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# **GEORGIA DEPARTMENT OF REVENUE**

## **LOCAL GOVERNMENT SERVICES DIVISION**



## **Georgia Certification Program Portal Procedure Manual**

For Educational Purposes Only:

The material within is intended to give the course participant a solid understanding of general principles in the subject area. As such, the material may not necessarily reflect the official procedures and policies of the Georgia Department of Revenue or the Department's official interpretation of the laws of the State of Georgia. The application of applicability to specific situations of the theories, techniques, and approaches discussed herein must be determined on a case-by-case basis.

5.5.16



## Activating your Account

You have to be invited to access the website. A GCP Coordinator will add you to the system and an email will be sent to you from Georgia Department of Revenue Portal.

The email will give you instructions to activate your account and will have your username and a temporary password. See example below.

Georgia Department of Revenue Dear Kim Oliver, Welcome to the Georgia Department of Revenue Portal. Your new login ID is kimoliver and your temporary password is R@xK4P22 . Please go to <http://sso.dor.ga.gov/new-account> to activate.

To

Kim Oliver

Aug 7

Dear Kim Oliver,

Welcome to the Georgia Department of Revenue Portal.

Your new login ID is **kimoliver** and your temporary password is **R@xK4P22** .

Please go to **<http://sso.dor.ga.gov/new-account>** to activate your account.

Sincerely,

Georgia Department of Revenue

[no-reply@dor.ga.gov](mailto:no-reply@dor.ga.gov)

<http://sso.dor.ga.gov>

Type your username and temporary password on the screen below. Click Login.

Georgia Department of Revenue

Welcome

New User

Sign In

Screen Name

Password

Sign In

[Forgot Password](#)

**Instructions for Activating New Login Account**

1. Log in using the login ID and temporary password that were emailed to you.
2. Set your security question and answer.
3. To change the system-generated password to your own, please go to "My Account". Your password should be at least 8 characters long and must include at least one numeric digit.

If you have not received the emails from Georgia Department of Revenue with your temporary password, please check your email spam folders. It is recommended that you change your email spam filter settings to not treat emails for [dor.ga.gov](mailto:dor.ga.gov) as spam.

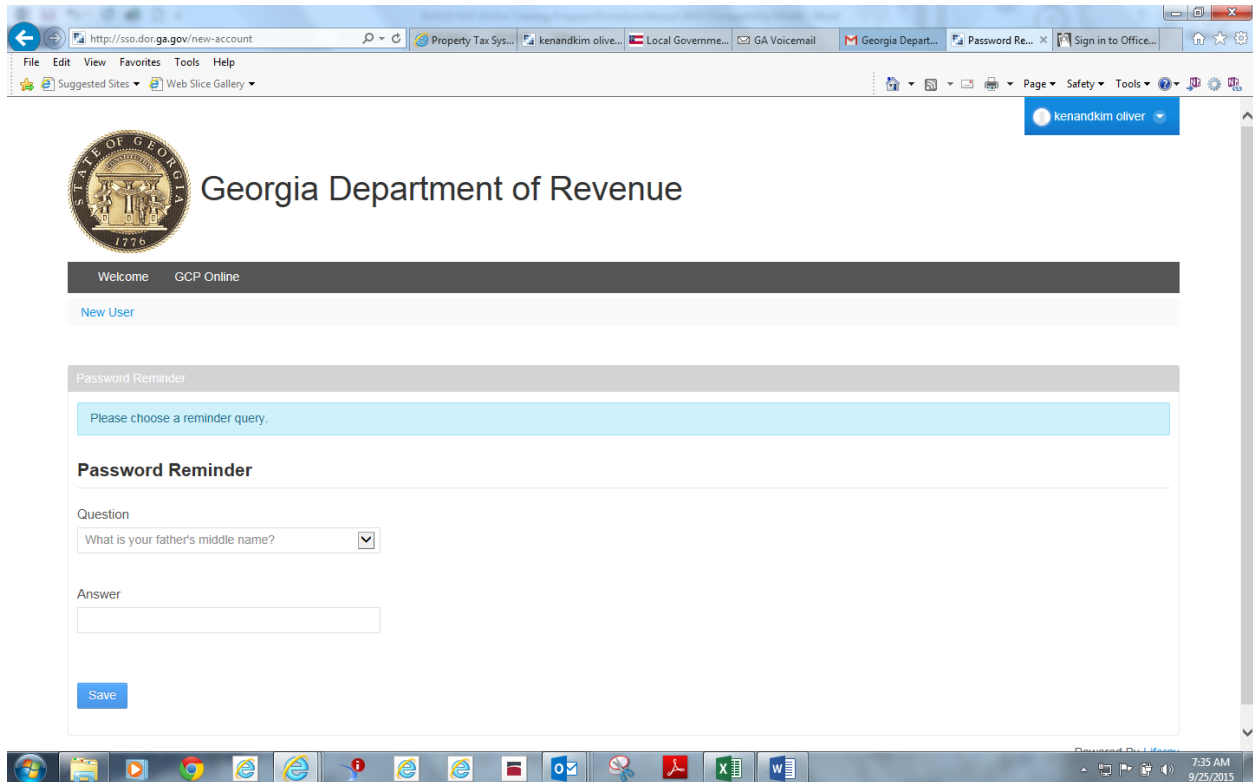
**Instructions for Changing Forgotten Password**

1. Enter your screen name (login ID) and the text verification code, and press "Next"
2. Enter the answer to your security question and press "Send Password Reset Link"
3. You will receive an email with a link to change your password.

[Return to Portal Home](#)

When you enter your screen name and temporary password then click login on the screen above it will take you to the screen below.

Choose your security questions from the dropdown list. Type in the answer in the space provided. Click Save.




http://sso.dor.ga.gov/new-account

Property Tax Sys... kenandkim olive... Local Governme... GA Voicemail Georgia Depart... Password Re... Sign in to Office...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

kenandkim olive

 Georgia Department of Revenue

Welcome GCP Online

New User

Password Reminder

Please choose a reminder query.

**Password Reminder**

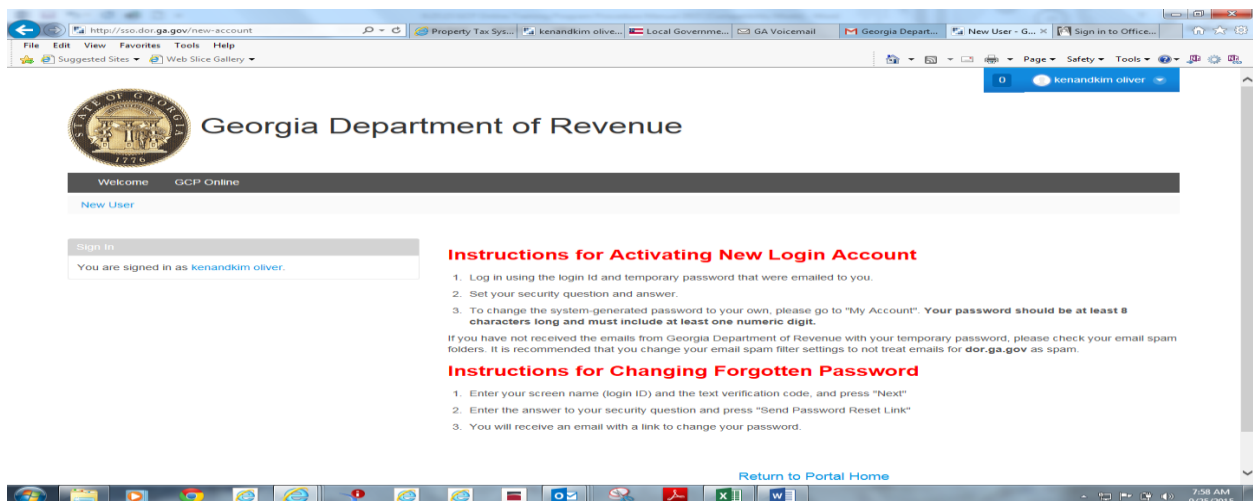
Question

What is your father's middle name?

Answer

Save

Once you complete the security question and click save, you will be taken the screen below.




http://sso.dor.ga.gov/new-account

Property Tax Sys... kenandkim olive... Local Governme... GA Voicemail Georgia Depart... New User - G... Sign in to Office...

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

kenandkim olive

 Georgia Department of Revenue

Welcome GCP Online

New User

Sign In

You are signed in as kenandkim olive.

**Instructions for Activating New Login Account**

1. Log in using the login id and temporary password that were emailed to you.
2. Set your security question and answer.
3. To change the system-generated password to your own, please go to "My Account". **Your password should be at least 8 characters long and must include at least one numeric digit.**

If you have not received the emails from Georgia Department of Revenue with your temporary password, please check your email spam folders. It is recommended that you change your email spam filter settings to not treat emails for dor.ga.gov as spam.

**Instructions for Changing Forgotten Password**

1. Enter your screen name (login ID) and the text verification code, and press "Next"
2. Enter the answer to your security question and press "Send Password Reset Link"
3. You will receive an email with a link to change your password.

Return to Portal Home



Click on your name shown in top right corner. A dropdown with options will display. Click on My Account.

The screenshot shows the Georgia Department of Revenue GCP Online website. The browser address bar displays <http://ssd.dor.ga.gov/new-account>. The page header includes the Georgia Department of Revenue logo and the text "Georgia Department of Revenue". A user profile dropdown menu is visible in the top right corner, showing the user's name "kenandkim oliver" and options for "My Profile", "My Account", and "Sign Out". The main content area is titled "New User" and contains a "Sign In" button and a message: "You are signed in as kenandkim oliver." Below this, there are two sections: "Instructions for Activating New Login Account" and "Instructions for Changing Forgotten Password". The "Instructions for Activating New Login Account" section lists three steps: 1. Log in using the login ID and temporary password that were emailed to you. 2. Set your security question and answer. 3. To change the system-generated password to your own, please go to "My Account". Your password should be at least 8 characters long and must include at least one numeric digit. The "Instructions for Changing Forgotten Password" section lists three steps: 1. Enter your screen name (login ID) and the text verification code, and press "Next". 2. Enter the answer to your security question and press "Send Password Reset Link". 3. You will receive an email with a link to change your password. A "Return to Portal Home" link is located at the bottom right of the page.

The screen below is your information as shown in the GCP Online website. If any information is incorrect, email [lgs-gcp-mail@dor.ga.gov](mailto:lgs-gcp-mail@dor.ga.gov) to let us know what needs to be changed. To change your password, click on password shown on the right side under User Information. You can access this page anytime to change your password. Your security question and answer are shown on the bottom left side if you ever choose to change it.

The screenshot shows the "My Account" page on the Georgia Department of Revenue GCP Online website. The browser address bar displays <http://ssd.dor.ga.gov/new-account>. The page header includes the Georgia Department of Revenue logo and the text "Georgia Department of Revenue". A user profile dropdown menu is visible in the top right corner, showing the user's name "kenandkim oliver" and options for "My Profile", "My Account", and "Sign Out". The main content area is titled "My Account" and contains a "Details" section with fields for "Screen Name (Required)", "Email Address", "Title", "First Name (Required)", "Middle Name", and "Last Name (Required)". The "Details" section also includes a "User ID" field and a "Job Title" field. On the right side, there is a "User Information" section with a list of links: "Details", "Password", "Organizations", "Sites", "User Groups", "Roles", "Categorization", "Identification", "Addresses", "Phone Numbers", "Additional Email Addresses", "Websites", "Instant Messenger", "Social Network", and "SMS".

Enter your current password. This is the temporary password that was sent to you in the email from Georgia Department of Revenue Portal. Enter the password you want to use to access the website. Reenter the password you changed it to. Click Save. At the bottom right side below the User Information Options.

**My Account**

Account Settings | My Pages | My Workflow Tasks | My Submissions

**Password**

Current Password

New Password

Enter Again

**Reminder**

Question  
 What is your father's middle name? ☐

Answer

**User Information**

- User Information
- Details
- Password (Modified)**
- Organizations
- Sites
- User Groups
- Roles
- Categorization
- Identification
- Addresses
- Phone Numbers
- Additional Email Addresses
- Websites
- Instant Messenger
- Social Network
- SMS

It will take you to the screen below. Sign in using the username that was sent to you in the email. This will always be your username. Type in the password you changed to from the temporary password. Click login.

