



**Georgia  
Commission on  
Family  
Violence**

**GCFV Portal  
Lunch and Learn**

**September 20th, 2016**

# Existing Portal Functionality

The following functionality is currently available in the Portal:

- Viewing and Editing Provider Info
- Viewing, Adding and Editing Contacts
- Viewing Locations
- Viewing Facilitators
- Viewing, Adding and Editing Victim Liaisons
- Viewing, Adding and Editing Classes
- Viewing, Adding and Editing Participants
- Viewing and Paying Invoices

# Future Functionality

We will constantly update the Portal with new functionality and we will let you know when that functionality has been added. The functions below will be added to the Portal in the coming months:

- Adding a Facilitator
- Adding a Location
- Uploading Documents
- Certification
- Re-Certification

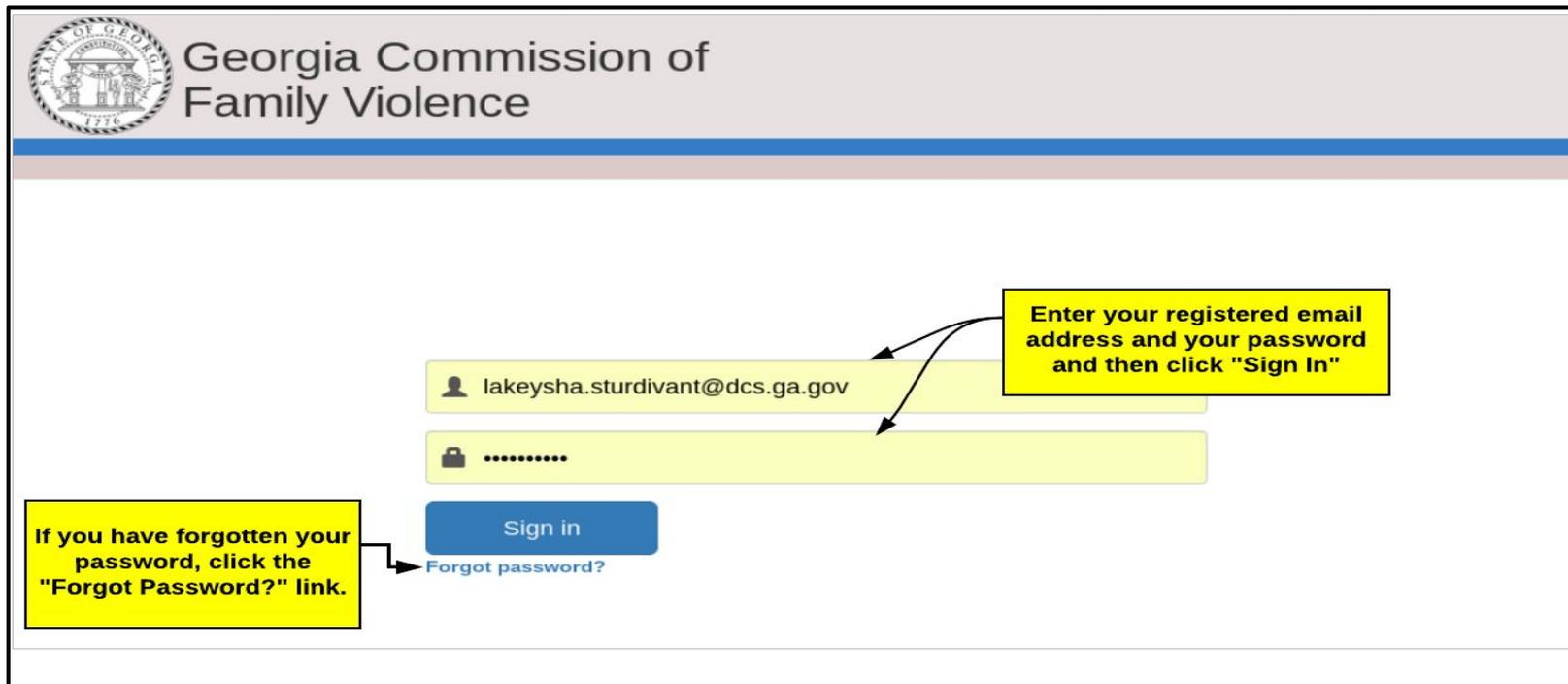
# FVIP Portal - Website Address (URL)

Enter the following website address to Login to the FVIP Portal.

<https://gcfvapps.dcs.ga.gov/FamilyVio/>

# FVIP Portal - Login Screen

To Login, you will need to enter your registered email address and the password that you created when you registered for the FVIP Portal.



The screenshot shows the login interface for the Georgia Commission of Family Violence. At the top left is the state seal of Georgia, and to its right is the text "Georgia Commission of Family Violence". Below this is a blue horizontal bar. The main content area contains two input fields: the first is for an email address, with the example "lakeysa.sturdivant@dcs.ga.gov" entered; the second is for a password, shown as a series of dots. Below the password field is a blue "Sign in" button. To the right of the "Sign in" button is a blue link that says "Forgot password?".

**Georgia Commission of Family Violence**

lakeysa.sturdivant@dcs.ga.gov

.....

Sign in

[Forgot password?](#)

**Enter your registered email address and your password and then click "Sign In"**

**If you have forgotten your password, click the "Forgot Password?" link.**

# FVIP Portal - Identification Code

When you Sign In, if it has been more than 24 hours since your last login to the system, the system will send an identification code to your registered email address. The email will be from “[donotReplyLocal@pap.state.ga.us](mailto:donotReplyLocal@pap.state.ga.us)”



Georgia Commission of  
Family Violence

This email will be sent each time that you login to the FVIP Portal and it has been 24 hours since the last time that you logged in.

## Georgia Comission of Family Violence Identification Code

Dear Lakeysha Sturdivant.

Here is the Identification Code you will need to help us recognize your computer.

Your Identification Code is: **991564** ←

This code will expire soon so please enter it in the appropriate field online as soon as possible.

Please follow the instructions below if you are unsure about where to enter your Identification Code.

If you are currently on the page where you can enter your Identification Code, please enter it now.

If you are not currently on our site, then please follow these steps to access your account:

1. Go to our site as you normally do.
2. Enter your User ID and click continue.
3. Click the Forgot Password link.
4. Click on the Already Have Identification Code link.
5. Enter the Identification Code you received in this e-mail in the Identification Code field.
6. Enter the New Password in the New Password field.
7. Reenter the New Password in the Reenter New Password field.
8. Click submit.

You should be redirected to our Home Page.

Cut and Paste or Type this Code into the Identification Code box on the Identification Code screen in the FVIP Portal.

# FVIP Portal - Identification Code

To continue logging in to the FVIP Portal, enter the Identification Code that was sent to your registered email address and your password on this screen, and then click “Submit”.

**1 Please check your email for your new identification code and then enter that code in the Identification Code field below.**

**2 - Please enter your password and press Continue.**

**3 - To request a new Identification Code, enter your password and click on the Request New Identification Code link.**

**Type or Cut and Paste the Identification Code that you received by email. Then enter your password and click "Submit".**

Identification code:

Password:

[Request new Identification Code](#)

**If you did not receive your Identification Code, you can click this link and another code will be sent to your registered email address.**

# FVIP Portal - Portal Home Page

When you login to the FVIP Portal, you will be able to view buttons that will take you to all of the functions that are currently available in the system. Click the button to view the screen where the function can be performed.

