



**GEORGIA DRIVER'S
EDUCATION COMMISSION**

GDEC Grant Scholarship

Provider Handbook



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I. Site

Navigate to the provider site by clicking the link below:

<https://georgiadrivers.ga.gov>

II. Login Screen

You will see the following screen:

Enter the Username & Password sent to you by GDEC.

A screenshot of the login screen for the Georgia Driver's Education Commission. The screen features the commission's logo and name at the top left. Below this, there are two input fields: one for "Username" and one for "Password". Under the password field, there is a checkbox labeled "Remember me on this computer". At the bottom right of the form area, there is a green button labeled "Sign In".

**GEORGIA DRIVER'S
EDUCATION COMMISSION**

Username

Password

Remember me on this computer

Sign In

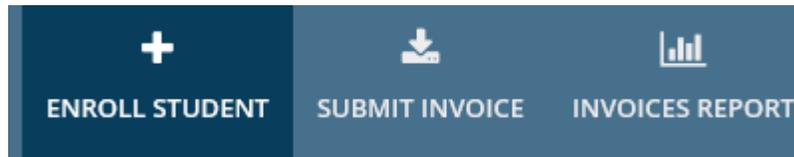
Note: Please make note of this Username and Password for future use.



III. Introduction to Provider Site & Provider Roles

Once you login, you will see the following:

a. GDEC Provider Site



GDEC Provider Site has the following two (2) actions & one (1) report:

1. Enroll Student
2. Submit Invoice
3. Invoice Report

Each Provider Contact has a specific role assigned to them. The roles are:

1. Enroll Student
2. Submit Invoice
3. Enroll Student & Submit Invoice

b. Role: Enroll Student

A Provider contact with the role “Enroll Student” can view the following tab when navigating to the GDEC Provider Site:



The Provider contacts with the role “Enroll Student” can only enroll the students in the training class. They will not be able to Submit Invoices or view the Invoice Report.



c. Role: Submit Invoice

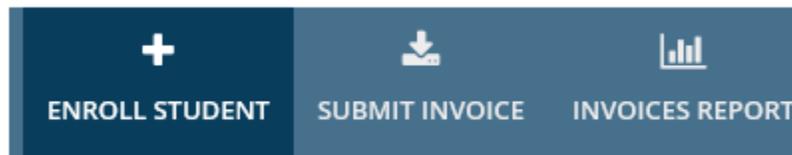
A Provider contact with the role “Submit Invoice” will view the following tabs when navigating to the GDEC Provider Site:



The Provider contacts with the role “Submit Invoice” can submit invoices for the students who have completed or partially completed the training class. They can also view the Invoices Report. They will not be able to enroll students to the training class.

d. Role: Enroll Student & Submit Invoice

A Provider contact with the role “Enroll Student and Submit Invoice” can view the following tabs when navigating to the GDEC Provider Site:



The provider contacts with the role “Enroll Student & Submit Invoice” can enroll students, as well as submit invoices for students who have completed or partially completed the training class. They can also view the Invoices Report.



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IV. Enroll Student

This action allows the provider to enroll students using the Redemption Code provided by the student.

Step 1: Click the "Continue" button

Enroll Student

Upon notification of the grant scholarship award, the student/parent will receive a redemption code and a list of authorized driver training school providers. Within 30 days of the scholarship award, the student/parent must present the grant scholarship award certificate to the provider and the provider must redeem the code. Before redeeming the grant scholarship redemption code, the provider should verify that the student's name, instructional permit (driver's license) number, and date of birth matches what is listed on the student's instructional permit. If the information listed on the grant scholarship award certificate does not match that of student's instructional permit, the driver training school should immediately report the discrepancy to the Georgia Driver's Education Commission by email (gdec@gohs.ga.gov) for further investigation.

[Continue](#)

Step 2: Enter the Redemption Code provided by the student and click "Search" [Note: Only enter one redemption code at a time].

Enroll Student

*Redemption Code

Please enter redemption code

[Search](#)

[Cancel](#) [Enroll Student to Class](#)



Note: Previously Redeemed Codes will return an error message.

The screenshot shows the 'Enroll Student' form in the GDEC system. The navigation bar includes 'ENROLL STUDENT', 'SUBMIT INVOICE', and 'INVOICES REPORT'. The form has a 'Save' button at the top left. The main heading is 'Enroll Student'. A red asterisk indicates a required field: 'Redemption Code'. The input field contains 'MW8025'. Below the input field, there is a 'Search' button and a red error message: 'Code has been used by this provider'. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Enroll Student to Class' button.

