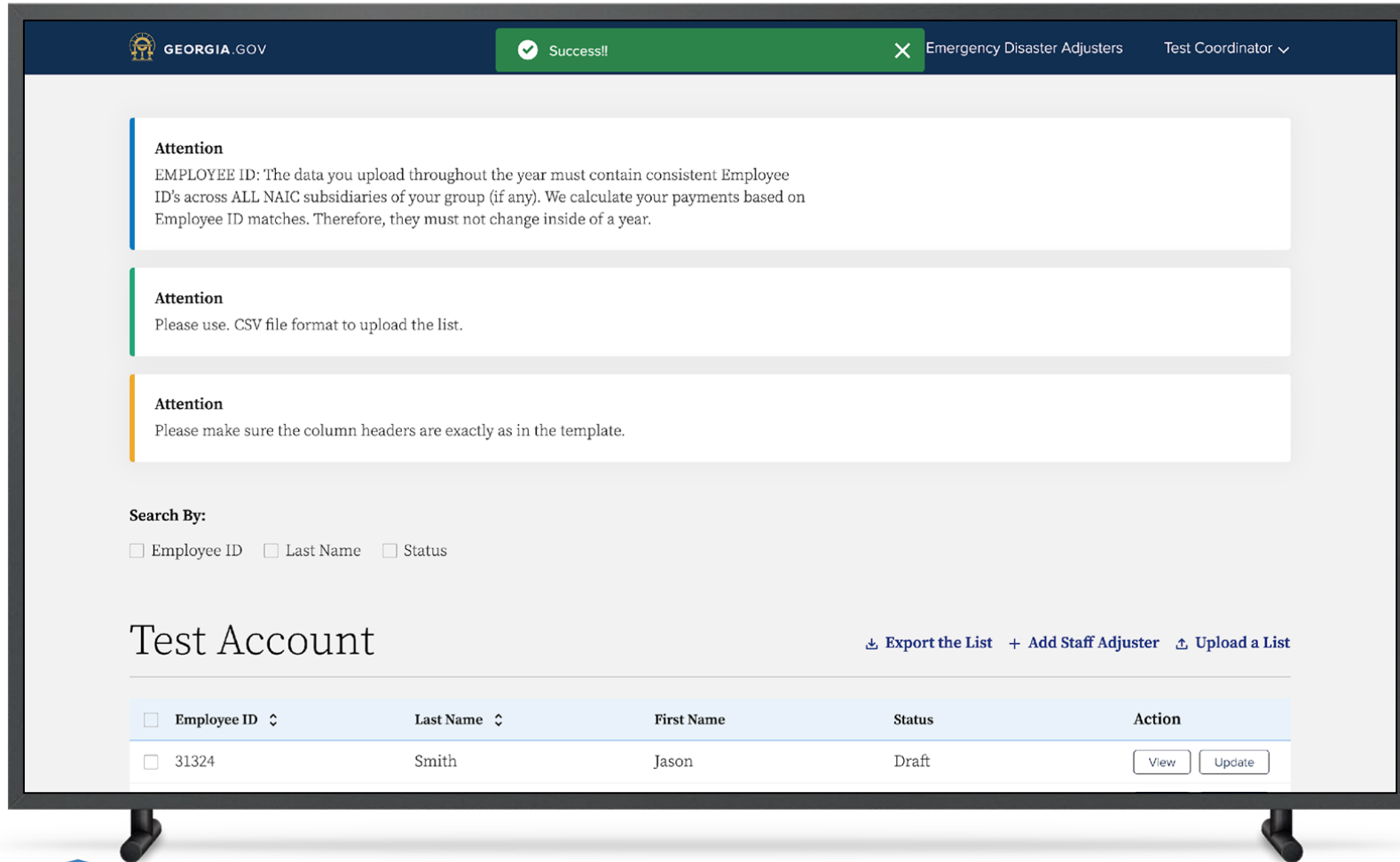
Instructions

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

GEORGIA.GOV   ✓ 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

☐	Employee ID ⬍	Last Name ⬍	First Name	Status	Action
☐	31324	Smith	Jason	Draft	View Update

