

Georgia Drug-Free Workplace (DFWP)

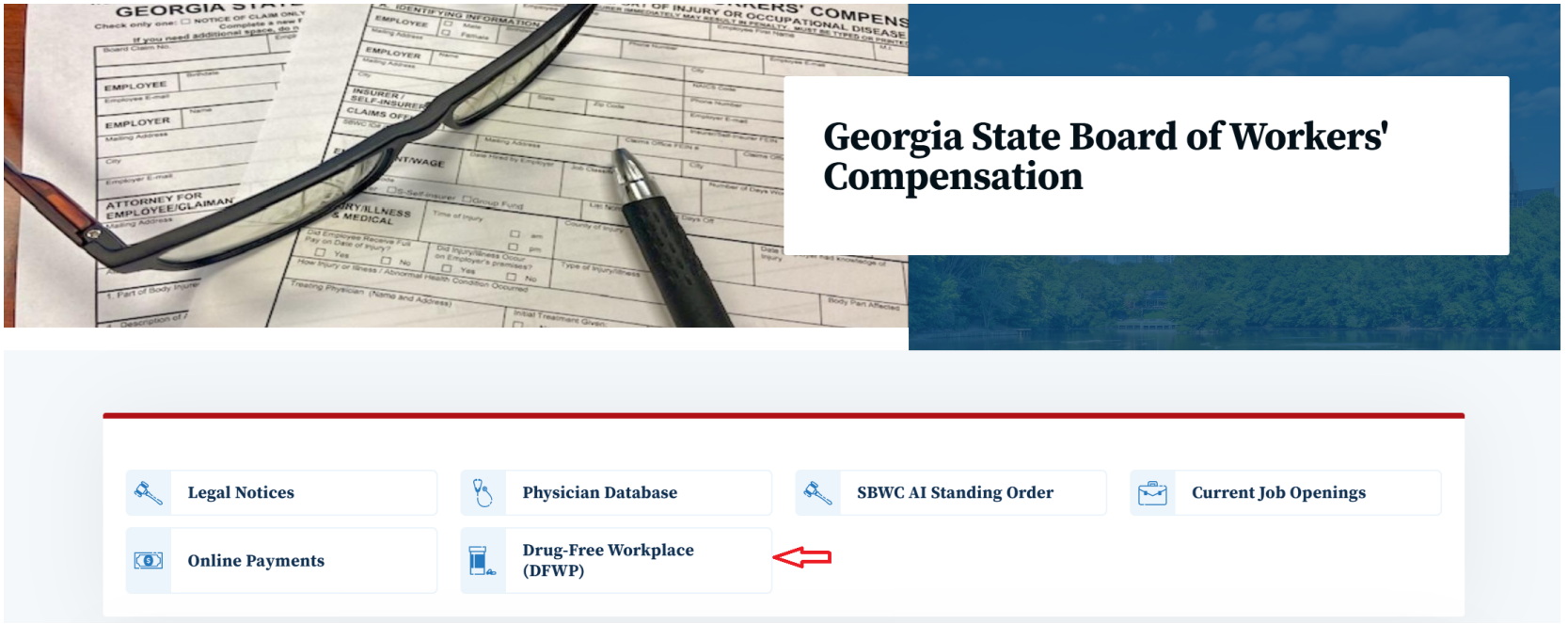
User Manual

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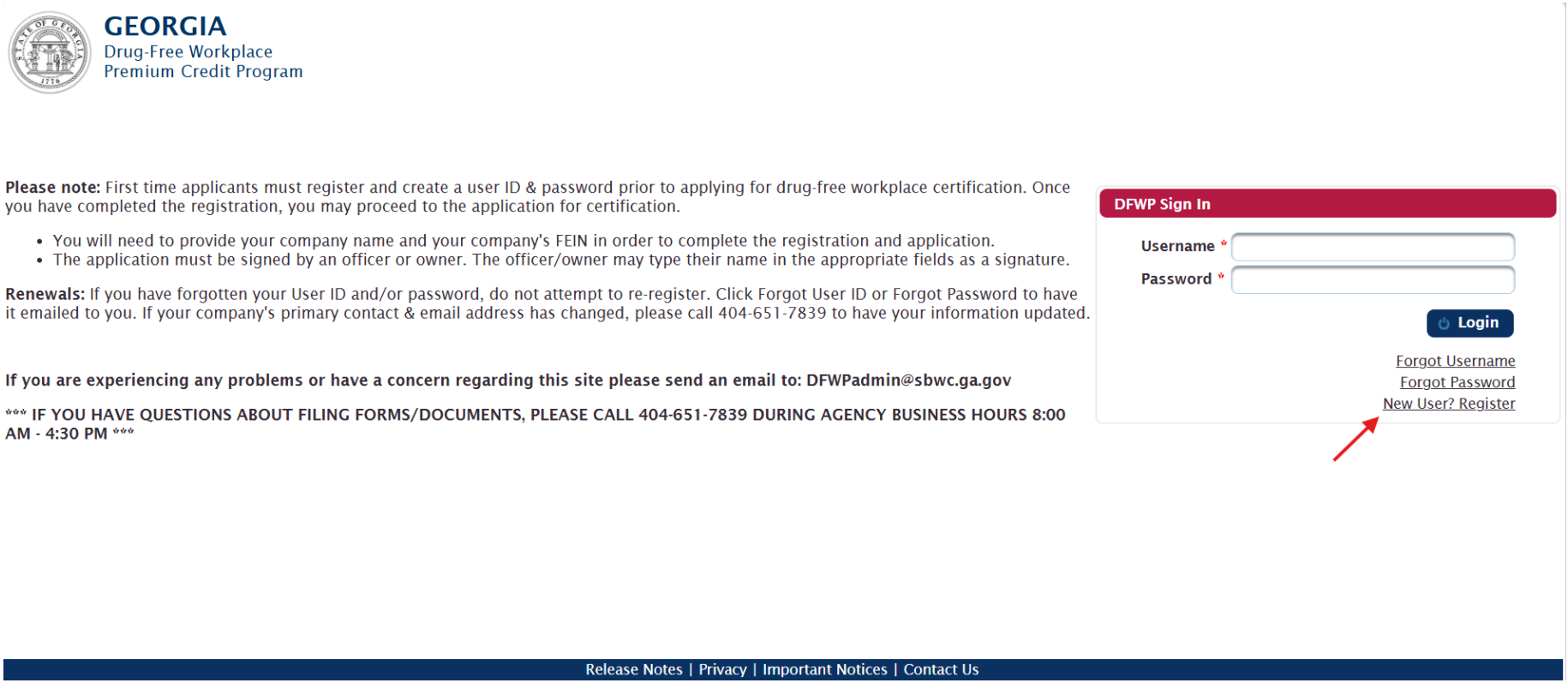
Log into DFWP

