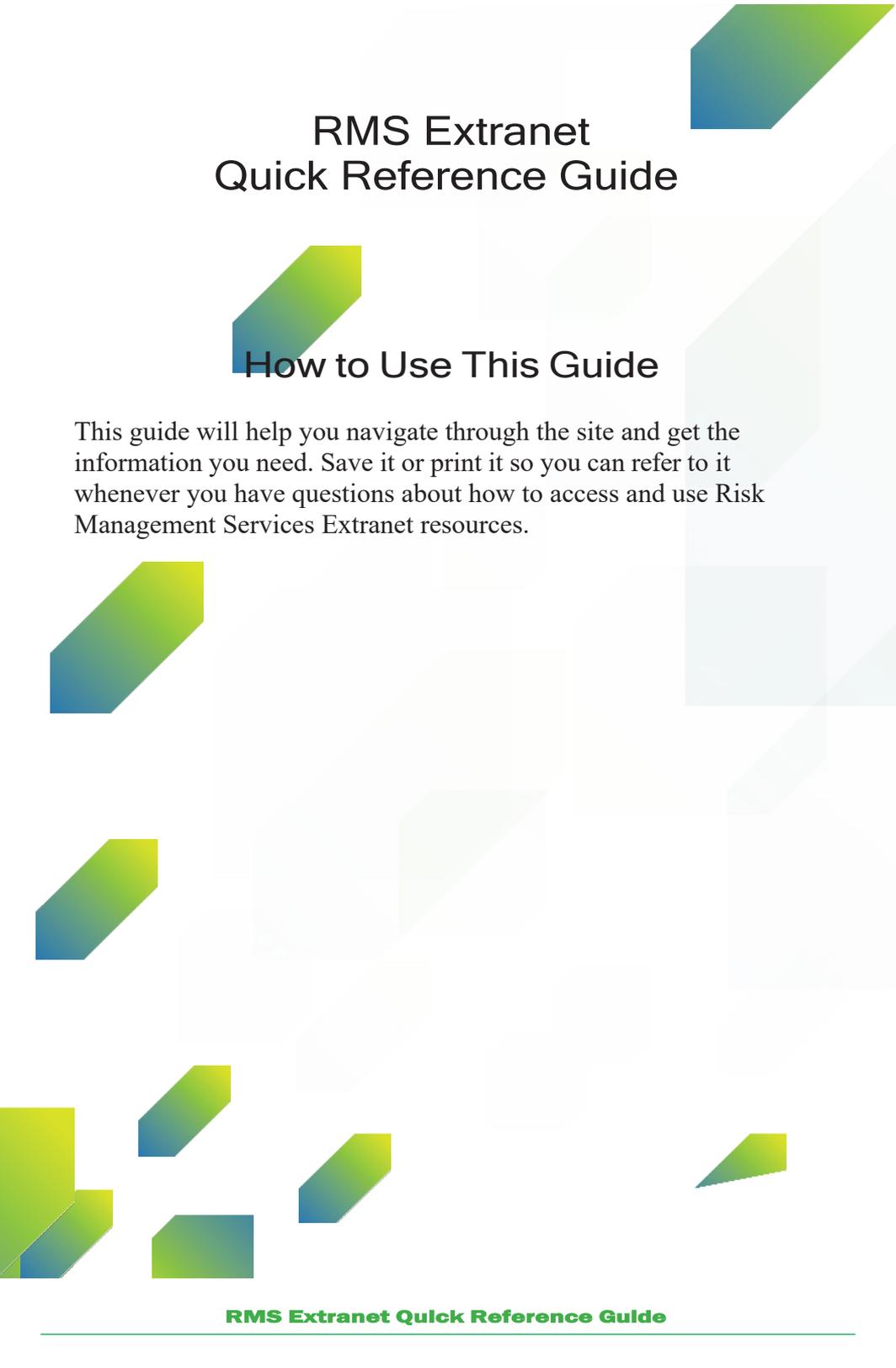# RMS Extranet
Quick Reference Guide

Georgia™
Department of
Administrative Services

Risk Management Services

RMS Extranet
Quick Reference Guide

How to Use This Guide

This guide will help you navigate through the site and get the information you need. Save it or print it so you can refer to it whenever you have questions about how to access and use Risk Management Services Extranet resources.