Note: If you enter the code of the student who has already been enrolled with another provider, an error message will be displayed.

The screenshot shows the 'Enroll Student' form in the GDEC system. The navigation bar includes 'ENROLL STUDENT', 'SUBMIT INVOICE', and 'INVOICES REPORT'. The form has a 'Save' button at the top left. The main heading is 'Enroll Student'. A red asterisk indicates a required field: 'Redemption Code'. The input field contains 'CU1918'. Below the input field, there is a 'Search' button and a red error message: 'Code has been used by another provider'. At the bottom left is a 'Cancel' button, and at the bottom right is a green 'Enroll Student to Class' button.



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Step 3: After clicking "Search", the Student Details will be displayed.

ENROLL STUDENT | SUBMIT INVOICE | INVOICES REPORT | ENROLLED STUDENTS | GDEC

Enroll Student

*Redemption Code:

Please enter redemption code

Student Details

Name	Miss Minnie Mouse	Redemption Code	EC4087
Driver's Permit Number	147258369	Mobile Phone Number	
Date of Birth	5/23/2000	Home Phone Number	
Email			

Which location will the student be enrolled in?
--Select Location--

Certification *

I certify that I have verified that the student's name, date of birth, and instructional permit number listed on the award certificate matches that of the student's instructional permit or driver's license.

The student's name, date of birth, or instructional permit number listed on the award certificate do NOT match that of the student's instructional permit or driver's license.

Step 4: Select the Location in which the student will be enrolled from the dropdown menu

ENROLL STUDENT | SUBMIT INVOICE | INVOICES REPORT | ENROLLED STUDENTS | GDEC

Enroll Student

*Redemption Code:

Please enter redemption code

Student Details

Name	Miss Minnie Mouse	Redemption Code	EC4087
Driver's Permit Number	147258369	Mobile Phone Number	
Date of Birth	5/23/2000	Home Phone Number	
Email			

Which location will the student be enrolled in?

Certification *

I certify that I have verified that the student's name, date of birth, and instructional permit number listed on the award certificate matches that of the student's instructional permit or driver's license.

The student's name, date of birth, or instructional permit number listed on the award certificate do NOT match that of the student's instructional permit or driver's license.



Step 5: Once the location has been selected, the Provider is required to certify the student’s name, date of birth and instructional permit number or driver’s license number on the award notification matches the records on the student’s instructional permit or driver’s license. GDEC doesn’t verify that the student’s information in the online portal, submitted on the application, matches the student’s records on the instructional permit or driver’s license. It is the Provider’s responsibility to verify the Student Details.

If the Student Details matches the data on the permit or driver’s license, click the Checkbox to certify the driver training school representative has verified the student’s name, date of birth and instructional permit number listed on the award certificate matches the information on the student’s instructional permit or driver’s license. Click “Enroll Student to Class” to complete the redemption process.

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GDEC

ENROLL STUDENT
SUBMIT INVOICE
INVOICES REPORT
ENROLLED STUDENTS

Enroll Student

*Redemption Code

Please enter redemption code

Student Details

Name	Miss Minnie Mouse	Redemption Code	EC4087
Driver's Permit Number	147258369	Mobile Phone Number	
Date of Birth	5/23/2000	Home Phone Number	
Email			

Which location will the student be enrolled in?

Main Street, 1234 Main Street, Atlanta, GA 30334

Certification *

I certify that I have verified that the student's name, date of birth, and instructional permit number listed on the award certificate matches that of the student's instructional permit or driver's license.

The student's name, date of birth, or instructional permit number listed on the award certificate do NOT match that of the student's instructional permit or driver's license.



If the Student's Details DO NOT match the information on their driver's permit or license, click the Checkbox beside the statement that reads "The student's name, date of birth or instructional permit number listed on the award certificate do NOT match that of the student's instructional permit or driver's license". A space to upload the student's permit will appear along with a space to provide comments to the GDEC staff. Save a copy of the permit or driver's license to your computer. "Browse" and select the student's permit or driving license to upload. Then select "Open". In the comment section, list the Provider Name, a contact email address for the provider, and briefly describe to the GDEC staff which information doesn't match and should be corrected. Click "Submit Document". GDEC staff will review the file and make corrections, if necessary. If the Provider does NOT list the name of the Driver Training School and email address, they will NOT be notified that the student's record has been updated.