From the Georgia State Board of Workers' Compensation website (https://sbwc.georgia.gov), users can select "Drug-Free Workplace" to be directed to the DFWP site



User Registration

From the Home screen, New users will select **New User? Register** link to submit an Application.



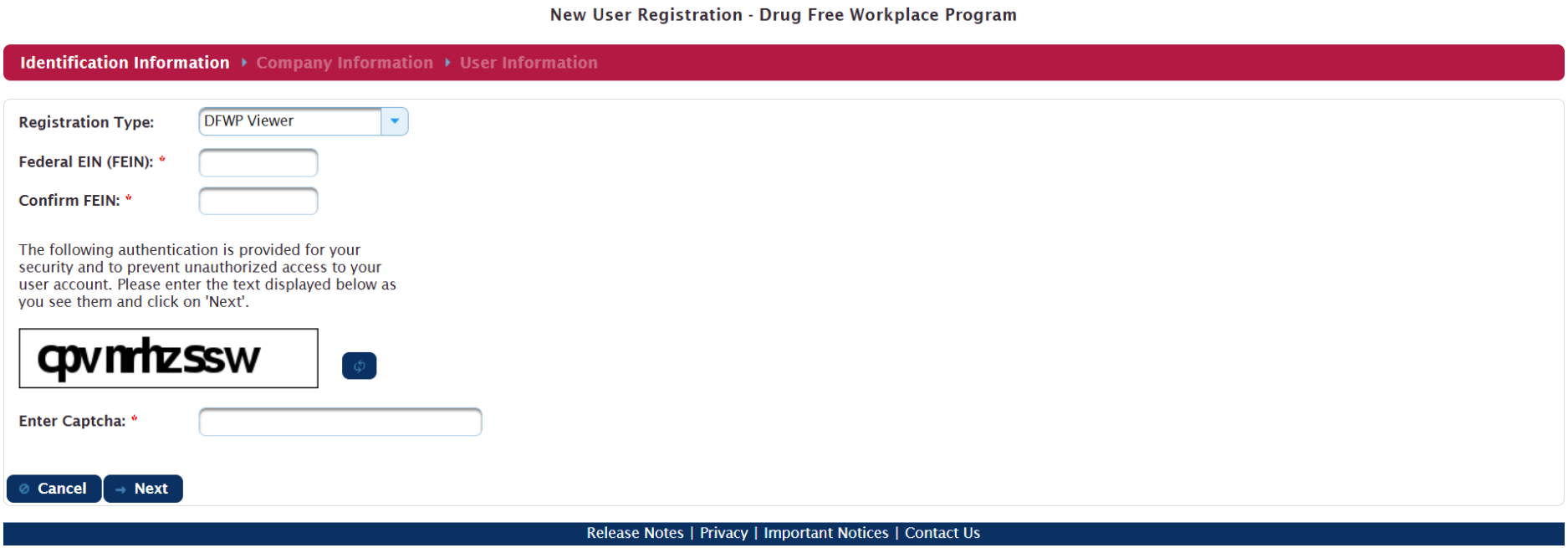
User Registration

For **Registration Type**, new users will select DFWP Primary Contact. Enter FEIN number and Authentication code. Select Next and complete registration.



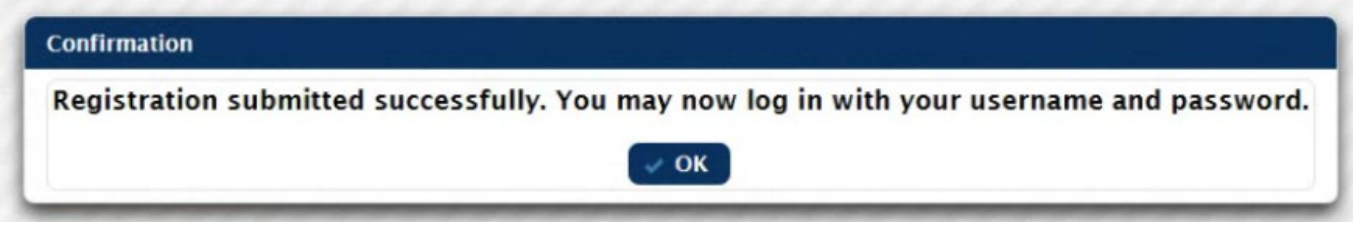
User Registration

Once registered, an employer may add additional users as **View Only** users. The Registration Type for those users is DFWP Viewer.