The screenshot shows the FVIP Portal Home Page. At the top left is the Georgia State Seal, with the text "Georgia Commission on Family Violence" next to it. At the top right, the user's name "STURDIVANT, LAKEYSHA" is displayed, along with "DCS Test Provider", "Last Login :09/16/2016", and a "Logout" link. A yellow callout box with an arrow pointing to the State Seal contains the text: "You can always click on the State Seal to get back to the Home page from any screen in the FVIP Portal." Below the header is a large purple logo for the Georgia Commission on Family Violence. To the right of the logo is a "Take Me To..." section with a list of blue buttons: "My Info", "My Facilitators", "My Victim Liaisons", "My Locations", "My Classes", "My Participants", and "My Invoices". A yellow callout box with arrows pointing to each of these buttons contains the text: "Click one of these buttons to go to the page where each function can be performed."

# FVIP Portal - Provider Information

When you click on “My Info” on the Home Page, the Provider Info screen will be displayed. If you need to edit this information, click the “Edit” button. If you would like to view the Contact information for your provider, click the “Continue” button or click the “Contact” tab.

The screenshot displays the Georgia Commission on Family Violence FVIP Portal. At the top left is the state seal. The header includes the text "Georgia Commission on Family Violence" and a user profile for "Sturdivant, Lakeysha" with "DCS Information Technology" and a "Last Login" of "09/08/2016". Below the header are two tabs: "Provider Info" (selected) and "Contact". A yellow callout box points to the "Provider Info" tab with the text: "When you click 'My Info', your Provider Info will be displayed. Please note that the Email Address that is shown here will be the email address where your invoice will be sent." The main content area is divided into two sections: "Primary Contact Info" and "Provider Details".

Primary Contact Info				
Title: Mrs	First Name: Lakeysha	Middle Name: Test	Last Name: Sturdivant	Suffix: Esq

Provider Details		
Provider Name: DCS Information Technology	Owner:	Certification Expiration Date:
Provider Type:	Mailing Address Line 1: 270 Washington St	Mailing Address Line 2: 5th Floor, #5181
City: Atlanta	State: GA	Zipcode: 30334
Primary Phone#: 4044222222	Primary Email Address: lakeysha.sturdivant@dcs.ga.gov	Website:
Fax#:	Counties Served: APPLING COUNTY	

At the bottom of the page, there are two buttons: an orange "Edit" button with a pencil icon and a blue "Continue" button with a checkmark icon. A yellow callout box points to these buttons with the text: "To Edit your Provider Info, click the 'Edit' button. To view the Contact Info for your Provider, click the 'Continue' button."

# FVIP Portal - Edit Provider Information

When you click on the “Edit” button on the Provider Info tab, you will be able to edit your information. To save your changes, click “Save”.

**Edit Provider Information**

**Edit Primary Contact Info**

Title: Mrs First Name: Lakoysha

Last Name: Sturdivant Suffix: Esq

Middle Name: Test

**Edit Provider Details**

Provider Name: DCS Information Technology Owner:

Mailing Address1: 270 Washington St Mailing Address2: 5th Floor, #5181

Mailing City: Atlanta State: GA

Zip: 30334 Main Email Address: \* lakoysha.sturdivant@dcs.ga.gov

Main Phone/Fax: 4042222222 Fax/:

Website:

Counties Served: APPLING COUNTY

\* Indicates required field

Close Save

After changing your Provider Info, click "Save" to save your changes.

# FVIP Portal - Contact Information

When you click the “Continue” button on the Provider Info screen or click the “Contact” tab, the Contact Information screen will be displayed. To Edit the contact information, click the “Edit” button. To Add contact information, click “Add Contact”.

The screenshot shows the 'Contact' tab of the FVIP Portal. At the top left, there are two tabs: 'Provider Info' and 'Contact'. Below the tabs is a green '+ Add Contact' button. To the right of the 'Add Contact' button is a yellow callout box with the text: 'When you click the “Continue” button on the Provider Info screen or click the “Contact” tab, the Contact Information screen will be displayed. To Add contact information, click “Add Contact”.' Below the 'Add Contact' button is a 'Show 10 entries' dropdown menu. To the right of the 'Show 10 entries' dropdown is a search bar with the text 'Search:'. Below the search bar is a table with the following columns: 'Last Name', 'First Name', 'Phone', 'Email', and 'Action'. The table contains one entry: 'Person', 'Test', '6783456789', 'test@yahoo.com'. In the 'Action' column for this entry, there are two buttons: a yellow pencil icon (labeled 'Edit') and a red trash can icon. A yellow callout box with the text: 'To Edit the contact information, click the button that looks like a Pencil. That is the “Edit” button.' has an arrow pointing to the pencil icon. Below the table is a pagination bar with the text 'Showing 1 to 1 of 1 entries' and buttons for 'Previous', '1', and 'Next'. At the bottom of the screen are two blue buttons: 'Close' and 'Previous'.

When you click the “Continue” button on the Provider Info screen or click the “Contact” tab, the Contact Information screen will be displayed. To Add contact information, click “Add Contact”.

To Edit the contact information, click the button that looks like a Pencil. That is the “Edit” button.

