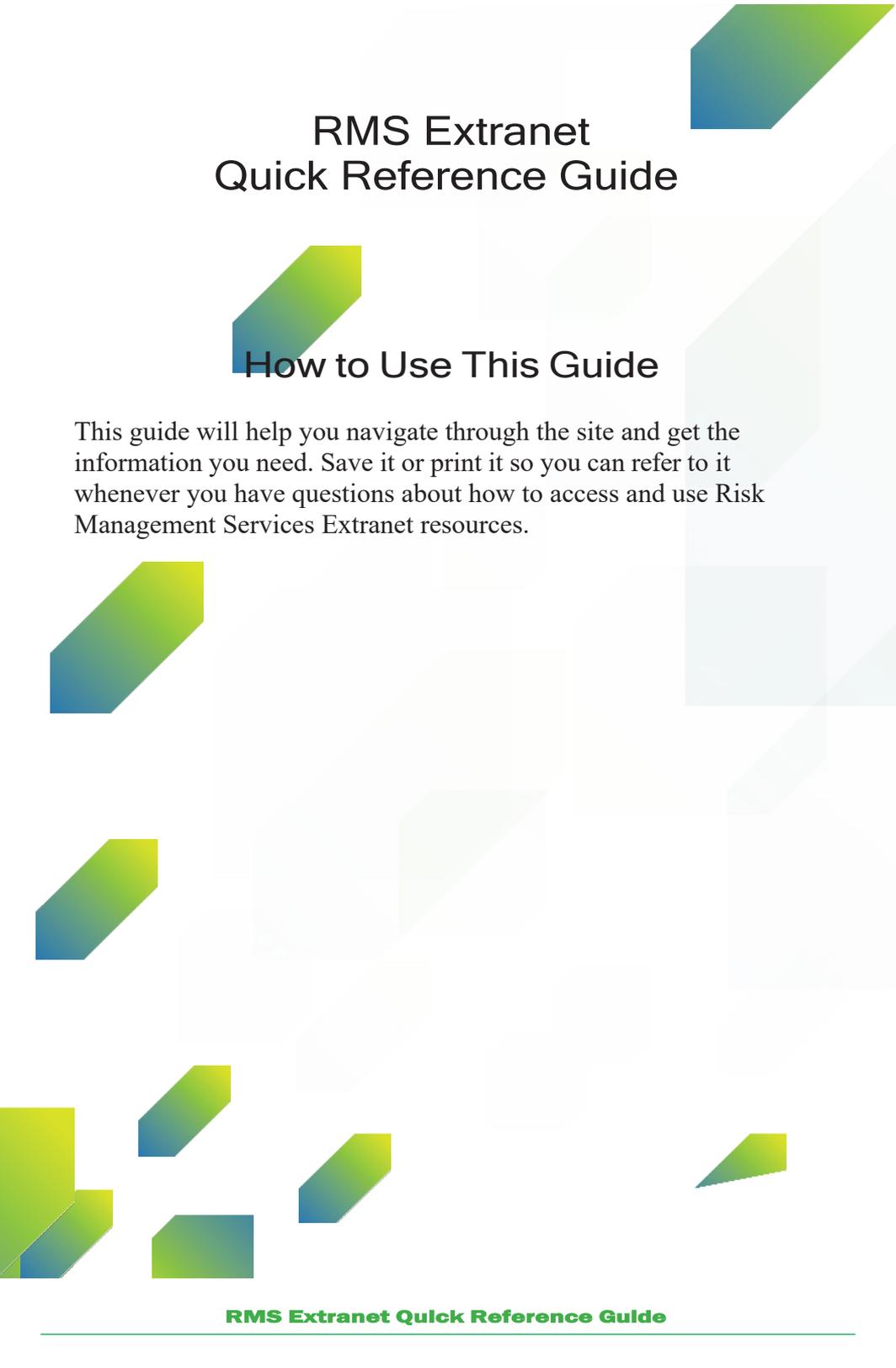


# RMS Extranet Quick Reference Guide



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](mailto: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](mailto: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?