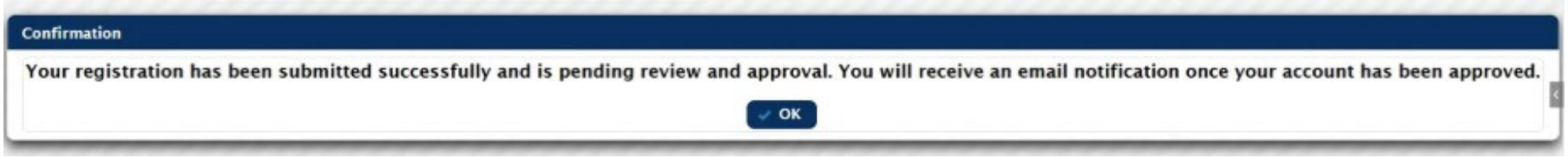


User Registration

Once registration is complete, the message below will appear and users may log in.

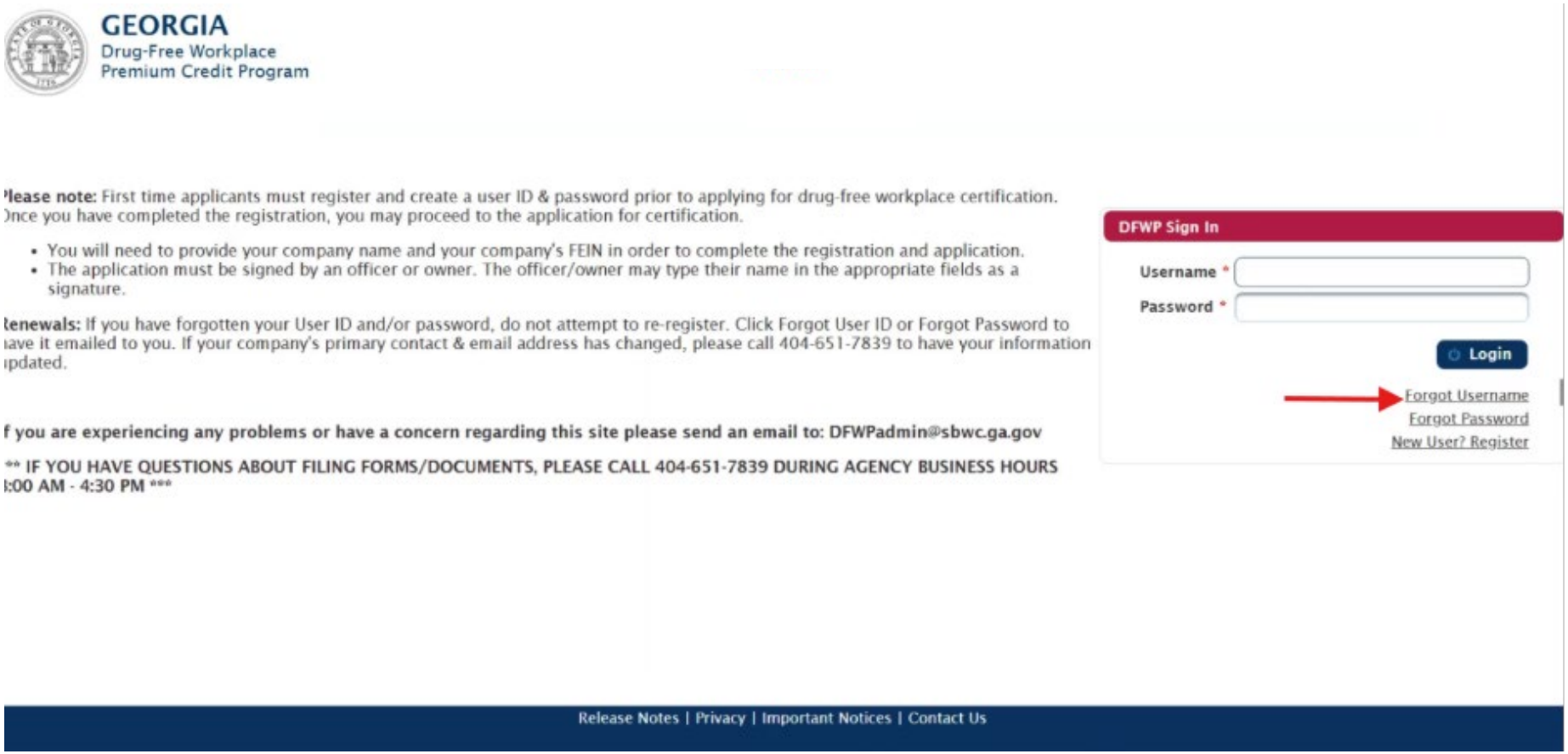


If registration was completed for a DFWP Primary Viewer, the message below will appear, notifying the user of an approval process.