Last Name	First Name	Phone	Email	Action
Person	Test	6783456789	test@yahoo.com	 

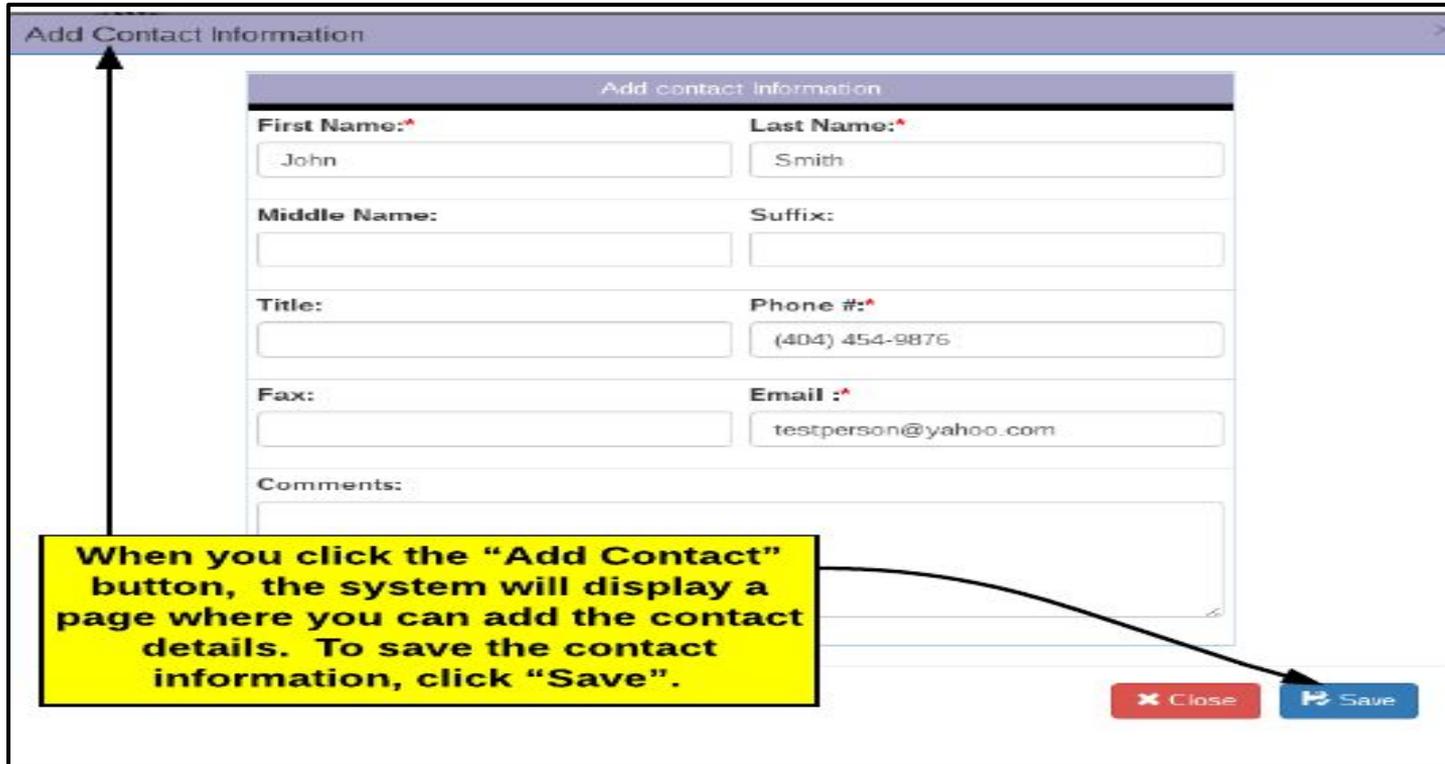
Showing 1 to 1 of 1 entries

Previous 1 Next

Close Previous

# FVIP Portal - Add Contact Information

When you click the “Add Contact” button, the system will display a page where you can add the contact details. To save the contact information, click “Save”. (The required fields are indicated with a red star (\*)).



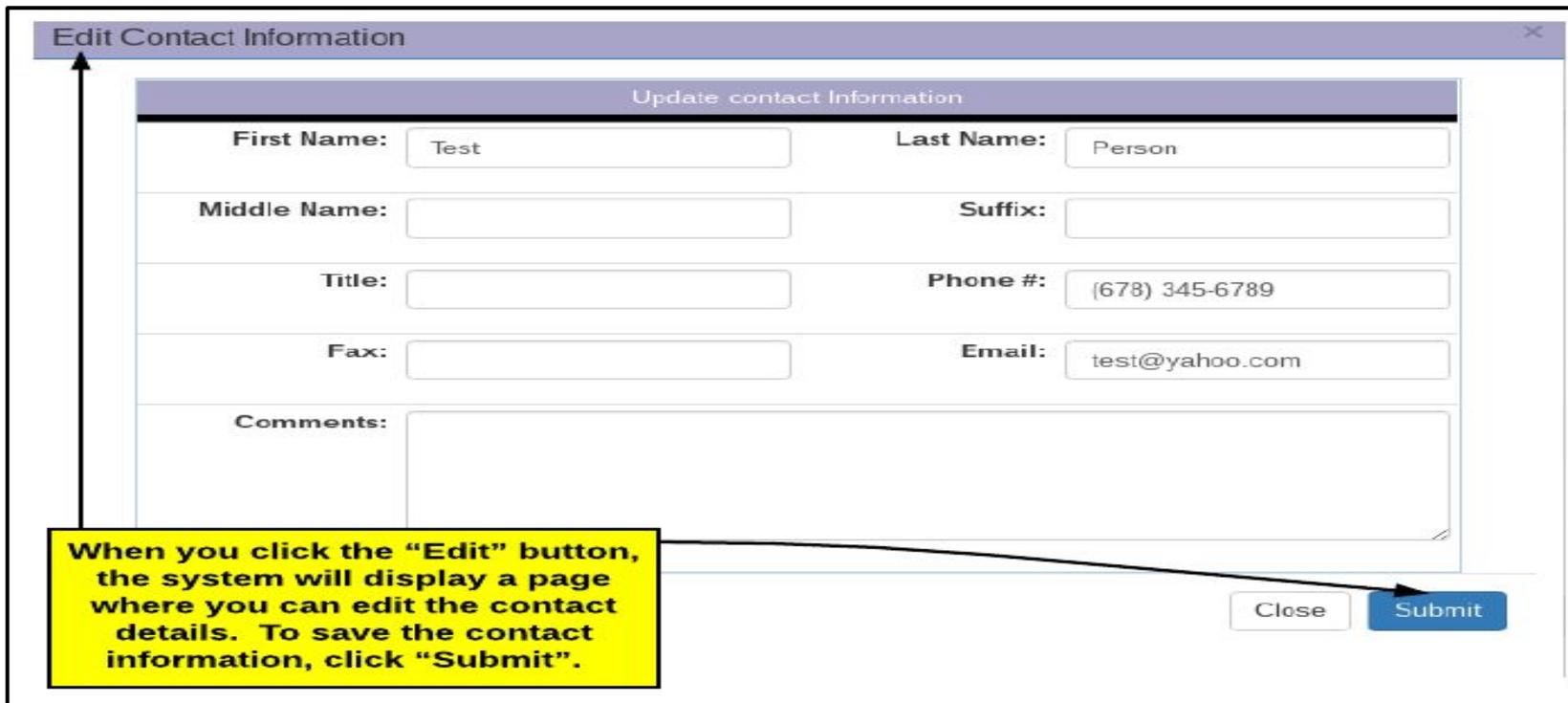
The screenshot shows a web form titled "Add Contact Information". The form has the following fields:

- First Name:\*** (text input: John)
- Last Name:\*** (text input: Smith)
- Middle Name:** (text input: empty)
- Suffix:** (text input: empty)
- Title:** (text input: empty)
- Phone #:\*** (text input: (404) 454-9876)
- Fax:** (text input: empty)
- Email :\*** (text input: testperson@yahoo.com)
- Comments:** (text area: empty)

At the bottom right of the form are two buttons: a red "Close" button and a blue "Save" button. A yellow callout box with black text points to the "Save" button. The text in the callout box reads: "When you click the 'Add Contact' button, the system will display a page where you can add the contact details. To save the contact information, click 'Save'".

# FVIP Portal - Edit Contact Information

When you click the “Edit” button next to a Contact, the system will display a page where you can edit the contact details. To save the contact information, click “Submit”.



The screenshot shows a web browser window titled "Edit Contact Information". Inside the window is a form titled "Update contact Information". The form has the following fields:

First Name:	<input type="text" value="Test"/>	Last Name:	<input type="text" value="Person"/>
Middle Name:	<input type="text"/>	Suffix:	<input type="text"/>
Title:	<input type="text"/>	Phone #:	<input type="text" value="(678) 345-6789"/>
Fax:	<input type="text"/>	Email:	<input type="text" value="test@yahoo.com"/>
Comments:	<input type="text"/>		

At the bottom right of the form are two buttons: "Close" and "Submit". The "Submit" button is highlighted in blue. A yellow callout box with black text is positioned at the bottom left of the form, with an arrow pointing to the "Submit" button. The text in the callout box reads: "When you click the 'Edit' button, the system will display a page where you can edit the contact details. To save the contact information, click 'Submit'".