+ ENROLL STUDENT
 ↓ SUBMIT INVOICE
 | INVOICES REPORT
 ☰ ENROLLED STUDENTS
 GDEC

Enroll Student

*Redemption Code

Please enter redemption code

Student Details

Name	Miss Minnie Mouse	Redemption Code	EC4087
Driver's Permit Number	147258369	Mobile Phone Number	
Date of Birth	5/23/2000	Home Phone Number	
Email			

Which location will the student be enrolled in?

Main Street, 1234 Main Street, Atlanta, GA 30334

Certification *

I certify that I have verified that the student's name, date of birth, and instructional permit number listed on the award certificate matches that of the student's instructional permit or driver's license.

The student's name, date of birth, or instructional permit number listed on the award certificate do NOT match that of the student's instructional permit or driver's license.



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Note: It is very important for the Provider to upload the permit at the time of enrollment. This information cannot be uploaded at a later time and will hinder invoice approvals if the information has discrepancies.

Step 6: Cancel Enroll Student Process
The process can be cancelled by clicking the "Cancel" button. In doing so, the values entered are not saved and the process is cancelled. Thus, the Student is not enrolled.

Step 7: You will see the confirmation screen as shown below. Click the "Close" button.



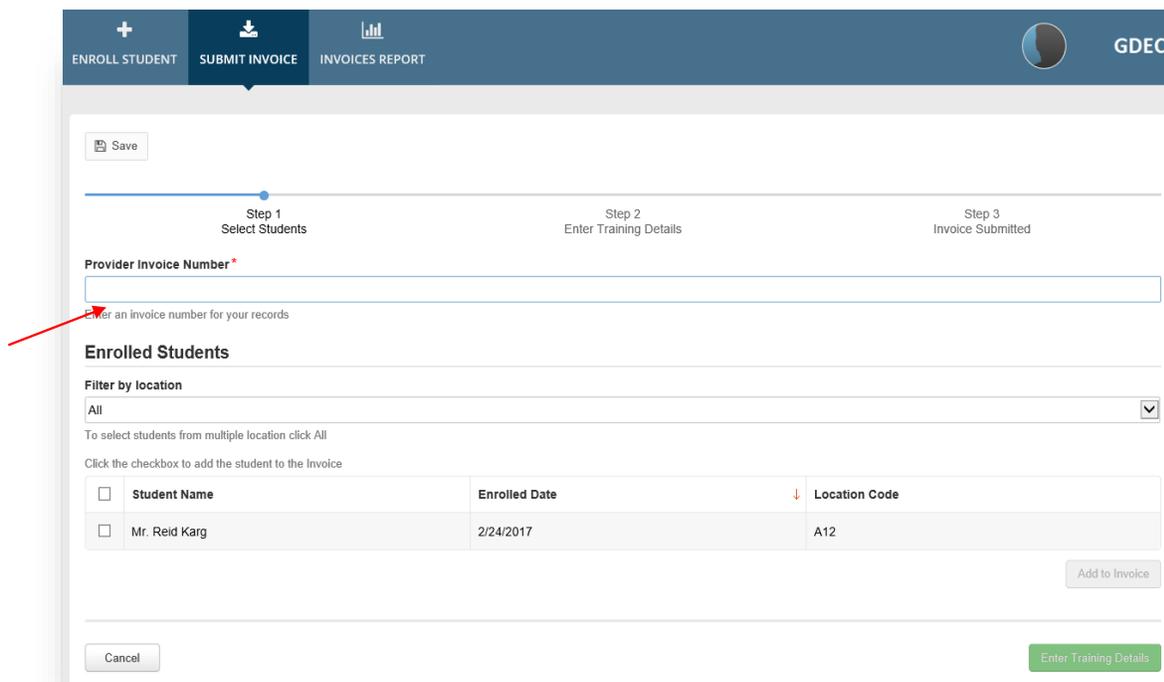
V. Submit Invoice

This action allows the provider to submit invoices for students who have completed or partially completed the training course.

Step 1: Click "Create New Invoice"



Step 2: Enter your Invoice Number (less than or equal to 16 characters)





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Note: Entering an Invoice Number more than 16 characters, an error message will be displayed.