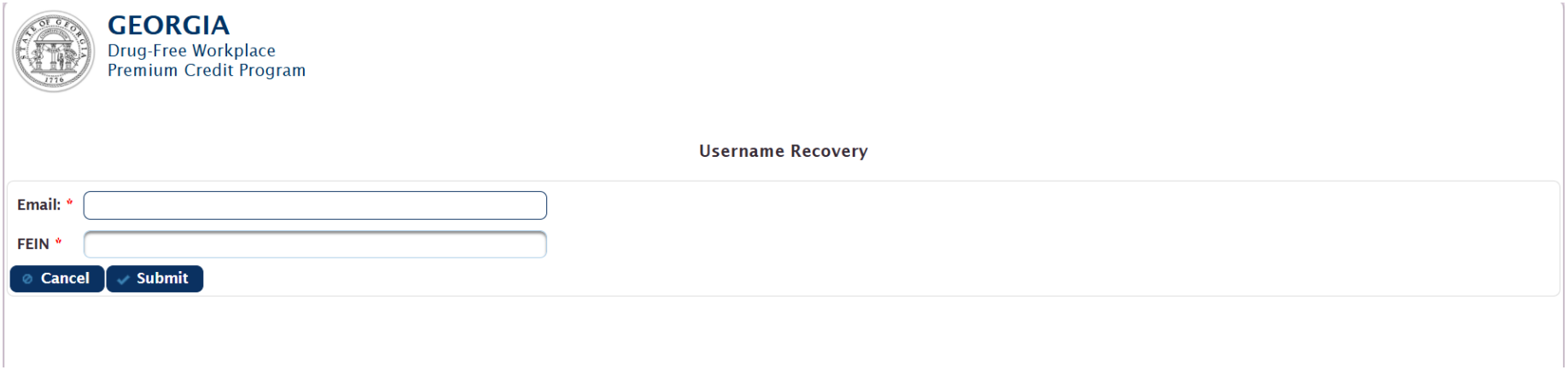
Forgot Username

To recover a forgotten username, click on Forgot Username.



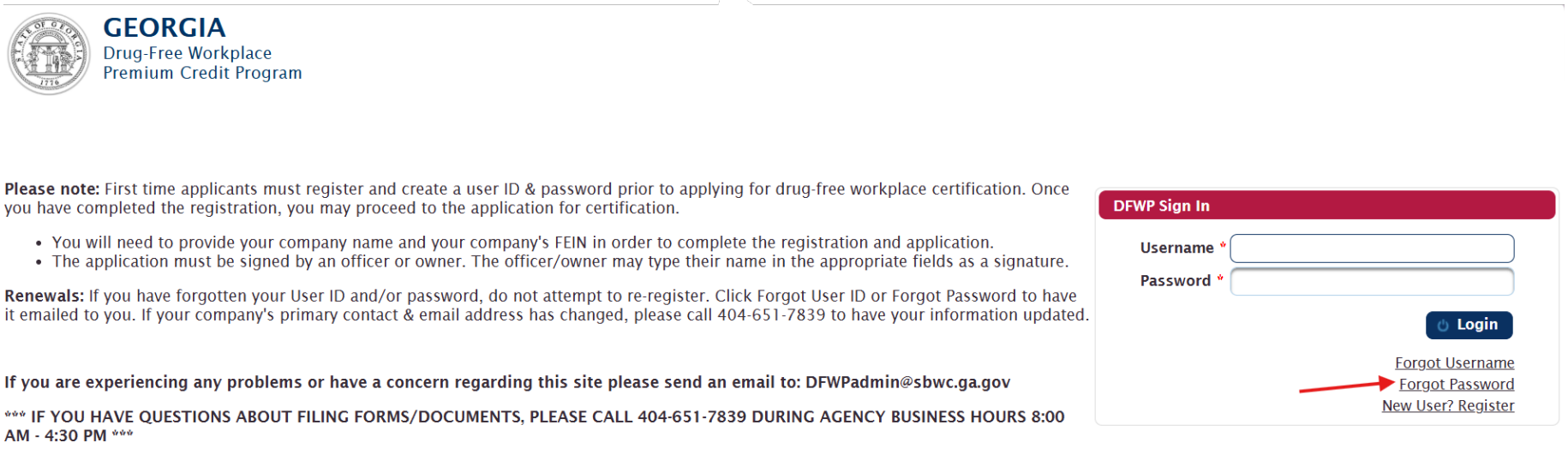
Forgot Username

Enter the Email Address and FEIN associated with the account, and a recovery email will be sent.



Forgot Password

To recover a forgotten password, click on Forgot Password. The system will require the user to enter their Username.



Forgot Password

The system will display the security question selected by the user during the time of registration.



Once the correct response is entered, a confirmation message will appear.