**My Account**

Georgia Department of Revenue

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

**WARNING! FOR OFFICIAL USE ONLY**  
 This is a Department of Revenue system and is intended for official use only. Unauthorized access is prohibited. All user activities are subject to monitoring in accordance with the Department of Revenue's policies to ensure compliance with Tax Information Security Guidelines for Federal, State, and Local Agencies, IRS Publication 1075, dated June 2002, and State laws. Copies of the Department of Revenue's policies on use of the Department of Revenue's computers communications systems may be obtained from the system administrator or from the Department of Revenue's web site.

**YOU HAVE NO EXPECTATIONS OF PRIVACY USING THIS SYSTEM.**  
 Authorized employees have the right to examine active and stored e-mail and files within all systems. Others may inadvertently view your messages. Users are responsible for the images they cause to be displayed on, and the contents of, messages transmitted over the Department of Revenue's systems. All communications are to follow the proper business etiquette, avoid insensitive, hostile, or offensive subjects and language that would violate official Department of Revenue policies and standards. The unauthorized release or use of the Department of Revenue information is prohibited.

Non-compliance with any of these conditions is grounds for disciplinary action up to and including removal or termination, as well as criminal prosecution. Report instances of suspected misuse to your supervisor or systems administrator.

**Enter your Username and Password**

New users, [click here](#) first to activate your account.

Username:

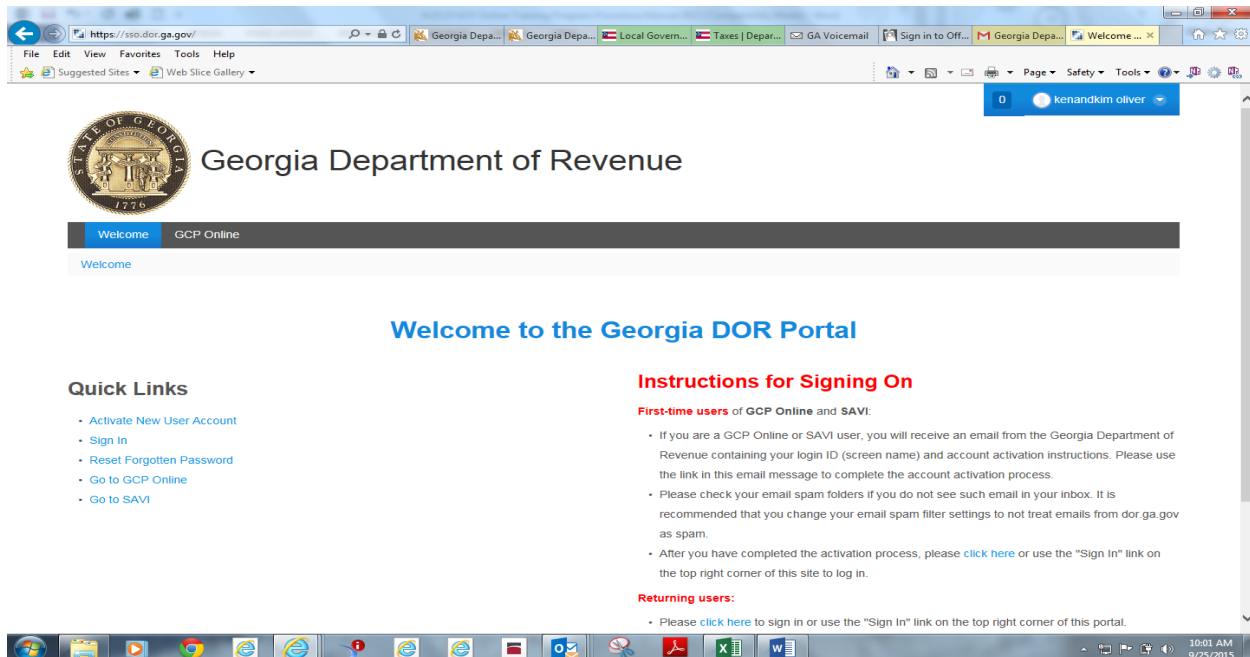
Password:

☐ Warn me before logging me into other sites.

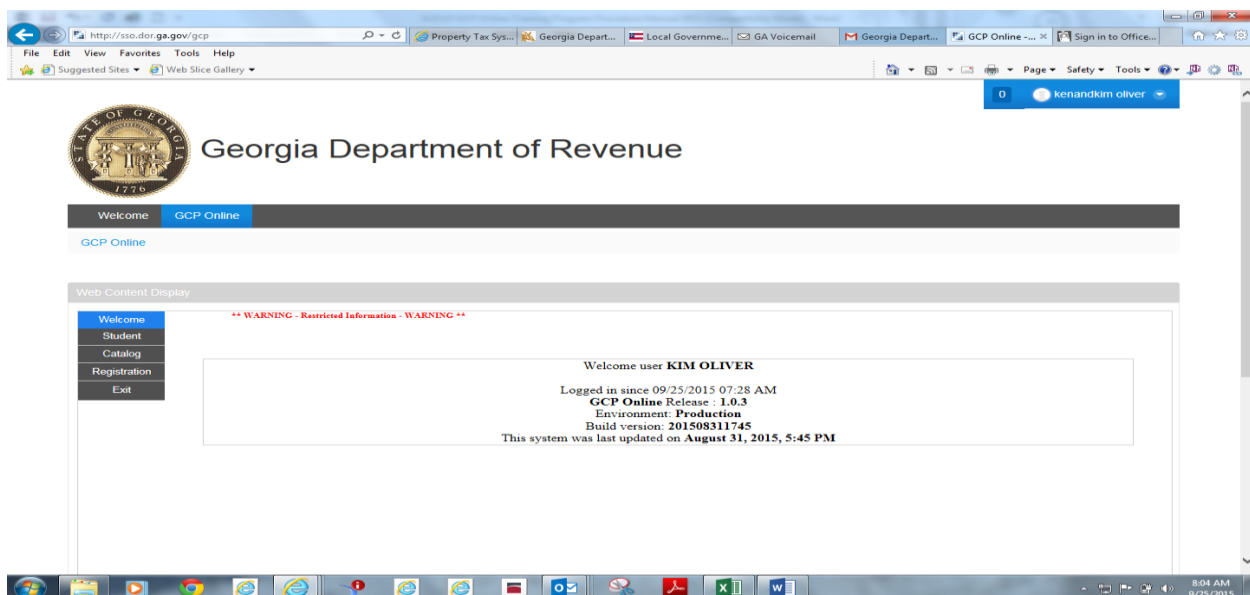
**LOGIN**   [Forgot Password](#)

Copyright © 2014 Georgia Department of Revenue. All rights reserved.  
 Powered by [Jasig Central Authentication Service 3.5.2](#)

This will take you to the screen below. Click on GCP Online. It is on the black bar below the state seal. Note: You can access GCP Online by clicking on GCP Online shown on the black bar under the state seal or by clicking on Go to GCP Online under Quick Links on the left side of the screen.



This is the Welcome page for GCP Online. You can save this website address in your favorites to bypass taking extra steps when you login. It will prompt you to sign in then take you straight to this page.



# Student Profile

Click on Student (the tab is on the left side in the black box) to see your personal information as shown in our system. If any of this information is incorrect, email the information that needs to be changed.

The County Employment information is only going to show your current employment.

If you have worked in other counties and/or held other positions since you began taking classes with the Georgia Certification Program, those are shown in the Department of Revenue System but do not display on the GCP website.

Web Content Display

Welcome

**Student**

Catalog

Registration

Exit

**\*\* WARNING - Restricted Information - WARNING \*\***

Advance Search

Catalog Search

Profile Training Outside Credits Correspondence Pending Status

Student ID: 300010131

Title First Name Middle Name Last Name

\*FAKE \*STUDENT

This name will appear on all of your Certificates and Correspondences. Verify your name and address.

Email KENANDKIMOLIVER@GMAIL.COM

Phone Alternative Phone

Business Address

Street \*FAKE ADDRESS

City \*FAKE CITY \*State GA \*Zip 00000

Country (If not US)

\*Current Employment Status

Category County

\*County Employment

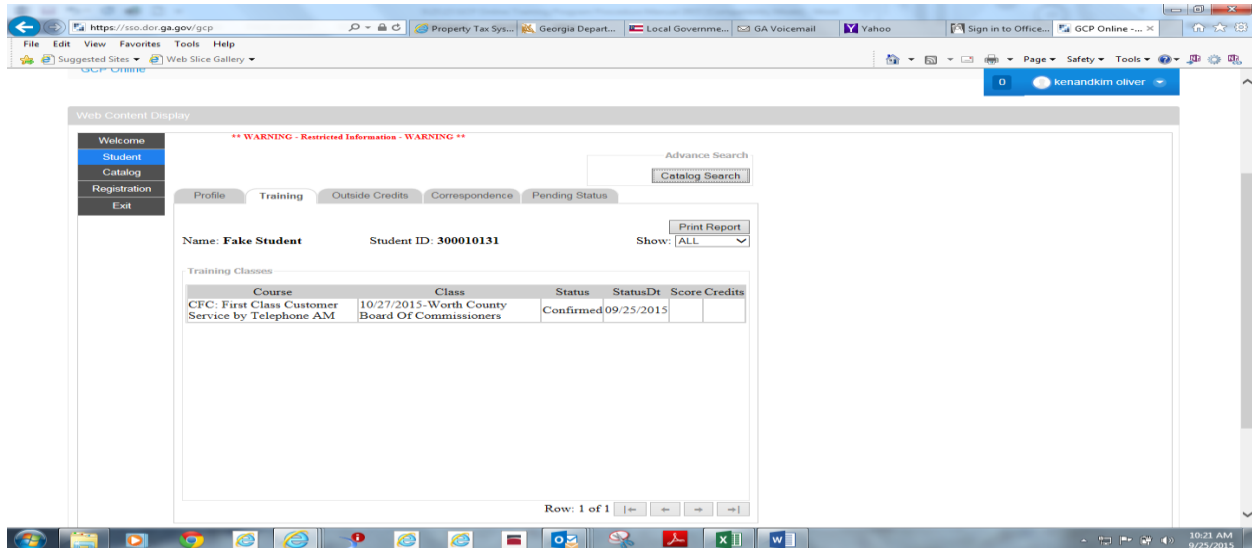
Employer CHATHAM Position Support Staff StartDt 09/25/2015

Submit

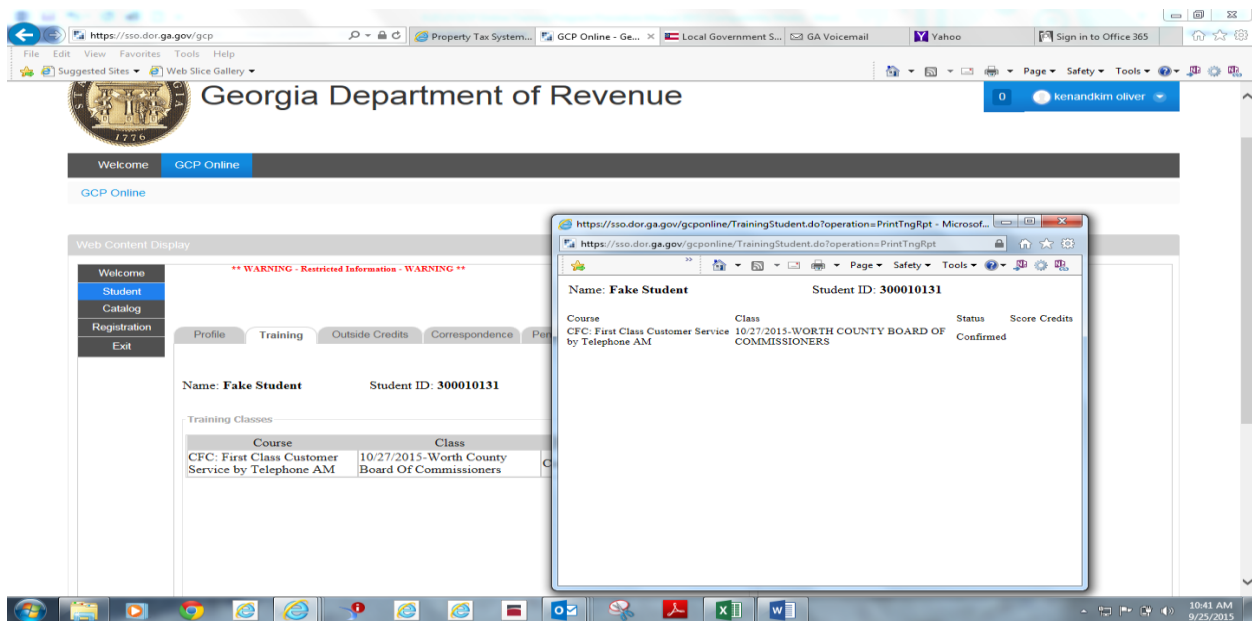
If any information (above) is incorrect, contact the Georgia Certification Program at 404-724-7006.