Welcome to the RMS Extranet

The RMS Extranet site gives you 24/7 access to generic Certificate of Insurance, Policy Declaration Pages and Policies for auto, liability, and property programs. You can reach the site from work, home or wherever you connect to the internet, and view or print documents when needed. On the site, you will find:

- Auto Program
  - Auto Physical Damage Agreement
  - Georgia Liability Insurance Identification Card
  - Auto Physical Damage Agreement / Declaration Page
- Liability Program
  - State Authority Operational Liability Policy
  - State Authority Operational Liability Policy/Declaration Page
  - State Tort Claims Policy
  - State Tort Claims Policy / Declaration Page
  - General Liability Agreement
  - General Liability Agreement / Declaration Page
- Property Program
  - State Owned Building and Personal Property Agreement
  - State Owned Building and Personal Property Agreement Declaration Page
- Reports *(coming soon in Risk Console)*
- Invoices – projected billing statements *(coming soon)*

All other program policies and documents are located on the DOAS website at http://doas.ga.gov/risk-management/risk-rules-policies-and-compliance

Special COIs

Nyota Reed will continue to serve as the division's primary point of contact for special case COIs. Those inquiries should be forwarded to nyota.reed@doas.ga.gov.

Online 24/7 Extranet Site
From your computer type:
http://portal.doas.ga.gov

Logging on...
Using the user ID and password emailed to you, simply enter this information in the appropriate fields to connect to the DOAS portal. If you did not receive an ID and password or if you are a new user, contact nyota.reed@doas.ga.gov. Keep your user ID and password in a safe place. You'll need them every time you log on to the RMS Extranet site.

Need Help?
For technical assistance, such as new user ID and password set-up or if you're having problems accessing the site, contact Nyota Reed at nyota.reed@doas.ga.gov. The most frequently asked questions (FAQs) are also available to answer any additional questions you may have about the extranet.

Navigate the Site – It's Easy

To access the EXTRANET site, open the browser (Firefox, Google Chrome press Ctrl-Shift-N (Windows) or Command-Shift-N (macOS), copy past the link in the browser or any other browser that you use) on your computer. In the address bar, type in **http://portal.doas.ga.gov** and then click "ENTER" key.

<div align="center">

Risk Management Services Extranet Portal
http://portal.doas.ga.gov

</div>
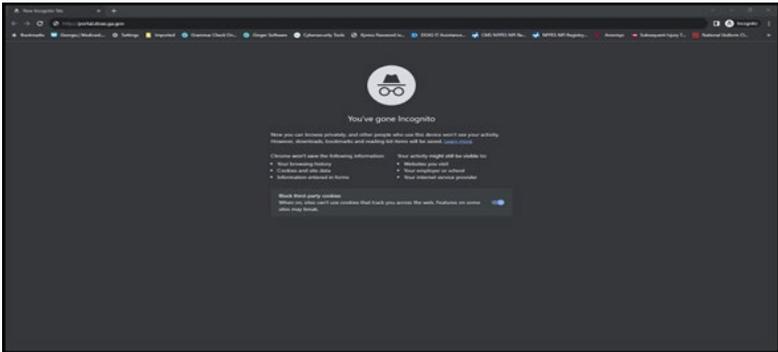
The above process will take you to the "Login" screen, as can be seen below.
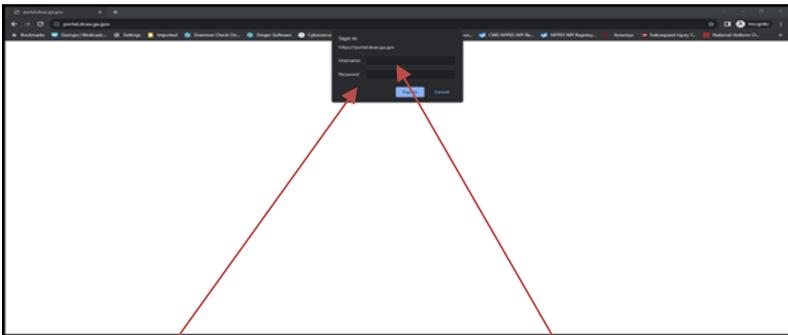
In the above Login screen, please enter the "EXTSOG\User ID" and "Password" that will be provided.

The "User ID" and "Passwords" will be provided in a separate email.