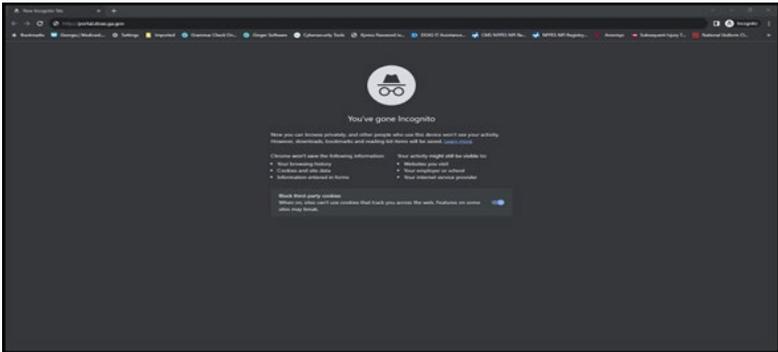
For technical assistance, such as new user ID and password set-up or if you're having problems accessing the site, contact Nyota Reed at [nyota.reed@doas.ga.gov](mailto:nyota.reed@doas.ga.gov). The most frequently asked questions (FAQs) are also available to answer any additional questions you may have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

# Navigate the Site - It's Easy

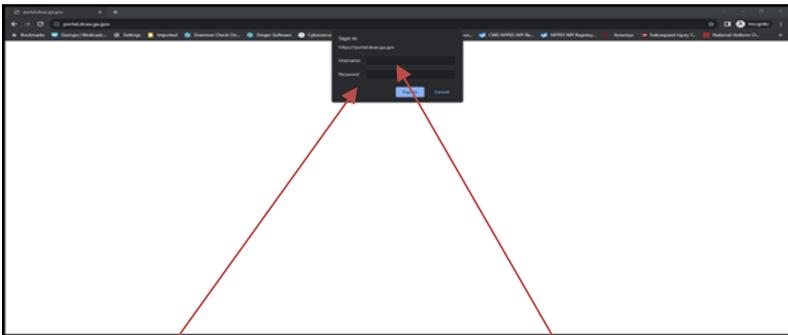
To access the EXTRANET site, open the browser (Firefox, Google Chrome press Ctrl-Shift-N (Windows) or Command-Shift-N (macOS), copy past the link in the browser or any other browser that you use) on your computer. In the address bar, type in <http://portal.doas.ga.gov> and then click “ENTER“ key.

## Risk Management Services Extranet Portal

<http://portal.doas.ga.gov>



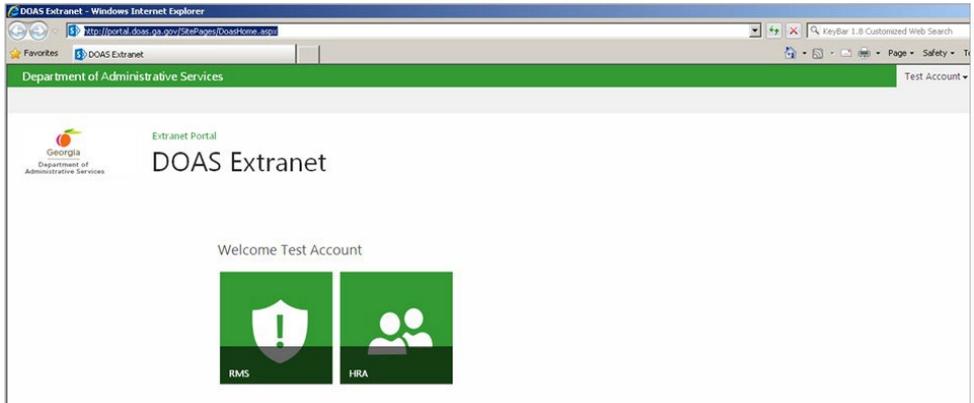
The above process will take you to the “Login” screen, as can be seen below.