Instructions

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

Key Points

No key points

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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
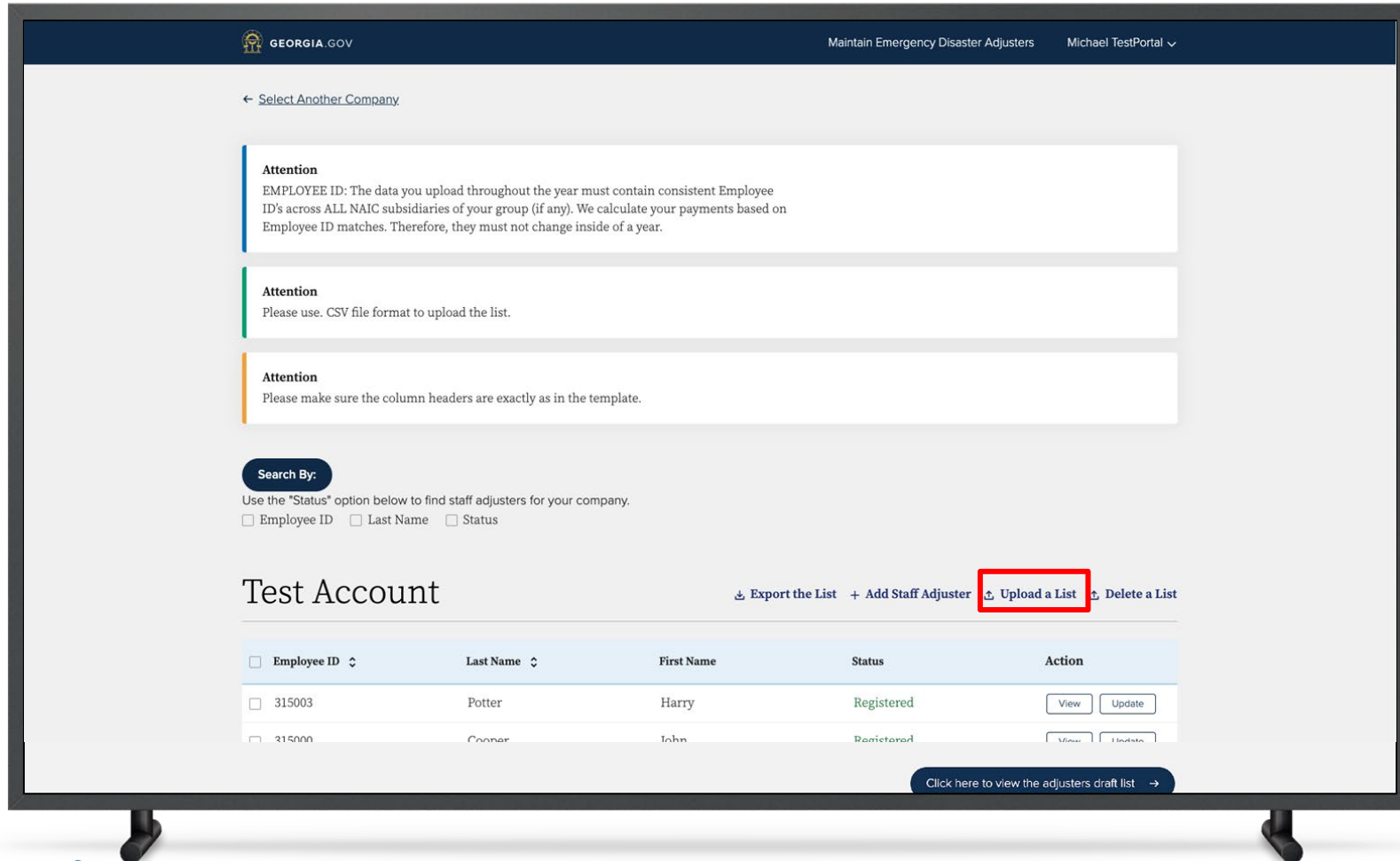