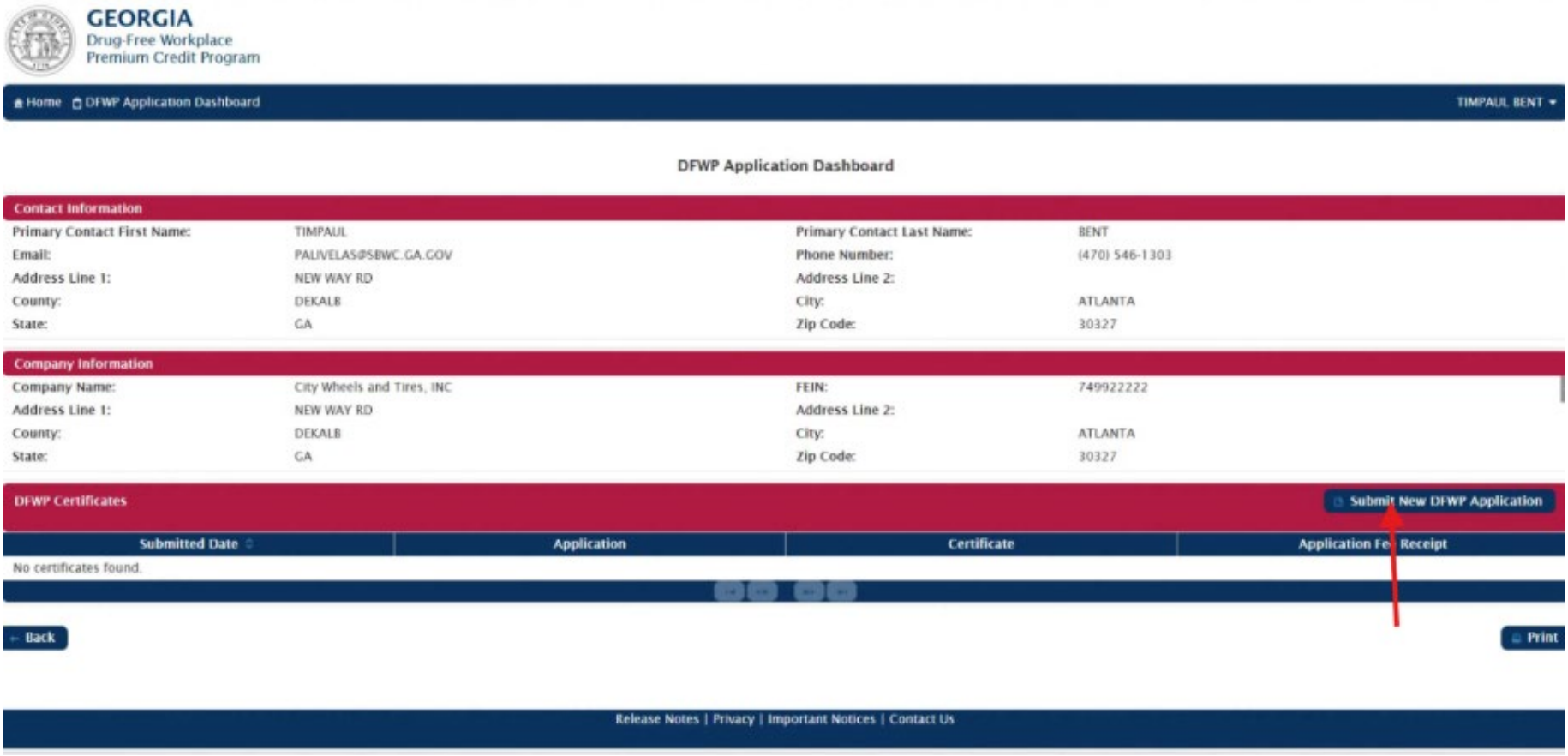
Submit DFWP Application - Online

Once logged in, click **DFWP Application Dashboard** to submit a new application or renew.



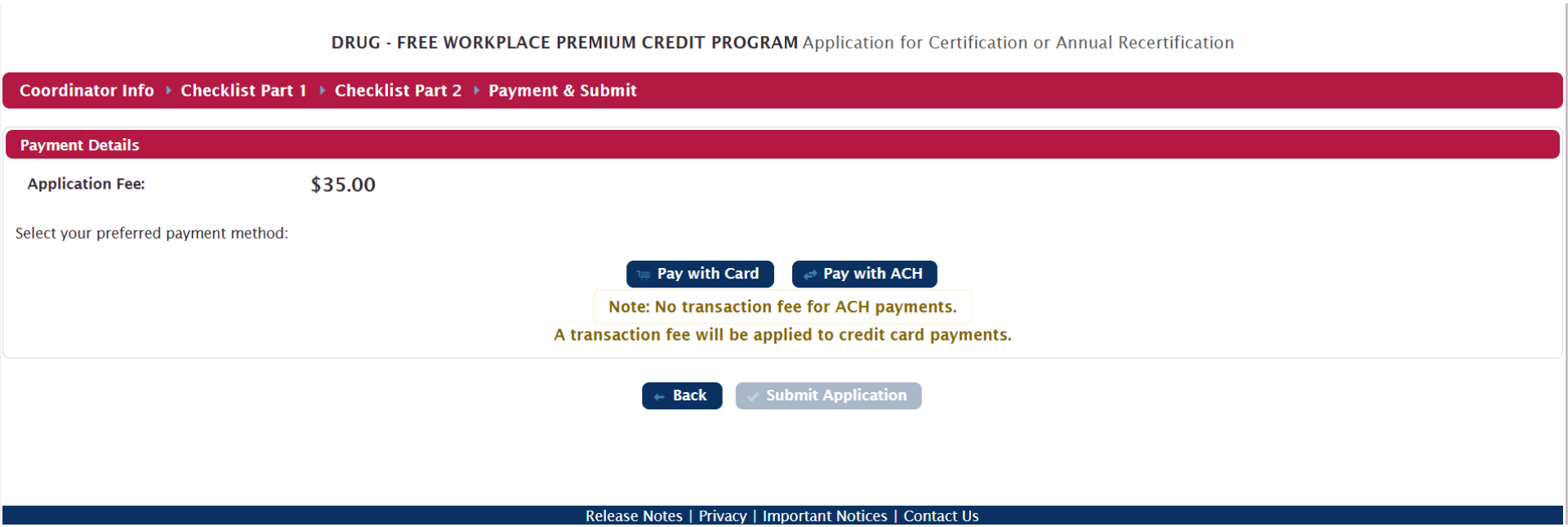
Submit DFWP Application - Online

Click on **Submit New DFWP Application**. Complete all the fields and submit the Application fee.