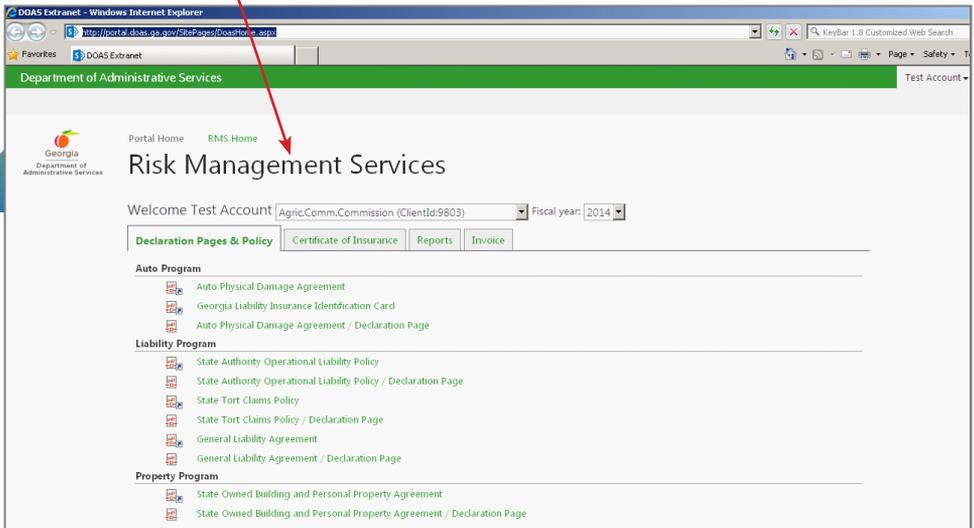
In the above Login screen, please enter the “EXTSOG\User ID” and “Password” that will be provided.

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

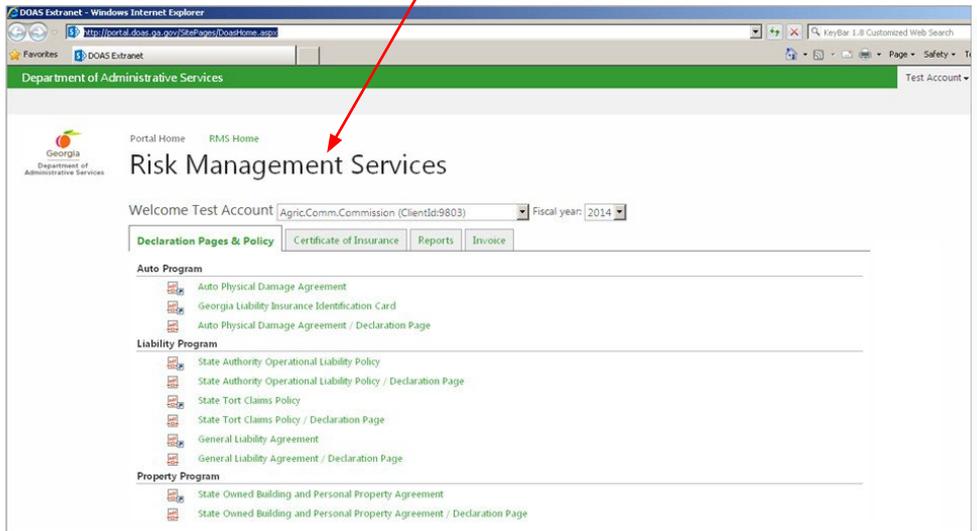
Once the user ID and Password are entered, click on the “OK” button to get to the EXTRANET main menu screen as shown below.



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).