# FVIP Portal - Delete Contact Information

When you click the “Delete” button next to a Contact, the system will display a message confirming that you would like to Delete the contact. Click “Yes, delete it” to confirm the deletion.

The screenshot displays the FVIP Portal interface. On the left, there are tabs for "Provider Info" and "Contact", a green "+ Add Contact" button, and a search bar. The main area shows a table of contacts with columns for "Phone", "Email", and "Action". A yellow callout box points to the "Delete" button (a red trash icon) in the "Action" column of the first row. A modal dialog box is overlaid on the table, asking "Are you sure?" with the subtext "You won't be able to revert this!". The dialog has two buttons: "Yes, delete it!" (blue) and "No, cancel!" (red). A yellow callout box points to the "Yes, delete it!" button.

**To Delete the contact, click the "Delete" button next to the contact.**

Phone	Email	Action
83456789	test@yahoo.com	 

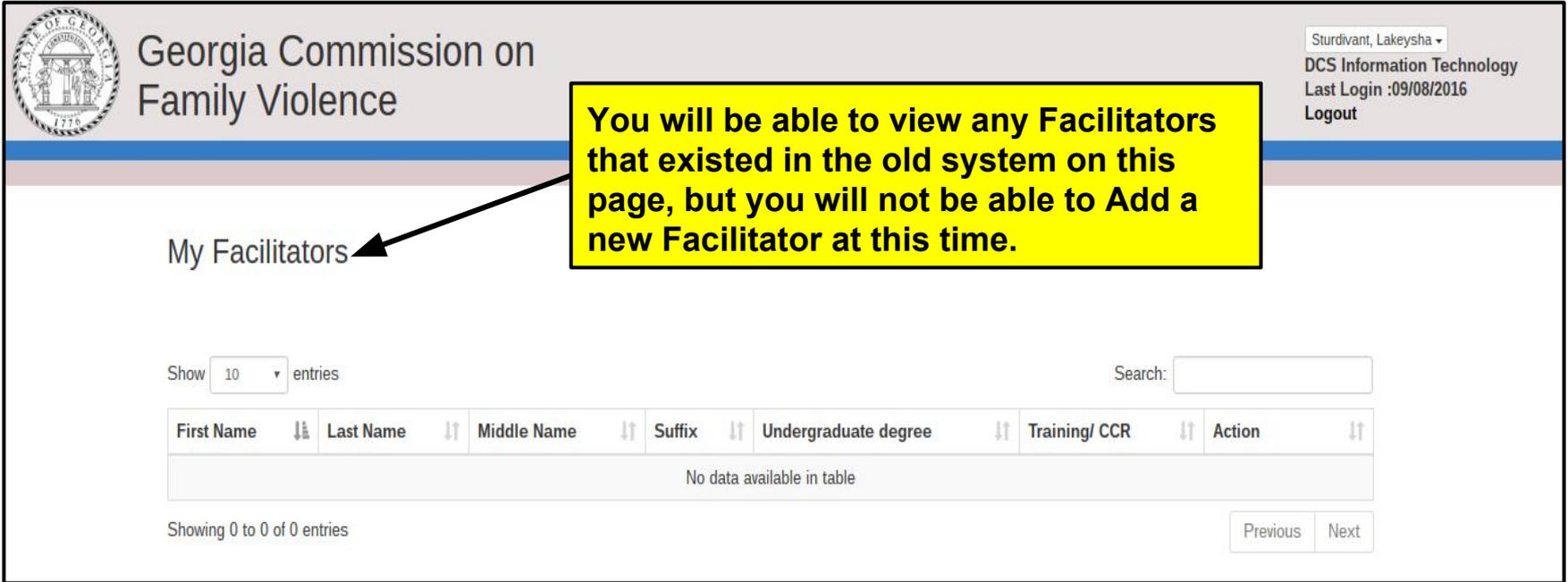
**Are you sure?**  
You won't be able to revert this!

**Yes, delete it!** **No, cancel!**

**After you click the “Delete” button, the system will display a message to confirm the deletion. Click “Yes, delete it!” to confirm the deletion.**

# FVIP Portal - Facilitator Information

When you click on “My Facilitators” on the Home Page, the Facilitators screen will be displayed. Any Facilitators that were available for your provider in the old system will be displayed. At this time you will not be able to Add a Facilitator in the FVIP Portal. ***(To return to the Home Page, click on the State Seal.)***



The screenshot shows the Georgia Commission on Family Violence FVIP Portal. The header includes the state seal and the text "Georgia Commission on Family Violence". In the top right corner, the user "Sturdivant, Lakeysa" is logged in, with "DCS Information Technology" and "Last Login :09/08/2016" displayed, along with a "Logout" link. The main content area features a "My Facilitators" link, which is highlighted by a yellow callout box containing the text: "You will be able to view any Facilitators that existed in the old system on this page, but you will not be able to Add a new Facilitator at this time." Below this, there is a search bar and a table with columns: "First Name", "Last Name", "Middle Name", "Suffix", "Undergraduate degree", "Training/ CCR", and "Action". The table currently displays "No data available in table". At the bottom, it shows "Showing 0 to 0 of 0 entries" and "Previous Next" navigation buttons.

Georgia Commission on Family Violence

Sturdivant, Lakeysa ▾  
DCS Information Technology  
Last Login :09/08/2016  
Logout

My Facilitators

Show 10 ▾ entries Search:

First Name	Last Name	Middle Name	Suffix	Undergraduate degree	Training/ CCR	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

# FVIP Portal - Victim Liaison Information

When you click the “My Victim Liaisons” button on the Home screen, the Victim Liaison screen will be displayed. To Edit the Victim Liaison information, click the “Edit” button. To Add a Victim Liaison, click “Add Victim Liaison”.

Georgia Commission on Family Violence

Sturdivant, Laleysha -  
DCS Information Technology  
Last Login :09/08/2016  
Logout

My Victim Liaisons

+ Add Victim Liaison

Show 10 entries

Search:

First Name	Last Name	Middle Name	Suffix	Title	Address Line1	Address Line2	City	State	Zip	Shelter	comments	Action
Joe	Jones		Sr.	Dr (Doctor)	123 Test Road	suite 1	Atlanta	GA	30030	Cobb Shelter		 
Test	Person			Mrs	123 Test Road		Atlanta	GA	30030	Cobb Shelter		 

Showing 1 to 2 of 2 entries

PreviousNext

When you click the “My Victim Liaisons” button on the Home Page, the Victim Liaison screen will be displayed. To Add a victim liaison, click “Add Victim Liaison”.

To Edit the Victim Liaison, click the button that looks like a Pencil. That is the “Edit” button.

# FVIP Portal - Adding A Victim Liaison

When you click the “Add Victim Liaison” button, the system will display a page where you can add the victim liaison information. To save the victim liaison information, click “Submit”.