# Education Records

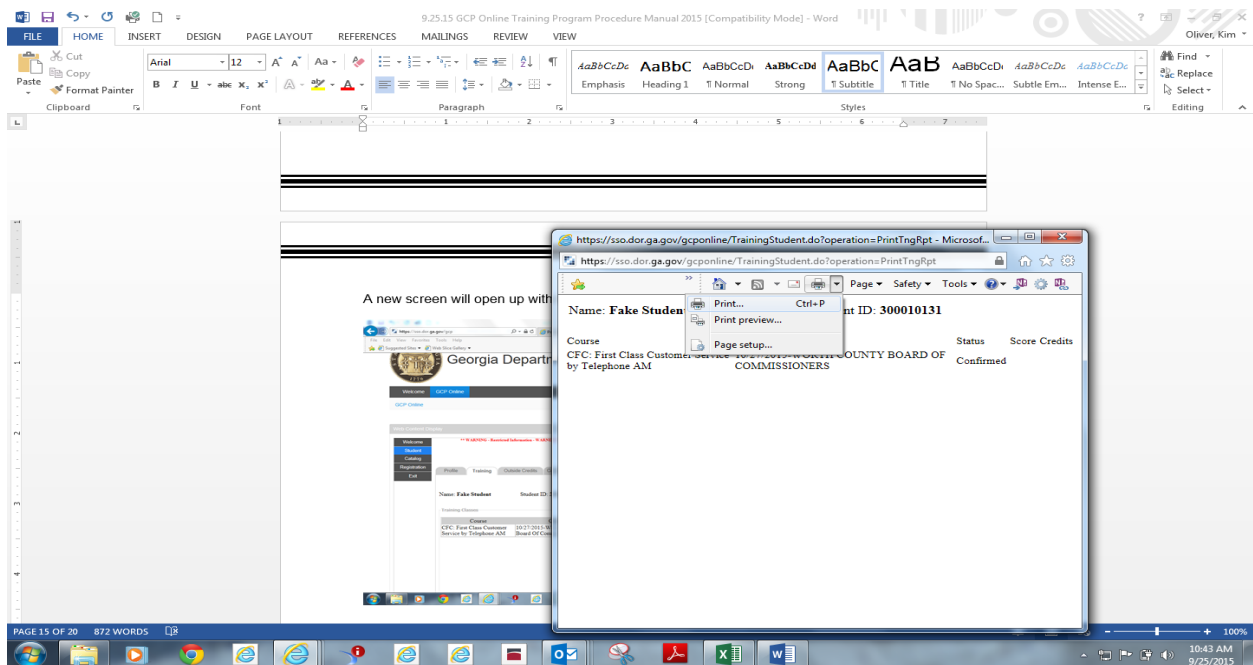
Click on the Training tab. This will give you a list of all of the classes you have taken with the Georgia Certification Program. The records display from most current to oldest showing 10 per page. Click on the arrows at the bottom right side to toggle between pages. Click on the Print Report tab to print, email or save the records to your computer.



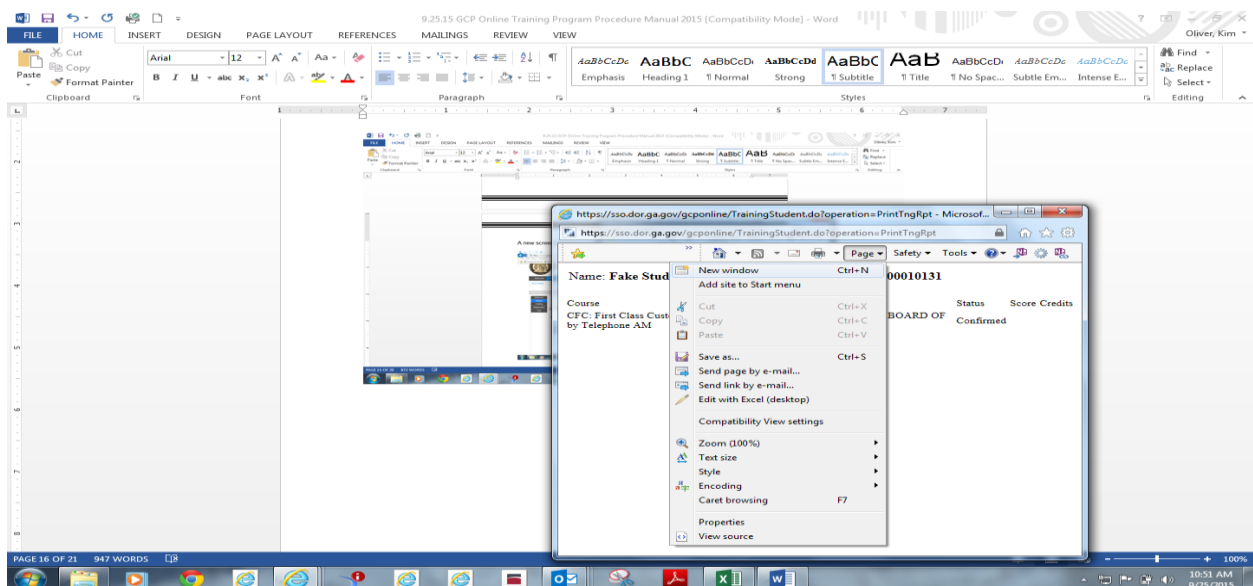
A new screen will open up with the education records shown. Note: If you do not have the tool bar with the printer options, right click in the blue area at the top of the screen then click on command bar.



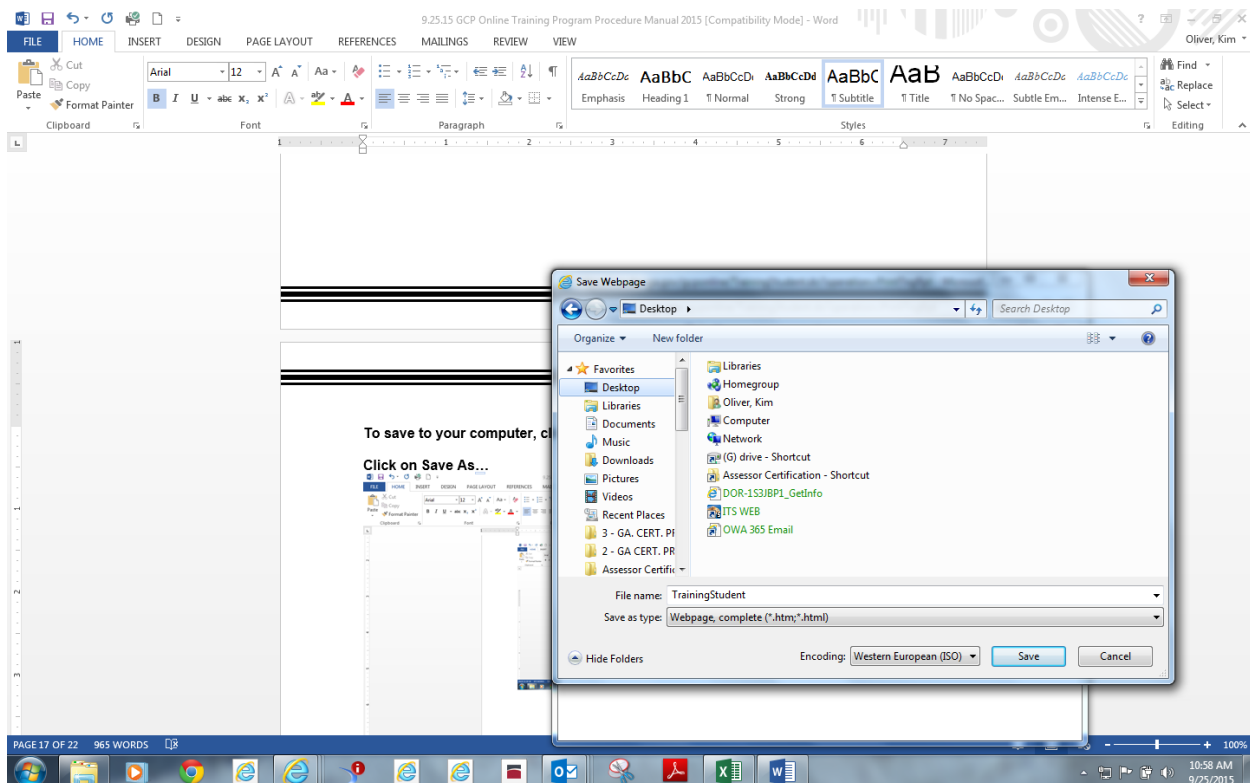
Click on the printer shown on the toolbar. The records will automatically print to the default printer for your computer. Note: If you click on the dropdown beside the printer you can choose print and pick the printer you want the document to print to.



You can save your records to your computer by one of two options. You can key Ctrl S. Hold the Ctrl key and S key down at the same time. You can click on the dropdown beside page on the toolbar then click on Save As. Either way you choose to do it, you will get to the Save Webpage screen.



Choose where you want to save the document on your computer. Rename the document if you choose. Click save. This is the same process you take when saving any other document to your computer.



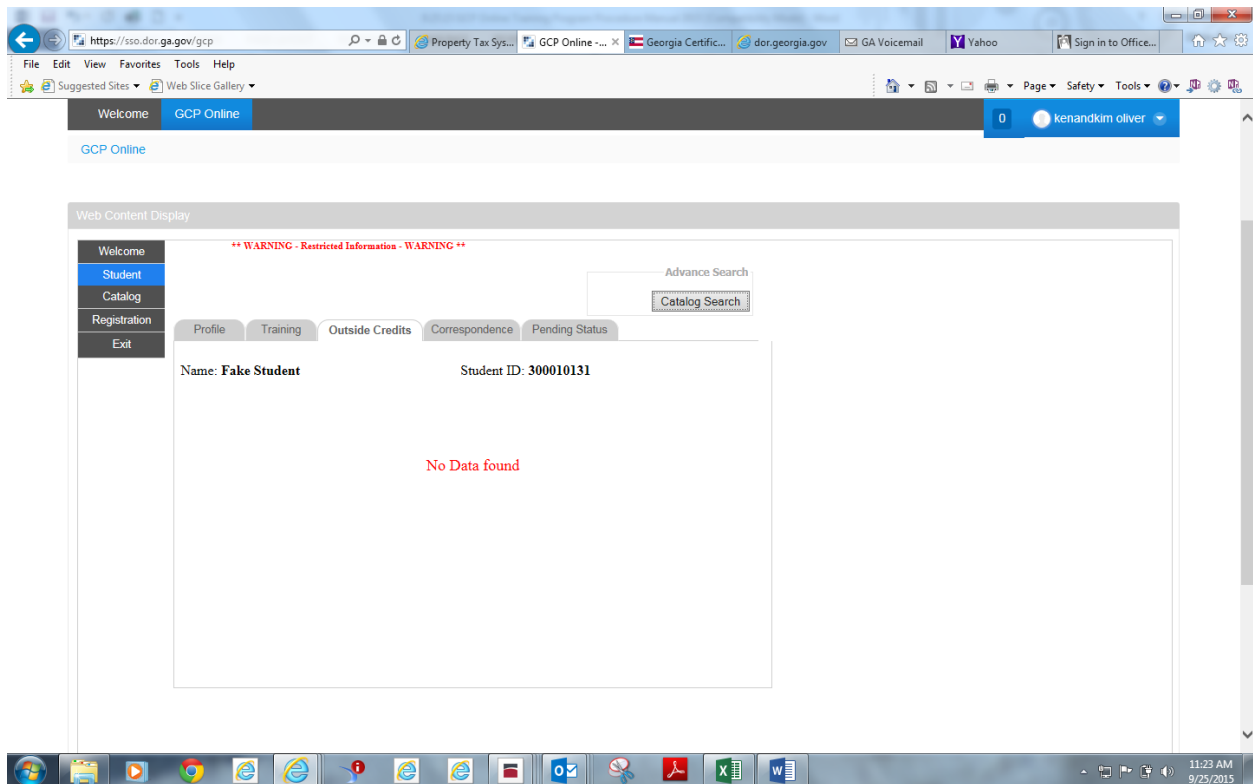
## Outside Credits

Outside Credits are classes that are not offered through the Georgia Certification Program but are approved by the Georgia Department of Revenue as credit to obtain the required training hours by law.