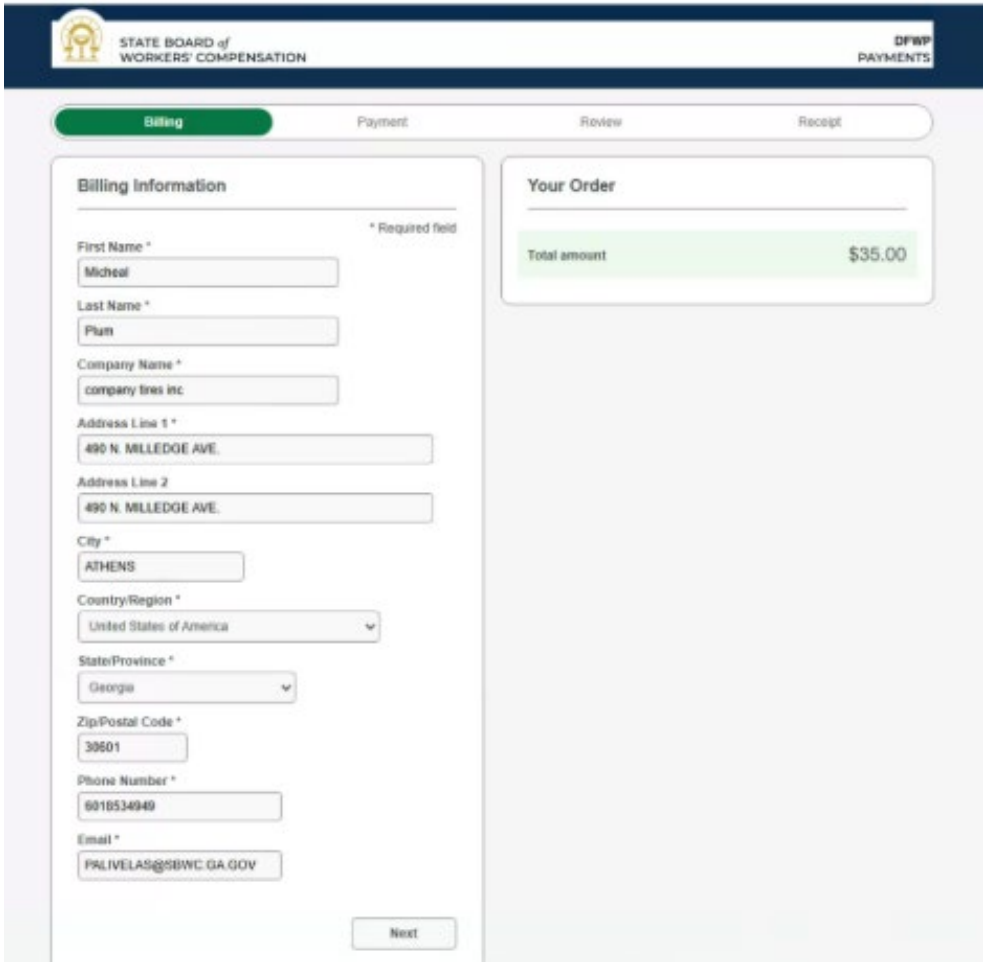
Make an Electronic Payment

Users may choose to pay with a Card or make an ACH payment. A transaction fee will be applied to credit card payments.