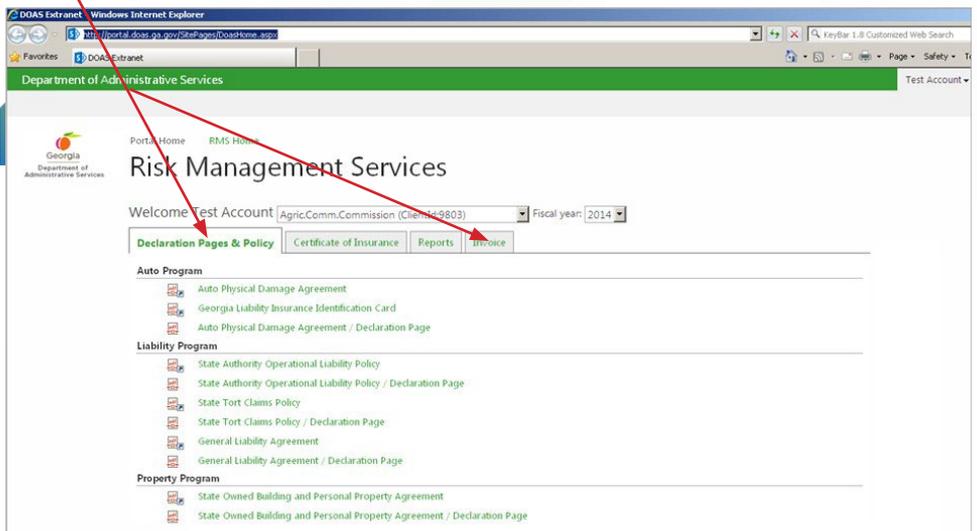


Once you are in the “Risk Management Services” page, you then have to **select the agency** from the **dropdown list** that you belong to: so that *documents related to your agency* will be listed under each of the tabs.



The screenshot shows the "Risk Management Services" page in a web browser. The page header includes "Department of Administrative Services" and "Test Account". Below the header, there are links for "Portal Home" and "RMS Home". The main heading is "Risk Management Services". A welcome message for "Test Account" is followed by a dropdown menu for "Agency" (currently set to "Agric.Comm.Commission (ClientId:9803)") and a "Fiscal year" dropdown (set to "2014"). Below this, there are four tabs: "Declaration Pages & Policy", "Certificate of Insurance", "Reports", and "Invoice". The "Declaration Pages & Policy" tab is active, showing three program categories: "Auto Program", "Liability Program", and "Property Program". Each category lists several documents with small document icons.

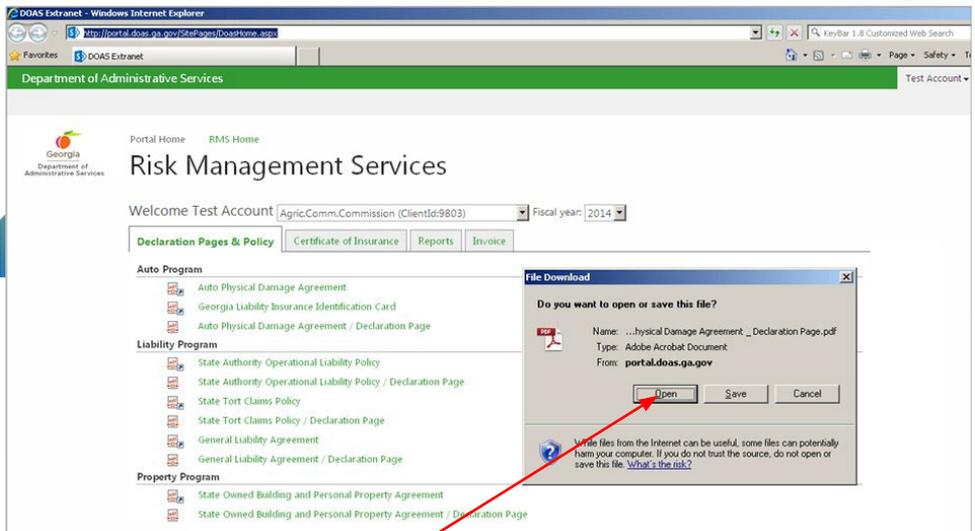
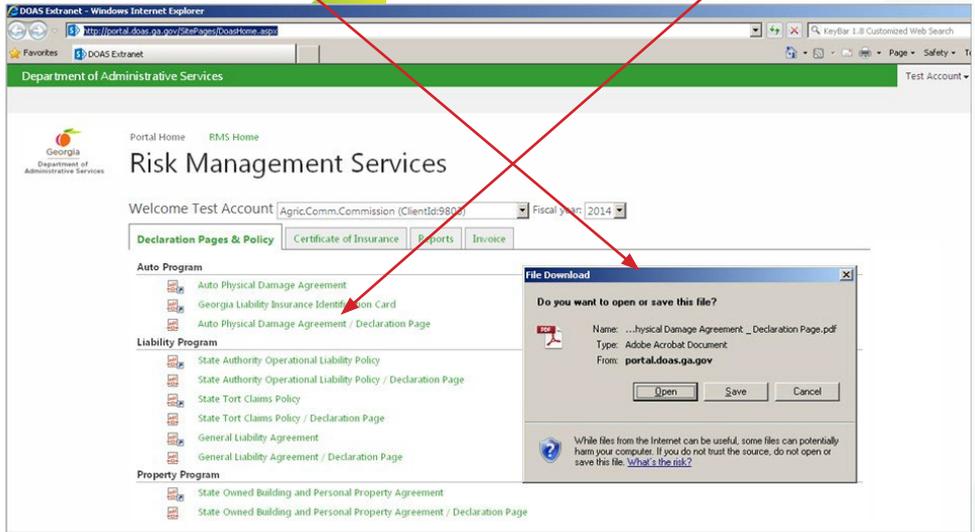
In the “Risk Management Services” page, you can click on the various tabs that are available on the page, depending on the documents that you want to view and print.