If you have any outside credit, these classes will also show on your education records in chronological order with the other classes you have taken.

These classes include IAAO, GAAO, COAG, UGA, Appraisal Institute, and other pre-approved classes.

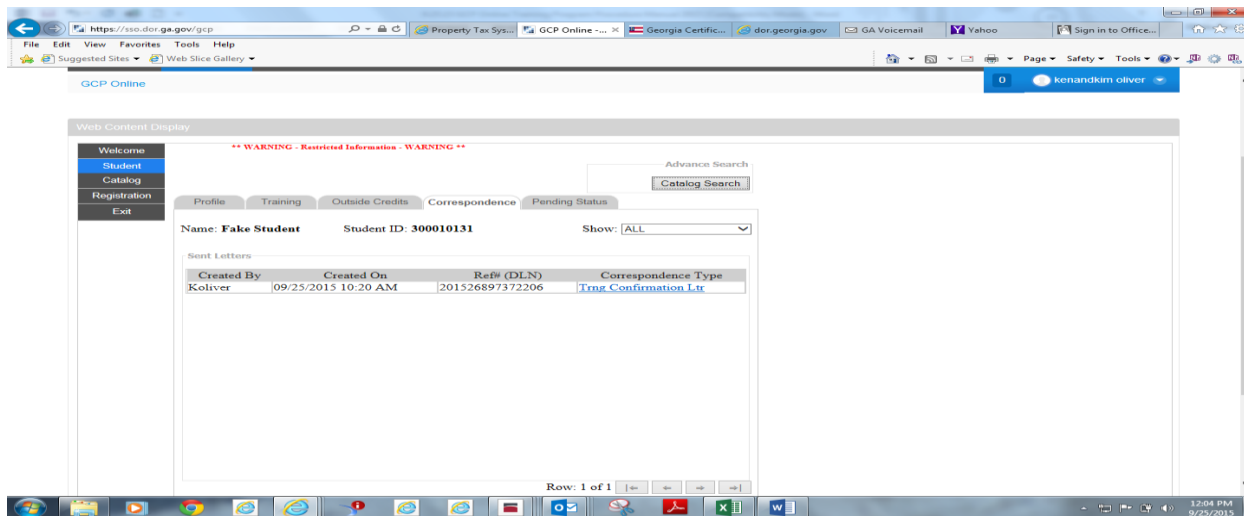
To view just classes you have taken as outside credit, click on the Outside Credit tab.



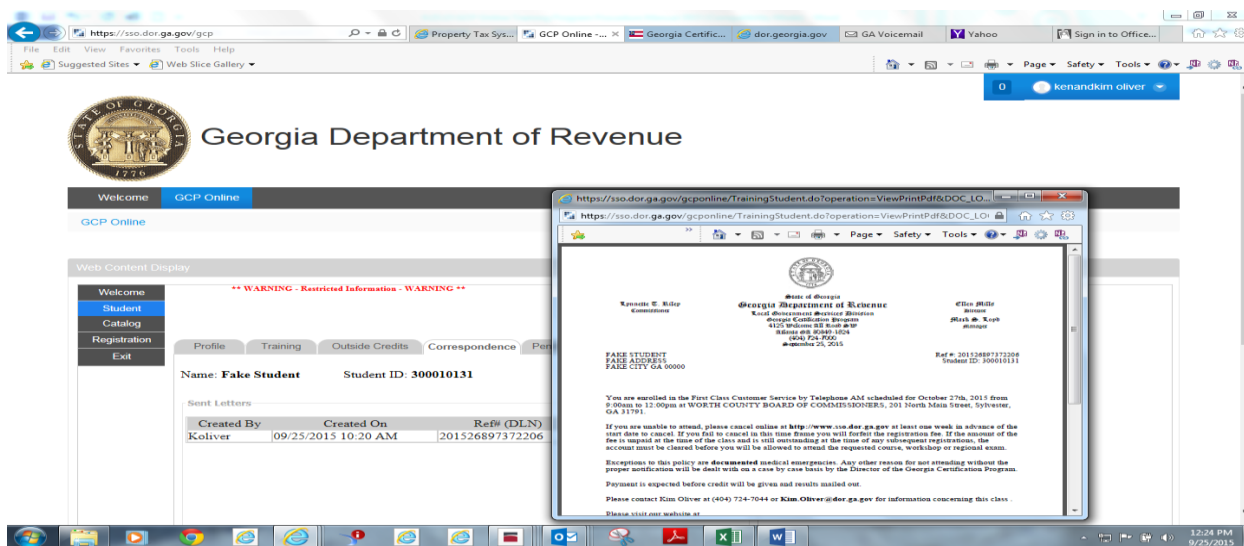


## Correspondences

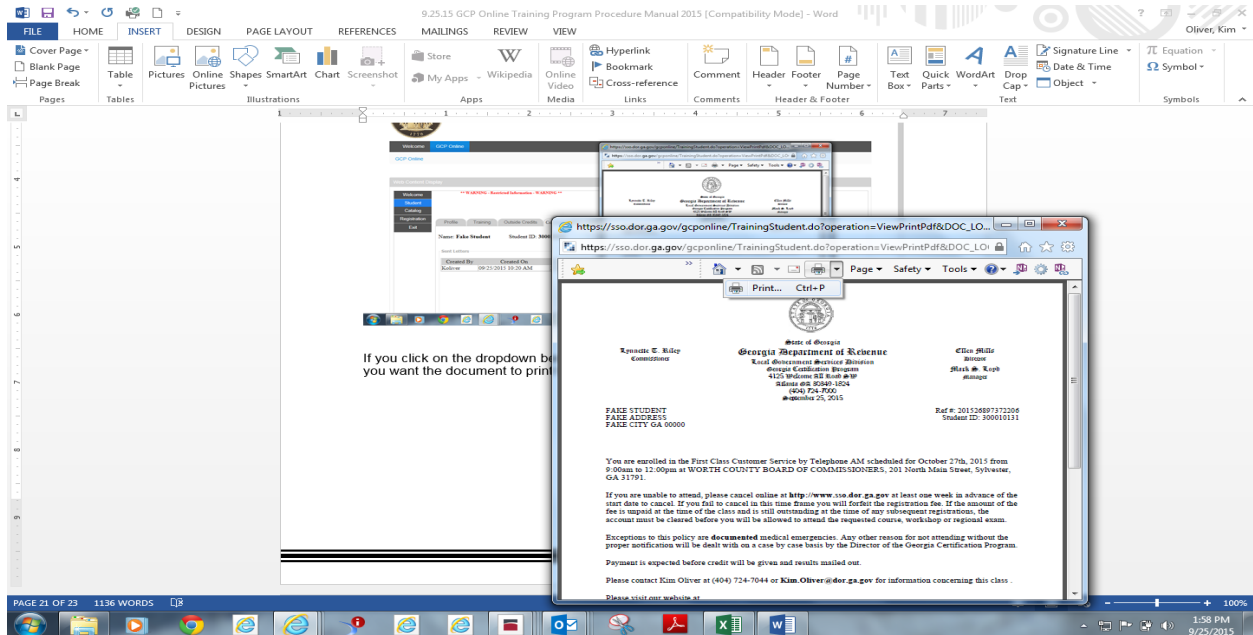
Click on the Correspondence tab. This screen lists all the correspondences that have generated for each of the classes you have been registered to take. This is where you will get your confirmations, waitlist letters, cancellation letters, result letters, and certificates. You have the option to print any correspondence letter or certificate that has generated for any of the classes you have taken. Click on the blue link to open the document.



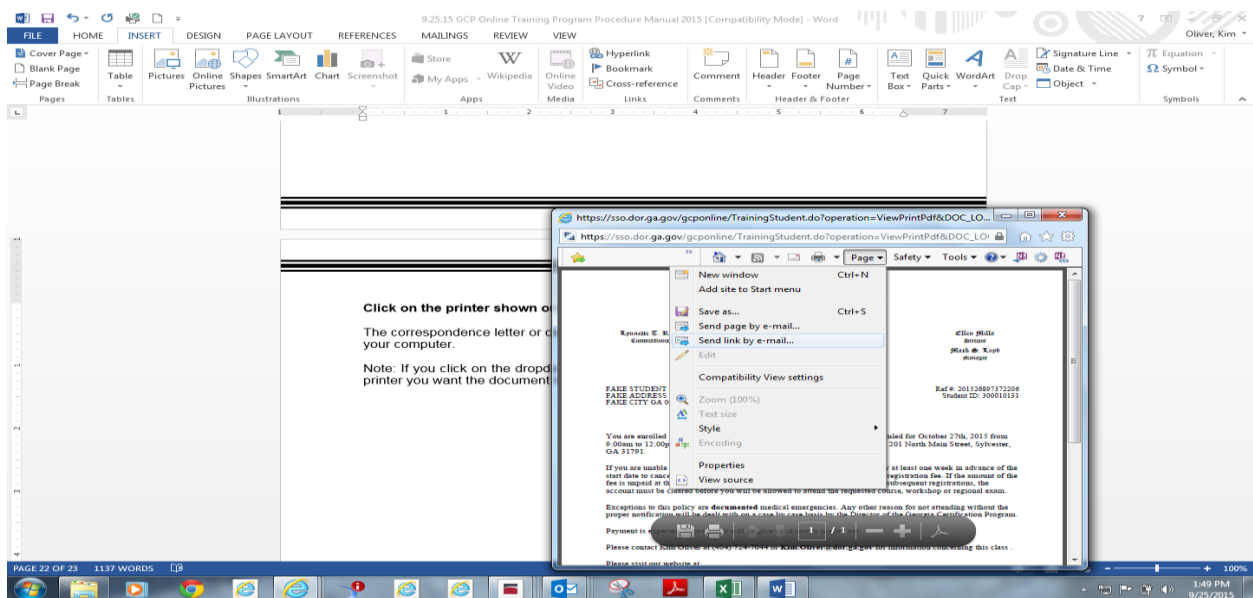
A new screen will open up with the correspondence letter or certificate shown. Note: If you do not have the tool bar with the printer options, right click in the blue area at the top of the screen then click on command bar. Click on the printer shown on the toolbar. The correspondence letter or certificate will automatically print to the default printer for your computer.



If you click on the dropdown beside the printer you can choose print and pick the printer you want the document to print to.



You can save your records to your computer by one of two options. You can key Ctrl S. Hold the Ctrl key and S key down at the same time. You can click on the dropdown beside page on the toolbar then click on Save As. Either way you choose to do it, you will get to the Save Webpage screen.



You can choose to show all or only specific letters by clicking on the dropdown.

The screenshot shows a web browser window with the URL <https://sso.dor.ga.gov/gcp>. The browser's address bar and tabs are visible at the top. The application interface has a dark header bar with the text "GCP Online" and a user profile dropdown for "kenandkim oliver". A red warning banner at the top reads: **\*\* WARNING - Restricted Information - WARNING \*\***.

On the left is a navigation menu with links: Welcome, Student, Catalog, Registration, and Exit. The "Student" link is highlighted. The main content area has tabs for Profile, Training, Outside Credits, Correspondence, and Pending Status. The "Correspondence" tab is selected.

Below the tabs, the student information is displayed: Name: Fake Student, Student ID: 300010131. To the right is a "Show:" dropdown menu with the following options: ALL, Trng Confirmation Ltr, Trng Registration Cancel Ltr, and Trng Wait List Ltr. The "ALL" option is currently selected.

Below the dropdown is a table titled "Sent Letters". The table has four columns: Created By, Created On, Ref# (DLN), and Correspondence Type. It contains three rows of data:

Created By	Created On	Ref# (DLN)	Correspondence Type
Kenandkim	09/25/2015 02:15 PM	201526897372215	<a href="#">Trng Wait List Ltr</a>
Kenandkim	09/25/2015 02:11 PM	201526897372213	<a href="#">Trng Registration Cancel Ltr</a>
Koliver	09/25/2015 10:20 AM	201526897372206	<a href="#">Trng Confirmation Ltr</a>

At the bottom of the table area, it says "Rows: 1 - 3 of 3" with navigation arrows.

# Pending Status

This screen will display any classes that you have registered for but were put on a waiting list. This will remain here until the class start date or you are added to the class roster. The system will automatically add the first person on the waitlist to the class upon a cancellation.

