GEORGIA COURTS REGISTRAR

*User
Manual*

Neutral Registration
New Applications

Create and Activate User Account

1. On the Georgia Courts Registrar home page under "New User?," Click the "Create Account" button. Select **"Neutrals"** from the list, and then click "Continue."

2. On the registration page, enter all required information (indicated by asterisks), then click "Register." Passwords must be at least eight characters including one uppercase letter, one lowercase letter, one special character, and one number. You will receive an email to activate your account.

3. Once you activate your account, return to the Georgia Courts Registrar home page and login with your username and password.

Complete the Online Application and Submit Documents

1. On the My Dashboard page, you may begin the process by clicking items on the "To Do List" or click "Next" located at the bottom right.

2. Complete all items on the "To Do List" or complete each segment of the application by using the "Next" and "Previous" buttons to progress through the application. Answer every question, and then click "Submit."

   Note: to submit documents click the green Choose Document button, select Choose Document to identify the document on your personal device. Click the Green Submit button.

Submit Payment
1. Once all tiles are yellow or green, click "Payment" or the "Next" button until you reach the application summary page.

2. Review your application summary.

3. Click the green "Pay My Fees" button.

4. Select the appropriate fees to add fees to the cart.

5. Select the green "Checkout" button.

   To pay by credit card, enter the required information. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button.

   To pay by check, click the Payment Type dropdown box, and then select "Check." Enter the check number in the appropriate box. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of

payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button. Please make checks payable to GODR and mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

6. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting "Log Out."

Student Submissions and Precertification Requests
Create and Activate User Account

1. On the Georgia Courts Registrar home page under "New User?," Click the "Create Account" button. Select **"Neutrals"** from the list, and then click "Continue."

2. On the registration page, enter all required information (indicated by asterisks), then click "Register." Passwords must be at least eight characters including one uppercase letter, one lowercase letter, one special character, and one number. You will receive an email to activate your account.

3. Once you activate your account, return to the Georgia Courts Registrar home page and login with your username and password.

Submit "Consent for Release of Information" Document

1. On the gray menu bar at the top of the My Dashboard page, click "My Documents" to submit a completed Consent for Release of Information document.

2. To submit the document, click the green "Choose New Document" button. Select "Criminal History or Other Rule Violation Documents."

3. Select Choose Document to identify the document on your personal device.

4. Click the Green Submit button to finalize the upload.

Do not complete application or submit payment.

Renewal Applications

On the Georgia Courts Registrar home page, login using your username or email and password.

Log in, Complete the Renewal Application, and Submit Documents

1. On the Georgia Courts Registrar home page, login using your username or email and password.

2. On the My Dashboard page, you may begin the process by clicking items on the "To Do List" or click "Next".

3. Complete all items on the "To Do List" or complete each segment of the application by using the "Next" and "Previous" buttons to progress through the application. Answer every question, and then click "Submit."

   Note: to submit documents click the green Choose Document button, select Choose Document to identify the document on your personal device. Click the Green Submit button.

Submit Payment

1. Once all tiles are yellow or green, click "Payment" or the "Next" button until you reach the application summary page.

2. Review your application summary.

3. Click the green "Pay My Fees" button.

4. Select the appropriate fees to add fees to the cart.

5. Select the green "Checkout" button.

   To pay by credit card, enter the required information. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button.

   To pay by check, click the Payment Type dropdown box, and then select "Check." Enter the check number in the appropriate box. Click "Review" to confirm your entries, and if correct, click "Place Order." You will receive a confirmation of payment via email. You can also print a copy of your receipt by clicking the green "Print Receipt" button. Please make check payable to GODR and mail your check to 244 Washington St. SW Suite 300, Atlanta, GA 30334.

6. You may sign out of your account by clicking your username in the top right corner of the screen, then selecting "Log Out."

Resetting Passwords

From the Homepage

1. On the Georgia Courts Registrar home page, under the password field, click "Forgot your password?"

2. Enter the username or email address associated with the account you would like to access and select the method to reset your password. Click the green "Next" button.

3. Follow the prompts on the screen to complete the reset process.

4. Once you have successfully reset your password, you will be able to use your username or email address and newly created password, to log into the system.

From the Profile Page:

1. On the gray menu in the top left corner select your username to view the available menu options.

2. Select "Reset Password".

3. Enter your existing password in the "Old Password" field.

4. Enter your desired password in the "New Password" field.

5. Confirm your new password in the "Confirm Password" field and click the blue "Reset Password" button.