

OCIP ONLINE ENROLLMENT

General Overview

This OCIP On-line enrollment process is specific to the Fulton County Johns Creek Environmental Campus project. Contractors should note that because an online enrollment has been entered, does not mean that the contractor is, or will be accepted into the OCIP. **All three (3) steps must be completed before work can begin at the work site.**

Contractors that are currently enrolled and working on other Fulton County OCIP projects must submit a separate online enrollment for the Johns Creek project to ensure compliance with contract terms.

Requirements

Prior to beginning this process, contractors on all tiers must have access to the Johns Creek project number (FC-999999999) and their own company's Federal ID number (FEIN).

Step One

1. Go to the OCIP online website found at <http://resurgensrm.com/Fulton/Form0.asp>. Save this link to your favorites list. This page must be accessed in order to submit all future OCIP paperwork.
2. Download Forms 1 and 2 located at the bottom left of the page under (**Click here to download forms for printing**).
3. Send Form 2 to your insurance representative to request confirmation that your rates and work codes are correct. (**When contractors are not familiar with the relevant insurance information i.e. WC/GL codes, rates and premiums, this step will help to expedite the enrollment process**).

Step Two

1. Once all of the information from Forms 1 and 2 is collected, log back into <http://resurgensrm.com/Fulton/Form0.asp>. Click the **ENROLL** button and complete the online enrollment.

NOTE: All highlighted areas are mandatory

- a. Phone numbers may be entered without parenthesis/dashes
 - b. Dollar amounts only require decimal points
 - c. Enter only numbers in fields requiring numbers, and only letters in fields that require names
2. **The system will provide notification when the online enrollment has been processed.** You will then be prompted to forward by fax, the required certificate of insurance (COI) and declaration pages to the OCIP Administrator Marilyn Pruitt, at 678-298-5157.

Note: Should you encounter system problems with acceptance and transmission of forms, to correct the problem might require hitting the back key to repeat the process. Contact Marilyn Pruitt at 678-298-5137 or mp Pruitt@rrmgt.com if the problem cannot be resolved.

Step Three

3. The OCIP Administrator will review the enrollment and COI, which must list Fulton County as additional insured and certificate holder; Fulton County, Attn. Purchasing Department, 141 Pryor Street, Atlanta, GA 30303. **Notification will be sent to the construction manager, contractor and OCIP team, regarding the contractor's enrollment status on this project.**

OCIP MONTHLY MAN HOURS REPORTS

Man-Hours are to be submitted by the 10th of each month after work begins, via the automated service. When done in this manner a submittal notification will be transmitted to the contractor, General Contractor and the OCIP team all at once

Procedure

1. Go to the OCIP online website at <http://resurgensrm.com/Fulton/Form0.asp>.
2. Enter the project number (**FC-999999999**), contractor **FEIN** and click the FORM 5 button.
3. Use the month Drag Down Bar to declare the month for which you are submitting Form 5.
4. Using the WC codes given in your online enrollment, enter values for pay, number of hours and overtime. **(Make certain the totals are reflected in the TOTALS section, or the form will not process).**

If no work was performed or there was no overtime for the month, **enter "0"** in the relevant boxes to meet the system requirement of a number value.

5. **The system will provide notification when the Form 5 has been processed.**