The screenshot shows a web browser window with the URL <https://sso.dor.ga.gov/gcp>. The browser's address bar and tabs are visible at the top. The main content area is titled "Web Content Display" and features a navigation menu on the left with options: Welcome, Student (selected), Catalog, Registration, and Exit. A warning message, "\*\* WARNING - Restricted Information - WARNING \*\*", is displayed at the top of the main content area. Below the navigation menu, there are tabs for Profile, Training, Outside Credits, Correspondence, and Pending Status (selected). A "Catalog Search" button is located to the right of the Pending Status tab. The main content area displays the following information:

Name: Fake Student      Student ID: 300010131      Show: ALL

Print Report

Pending for Registration Classes

Course	Class	Status	StatusDt
CA: Course I-A: Assessment Fundamentals for Appraisers	10/26/2015-University Of North Georgia	Wait-listed	09/25/2015

Row: 1 of 1

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock indicating 2:15 PM on 9/25/2015.

# Catalog

The catalog is a list of classes offered by the Georgia Certification Program. Some classes are not offered for online registration because registration is done through other organizations. These classes include GATO, COAG, GAAO, WinGAP Conferences, and CAVEAT.

To narrow the search for a class, enter the Course ID, Course Name (Title), Dates the class is offered between or the location then click submit. Note: the course codes are shown beside each course name in the catalog. Scroll down to pick the class you want to register to attend. Each course available will show a description, course fees, prerequisites (if any are required) and sometimes additional information if available (contents, objectives). Each class available will show the class location, date and time of the class, registration deadline, credits given, the class size (number of people that can register), how many people who are registered and how many people are on the waiting list.

**Web Content Display**

**Welcome** **GCP Online** **kenandkim oliver**

**Course Catalog**

**\*\* WARNING - Restricted Information - WARNING \*\***

Search

Course ID  Title

Program  Group

Offered Between  and  At Location

Verify Profile

Click [Open](#) hyperlink to register. Verify your name and address before you start registering for a class. Click here to [View Profile](#)

Course Catalog

**APM/Digest Review Procedures (APD)**

**Description**

This 2½ day workshop provides the participants with the information and procedures used in a digest review by the Department of Revenue. This workshop will also deal with the interpretation of sales ratio analysis. Students are asked to bring a ten-digit calculator.

**Fee:** County/City/School System:\$50 Hearing Officers and Others:\$50 State Agency:\$0

[Contents](#)

[Objective](#)

[Prerequisites](#)

Class Location	Class Schedule	Registration Deadline	Credit Hrs	Class Size	Registered	Wait List	Status
Days Inn-Jekyll Island Pelican Perch - Conference Room 60 South Beachview Drive Jekyll Island, GA -31527	January 12th-14th, 2016 1:00 - 5:00	01/02/2016	20	35	16	0	<a href="#">Open</a>

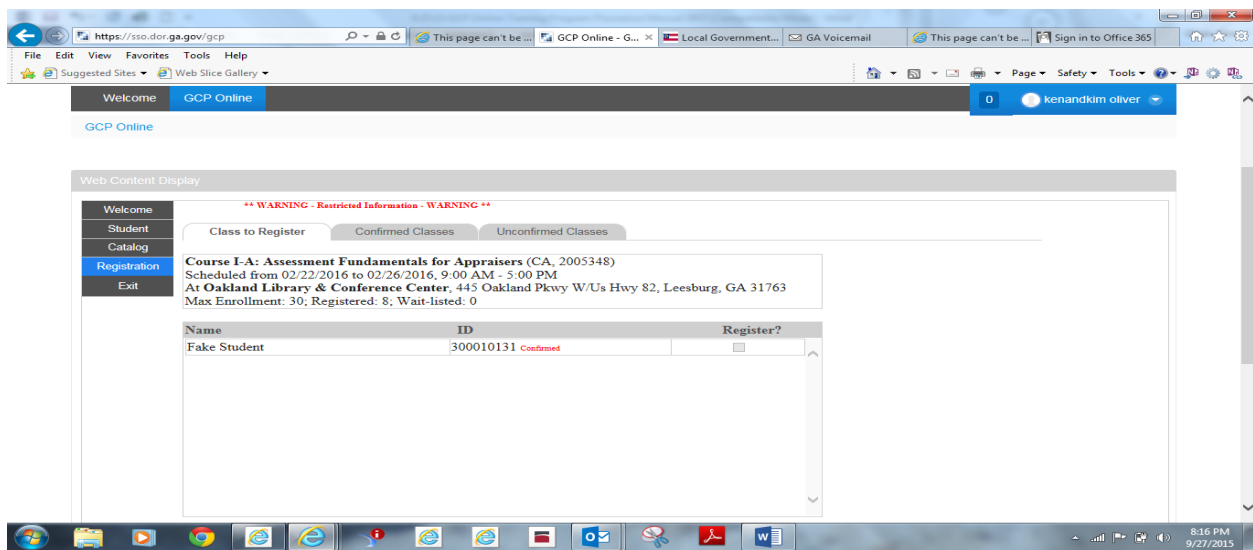
# Registration

You can register through the portal for any class available up to a week before the class. To register the week before a class begins, email or call a coordinator for availability and registration.

The registration process begins on the Catalog tab. See screen on previous page. Click on the Open link to register. It is on the right side of the course information shown. Once you click on the Open link it will take you to the screen below. Check the box to the far right of your name by clicking inside it. Click Register at the bottom middle of the screen.



When you click on Register, the page will update with your status. As shown below, It shows confirmed beside the Student ID.



If you are unable to get into the class for any reason, the system will display a message notifying you of the problem. As you can see below, the student doesn't meet the prerequisites for this class.

The screenshot shows the GCP Online registration interface. The user is logged in as 'kenandkim oliver'. The page displays details for the class 'APM/Digest Review Procedures (APD, 5)'. Below the class details, there is a table with the following data:

Name	ID	Register?
Fake Student	300010131	<input type="checkbox"/>

Below the table, a red message states: 'Registration encountered issue(s):' followed by a bullet point: '• Registration on hold due to lack of prerequisites. Check email for instructions to unlock this registration hold.' A 'Register' button is located at the bottom of the message.

The student below has been put on the waitlist for this class. If space comes available, the student will be put in the class automatically and an email will be sent to notify them.

The screenshot shows the GCP Online registration interface. The user is logged in as 'kenandkim oliver'. The page displays details for the class 'Course I-A: Assessment Fundamentals for Appraisers (CA, 2005347)'. Below the class details, there is a table with the following data:

Name	ID	Register?
Fake Student	300010131	<input type="checkbox"/>

Below the table, a red message states: 'Wait-listed'.

## Confirmed Classes

Under the Confirmed Classes tab you will see all of the classes you are registered to attend.

The classes you are registered to attend will be shown on this page until the day the class begins unless you cancel your registration.

The screenshot shows a web browser window with the URL <https://sso.dor.ga.gov/gcp>. The browser's address bar and tabs are visible at the top. The application interface includes a navigation menu on the left with options: Welcome, Student, Catalog, Registration (highlighted), and Exit. The main content area is titled "Web Content Display" and features a warning message: "\*\* WARNING - Restricted Information - WARNING \*\*". Below the warning, there are three tabs: "Class to Register", "Confirmed Classes" (selected), and "Unconfirmed Classes". The "Confirmed Classes" tab displays a table with the following data:

Confirmed Class	Fee	Paid	Balance	Cancel?
<b>Course I-A: Assessment Fundamentals for Appraisers (CA, 2005348)</b> Class scheduled on 02/22/2016 Student <b>Fake Student</b> (300010131) Last update on 09/27/2015 08:16 PM by KENANDKIM	\$100	\$0	\$100	<input type="checkbox"/>

An "Update" button is located below the table. The Windows taskbar at the bottom shows the time as 8:33 PM on 9/27/2015.

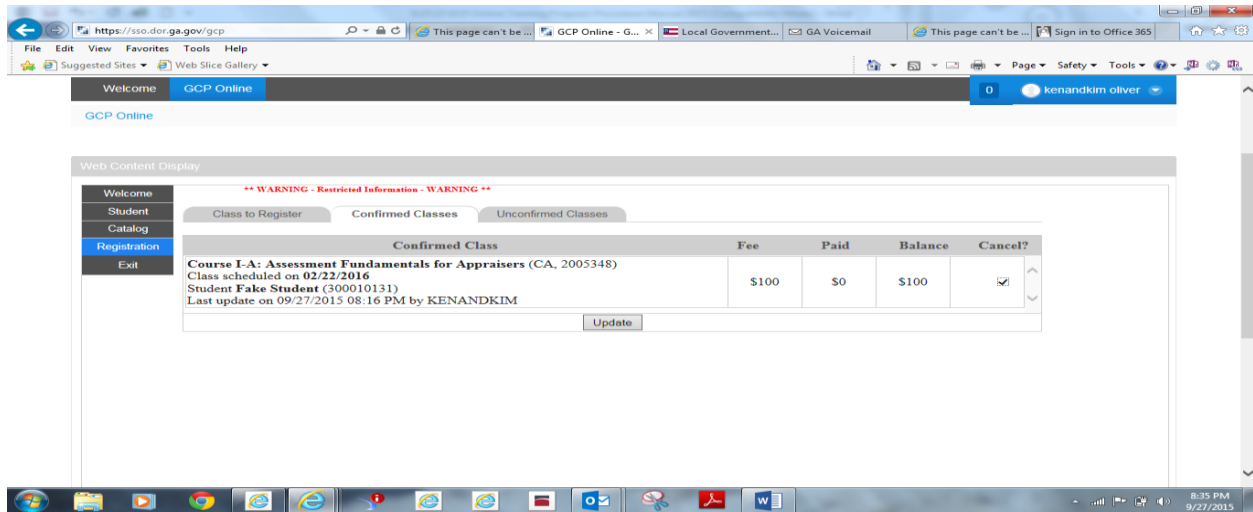


# Cancellations

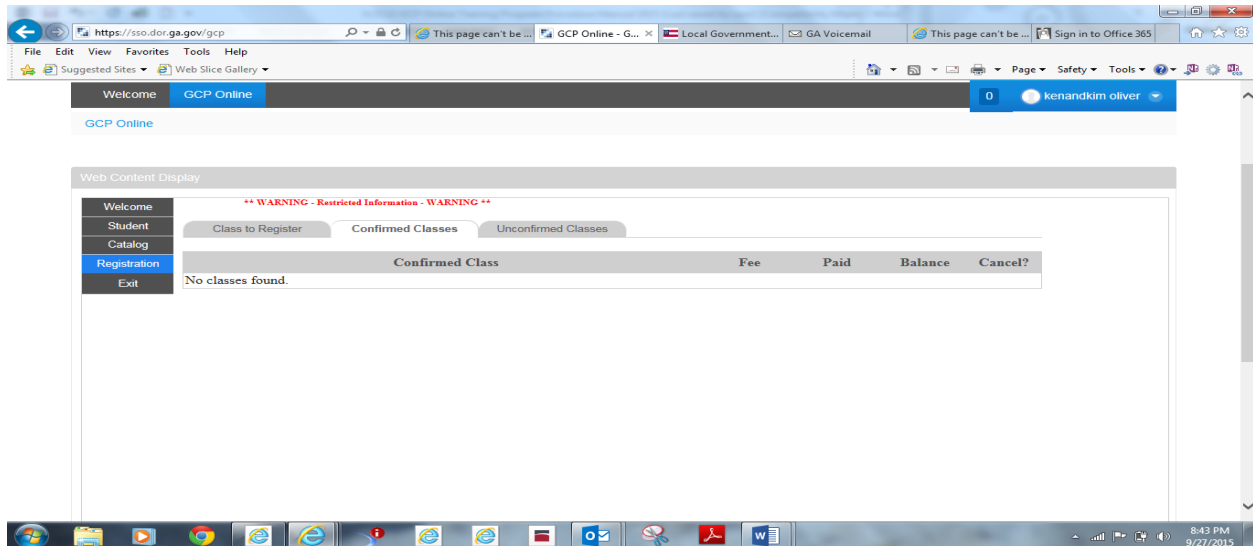
To cancel your registration:

1. Click on the Registration Tab
2. Click on the Confirmed Classes Tab
3. Check the box beside your name by clicking inside it
4. Click on Update

Cancelling a class does not mean you cannot re-register for it later, however space cannot be guaranteed when you do re-register.