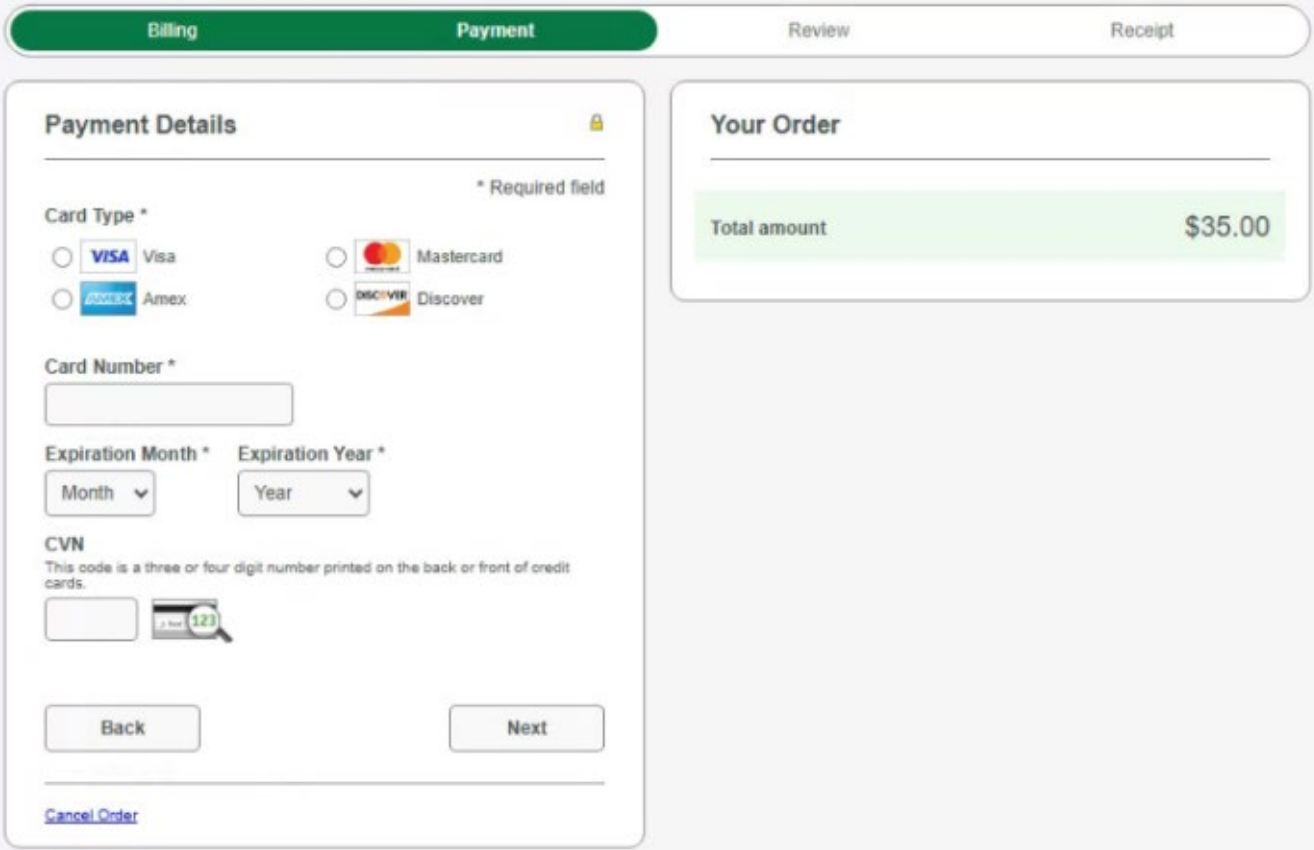
Make an Electronic Payment

The system will navigate users to the payment page.



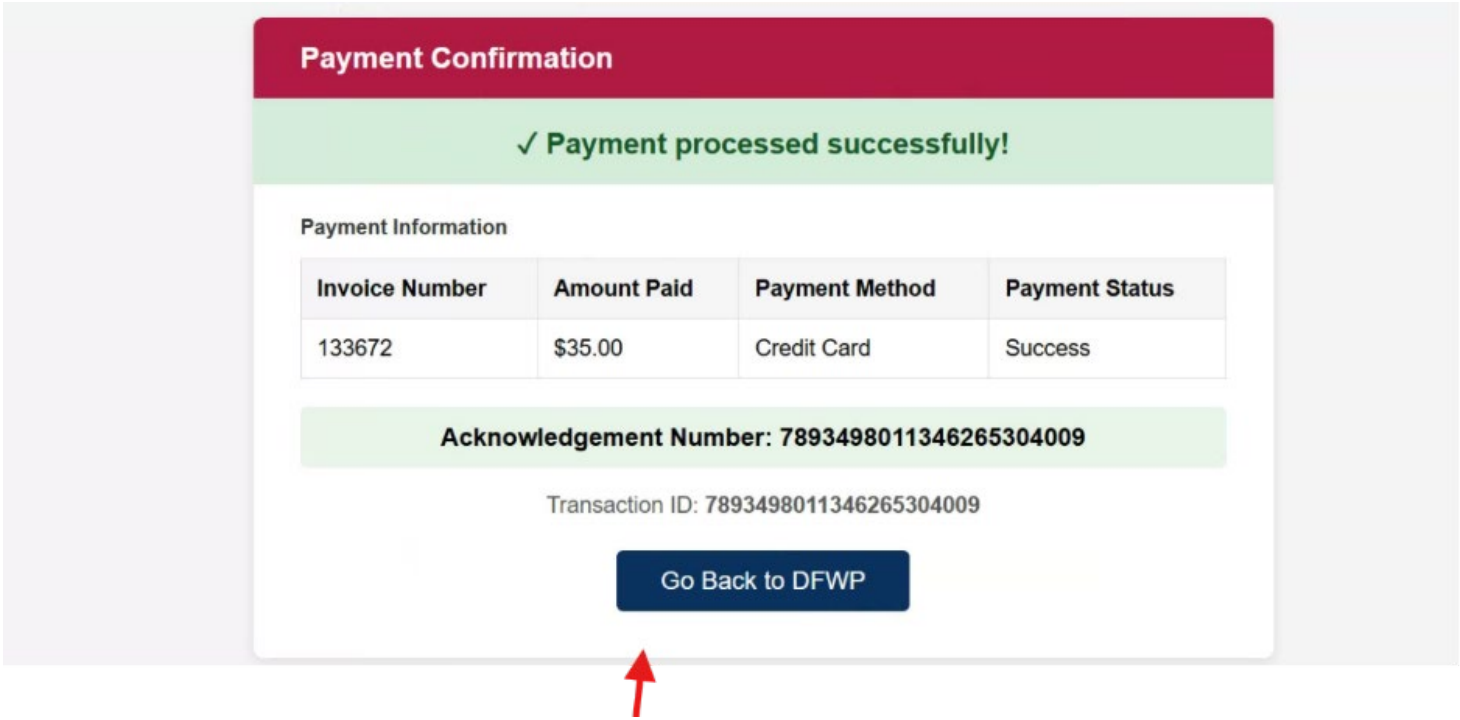
Make an Electronic Payment

Users will input payment information and Submit.



