



# Logging In/Out

## Logging In

You may access the GaBreeze Employer Web Site:

- Through the DOAS site at [www.hra.doas.ga.gov](http://www.hra.doas.ga.gov). Click on the GaBreeze Employer link.

When logging into the GaBreeze Employer Web Site, enter your User ID and assigned password provided when you were initially granted access by your agency Administrator. Once you are at the GaBreeze Employer Web Site home page, you are permitted to change your password by using the "Change Password" feature. Passwords can be up to 30 alphanumeric characters and they do not expire.

Users may try a maximum of five invalid login attempts before the User ID is locked and requires a password reset and the unlocking of the account. If this occurs, the agency user will need to contact the DOAS Team.

## Logging Out

Users may log out of the GaBreeze Employer Web Site from any screen.

There is a time out feature built within the site. If your session is idle for more than 30 minutes, you'll be automatically logged off. The data entered to that point should not be lost.

## Log In



### User Login ID

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User Email Address

Password

[Change Password](#) | [I Forgot My Password](#)

**Note:** If your session is idle for more than 30 minutes, you'll be automatically logged off the Agency Secure Environment and any data not submitted will be lost.

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## Log Off



### You've Logged Off

Thank you for visiting the State of Georgia Agency Resource site.

To return to the site, [log on](#) again.

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## Forgot Password?



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### I Forgot My Password

If you've forgotten your password, a new one can be emailed to you.

#### Reset Your Password

Enter the email address that you use to sign in to this site.

\_\_\_\_\_

Email Address

\_\_\_\_\_

**Note:** Your new password will be emailed within 15 minutes.

## Forgot Your User ID or Password?

- Choose I Forgot My Password to reset your password online.
- Contact the DOAS Team at 404-656-2730, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time if you forgot your User ID or to change your User ID.

**Note:** the GaBreeze Employee Web site may be unavailable on certain Sunday mornings for system maintenance. The site will have a maintenance message in place while updates are in progress.

## Change Password



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### Change Password

[Print Page](#)

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Email Address

Current Password

New Password

Reenter New Password

**Password Tips:**

- Choose something easy to remember.
- Don't use obvious dates, numbers, or names such as your birth date, age, or child's name.
- Limit the length to 30 alphanumeric characters (or less).
- Don't use spaces or punctuation marks.

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## Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



Georgia®

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