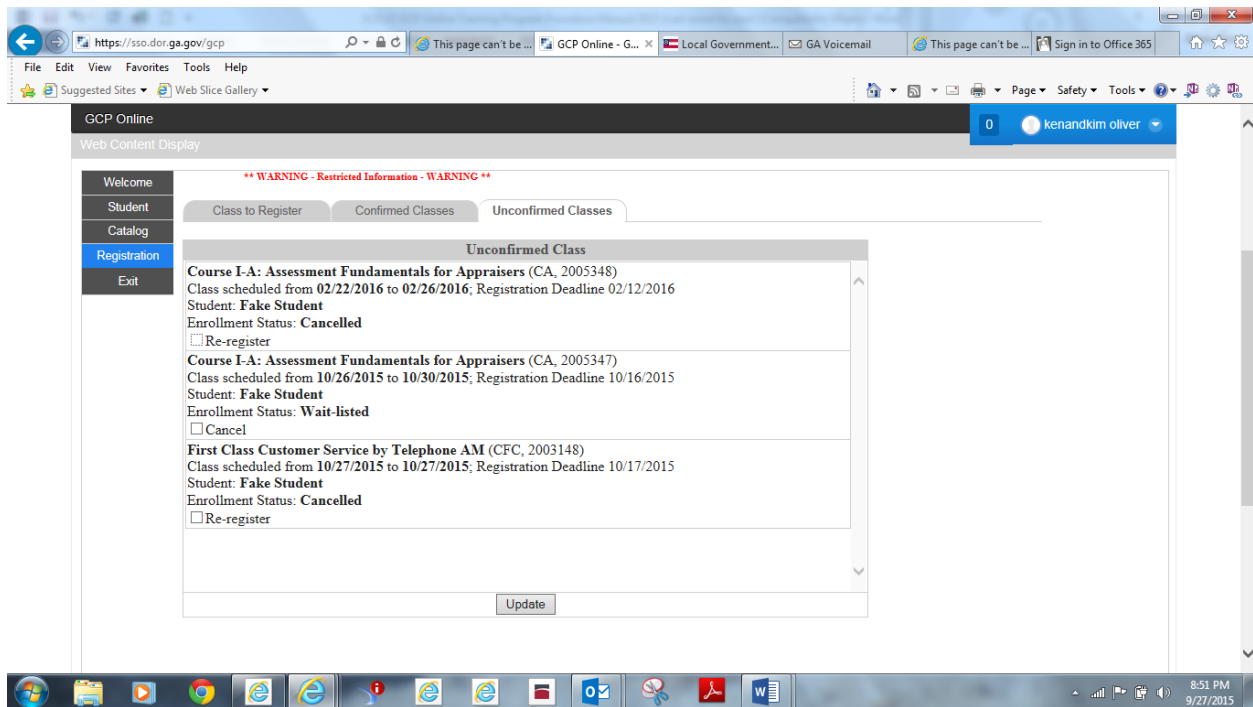
Once you cancel the screen will look like the one below. If you were registered for multiple classes, the classes you did not cancel from will still be shown.



## Unconfirmed Classes

The Unconfirmed Classes are any classes you registered to attend but were put on a waitlist or you cancelled from.

These classes will be shown on this page until the start date of the class unless you get into the class.



## Re-Registering for a Class

If you decide to re-register for a class you will do so from this page.

1. Click on the Register tab
2. Click on the Unconfirmed Classes tab
3. Check the box beside your name by clicking inside it
4. Click Update

If the class is full, you will be put on the waiting list or informed that the class is full. The system only allows 10 people to be on the waiting list at a time.

## Coordinator Roles

Coordinators are those employees in the county office that are designated as the person who coordinates the registration for all of the employees to attend training. Not every office has a person designated to do this.

If you are the coordinator in your office, you should have “Coordinator Roles” on GCP Online. This gives you the ability to register or cancel employees in your office to attend training.

You will register and cancel them the same way you register yourself. When you click Open on the Catalog page, you will see all employees in your office as well as yourself. Click on the names of those you want to register for that class. All will be registered when you click on Register. You will see a list of everyone you register and the class they are registered to attend on the Confirmed Classes page. If the employee has been added to the GCP Portal (the online registration website) they will receive an email upon being registered.

Coordinators are not able to see the education records or any correspondences except the confirmation and cancellation letters that generate when the coordinator cancels that person.

To view the confirmations:

1. Click on Student tab
2. Click on the employees name from the dropdown list displayed at the top of the screen above the tabs.
3. Click on correspondences
4. Click on the blue link to the correspondence letter you choose

https://sso.dor.ga.gov/gcp

Welcome GCP Online

Admin 0 Kim Oliver

GCP Online

Web Content Display

\*\*\* WARNING - Restricted Information - WARNING \*\*\*

County Supervisors Search

Search by Name: Dene M. Hicks, Kimberly Oliver, Marilyn M. Smith, Pernita A. Shealer, Rebecca C. Collins

Advance Search

Catalog Search

Profile Training Correspondence Pending Status

Student ID: 300009821

Title First Name Middle Name Last Name

KIMBERLY OLIVER

This name will appear on all of your Certificates and Correspondences. Verify your name and address.

Email KIM.OLIVER@DOR.GA.GOV

Phone Alternative Phone

Business Address

Street 4125 WELCOME ALL RD SW

City ATLANTA State GA Zip 30349-1824

Country (If not US)

## Manager Roles

Managers are Chief Appraisers, Clerks of Superior Court, and Tax Commissioners only. Only employees in these positions will be given “Manager Roles” on GCP Online. These roles are automatically given upon setting a new Clerk of Superior Court, Chief Appraiser, or Tax Commissioner up in the system. Managers can register and cancel all of their employees. They can also see all employees education records, certificates and correspondence letters.

## Payment Options and Procedures

You are able to pay for training by available credit your office may have acquired, credit card, debit card, E-Check or mail a paper check. **Credit must be used if available.**

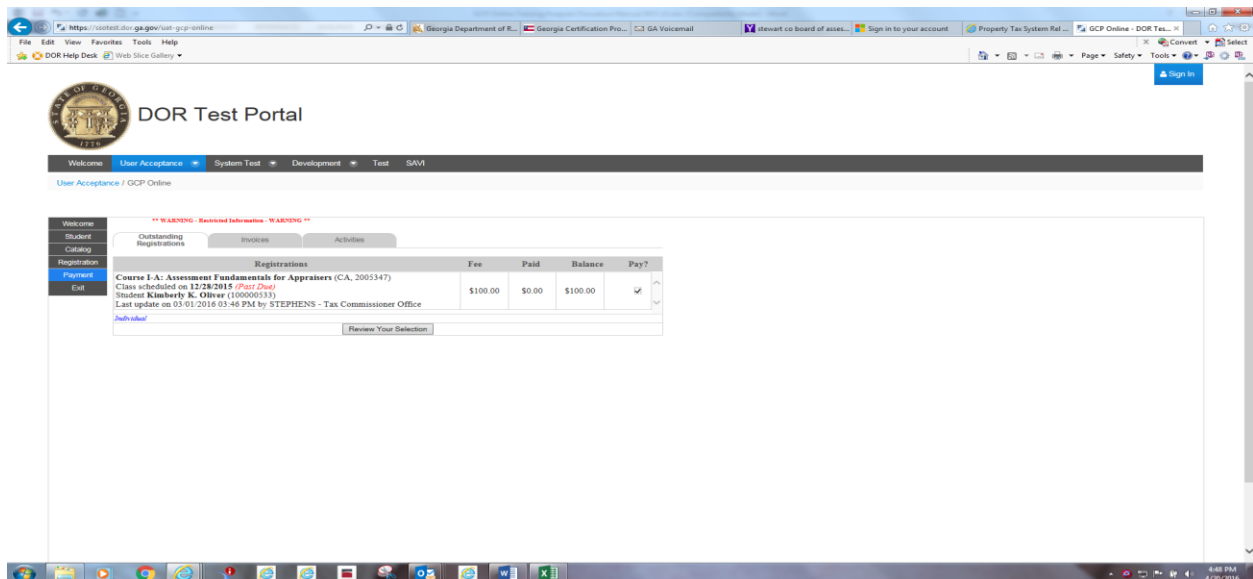
**Paper checks require an invoice to be processed.**

Paper checks are to be mailed to:

Georgia Department of Revenue  
Georgia Certification Program  
4125 Welcome All Road  
Atlanta, GA 30349

### Creating an invoice

To create an invoice click on Payment tab. Check the box beside the name(s) you need to pay for. Click on the Review your Selection tab at the bottom of the screen.



The screenshot shows the DOR Test Portal interface. The top navigation bar includes links for Welcome, User Acceptance, System Test, Development, Test, and SAV. The main content area displays a table of registrations for the course "Course I-A: Assessment Fundamentals for Appraisers (CA, 2003347)". The table has columns for Fee, Paid, Balance, and Pay?. The first row shows a fee of \$100.00, a paid amount of \$0.00, and a balance of \$100.00. The "Pay?" column has a checkbox that is checked. Below the table, there is a "Review Your Selection" button.

Registrations	Fee	Paid	Balance	Pay?
Course I-A: Assessment Fundamentals for Appraisers (CA, 2003347) Class scheduled on 12/28/2015 (Part D) Student Kimberly R. Oliver (10000013) Last update on 03/01/2016 03:46 PM by STEPHENS - Tax Commissioner Office	\$100.00	\$0.00	\$100.00	<input checked="" type="checkbox"/>

Click on the Pay by Check tab.

The screenshot shows the DOR Test Portal interface. The 'Pay by Check' tab is selected, displaying the following information:

**Registrations to Pay**

Course Course I-A: Assessment Fundamentals for Appraisers (CA, 2005347)  
Student Kimberly K. Oliver (100000333)  
Balance due \$100.0

**Instructions:**

- Selecting **Pay by Check** will provide you a payment invoice which you will need to print and submit with your check. Make your check payable to Georgia Department of Revenue and mail the check with the invoice to 4125 Welcome All Road, Atlanta, GA 30349.
- Selecting **Pay Online** will direct you to the secure website of Official Payment Corporation (OPC) where you can make a credit card payment for the registrations you have selected above. The Georgia Department of Revenue has partnered with OPC to allow taxpayers to pay via credit card and is not under the control of the State of Georgia. OPC charges a nominal fee for this service.

**Payment Methods & Fee:**

Payment Method	Fee Type	Payment Fee Notes	Fee Schedule
Visa Credit	Service Fee		2.50%/\$1.00 Min
Visa Debit-Personal	Service Fee		2.50%/\$1.00 Min
MasterCard Debit	Service Fee		2.50%/\$1.00 Min
eCheck	Service Fee	No Resubmits	\$3.00
American Express Credit	Service Fee		2.50%/\$1.00 Min
Discover Credit	Service Fee		2.50%/\$1.00 Min
MasterCard Credit	Service Fee		2.50%/\$1.00 Min
Visa Debit-Business	Service Fee		2.50%/\$1.00 Min

Buttons: Pay by Available Credit, Pay Online, Pay by Check, Cancel

The invoice is now created.

The screenshot shows the DOR Test Portal interface. The 'Pay by Check' tab is selected, displaying the following information:

**Registrations to Pay**

The invoice has been generated. Click on the hyper link below to open, print and submit it with your check. Make your check payable to Georgia Department of Revenue and mail it to 4125 Welcome All Road, Atlanta, GA 30349

Service number 201611197360146

Click on the invoice number shown to open the invoice. You can save it to your computer, email or print it. **Print it to mail with the check.**

**GCP Registration Payment Document**

**Payer Information**

Name	Kimberly K. Oliver
Phone	
Email	kim.oliver@dor.ga.gov
Account	Individual
Payer ID	0
Payer ID Type	Training Official
Employer	N/A
Position	N/A
Official User ID	100000533

**Payment Information**

Transaction ID	201611197360146
Payment Source	Paper Check
Transaction Status	Being Processed
Total Due Amount	100.00
Total Received Amount	00
Registrations Paid	1
Note	Paper Check Payment
Check Number (official use only)	

**Payment Breakdown**

Order	Student ID	Student/Course Details	Payment Due	Payment Received
1	100000533	Student Name: Kimberly K. Oliver Course Title: Course I-A: Assessment Fundamentals for Appraisers Course ID: CA Class Sequence Number: 2005347 Class Start Date: 12/28/2015	100	0

## Paying by Credit

Click on the payment tab. Check the box beside the name(s) you need to pay for. Click on Review your Selection tab.