The screenshot shows a web form titled "Add Victim Liaison Information". The form contains several input fields and dropdown menus. A yellow callout box with black text is positioned at the bottom left, with an arrow pointing to the "Submit" button at the bottom right. The form fields are as follows:

Add Victim Liaison Information		
First Name:	Last Name:	Middle Name:
<input type="text" value="New"/>	<input type="text" value="Liaison"/>	<input type="text"/>
Suffix:	Title:	DV Organization:
<input type="text"/>	<input type="text" value="Mr"/>	<input type="text" value="Shelter GA"/>
Email Address:	Address1:	Address2:
<input type="text" value="shelter@shelter.com"/>	<input type="text" value="123 Test Road"/>	<input type="text"/>
City:	State:	Zip:
<input type="text" value="Atlanta"/>	<input type="text" value="GA"/>	<input type="text" value="30030"/>

At the bottom right of the form, there are two buttons: a red "Close" button and a blue "Submit" button. A yellow callout box at the bottom left contains the text: "When you click the 'Add Victim Liaison' button, the system will display a page where you can add the victim liaison details. To save the contact information, click 'Submit'." An arrow points from this box to the "Submit" button.

# FVIP Portal - Edit Victim Liaison Information

When you click the “Edit” button next to a Victim Liaison, the system will display a page where you can edit the victim liaison details. To save the victim liaison information, click “Submit.”

The screenshot shows a web browser window titled "Edit Victim Liaison Information". Inside the window is a form titled "Update Victim Liaison Information". The form has the following fields:

First Name:	Last Name:	Middle Name:
Joe	Jones	
Suffix:	Title:	Shelter:
Sr.	Dr (Doctor)	Cobb Shelter
Email Address:	Address1:	Address2:
test@yahoo.com	123 Test Road	suite 1
City:	State:	Zip:
Atlanta	GA	30030

At the bottom right of the form are two buttons: "Close" (red) and "Submit" (blue). A yellow callout box with black text points to the "Submit" button.

**When you click the “Edit” button, the system will display a page where you can edit the victim liaison information. To save the victim liaison information, click “Submit”.**

# FVIP Portal - Location Information

When you click on “My Locations” on the Home Page, the Locations screen will be displayed. Any Locations that were available for your provider in the old system will be displayed. At this time you will not be able to Add a Location in the FVIP Portal. ***(To return to the Home Page, click on the State Seal.)***



Georgia Commission on  
Family Violence

Sturdivant, Lakeysha  
DCS Information Technology  
Last Login :09/08/2016  
Logout

**You will be able to view any Locations that existed in the old system on this page, but you will not be able to Add a new Location or Delete a location at this time.**

My Locations

Search:

Show  entries

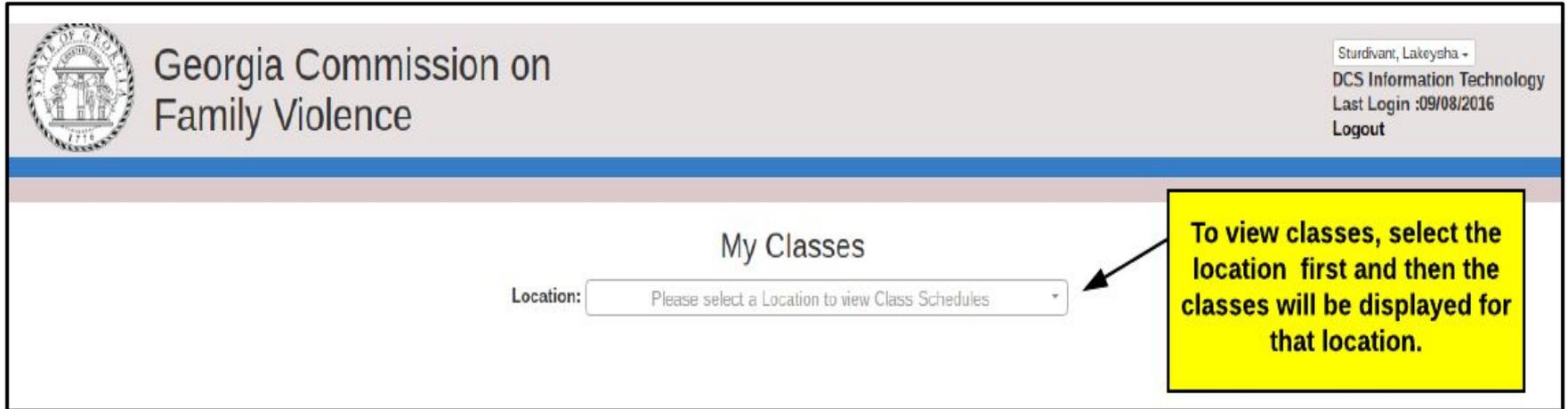
Street Address Line 1	Street Address Line 2	City	State	County	Zip Code	Judicial Circuit	Primary Facilitator	Victim Liaison	Action
270 Washington St	5th Floor, #5181	Atlanta	GA	FULTON COUNTY	30334	ATLANTA CIRCUIT			

Showing 1 to 1 of 1 entries

Previous **1** Next

# FVIP Portal - Class Information

When you click the “My Classes” button on the Home screen, the system will display the “My Classes” screen. When the My Classes screen is displayed, you will first need to select the Location to view the Classes for that location.



Georgia Commission on Family Violence

Sturdivant, Lakeysha -  
DCS Information Technology  
Last Login :09/08/2016  
Logout

My Classes

Location:

To view classes, select the location first and then the classes will be displayed for that location.

# FVIP Portal - Class Information

After you have selected the location, the Classes for the location will be displayed. To view and edit the class, click the “View” button next to the class. To add a class, click the “Add Classes” button. To delete a class click the “Delete” button next to the class.

The screenshot shows the 'My Classes' interface. At the top, there is a title 'My Classes' and a 'Location:' dropdown menu currently set to '270 Washington St, Atlanta, GA'. On the left, there is a green '+ Add Classes' button. Below the location dropdown, there is a 'Show 10 entries' dropdown. The main content is a table with three columns: 'ClassType', 'Start Time', 'End Time', 'Day(s) of the week', and 'Action'. The table contains three rows of class information. The 'Action' column for each row contains two buttons: a blue 'View' button and a red 'Delete' button. At the bottom left, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there is a pagination control with 'Previous', '1', and 'Next' buttons.

**To Add a Class, click “Add Classes”.**

**After you have selected the location, the classes for the location will be displayed. To view and edit the class information, click the "View" button next to the class. To delete the class, click the "Delete" button.**

ClassType	Start Time	End Time	Day(s) of the week	Action
Female Only	10:00 AM	11:00 AM	Mon, Wed, Fri, Sun	 
Female Only	08:00 AM	09:00 AM	Tue, Thu	 
Male Only	12:00 PM	01:00 PM	Mon, Tue, Wed	 

Showing 1 to 3 of 3 entries

Previous 1 Next

# FVIP Portal - Adding A Class

When you click the “Add Classes” button, the system will display a page where you can add the class information. To save the class information, click “Save”.