Once the user ID and Password are entered, click on the "OK" button to get to the EXTRANET main menu screen as shown below.
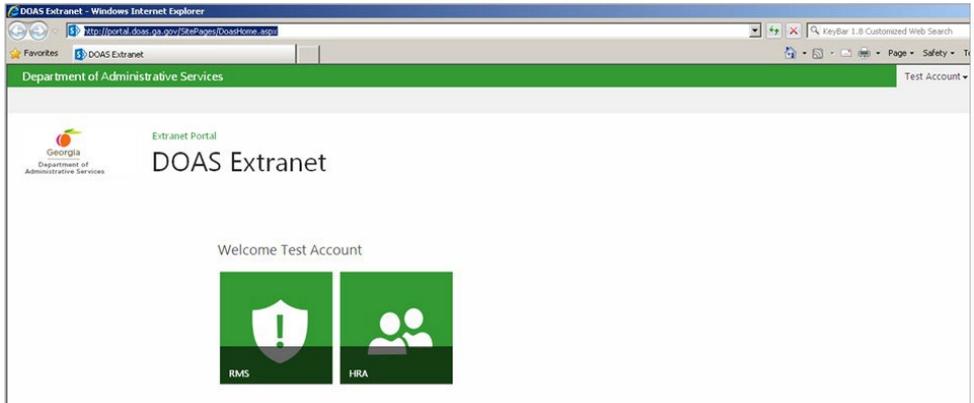
In the above main menu screen, you will see a green button with an "exclamation mark" named "RMS". Then click on this green button to get to the **Risk Management Services** section of the EXTRANET portal that will provide you with access to various Insurance Policy documents (Declaration pages, Certificate of Insurance, and Invoices).
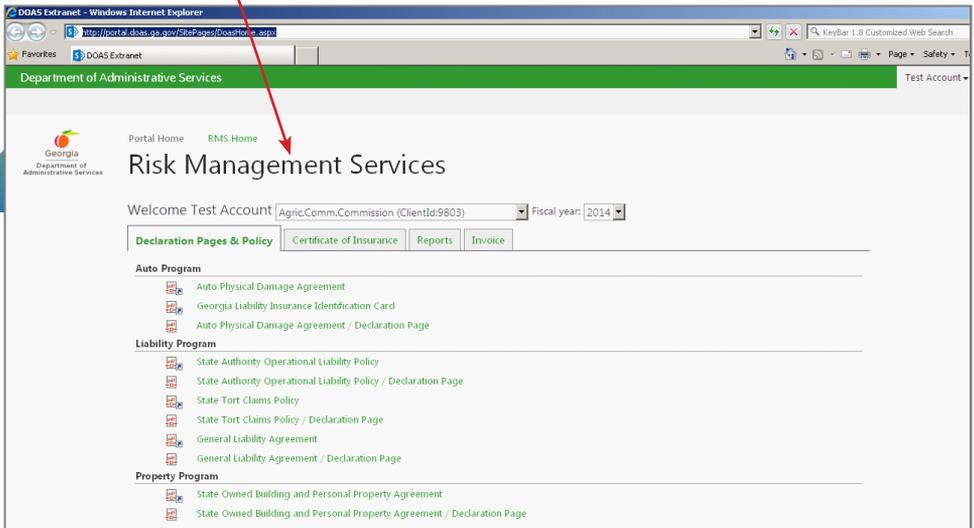
Once you are in the "Risk Management Services" page, you then have to **select the agency** from the **dropdown list** that you belong to: so that *documents related to your agency* will be listed under each of the tabs.