**DOR Test Portal**

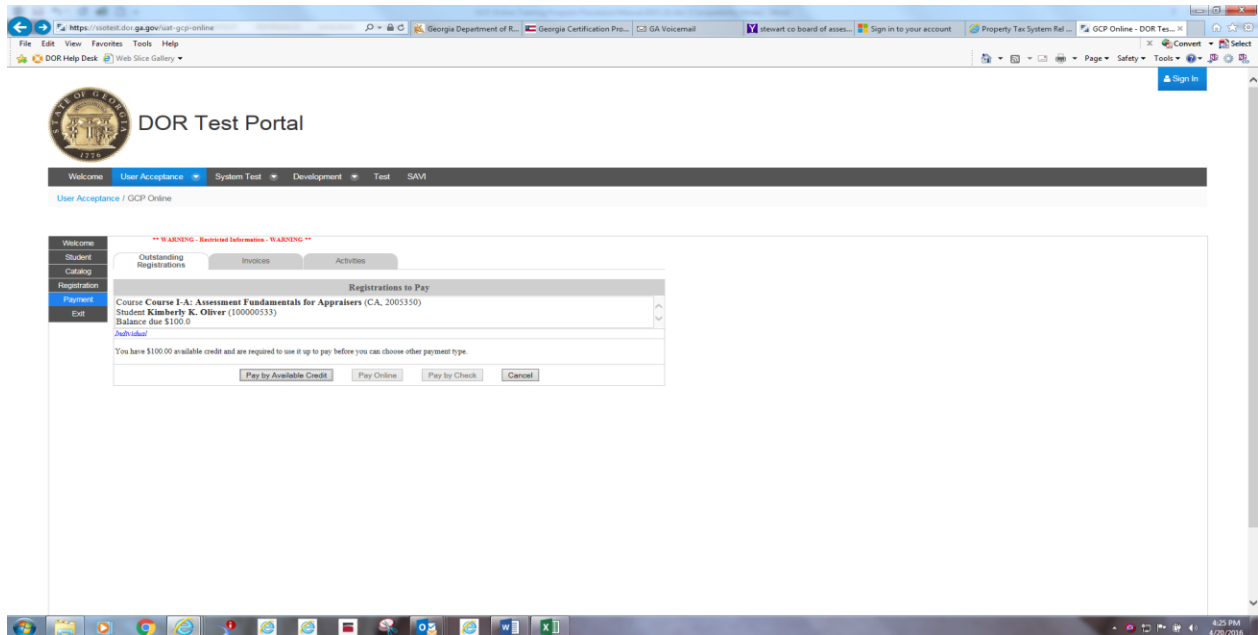
**User Acceptance**

**Registrations**

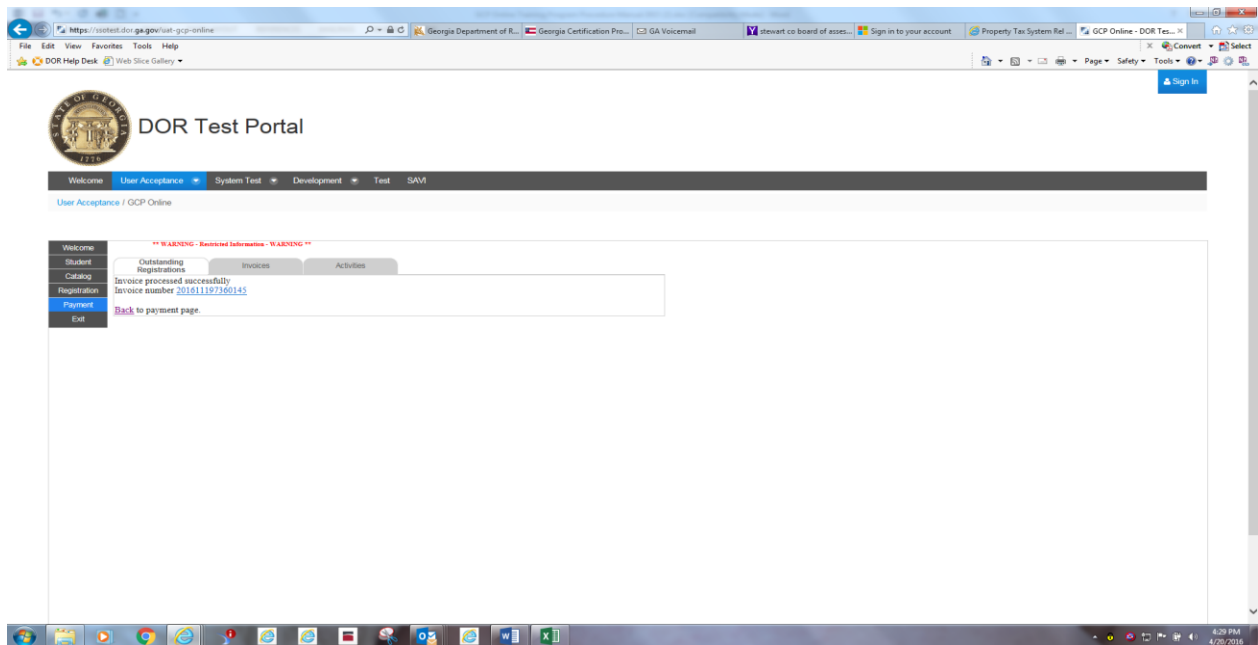
Course Name	Fee	Paid	Balance	Pay?
Course I-A: Assessment Fundamentals for Appraisers (CA, 2005350) Class scheduled on 03/07/2016 (Past Due) Student Kimberly K. Oliver (100000533) Last update on 03/03/2016 05:25 PM by STEPHENS - Tax Commissioner Office	\$100.00	\$0.00	\$100.00	<input type="checkbox"/>
Course I-A: Assessment Fundamentals for Appraisers (CA, 2005347) Class scheduled on 12/28/2015 (Past Due) Student Kimberly K. Oliver (100000533) Last update on 03/01/2016 03:46 PM by STEPHENS - Tax Commissioner Office	\$100.00	\$0.00	\$100.00	<input type="checkbox"/>
Course I: Certification for Assessors (CI, 2011388) Class scheduled on 10/06/2014 (Past Due) Student Kimberly K. Oliver (100000533) Last update on 08/28/2015 12:26 PM by STEPHENS - Tax Commissioner Office	\$100.00	\$0.00	\$100.00	<input type="checkbox"/>

[Review Your Selection](#)

Click on the Pay by Available Credit tab.



You will then see the screen below.



From the screen above you can click on the invoice number to see the actual invoice. It will open in a new window.

This is the invoice. You can save it to your computer, print it or email it.

**GCP Registration Payment Document**

**Payer Information**

Name	Kimberly K. Oliver
Phone	
Email	kim.oliver@dor.ga.gov
Account	Individual
Payer ID	0
Payer ID Type	Training Official
Employer	N/A
Position	N/A
Official User ID	100000333

**Payment Information**

Transaction ID	201611197360145
Payment Source	Internal Credit
Transaction Status	Completed
Total Due Amount	100.00
Total Available Credit	100.00
Registrations Paid	1
Note	Internal Credit Payment

**Payment Breakdown**

Order	Student ID	Student/Course Details	Payment Due	Payment Received
1	100000333	Student Name: Kimberly K. Oliver Course Title: Course 1: Certification for Assessors Course ID: C1 Class Sequence Number: 2011386 Class Start Date: 10/06/2014	100	100

## To Pay by Credit Card

Click on the payment tab. Check the box beside the name(s) you need to pay for. Click the Review your Selection tab at the bottom.

**DOR Test Portal**

Welcome | User Acceptance | System Test | Development | Test | SAVI

User Acceptance / GCP Online

**WARNING - Revoked Information - WARNING**

Outstanding Registrations | Invoices | Activities

Registrations	Fee	Paid	Balance	Pay?
<b>Course 1-A: Assessment Fundamentals for Appraisers (CA, 2003347)</b> Class scheduled on 12/28/2015 (Paid Due) Student Kimberly K. Oliver (100000333) Last update on 03/01/2016 03:46 PM by STEPHENS - Tax Commissioner Office <a href="#">Add value</a>	\$100.00	\$0.00	\$100.00	<input checked="" type="checkbox"/>

[Review Your Selection](#)



Click on the Pay Online tab.

The screenshot shows the Georgia Department of Revenue's GCP Online interface. The user is logged in as Kimberly K. Oliver (100000333). The 'Registrations to Pay' section is active, displaying details for 'Course I-A: Assessment Fundamentals for Appraisers (CA, 2005347)'. The balance due is \$100.00. Below this, there is a table titled 'Payment Methods & Fee:'.

Payment Method	Fee Type	Payment Fee Notes	Fee Schedule
Visa Credit	Service Fee		2.50%/\$1.00 Min
Visa Debit-Personal	Service Fee		2.50%/\$1.00 Min
MasterCard Debit	Service Fee		2.50%/\$1.00 Min
eCheck	Service Fee	No Resubmits	\$3.00
American Express Credit	Service Fee		2.50%/\$1.00 Min
Discover Credit	Service Fee		2.50%/\$1.00 Min
MasterCard Credit	Service Fee		2.50%/\$1.00 Min
Visa Debit-Business	Service Fee		2.50%/\$1.00 Min

At the bottom of the table, there are buttons: 'Pay by Available Credit', 'Pay Online', 'Pay by Check', and 'Cancel'.

Click continue.

The screenshot shows the Georgia Department of Revenue's GCP Online interface, specifically the 'Official Payments' section. The user is logged in as Kimberly K. Oliver (100000333). The 'PAYMENT INFORMATION' section is active, showing the 'PAYER INFORMATION' and 'REVIEW & SUBMIT' steps. The 'Payment Amount' is \$100.00. The 'Payment Method' is set to 'New Card'. The 'Card Number' field is empty, and the 'Expiration Date' is set to 12/12-12/13. The 'Security Code' field is empty. There is a 'Continue' button at the bottom right. The page also includes a footer with links to 'PRIVACY POLICY', 'Complaints', 'Legal Notices', 'Pay By Phone', 'Tax Professionals', 'About Us', 'Working With Official Payments', and 'Sitemap'.

Verify the information then click Accept Terms.

The screenshot shows a web browser window with the URL <https://testtest.dor.ga.gov/web-gcp-online>. The page is titled "OFFICIAL PAYMENTS" and "Georgia Department of Revenue (Business Taxes) Certification Program". The navigation bar includes "Welcome", "User Acceptance", "System Test", "Development", "Test", and "SAV". The main content area is titled "Review & Accept Terms" and displays a table with payment information:

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$100.00	\$2.50	\$102.50

Below the table, there is a section for "Official Payments Terms and Conditions" with a scrollable text area. At the bottom, there is a "Back / Cancel" button and an "Accept Terms" button. A note states: "Please note you will not be charged until you Submit an order." The page footer includes links for "PRIVACY POLICY", "Complaints", "Legal Notices", "Pay By Phone", "Tax Professionals", "About Us", "Working With Official Payments", and "Sitemap". The browser's taskbar shows the time as 5:15 PM on 4/20/2016.

Complete the information requested then click continue.

The screenshot shows the same web browser window, but the page is now titled "Please enter your account information". The navigation bar and header are the same. The main content area contains a form with the following fields:

- Name: First Name, Last Name, Suffix
- Country: United States (dropdown)
- Address: Street Address, Street Address 2, Apartment or Suite Number
- City, State (dropdown), Zip code
- Daytime phone: US (radio button), International (radio button)
- Enter your email: kim.oliver@dor.ga.gov, kim.oliver@dor.ga.gov

A note at the bottom of the form states: "Note: Please provide area code and extension in case we need to contact you regarding your payment." The "Accept Terms" button from the previous page is still visible. The browser's taskbar shows the time as 5:18 PM on 4/20/2016.

Review the information and click submit.

OFFICIAL PAYMENTS™

Georgia Department of Revenue (Business Taxes)  
Certification Program

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**REVIEW & SUBMIT**

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$100.00	\$2.50	\$102.50

**Account Information**

Name	Kim Oliver
Street Address	DOR 4125 Welcome All Road
City	Atlanta
State	GA
Zip code	30394
Country	United States
Daytime phone	(404) 724-7044
Email	kim.oliver@dor.ga.gov

Back Cancel **Submit**

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

This page supports 128-bit SSL encryption as verified by Digicert.

PRIVACY POLICY | Complaints | Legal Notices | Pay By Phone | Tax Professionals | About Us | Working With Official Payments | Sitemap

Powered By Liferay

You will have a confirmation to print. This confirmation includes the processing fees. Once you print the page, click continue. It will take you to a white screen. This is not supposed to happen. We are working on getting this fixed. Click on Go to GCP Online.