This screenshot is identical to the one above, but with two red arrows pointing to specific elements. One arrow points to the "Declaration Pages & Policy" tab, and the other points to the "Invoice" button.

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.

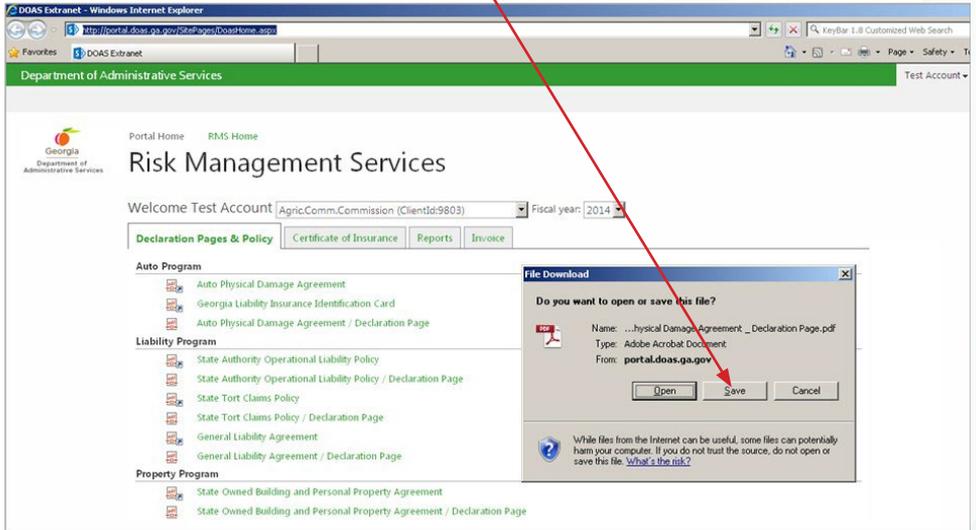
Once you click on the corresponding document link (Example: “Auto Physical Damage Agreement”), a message window pops up, as shown below.



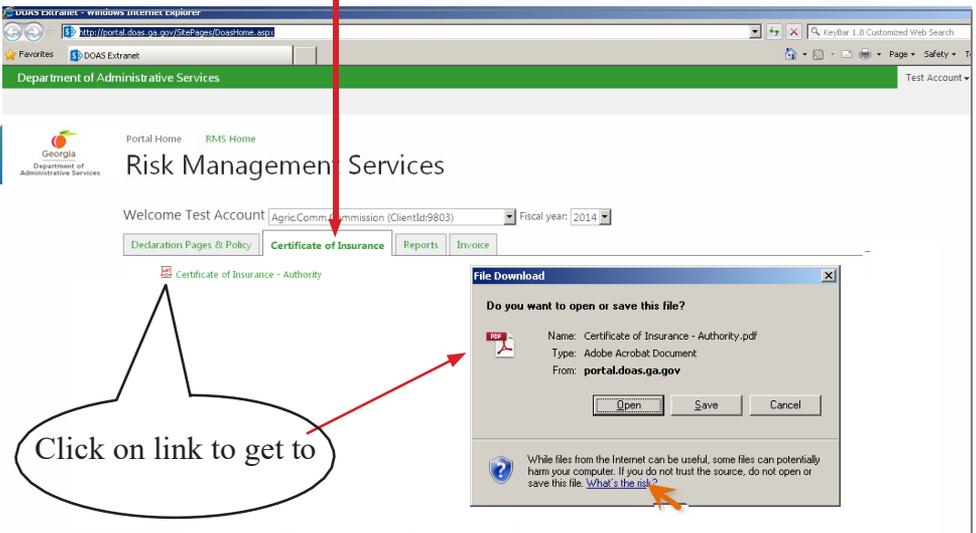
If you choose to click on “open” the corresponding document (Example: “Auto Physical Damage Agreement”) will be displayed for viewing. Once the document is displayed you will have the option to print it.