In the "Risk Management Services" page, you can click on the various tabs that are available on the page, depending on the documents that you want to view and print.
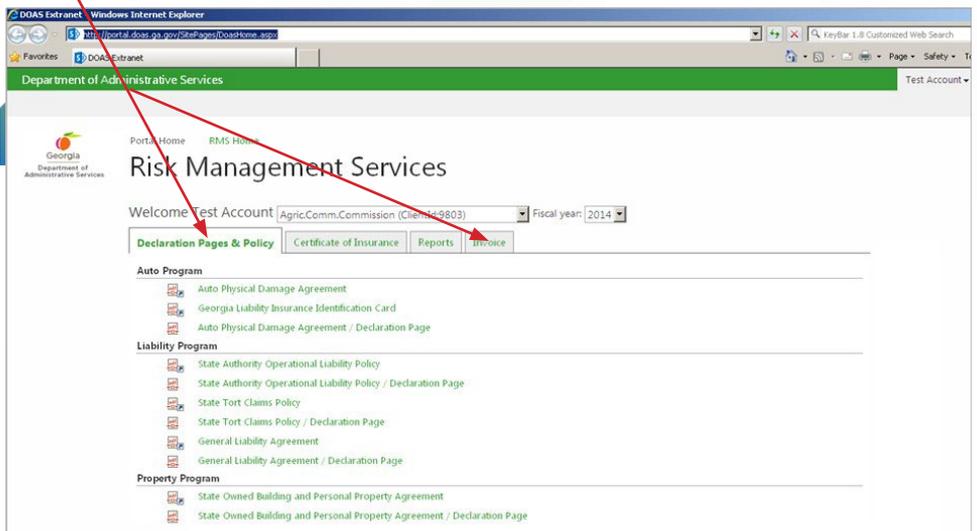
Then once you click on the corresponding tabs as shown above. The corresponding list of documents will be displayed on each of the tabs/ sections. Depending on which of the documents that you wish to view and print, you then have to click on the corresponding link.

Once you click on the corresponding document link (Example : "Auto Physical Damage Agreement"), a message window pops up, as shown below.
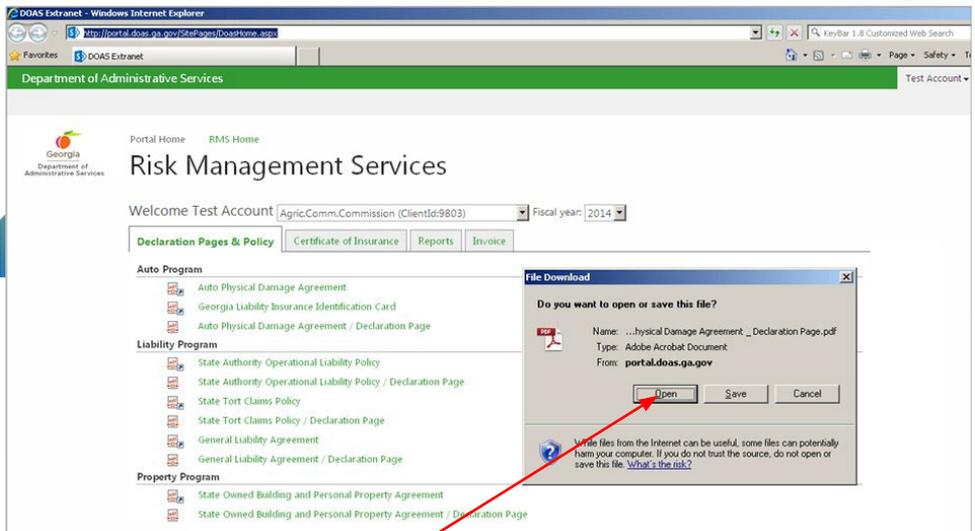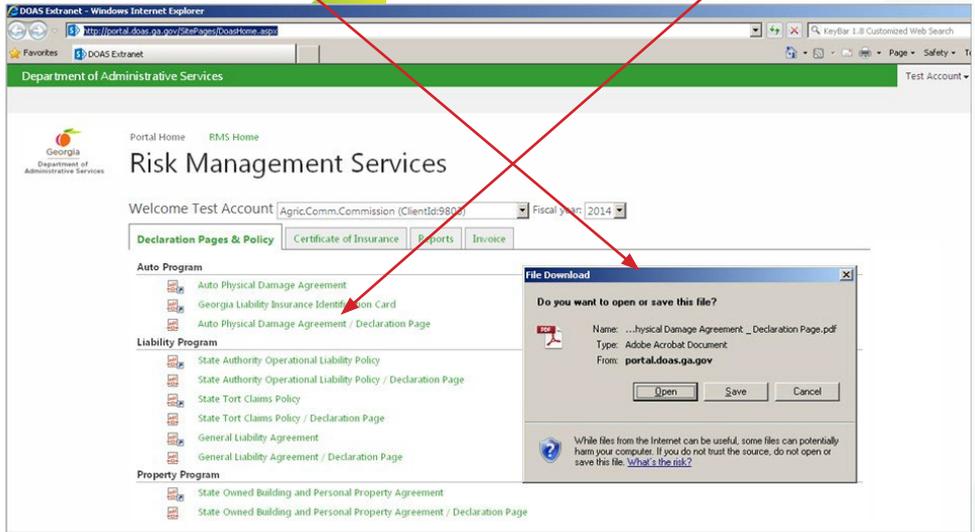
If you choose to click on **"open"** the corresponding document (Example: "Auto Physical Damage Agreement") will be displayed for viewing. Once the document is displayed you will have the option to print it.