Instructions

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

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

Instructions

Key Points

Adding a Staff Adjuster

Instructions

Key Points

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

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

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
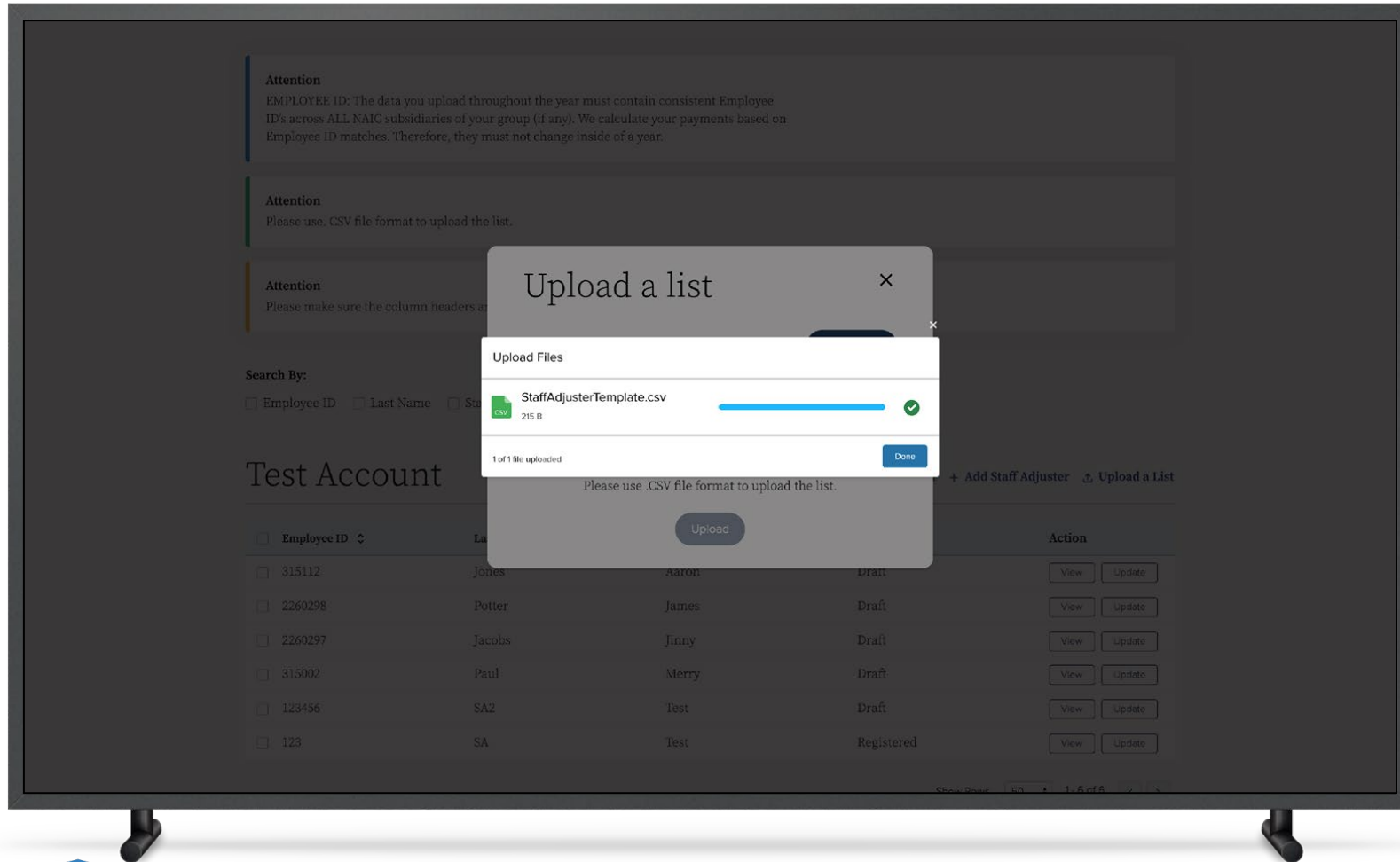
Adding a Staff Adjuster

Once the File is Loaded, click 'Done'

Key Points

No key points

315112   Jones   Aaron   Draft
2260298   Potter   James   Draft
2260297   Jacobs   Jinny   Draft
315002   Paul   Merry   Draft
123456   SA2   Test   Draft
123   SA   Test   Registered

