

Renewal Instructions for:
Company, Sub Office, Registered Employee

It is time to renew your Company, Sub Office, Registered Employee license. Please follow the instructions below to assist you with renewing your license. At any point if you experience any confusion or problems with this process contact the **GA Department of Agriculture, Customer Service Center at (404)-586-1411 or toll free at (855)-424-5423 for assistance.**

You will not be able to renew the company license unless the Insurance is up to date in our data base.

Steps for License Renewal:

1. Log into <http://www.kellysolutions.com/ga/> with the username and password printed on your invoice.
2. Begin the renewal process by verifying your address is correct. If you need to make any changes click the link "Update Your Contact Information" and a new page will open. From this new page you can update your mailing address and contact information.
3. After confirming your information, continue your renewal process by updating your registered employees. Each registered employee that is associated with your company has a checkbox. Click the checkbox of each employee you wish to renew. NOTE: If you accidentally delete a registered employee you will have to add the employee back using the "Add Additional Registered Employees" link on the page. If you are trying to add an employee from another company they must have first been released by their previous employer before you can add them.
4. The next section pertains to your DCO's which should already be renewed or can be renewed at the same time as renewing company license.
5. The final section allows you to choose which Certified Operators attached to the company you wish to renew. After updating your information and employees,
6. Payment Options: (When you log-on to www.kellysolutions.com/ga an online payment option will become available.)

Online: Payment for the license can be made immediately with a debit/credit or ACH transaction (After clicking either credit or ACH the total fees owed will appear on the following page).

Mail: Select the option to send a check to GDA. Click the link "Mail a check to the Department"

1. Next, click "Generate Renewal Form"

2. Then, click "View and Print Renewal"

Detach the payment coupon from your invoice and mail with a check or money order to the Georgia Department of Agriculture address on the coupon.

Customer Service Center:

Payment can be made by calling the Georgia Department of Agriculture's Customer Service Center at the number listed below.

7. GDA will print your license and mail it to you.

For assistance, call the Customer Service Center at 404-586-1411 or toll free 855-4-AG-LICENSE (855-424-5423). You can also send an email to gdalicensing@agr.georgia.gov.