If you choose to click on **"save"** then, the system will prompt you to choose a location to save the documents on your local computer, that you can use for later purposes.

To view / download Declaration page
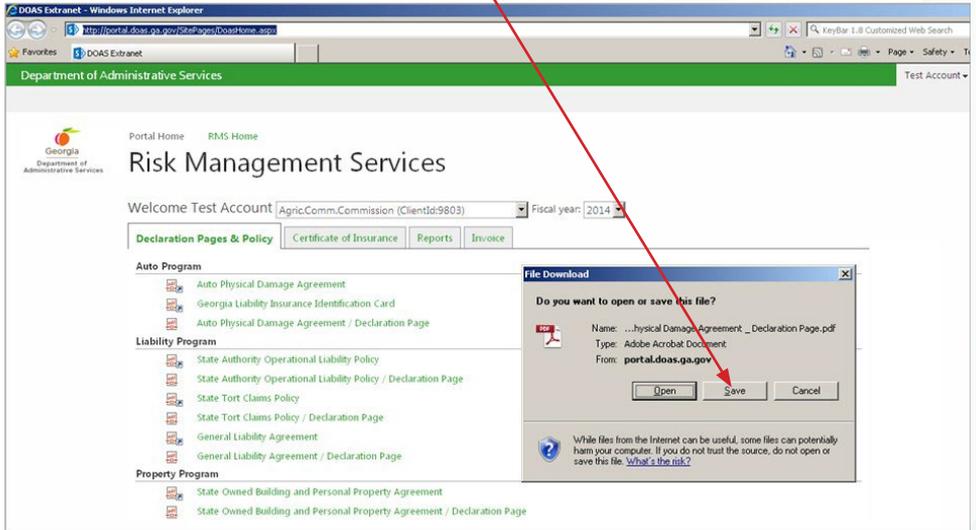
Similarly, you can then click on the "Certificate of Insurance" tab to get the certificate of insurance for your agency, as shown below.

Click on link to get to
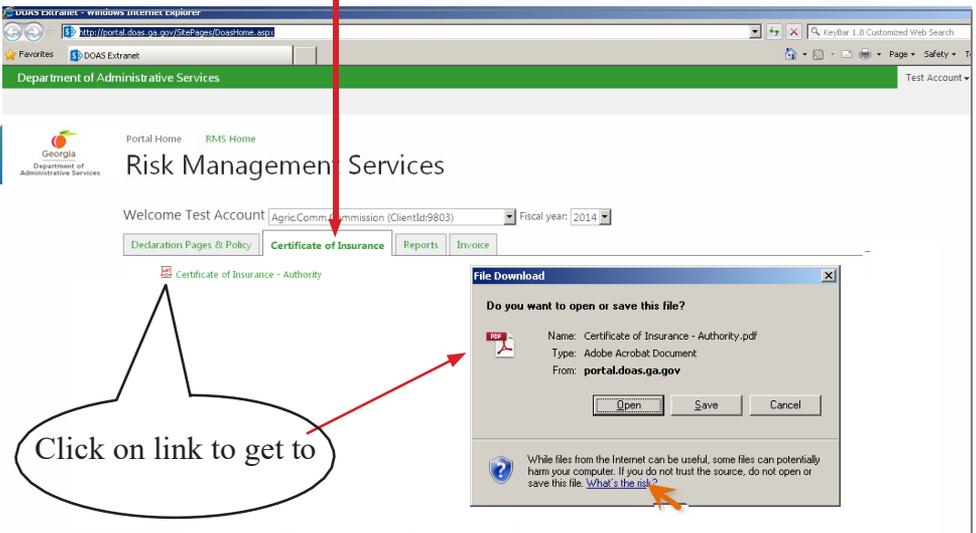
Picture below shows "Certificate of Insurance" when you clicked on "Open" as shown in the previous screen.