The screenshot shows a web form for adding a class. It contains the following elements:

- Class Type :** A dropdown menu with the selected option "Female Only".
- Start Time :** A text input field containing "08:00 AM".
- End Time :** A text input field containing "10:00 AM".
- Day(s) of the week :** A row of radio buttons for days of the week: Mon (checked), Tue, Wed, Thu, Fri, Sat, and Sun.
- Footer:** A red button labeled "Close" and a blue button labeled "Save".
- Callout:** A yellow box with black text that reads: "When you click 'Add Classes' a page will be displayed where you can add the class information and then click 'Save' to save the information." A red arrow points from this box to the "Save" button.
- Legend:** A small text note that says "\* Indicates required field".

# FVIP Portal - Viewing a Class

When you click the “View” button next to a Class, the system will display a page where you can view the class information and choose to Edit the Class details. To “Edit” the class information, click the “Edit” button.

**View Schedule Information**

Class Type : Female Only      Start Time : 10:00 AM      End Time : 11:00 AM

Day(s) of the week :  Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Edit Schedule Information**

Class Type:\*       Start Time :\*       End Time :\*

Day(s) of the week :\*  Mon  Tue  Wed  Thu  Fri  Sat  Sun

*\* Indicates required field*

**Callout Text:** When you click the View button next to a class, this page will be displayed. To Edit the class, click the Edit button. When you click the “Edit” button, the screen will go into Edit mode. To save your edits, click “Save”.

# FVIP Portal - Deleting a Class

When you click the “Delete” button next to a Class, the system will display a message confirming that you would like to Delete the class. Click “Yes, delete it” to confirm the deletion.

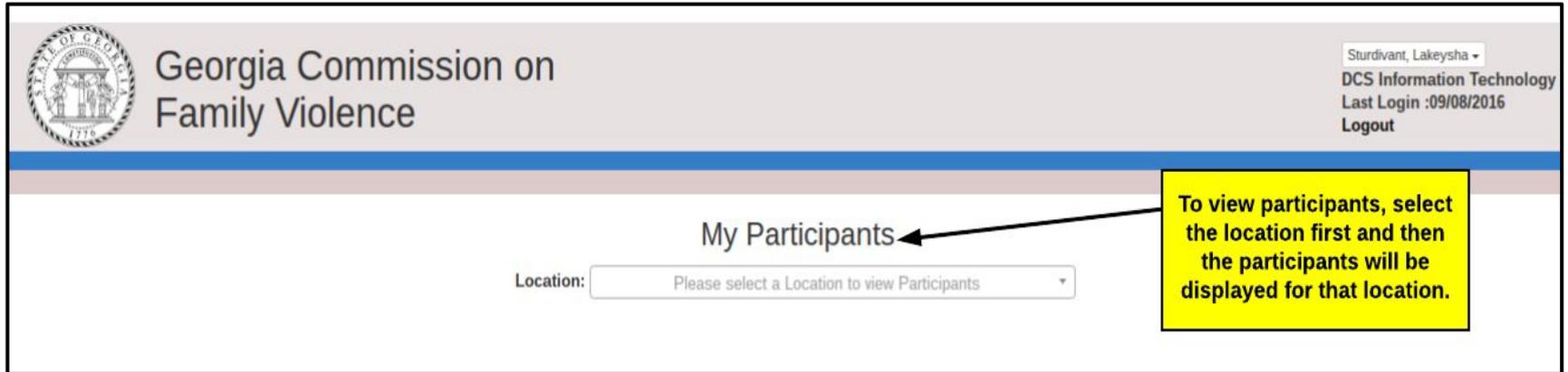
The screenshot shows the 'My Classes' interface. At the top, there is a search bar with the address '270 Washington St, Atlanta, GA'. Below this is a table of classes. The table has columns for 'End Time', 'Day(s) of the week', and 'Action'. The 'Action' column contains a trash can icon for each class. A yellow callout box points to this icon with the text: 'To delete the class, click the "Delete" button that is next to the Class.'

When the delete button is clicked, a confirmation dialog appears. The dialog has a large orange exclamation mark at the top, followed by the text 'Are you sure?' and 'You won't be able to revert this!'. At the bottom, there are two buttons: a blue button labeled 'Yes, delete it!' and a red button labeled 'No, cancel!'. A yellow callout box points to the 'Yes, delete it!' button with the text: 'After you click the "Delete" button, the system will display a message to confirm the deletion. Click "Yes, delete it!" to confirm the deletion.'

End Time	Day(s) of the week	Action
11:00 AM	Mon, Wed, Fri, Sun	
09:00 AM		
01:00 PM		

# FVIP Portal - Participant Information

When you click the “My Participants” button on the Home screen, the system will display the “My Participants” screen. When the My Participants screen is displayed, you will first need to select the Location to view the Participants for that location.



Georgia Commission on Family Violence

Sturdivant, Lakeysa ▾  
DCS Information Technology  
Last Login :09/08/2016  
Logout

My Participants

Location:

To view participants, select the location first and then the participants will be displayed for that location.

# FVIP Portal - Participant Information

After you have selected the location, the Participants for the location will be displayed. To view and edit the participant information, click the “View” button next to the participant. To add a participant, click the “Add Participant” button. To delete a participant click the “Delete” button next to the participant.

The screenshot displays the FVIP Portal interface. At the top left is the Georgia Commission on Family Violence logo. The header includes the text "Georgia Commission on Family Violence" and user information: "Sturdivant, Lakeysha", "DCS Information Technolog", "Last Login :09/08/2016", and "Logout". The main heading is "My Participants". Below this is a "Location:" field containing "270 Washington St, Atlanta, GA". A green "+ Add Participant" button is on the left. A table lists participants with columns for First Name, Last Name, Middle Name, Suffix, Gender, Date of Birth, Referral Source, Date Ordered to FVIP, County of Referral, Start Dt, End Date, and Action. The Action column contains "View" (blue) and "Delete" (red) buttons. A yellow callout box explains the "View" and "Delete" buttons. Another yellow callout box points to the "+ Add Participant" button. At the bottom, it says "Showing 1 to 3 of 3 entries" and has "Previous 1 Next" navigation.

**After you have selected the location, the participants for the location will be displayed. To view and edit the participant information, click the "View" button next to the Participant. To delete the Participant, click the "Delete" button.**

**To Add a Participant, click "Add Participant".**

First Name	Last Name	Middle Name	Suffix	Gender	Date of Birth	Referral Source	Date Ordered to FVIP	County of Referral	Start Dt	End Date	Action
James	Jones		JR	Male	08/01/1989	Civil Court	08/01/2016	BRYAN COUNTY	08/01/2016		<a href="#">View</a> <a href="#">Delete</a>
Test	Person			Female	08/01/1990			BRYAN COUNTY	07/01/2016	08/16/2016	<a href="#">View</a> <a href="#">Delete</a>
Test	Participant			Female	08/01/1990	Civil Court		BULLOCH COUNTY	08/01/2016	08/16/2016	<a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

# FVIP Portal - Adding A Participant

When you click the “Add Participant” button, the system will display a page where you can add the participant information. To save the participant information, click “Save”.