Upload a list

Upload Files

StaffAdjusterTemplate.csv
215 B

1 of 1 file uploaded   Done

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Adding a Staff Adjuster

Click 'Upload'

No key points

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Adding a Staff Adjuster

Instructions

A notification will appear confirming that the Upload was successful

Key Points

No key points

Payment

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

Key Points

No key points

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Payment

Instructions

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

Key Points

No key points

Payment

Instructions

Key Points

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

Payment

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 →

Show Rows: 50   1 - 9 of 9   ‹ ›

Instructions

Select **Payment Type**
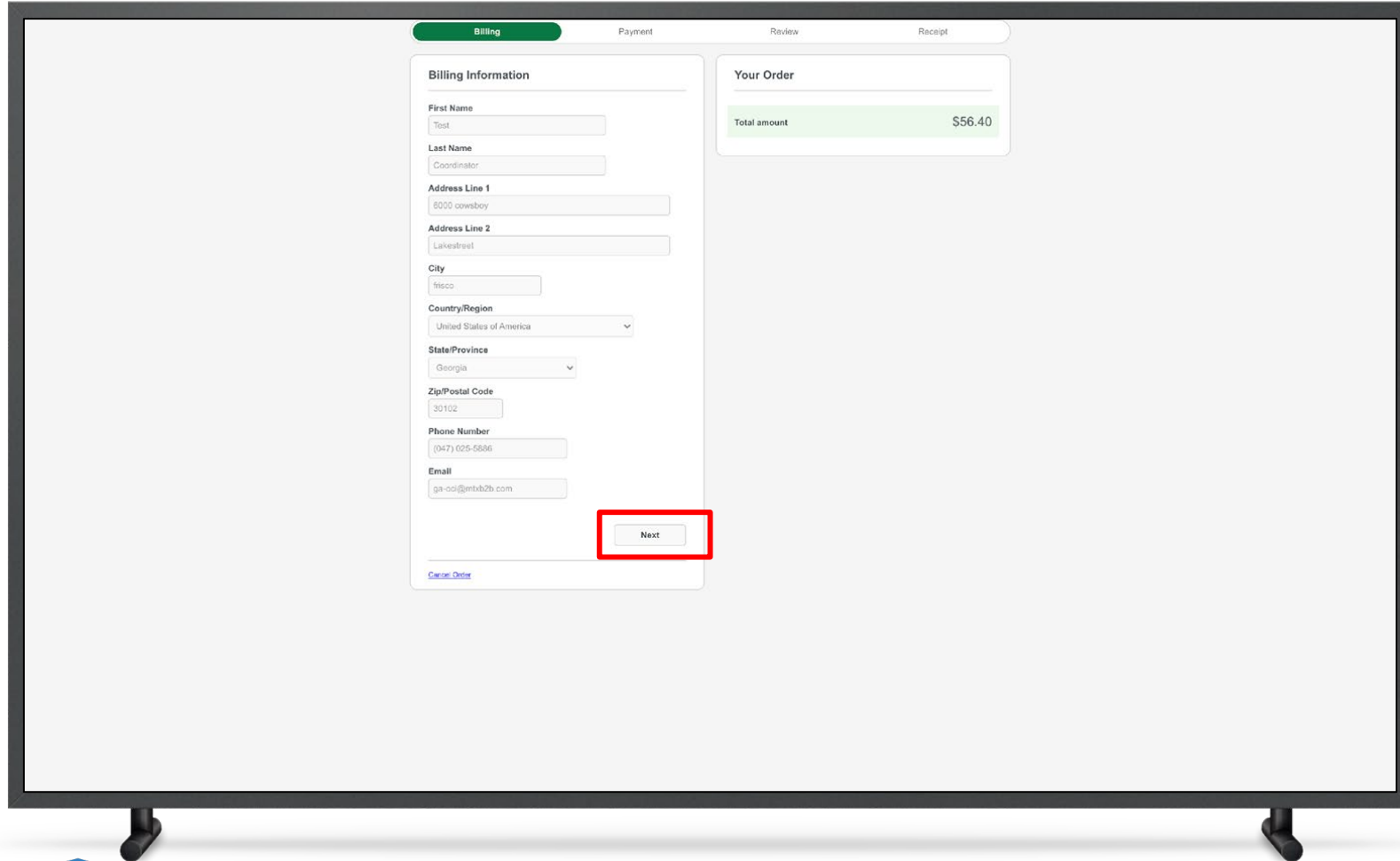
Click 'Submit'