After all your documents are viewed or printed, you can exit the EXTRANET system by simply closing your browser (Firefox, Google Chrome, or any other browser that you used to get into the system).
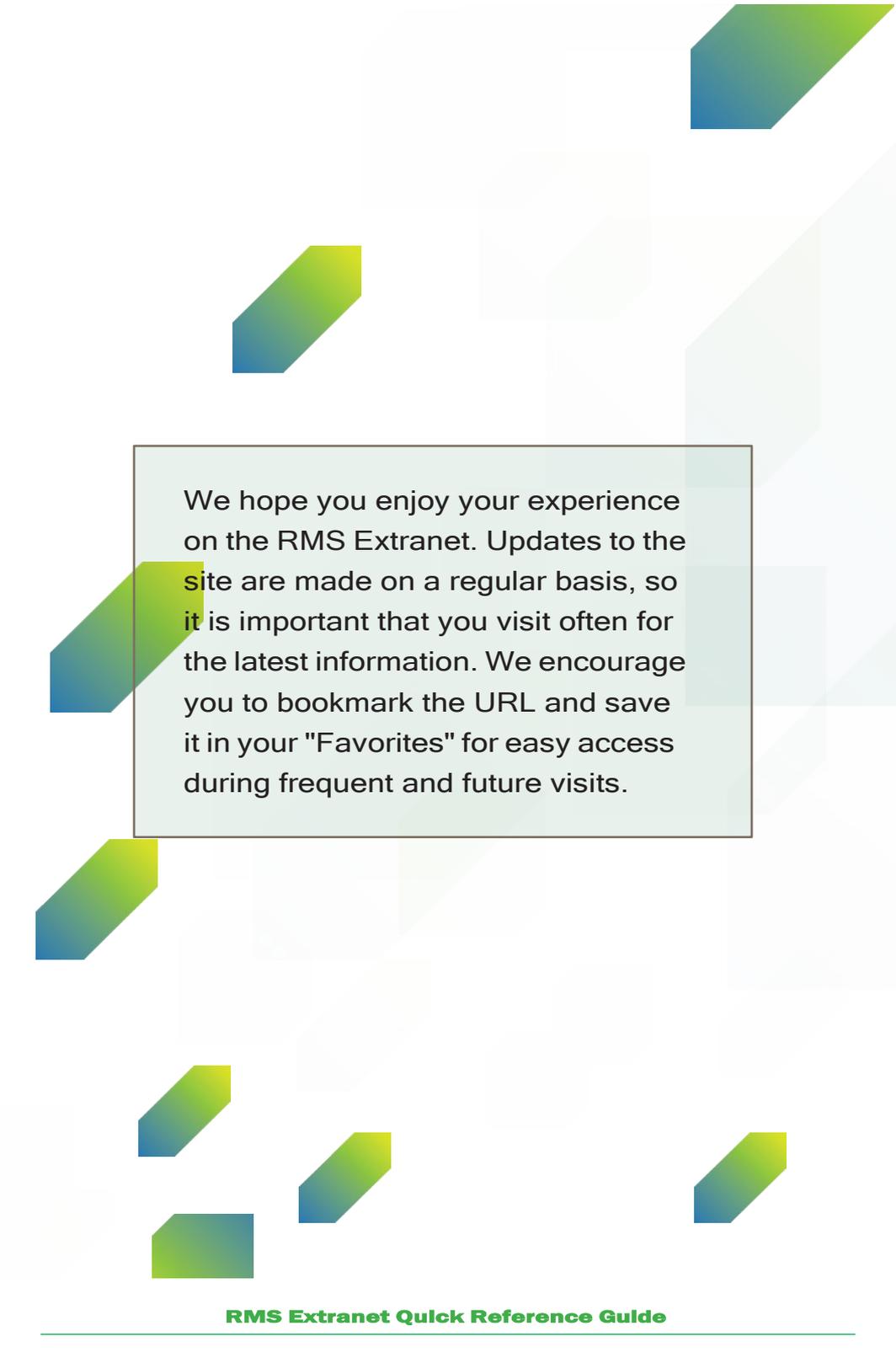
We hope you enjoy your experience on the RMS Extranet. Updates to the site are made on a regular basis, so it is important that you visit often for the latest information. We encourage you to bookmark the URL and save it in your "Favorites" for easy access during frequent and future visits.