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.



Picture below shows “Certificate of Insurance” when you clicked on “Open” as shown in the previous screen.

The screenshot shows two browser windows. The left window is titled 'DOAS Extranet - Windows Internet Explorer' and displays the 'Department of Administrative Services Risk Management Services' page. The right window is titled 'Certificate of Insurance - Authority[1] - Adobe Reader' and displays a detailed insurance certificate for the State of Georgia. A red arrow points from the text above to the document title in the Adobe Reader window.

**Department of Administrative Services**  
 Portal Home RMS Home  
**Risk Management Services**  
 Welcome Test Account AgricComm.Commission (ClientId:9803)  
 Declaration Pages & Policy **Certificate of Insurance** Reports Invoice  
 Certificate of Insurance - Authority

**Certificate of Insurance - Authority[1] - Adobe Reader**

STATE OF GEORGIA  
 DEPARTMENT OF ADMINISTRATIVE SERVICES  
 CERTIFICATE OF INSURANCE

Name and Address of Agency		Coverage Addressed by	
Department of Administrative Services Risk Management Services P.O. Box 36188, Capitol Hill Station Atlanta, Georgia 30334		Company	A - State of Ga. Risk Management Services
Name and Address of Insured		Underwriter	B - Good American Insurance Company
AgricComm.Commission 19 So. La. Circle, Room 320 Marietta, GA 30066		Limit	C
		Company	D
		Limit	E

**COVERAGE TYPES**

TYPE OF INSURANCE	POLICY NUMBER	POLICY ADDRESS	LIMITS APPLY SEPARATELY PER POLICY
A - COM. LIABILITY (GL, MEDICAL, NAUTICALES)	TOP-403-14-74	9300204	BODILY INJURY & PROPERTY DAMAGE & PERSONAL AUTOY COMBINED
B - AUTO LIABILITY (AUTO)	CEL-403-14-14	9300204	PER PERSON IN ACCIDENT
C - AUTO LIABILITY (TRUCK)	AJUP-403-14-14	9300204	AGGREGATE \$1,000,000
D - COLLISION (AUTO)			COLLISION \$1,000,000
E - GENERAL AVIATION (General Aviation Coverage applies to Certificate Holder)			
F - COMMERCIAL AUTO LIABILITY (Commercial Auto Liability Coverage)	TOP-403-14-14	9300204	\$1,000,000
G - COMMERCIAL AUTO LIABILITY (Commercial Auto Liability Coverage)			AGGREGATE \$1,000,000
H - PERSONAL AUTO LIABILITY			\$100,000
I - PERSONAL AUTO LIABILITY			\$100,000
J - PERSONAL AUTO LIABILITY			\$100,000
K - PERSONAL AUTO LIABILITY			\$100,000
L - PERSONAL AUTO LIABILITY			\$100,000
M - PERSONAL AUTO LIABILITY			\$100,000
N - PERSONAL AUTO LIABILITY			\$100,000
O - PERSONAL AUTO LIABILITY			\$100,000
P - PERSONAL AUTO LIABILITY			\$100,000
Q - PERSONAL AUTO LIABILITY			\$100,000
R - PERSONAL AUTO LIABILITY			\$100,000
S - PERSONAL AUTO LIABILITY			\$100,000
T - PERSONAL AUTO LIABILITY			\$100,000
U - PERSONAL AUTO LIABILITY			\$100,000
V - PERSONAL AUTO LIABILITY			\$100,000
W - PERSONAL AUTO LIABILITY			\$100,000
X - PERSONAL AUTO LIABILITY			\$100,000
Y - PERSONAL AUTO LIABILITY			\$100,000
Z - PERSONAL AUTO LIABILITY			\$100,000

**DESCRIPTION OF OPERATIONS/COCCATIONS/VEHICLES**

**CANCELLATION:**  
 In the event of termination of the policy(ies) described herein, Risk Management Services will endeavor to provide 30 days written notice to the Certificate Holder. However Risk Management Services assumes no legal responsibility for notice to be so.