Key Points

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

Payment

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'
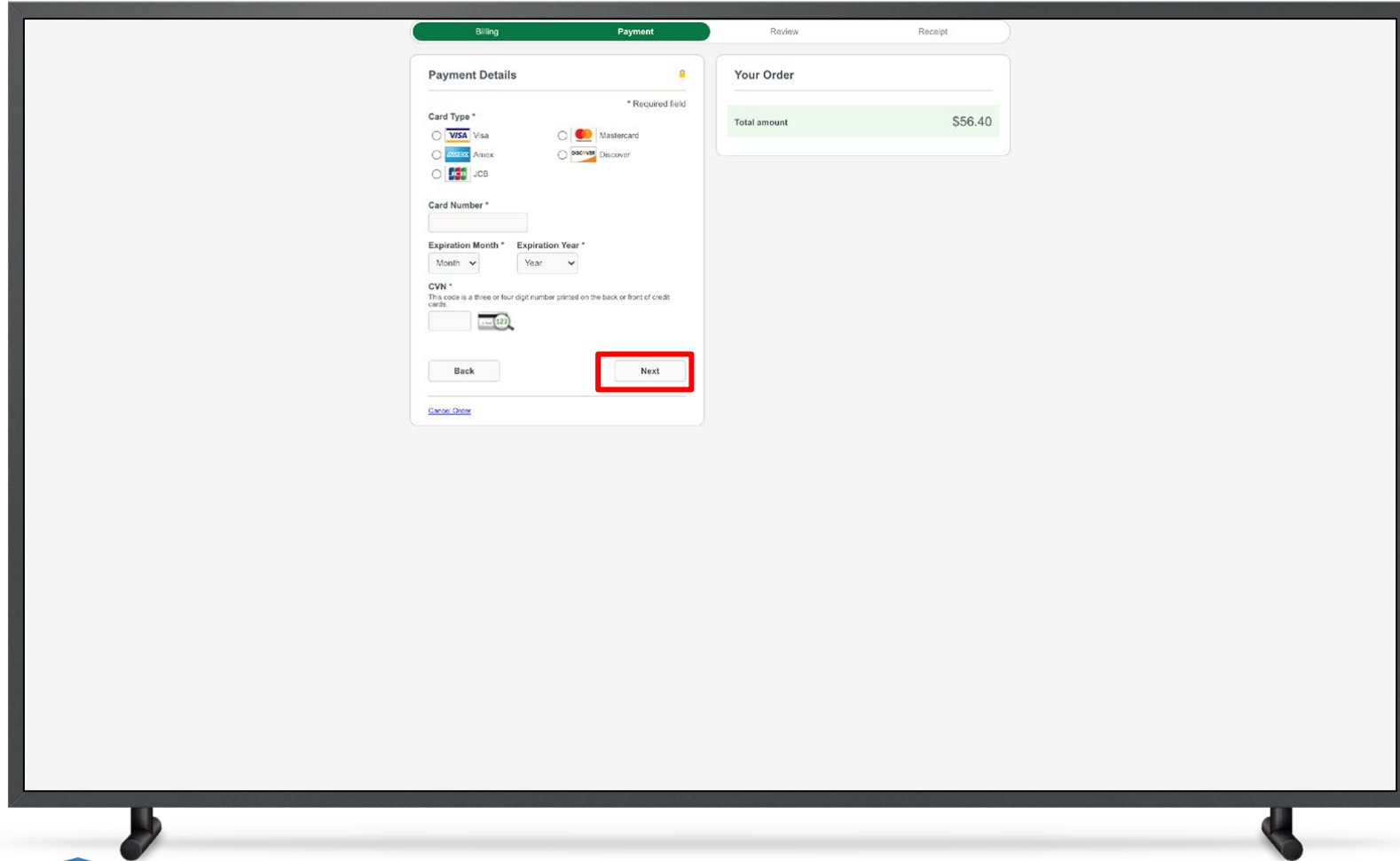
Key Points

