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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.

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

| ENROLL STUDENT | SUBMIT INVOICE | INVOICES REPORT |

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:

| ENROLL STUDENT |

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:

```
SUBMIT INVOICE  INVOICES REPORT
```

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:

```
+  SUBMIT INVOICE  INVOICES REPORT
  ENROLL STUDENT
```

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.
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

Step 2: Enter the Redemption Code provided by the student and click “Search” [Note: Only enter one redemption code at a time].
Note: Previously Redeemed Codes will return an error message.

Note: If you enter the code of the student who has already been enrolled with another provider, an error message will be displayed.
Step 3: After clicking “Search”, the Student Details will be displayed.

Step 4: Select the Location in which the student will be enrolled from the dropdown menu.
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.
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.
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)
Note: Entering an Invoice Number more than 16 characters, an error message will be displayed.

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.
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”.
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”.

Step 6: Now click “Enter Training Details” button.

Step 7: Enter and upload training details for each student.
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.
Step 9: To cancel a submitted invoice, click the Cancel button on any screen:

Step 10: To Submit Invoice click “Submit”
Step 11: After submission, a confirmation page will appear. Click “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.

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice Number</th>
<th>Invoiced Amount</th>
<th>Approved Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/24/2017</td>
<td>101</td>
<td>$50.00</td>
<td>$50.00</td>
<td>Vouchered</td>
</tr>
<tr>
<td>2/24/2017</td>
<td>102</td>
<td>$100.00</td>
<td>$50.00</td>
<td>Vouchered</td>
</tr>
</tbody>
</table>
Step 2: The invoice details of that invoice will be displayed below

<table>
<thead>
<tr>
<th>Invoice Date</th>
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<th>Invoiced Amount</th>
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<td>$50.00</td>
<td>Vouchered</td>
</tr>
</tbody>
</table>

Provider Invoices

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.