ENROLL STUDENT | **SUBMIT INVOICE** | INVOICES REPORT | GDEC

Save

Step 1: Select Students | Step 2: Enter Training Details | Step 3: Invoice Submitted

Provider Invoice Number*
AVX09678123456789
Enter an invoice number for your records
Invalid Invoice Number

Enrolled Students

Filter by location: All

To select students from multiple location click All
Click the checkbox to add the student to the Invoice

<input type="checkbox"/>	Student Name	Enrolled Date	Location Code
<input type="checkbox"/>	Mr. Reid Karg	2/24/2017	A12

Cancel | Add to Invoice | Enter Training Details

Note: If an Invoice Number has already been used, an error message will be displayed.

Step 3: Select "Location" from the dropdown. If students from multiple locations need to be selected, click "All" and a list of Students will appear.

ENROLL STUDENT | **SUBMIT INVOICE** | INVOICES REPORT | GDEC

Save

Step 1: Select Students | Step 2: Enter Training Details | Step 3: Invoice Submitted

Provider Invoice Number*
AVX09678123456
Enter an invoice number for your records

Enrolled Students

Filter by location: Select a value
Main Office
All

Click the checkbox to add the student to the Invoice

<input type="checkbox"/>	Student Name	Enrolled Date	Location Code
<input type="checkbox"/>	Mr. Reid Karg	2/24/2017	A12

Cancel | Add to Invoice | Enter Training Details



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You may sort the student list by “Student Name”, “Enrolled Date” or “Location Code by clicking on the grid heading.

Note: The State of Georgia is on a June 30th fiscal year end. Do not mix students with pre July 1st scholarship awards on the same invoice with post July 1st scholarship awards. To see the scholarship issue date, review the column “Issued Date”.

Step 4: Select the students needing to be invoiced and click “Add to Invoice”.

ENROLL STUDENT SUBMIT INVOICE INVOICES REPORT GDEC

Save

Step 1 Select Students Step 2 Enter Training Details Step 3 Invoice Submitted

Provider Invoice Number*
AVX09678123456
Enter an invoice number for your records

Enrolled Students

Filter by location
Main Office

To select students from multiple location click All
Click the checkbox to add the student to the Invoice

<input checked="" type="checkbox"/>	Student Name	Enrolled Date	Location Code
<input checked="" type="checkbox"/>	Mr. Reid Karg	2/24/2017	A12

Add to Invoice

Students Added to Invoice

<input type="checkbox"/>	Student Name	Enrolled Date	Location Code
No Student Added to Invoice			

Remove

Cancel Enter Training Details



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Step 5: If a student needs to be removed from an invoice, click the check box next to the student's name under the section "Students Added to Invoice" and then click "Remove".

ENROLL STUDENT | SUBMIT INVOICE | INVOICES REPORT | GDEC

Save

Step 1 Select Students | Step 2 Enter Training Details | Step 3 Invoice Submitted

Provider Invoice Number*
AVX09678123456
Enter an invoice number for your records

Enrolled Students
Filter by location
Main Office
To select students from multiple location click All
Click the checkbox to add the student to the invoice

<input type="checkbox"/>	Student Name	Enrolled Date	Location Code
No Enrolled Students			

Add to Invoice

Students Added to Invoice

<input type="checkbox"/>	Student Name	Enrolled Date	Location Code
<input type="checkbox"/>	Mr. Reid Karg	2/24/2017	A12

Remove

Cancel | Enter Training Details

Step 6: Now click "Enter Training Details" button.

Step 7: Enter and upload training details for each student

ENROLL STUDENT | SUBMIT INVOICE | INVOICES REPORT | GDEC

Save

Step 1 Select Students | Step 2 Enter Training Details | Step 3 Invoice Submitted

Training Details
Provide details of training taken by the student

Student Name	Did Student Complete Class?	Upload Document	Class Room Time(In Hours)	Driving Time(In Hours)	Invoice Amount
Mr. Reid Karg	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/> Browse...	<input type="text"/>	<input type="text"/>	

1 item

Total Invoiced Amount: \$0

Provide details of the training taken by the student

I swear or affirm that the information presented is true and accurate. I understand that I may be subject to prosecution pursuant to local, state, and/or federal laws if any information contained herein is false.

Back | Cancel | Submit Invoice



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Note: Uploaded training details should be the OCRA Certificate or, for students that did NOT complete the course, upload the Student Log. It should include the number of completed classroom and behind-the-wheel hours. A statement should be included explaining why the Student did not complete their intended 30/6 coursework. All documentation should be in one uploaded document.

Step 8: Click the Checkbox to “Swear or Affirm” the information presented is true and accurate.