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

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Payment (Credit Card)

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)

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

Review the order details

Click 'Pay'

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

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Payment

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

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

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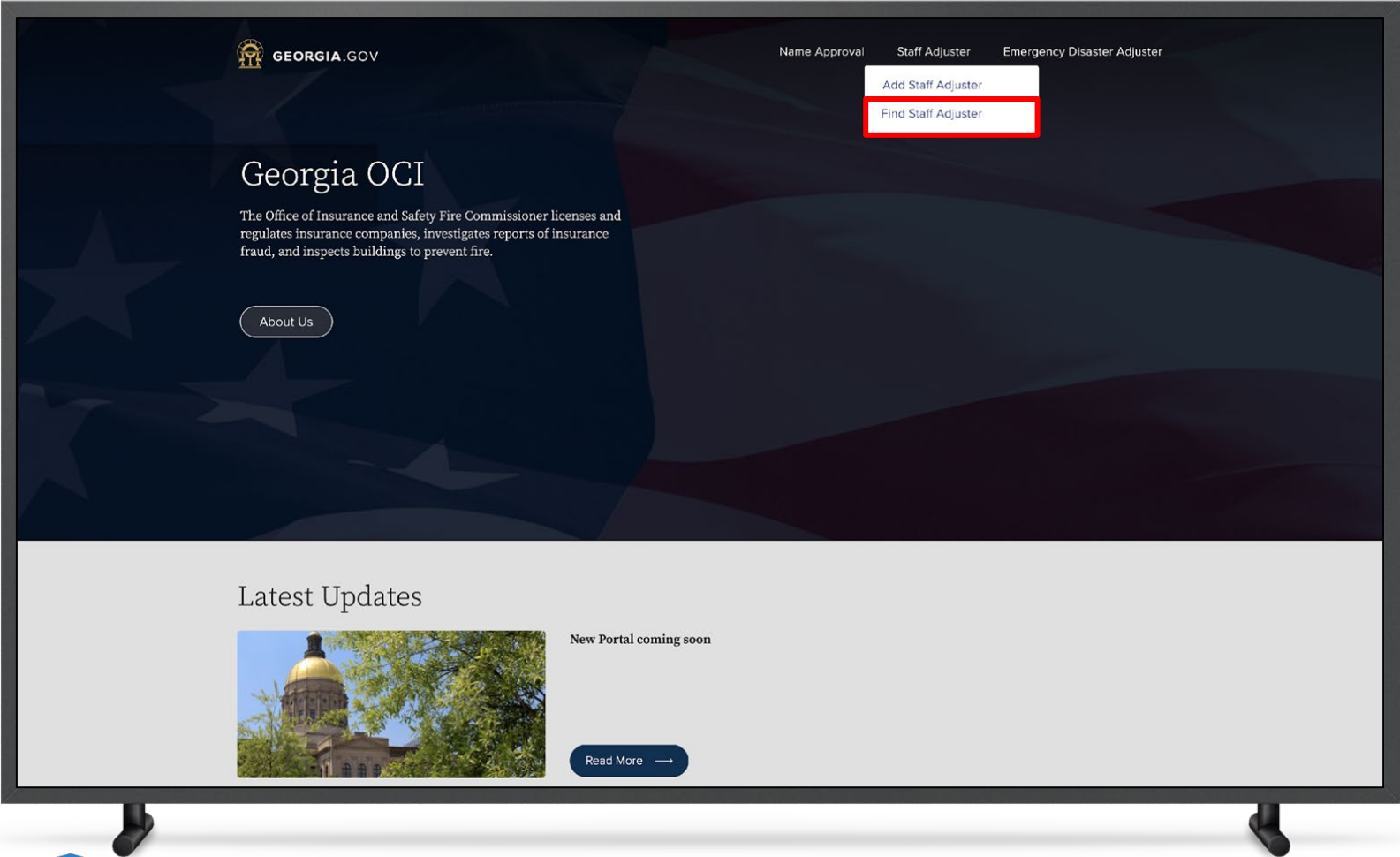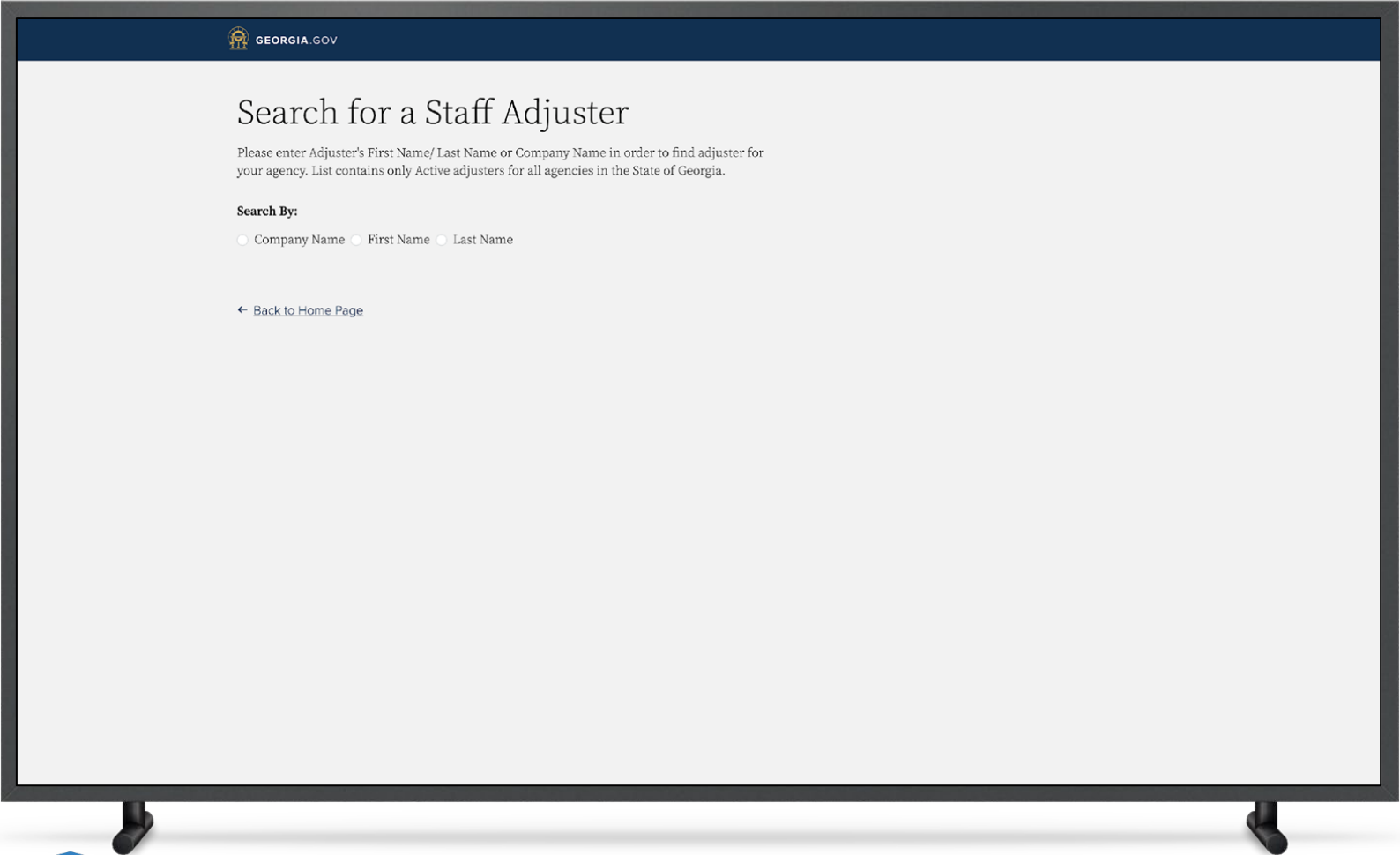
Key Points

No key points

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Finding a Staff Adjuster

GEORGIA.GOV

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 Home Page

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