**Add Participant Information**

<b>First Name</b> *	<b>Last Name</b> *	<b>Middle Name</b> :
Jackson	Lee	Middle Name
<b>Suffix</b> :	<b>Gender</b> *	<b>Date of Birth</b> *
Suffix	Male	09/21/1980
<b>Referral Source</b> :	<b>Date Ordered to FVIP</b> :	<b>County of Referral</b> :
--Select Referral Source--	MM/DD/YYYY	--Select County--
<b>Start Date</b> *	<b>End Date</b> :	<b>End Reason</b> :
09/01/2016	MM/DD/YYYY	--Select End Reason--

\* Indicates required field

**When you click "Add Participant" a page will be displayed where you can add the participant information and then click "Save" to save the information.**

Close Save

# FVIP Portal - Viewing a Participant

When you click the “View” button next to a Participant, the system will display a page where you can view the details and choose to Edit the Participant details. To “Edit” the participant information, click the “Edit” button.

View Participant Information ✕

First Name: Jackson	Last Name: Lee	Middle Name:
Suffix:	Gender: Male	Date of Birth:09/21/1980
Referral Source:	Date Ordered to FVIP:	County of Referral:
Start Date:09/01/2016	End Date:	End Reason:

✕ Close Edit

**When you click the View button next to a participant, this page will be displayed. To Edit the participant, click the Edit button. When you click the “Edit” button, the screen will go into Edit mode. To save your edits, click “Save”.**

Edit Participant Information

First Name Jackson	Last Name Lee	Middle Name
Suffix:	Gender: Male	Date of Birth 09/21/1980
Referral Source:	Date Ordered to FVIP: MM/DD/YYYY	County of Referral:
Start Date: 09/01/2016	End Date: MM/DD/YYYY	End Reason:

✕ Close Save

# FVIP Portal - Deleting a Participant

When you click the “Delete” button next to a Participant, the system will display a message confirming that you would like to Delete the participant. Click “Yes, delete it” to confirm the deletion.

The screenshot shows the Georgia Commission on Family Violence portal. At the top left is the state seal and the text "Georgia Commission on Family Violence". At the top right, it says "Sturdivant, Laceysha", "DCS Information Technology", and "Last Login :09/08/2016 Logout". The main heading is "My Participants". Below it is a search bar with the address "270 Washington St, Atlanta, GA". A table lists participants with columns for Gender, Date of Birth, Referral, Date Ordered to, County of, Start, End, and Action. The Action column contains icons for edit and delete. A confirmation dialog is overlaid on the table, asking "Are you sure?" and "You won't be able to revert this!". It has two buttons: "Yes, delete it!" (blue) and "No, cancel!" (red). A yellow callout box points to the delete button in the table, stating: "To delete the participant, click the 'Delete' button next to the participant." Another yellow callout box points to the "Yes, delete it!" button, stating: "After you click the 'Delete' button, the system will display a message to confirm the deletion. Click 'Yes, delete it!' to confirm the deletion." At the bottom left of the dialog, it says "Showing 1 to 3 of 3 entries".

Georgia Commission on Family Violence

Sturdivant, Laceysha  
DCS Information Technology  
Last Login :09/08/2016  
Logout

My Participants

Location: 270 Washington St, Atlanta, GA

Search:

Gender	Date of Birth	Referral	Date Ordered to	County of	Start	End	Action
Male	08/01/1989						 
Female	08/01/1990						 
Female	08/01/1990						 

Showing 1 to 3 of 3 entries

Previous 1 Next

**Are you sure?**  
You won't be able to revert this!

Yes, delete it! No, cancel!

**To delete the participant, click the "Delete" button next to the participant.**

**After you click the "Delete" button, the system will display a message to confirm the deletion. Click "Yes, delete it!" to confirm the deletion.**

# FVIP Portal - Participant Information

After you have selected the location, the Participants for the location will be displayed. To view and edit the participant information, click the “View” button next to the participant. To add a participant, click the “Add Participant” button. To delete a participant click the “Delete” button next to the participant.

The screenshot displays the Georgia Commission on Family Violence FVIP Portal. The header includes the state seal and the text "Georgia Commission on Family Violence". On the right, it shows the user's name "Sturdivant, Lakeysa", "DCS Information Technolog", "Last Login :09/08/2016", and a "Logout" link. The main content area is titled "My Participants" and features a "Location:" dropdown menu set to "270 Washington St, Atlanta, GA". A green "+ Add Participant" button is on the left. Below the location field is a "Show 10 entries" dropdown. A table lists three participants with columns for First Name, Last Name, Middle Name, Suffix, Gender, Date of Birth, Referral Source, Date Ordered to FVIP, County of Referral, Start Dt, End Date, and Action. The Action column contains blue "View" and red "Delete" icons. A yellow callout box on the right explains the buttons: "After you have selected the location, the participants for the location will be displayed. To view and edit the participant information, click the 'View' button next to the Participant. To delete the Participant, click the 'Delete' button." Another yellow callout box points to the "+ Add Participant" button with the text: "To Add a Participant, click 'Add Participant'". At the bottom, it says "Showing 1 to 3 of 3 entries" and has "Previous 1 Next" navigation links.

Georgia Commission on Family Violence

Sturdivant, Lakeysa  
DCS Information Technolog  
Last Login :09/08/2016  
Logout

My Participants

Location: 270 Washington St, Atlanta, GA

+ Add Participant

Show 10 entries

First Name	Last Name	Middle Name	Suffix	Gender	Date of Birth	Referral Source	Date Ordered to FVIP	County of Referral	Start Dt	End Date	Action
James	Jones		JR	Male	08/01/1989	Civil Court	08/01/2016	BRYAN COUNTY	08/01/2016		 
Test	Person			Female	08/01/1990			BRYAN COUNTY	07/01/2016	08/16/2016	 
Test	Participant			Female	08/01/1990	Civil Court		BULLOCH COUNTY	08/01/2016	08/16/2016	 

Showing 1 to 3 of 3 entries

Previous 1 Next

**After you have selected the location, the participants for the location will be displayed. To view and edit the participant information, click the "View" button next to the Participant. To delete the Participant, click the "Delete" button.**

**To Add a Participant, click "Add Participant".**

# FVIP Portal - Adding A Participant

When you click the “Add Participant” button, the system will display a page where you can add the participant information. To save the participant information, click “Save”.

**Add Participant Information**

<b>First Name</b> *	<b>Last Name</b> *	<b>Middle Name</b> :
Jackson	Lee	Middle Name
<b>Suffix</b> :	<b>Gender</b> *	<b>Date of Birth</b> *
Suffix	Male	09/21/1980
<b>Referral Source</b> :	<b>Date Ordered to FVIP</b> :	<b>County of Referral</b> :
--Select Referral Source--	MM/DD/YYYY	--Select County--
<b>Start Date</b> *	<b>End Date</b> :	<b>End Reason</b> :
09/01/2016	MM/DD/YYYY	--Select End Reason--

\* Indicates required field

**When you click "Add Participant" a page will be displayed where you can add the participant information and then click "Save" to save the information.**

Close Save

# FVIP Portal - Invoice Emails

Each month, when your invoice has been generated by the FVIP Portal, that invoice will be emailed to the email address that is listed as the “Primary Email Address” for your provider on the “Provider Info” tab. ***(Reminder: to get to the Provider Info tab, click “My Info” on the Home Page.)***

The screenshot shows the Georgia Commission on Family Violence FVIP Portal interface. At the top left is the state seal. The header includes the text "Georgia Commission on Family Violence" and a user dropdown menu for "Sturdivant, Lakeysha" with options for "DCS Information Technology", "Last Login :09/08/2016", and "Logout". Below the header are two tabs: "Provider Info" (selected) and "Contact". A yellow callout box with black text reads: "When you click 'My Info', your Provider Info will be displayed. Please note that the Email Address that is shown here will be the email address where your invoice will be sent." Below the tabs is a form with two main sections: "Primary Contact Info" and "Provider Details".