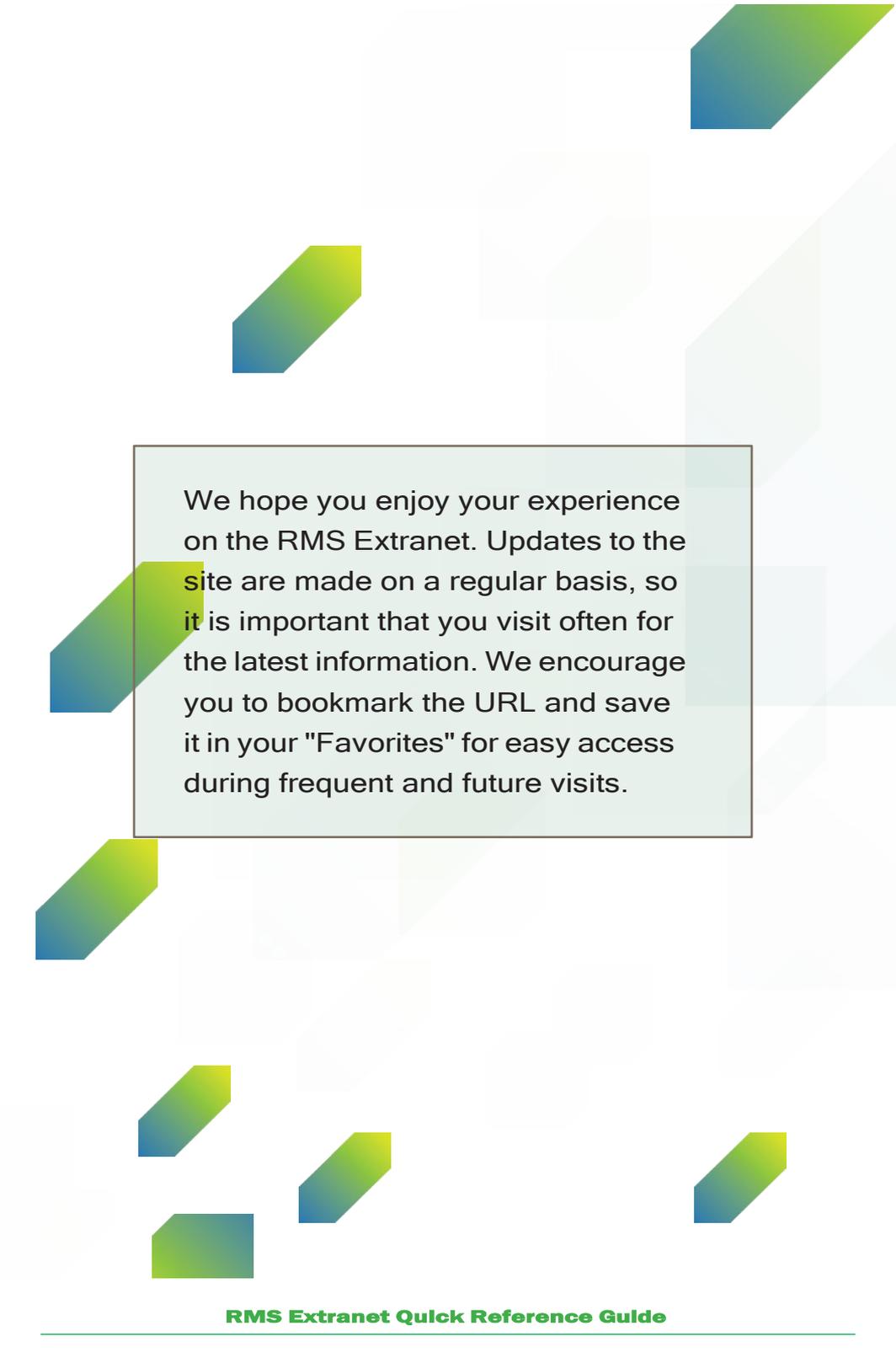
**YOUR REPRESENTATIVE'S CONTACT INFORMATION:**

TO WHOM IT MAY CONCERN

*Jean M. Burt*  
 AUTHORIZED REPRESENTATIVE



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.