ENROLL STUDENT | **SUBMIT INVOICE** | INVOICES REPORT | GDEC

Save

Step 1 Select Students | **Step 2 Enter Training Details** | Step 3 Invoice Submitted

Training Details

Provide details of training taken by the student

Student Name	Did Student Complete Class?	Upload Document	Class Room Time(In Hours)	Driving Time(In Hours)	Invoice Amount
Mr. Reid Karg	<input checked="" type="radio"/> Yes <input type="radio"/> No	GOHS Reference Tabl... ✕			\$120

1 item

Total Invoiced Amount: \$120

Provide details of the training taken by the student

I swear or affirm that the information presented is true and accurate. I understand that I may be subject to prosecution pursuant to local, state, and/or federal laws if any information contained herein is false.

Back | Cancel | **Submit Invoice**



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Step 9: To cancel a submitted invoice, click the Cancel button on any screen:

The screenshot shows the 'SUBMIT INVOICE' screen with a progress bar indicating Step 1 'Select Students' is active. The 'Provider Invoice Number' is AVX09678123456. The 'Enrolled Students' table is empty. The 'Students Added to Invoice' table contains one entry: Mr. Reid Karg, enrolled on 2/24/2017 at location A12. A red arrow points to the 'Cancel' button at the bottom left.

Student Name	Enrolled Date	Location Code
Mr. Reid Karg	2/24/2017	A12

Step 10: To Submit Invoice click "Submit"

The screenshot shows the 'SUBMIT INVOICE' screen with a progress bar indicating Step 2 'Enter Training Details' is active. The 'Training Details' table has one entry for Mr. Reid Karg. The 'Total Invoiced Amount' is \$120. A red arrow points to the 'Submit Invoice' button at the bottom right.

Student Name	Did Student Complete Class?	Upload Document	Class Room Time(In Hours)	Driving Time(In Hours)	Invoice Amount
Mr. Reid Karg	<input checked="" type="radio"/> Yes <input type="radio"/> No	GOHS Reference Tabl... x			\$120

Total Invoiced Amount: \$120

I swear or affirm that the information presented is true and accurate. I understand that I may be subject to prosecution pursuant to local, state, and/or federal laws if any information contained herein is false.



Step 11: After submission, a confirmation page will appear. Click "Close".

ENROLL STUDENT SUBMIT INVOICE INVOICES REPORT GDEC

Save

You have successfully submitted the Invoice

Action successfully completed. You can now safely close this form.

Step 1 Select Students Step 2 Enter Training Details Step 3 Invoice Submitted

Close

VI. Invoice Report

This Report shows the Invoice details submitted by the Provider.

Step 1: Click an invoice number in the "Provider Invoices" grid.

ENROLL STUDENT SUBMIT INVOICE INVOICES REPORT GDEC

Provider Invoices

Invoice Date	Invoice Number	Invoiced Amount	Approved Amount	Status
2/24/2017	101	\$50.00	\$50.00	Vouchered
2/24/2017	102	\$100.00	\$50.00	Vouchered



Step 2: The invoice details of that invoice will be displayed below

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GDEC

Provider Invoices

Invoice Date	Invoice Number	Invoiced Amount	Approved Amount	Status
2/24/2017	101	\$50.00	\$50.00	Vouchered
2/24/2017	102	\$100.00	\$50.00	Vouchered

Invoice Details

Student Name	Did Student Complete Class?	Class Room Hours	Behind the wheel	Is Approved?	Invoiced Amount	Payment Amount	Training Evidence Document	student Invoice Status
Mr. Wilson Brewster	Yes			Yes	\$50.00	\$50.00	vlookup.png	Approved

Note: A comparison of the invoiced amount with the approved amount will reveal whether any students were not approved and a comment will include the invoice details for that student. Any student that is not approved in an invoice will be available for selection from the student list for resubmission in a future invoice.

Note: The Provider is sent an email when invoices are approved and should check for student denials, at that time. Generally, students will be denied on any invoices if the website information does not match the certificate information for the student's name, date of birth and/or permit number.

The Provider should review permit, certificate and website information and re-invoice for the student by:

1. Correcting the certificate to match, if that is the problem and re-submit a new invoice OR
2. Create a multi-page file with copies of the student's permit, certificate and a statement of what information needs to be corrected on the GDEC website. Then create a new invoice and upload that file. GDEC will correct the website before invoice approval.