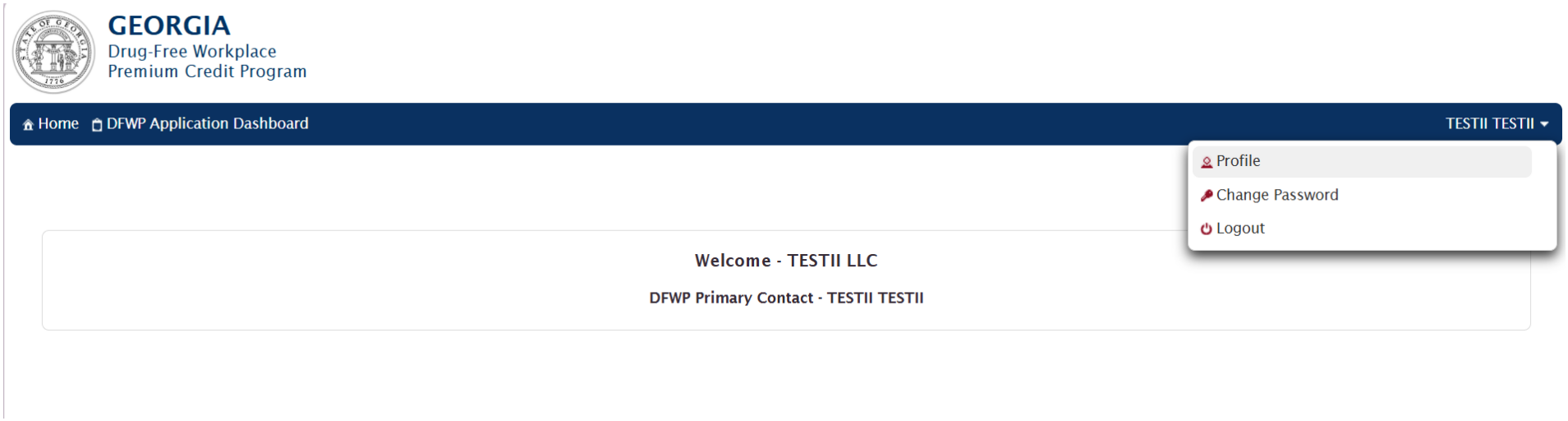
Make an Electronic Payment

A Payment Confirmation page will appear.
Notate Acknowledgement Number & Transaction ID for future reference.



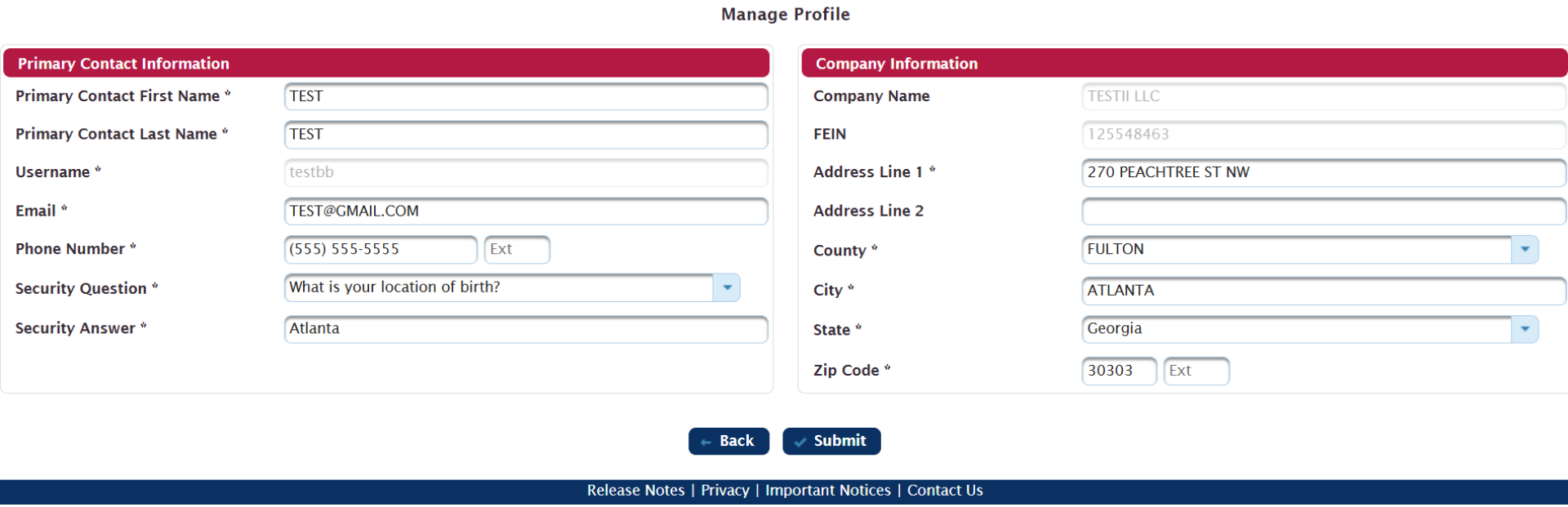
Manage User Profile

Users may access the ‘My Profile’ section to view and update personal information, contact details, username, security questions and responses.



Manage User Profile

Users may edit the information in the Profile as needed.



The End

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