OFFICIAL PAYMENTS™

Georgia Department of Revenue (Business Taxes)  
Certification Program

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**Your payment has been completed successfully. Thank you.** **PRINT**

Please click continue. **Continue**

Confirmation Number **123456** Date & Time **Wednesday, April 20, 2016 05:19PM ET**

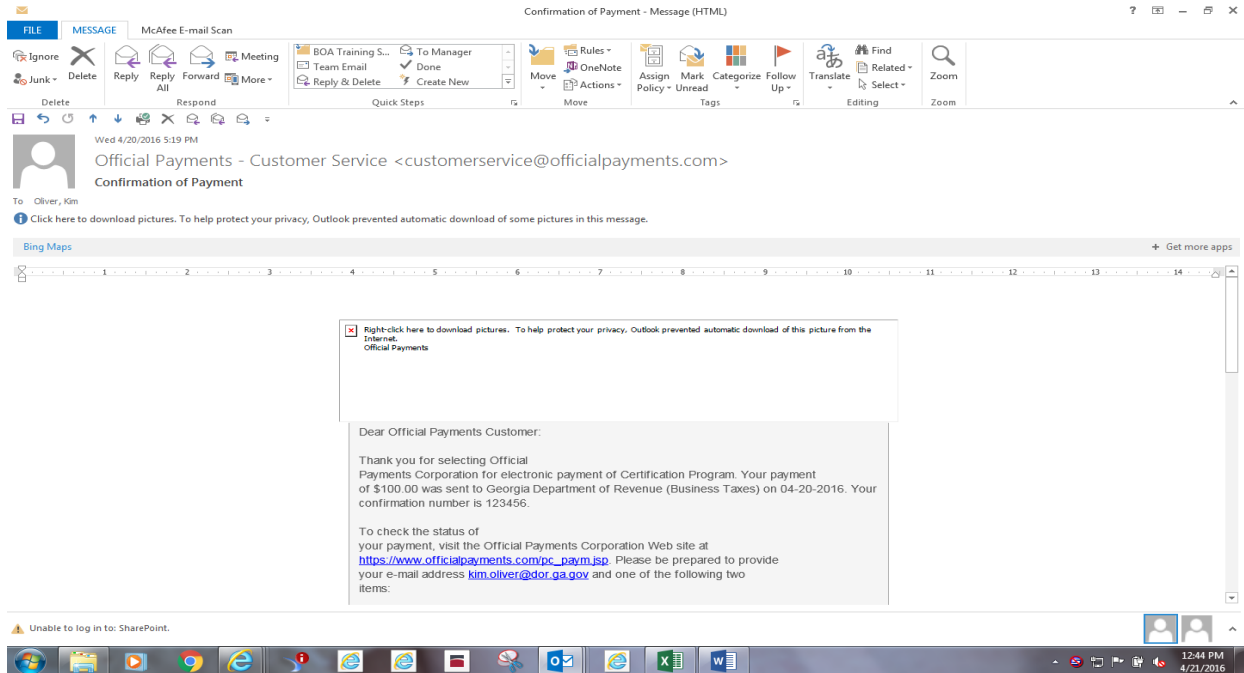
Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$100.00	\$2.50	\$102.50

**Account Information**

Name	Kim Oliver
Street Address	DOR 4125 Welcome All Road
City	Atlanta
State	GA
Zip code	30394
Country	United States
Daytime phone	404-724-7044
Email	kim.oliver@dor.ga.gov

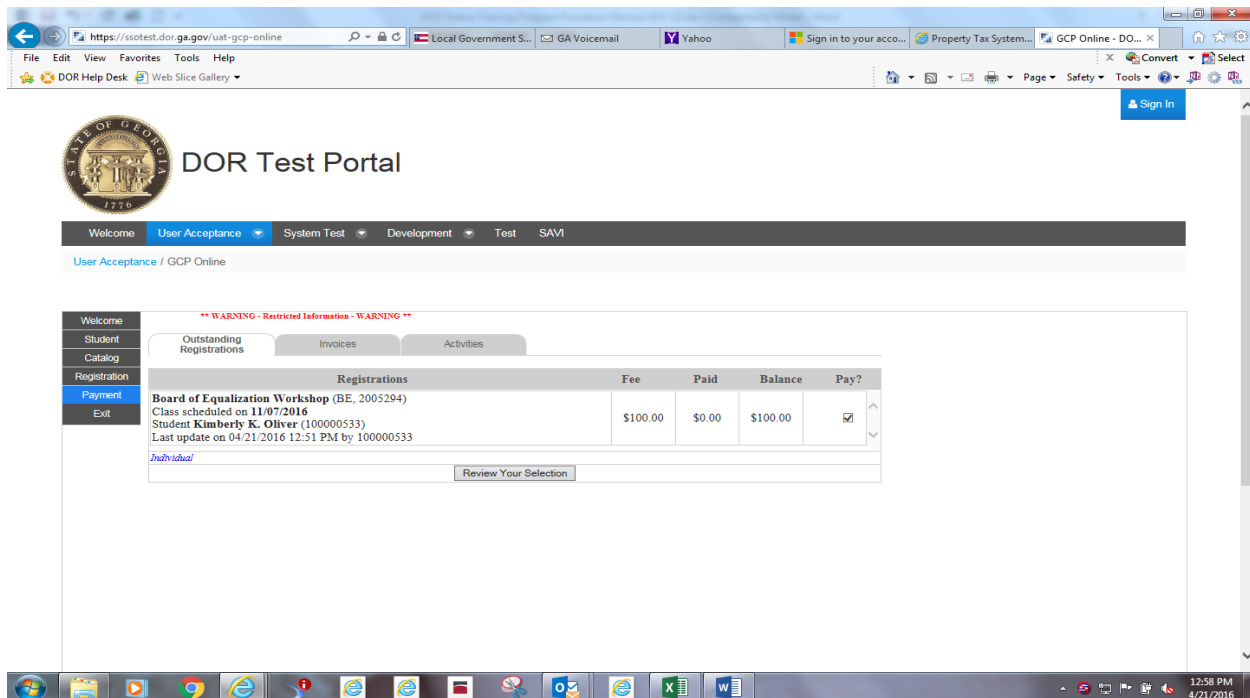
Powered By Liferay

You will receive an email confirmation.



## Pay by E-Check

Click on Payment tab. Check the box beside the name(s) you need to pay for. Click the Review your Selection tab at the bottom of the screen.



Click the Pay Online tab.

https://sctest.dor.ga.gov/uat-gcp-online

Local Government S... GA Voicemail Yahoo Sign in to your acco... Property Tax System... GCP Online - DO...

User Acceptance / GCP Online

Registration Payment Exit

Registrations to Pay

Course Board of Equalization Workshop (BE, 2005294)  
Student Kimberly K. Oliver (100000533)  
Balance due \$100.00

**Individual**

- Selecting Pay by Check will provide you a payment invoice which you will need to print and submit with your check. Make your check payable to Georgia Department of Revenue and mail your check with the invoice to 4125 Welcome All Road, Atlanta, GA 30349.
- Selecting Pay Online will direct you to the secure website of Official Payments Corporation (OPC) where you can make a credit card payment for the registrations you have selected above. The Georgia Department of Revenue has partnered with OPC to allow taxpayers to pay via credit card and is not under the control of the State of Georgia. OPC charges a nominal fee for this service.

**Payment Methods & Fee:**

Payment Method	Fee Type	Payment Fee Notes	Fee Schedule
Visa Credit	Service Fee		2.50%,\$1:00 Min
Visa Debit-Personal	Service Fee		2.50%,\$1:00 Min
MasterCard Debit	Service Fee		2.50%,\$1:00 Min
eCheck	Service Fee	No Resubmits	\$3:00
American Express Credit	Service Fee		2.50%,\$1:00 Min
Discover Credit	Service Fee		2.50%,\$1:00 Min
MasterCard Credit	Service Fee		2.50%,\$1:00 Min
Visa Debit-Business	Service Fee		2.50%,\$1:00 Min

Pay by Available Credit Pay Online Pay by Check Cancel

Powered By Liferay

Click the New Bank Account option for Payment Method. Choose Account Type. Verify amount. Click continue.

https://sctest.dor.ga.gov/uat-gcp-online

Local Government S... GA Voicemail Yahoo Sign in to your acco... Property Tax System... GCP Online - DO...

User Acceptance / GDP Online

**PAYMENTS**

Georgia Department of Revenue (Business Taxes)  
Certification Program

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount  
\$ 100.00

Payment Method  
New Bank Account

Account Type  
- Select -

Check number - Do NOT use  
1001

FOR 523456789 0967654321 1001

Enter Routing Number (9 digits)  
Re-enter Routing Number

Enter Account Number  
Re-enter Account Number

Please note you will not be charged until you Submit at

Continue

Powered By Liferay

Review the information and click Accept Terms.

The screenshot shows a web browser window with the URL <https://ssotest.dor.ga.gov/uat-gcp-online>. The page is titled "OFFICIAL PAYMENTS" and "Georgia Department of Revenue (Business Taxes) Certification Program". The breadcrumb trail is "PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE". The main heading is "Review & Accept Terms".

Payment Method	Amount	Service Fee	Total
Ending in ***74	\$100.00	\$3.00	\$103.00

Official Payments Terms and Conditions:

Agreement Information

Welcome to the Official Payments Corp.'s electronic check (E-check) web page. This agreement describes the electronic check (E-check) payment and processing service ("Service") provided by Official Payments Corporation (OPC) through an Internet interface over the web. This agreement should be reviewed carefully since it informs you of the terms and conditions you must agree to and abide by in order to use this Service. AT THE END OF THESE WRITTEN TERMS AND CONDITIONS YOU WILL BE ASKED TO CLICK ON THE "ACCEPT" BUTTON/ICON. BY YOUR ACTIONS OF SUBMITTING THE REQUESTED PAYMENT INFORMATION THROUGH OFFICIAL PAYMENTS CORPORATION, YOU AGREE TO THESE TERMS AS WELL AS ANY OTHER DOCUMENTS INCORPORATED BY REFERENCE.

By clicking "Accept" you will be providing your electronic signature that will affirm: (1) you understand and intend that this agreement and its terms and conditions are a legally binding agreement and the equivalent of a signed, written contract; (2) you will use all OPC Services, and our Web sites in a manner consistent with applicable laws and regulations and in accordance with the terms and conditions of this agreement and any other applicable rules, guidelines or other conditions that govern the use of a particular

Printer Friendly

Please note you will not be charged until you Submit at end.

Back Cancel Accept Terms

This page supports 128-bit SSL encryption as verified by DigiCert.

Complete the form. Click Continue.

The screenshot shows the same web browser window with the URL <https://ssotest.dor.ga.gov/uat-gcp-online>. The page is titled "OFFICIAL PAYMENTS" and "Georgia Department of Revenue (Business Taxes) Certification Program". The breadcrumb trail is "PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE". The main heading is "Please enter your account information".

Name:

Country:

Address:

Street Address 2:

Apartment or Suite Number:

City:  State:  Zip:

Daytime phone: ☒ US ☐ International

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email:

Back Cancel Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

Click Submit tab.

Georgia Department of Revenue (Business Taxes)  
Certification Program

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**REVIEW & SUBMIT**

Payment Method	Amount	Service Fee	Total
Ending in ***74	\$100.00	\$3.00	\$103.00

**Account Information**

Name	Kim Oliver
Street Address	4125 Welcome All Road
City	Atlanta
State	GA
Zip code	30094
Country	United States
Daytime phone	(404) 724 - 7044
Email	kim.oliver@dor.ga.gov

\$3.00 Service Fee

Note: A second, non-refundable debit for the transaction fee will be payable to Official Payments Corporation and appear as a separate transaction on your bank statement.

By clicking submit, you authorize us to initiate an automated clearing house (ACH) one-time debit in your name to your bank account. The amount of this transaction as noted above will be presented to your bank on or after today for immediate payment.

[Back](#) [Cancel](#) [Submit](#)

You will have a confirmation to print. This confirmation includes the processing fees. Once you print the page, click continue. It will take you to a white screen. This is not supposed to happen. We are working on getting this fixed. Click on Go to GCP Online.

Georgia Department of Revenue (Business Taxes)  
Certification Program

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**REVIEW & SUBMIT**

[Back](#) [Cancel](#) [Submit](#)

You will receive an email confirmation.