Primary Contact Info				
Title:Mrs	First Name:Lakeysha	Middle Name:Test	Last Name:Sturdivant	Suffix:Esq

Provider Details		
Provider Name: DCS Information Technology	Owner:	Certification Expiration Date:
Provider Type:	Mailing Address Line 1:270 Washington St	Mailing Address Line 2:5th Floor, #5181
City:Atlanta	State: GA	Zipcode:30334
Primary Phone#:4044222222	Primary Email Address:lakeysha.sturdivant@dcs.ga.gov	Website:
Fax#:	Counties Served: APPLING COUNTY	

# FVIP Portal - Viewing Invoices

When you click on “My Invoices” on the Home Page, the Invoices screen will be displayed. Any Invoices that have been generated for your Provider will be displayed. The Invoices that have at least 1 item that has not been paid will show on the Open Invoices tab. The Invoices that have been paid in full will show on the “Paid Invoices” tab.

My INVOICES

Open Invoices Paid Invoices

When you click on "My Invoices" on the Home Page, this screen will be displayed and will show all of your Open Invoices on the "Open Invoices" tab and all of your completely paid invoices on the "Paid" tab.

Show 10 entries

Search:

	Invoice Date	Invoice#	Invoice Amount	Balance	Status	Comments	Action
+	09/08/2016	59	\$120	\$20	Partial	New Invoice	Dispute

Showing 1 to 1 of 1 entries

Previous 1 Next

\$ Pay Now

# FVIP Portal - Viewing Your Invoice Details

To view the detail charges for your invoice, click the plus sign (+) next to the Invoice Date. When you click the plus sign (+), the detail charges for the invoice will be displayed. The Location, Participant Name and Start Date for each participant will be displayed in the charge description. You can choose to pay the invoice charges or dispute the invoice.

**My Invoices**

Open Invoices Paid Invoices

Show 10 entries Search:

Invoice Date	Invoice#	Invoice Amount	Balance	Status	Comments	Action
09/15/2016	66	\$120	\$120	Open	New Invoice	

**When you click on the plus sign (+), the charge details for each item on the invoice will be displayed. The charge details will show the Location, the name of the Participant and the Start Date for the Participant.**

**To Dispute a charge click "Dispute"**

Category	Desc	Amount	Status	Comments
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Ngock,Francois - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Woods,Wesley - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Brito,Luther - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rice,Jamiko - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Davis,Wilot - 09/15/2016	\$20	Open	

Showing 1 to 1 of 1 entries

Previous 1 Next

**To Pay the invoice, click "Pay Now"**



# FVIP Portal - Paying Your Invoices

To pay an invoice, click on the “Pay Now” button on the My Invoices screen. When the “Pay My Invoices” screen is displayed, you can select the entire invoice to pay it or click the plus sign (+) and select the individual charges that you would like to pay. The total amount that you are paying will be displayed in the “Pay Amount” box.

**To pay an invoice, click on the “Pay Now” button on the My Invoices screen. When the “Pay My Invoices” screen is displayed, you can select the entire invoice to pay it or click the plus sign (+) and select the individual charges that you would like to pay.**

### Pay My Invoice(s)

Click on the item(s) that you wish to pay)

<input type="checkbox"/>	Invoice Date	Invoice#	Invoice Amount	Balance	Status	Comments
<input checked="" type="checkbox"/>	09/15/2016	66	\$120	\$120	Open	New Invoice

<input type="checkbox"/>	Category	Description	Amount	Comments
<input checked="" type="checkbox"/>	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rodriguez,Nigel - 09/15/2016	\$20	
<input checked="" type="checkbox"/>	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Davis,Wiloi - 09/15/2016	\$20	
<input type="checkbox"/>	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Ngoock,Francois - 09/15/2016	\$20	
<input type="checkbox"/>	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Brite,Luther - 09/15/2016	\$20	
<input type="checkbox"/>	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Woods,Wesley - 09/15/2016	\$20	

Showing 1 to 1 of 1 entries

Pay Amount:

**The total amount that you are paying will be displayed in the “Pay Amount” box. To Pay the amount in the “Pay Amount” box click the “Pay” button.**

# FVIP Portal - Confirm Payment Screen

When you click the “Pay” button on the Pay My Invoices screen, a summary page will be displayed that shows all of the charges that you are about to pay. You have the option to Confirm the Payment or Cancel the Payment.

Payments

When you click the “Pay” button on the Pay My Invoices screen, a summary page will be displayed that shows all of the charges that you are about to pay.

Confirm Payment

Show 10 entries Search:

Invoice#	Invoice Date	Type	Description	Amount	Comments
66	09/15/2016	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rodriguez,Nigel - 09/15/2016	\$20	
66	09/15/2016	Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Davis,Wilot - 09/15/2016	\$20	

Showing 1 to 2 of 2 entries

Previous 1 Next

Total Amount to be Paid:\$40

You have the option to Confirm the Payment or Cancel the Payment.

Cancel Confirm

# FVIP Portal - Payment Information Screen

When you click the “Confirm” button, the Payment Information screen will be displayed. This page will provide a way for you to select your payment method and enter your payment information. Once you have entered the information click “Pay With Your Credit Card” to process the payment.

Payezy<sup>SM</sup> Gateway Demo



Georgia Commission of  
Family Violence

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### Participant Invoice

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### Review Your Order

Total Amount: USD 60.00

[Return to Participant Invoice](#)

### Choose Payment Option

### Pay With Your Credit Card

Cardholder Name

Credit Card Number

Security Code  (Present)

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Ethos and MasterCard) and American Express it is 4-digits and located on the back.



Expiry Date (MMYY)

Address

City

ZIP/Postal Code

State/Province

Email

A confirmation email will be sent to this address.

Verification

I'm not a robot 

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an f5ipso server.  
We respect your privacy: We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by First Data Corp.

You can select your payment method and enter your payment information.

After you have entered your information, click "Pay With Your Credit Card" to process the payment

# FVIP Portal - Invoice Receipt

After you have completed the payment of your invoice, the system will display a receipt on the screen for your transaction. This receipt will also be emailed to the Primary Email Address that is shown on the provider info screen. **(Reminder: to get to the Provider Info tab, click “My Info” on the Home Page.)**

Georgia Commission on Family Violence		Receipt
Provider Name: Atlanta Intervention Network		
GCFV Payment Transaction #: 120	Status: Approved	
Amount Paid: \$20.00	Payment Date: 09/15/2016	
CATEGORY Participant Fee	CHARGE DESC 1884 Lawrenceville Suzanne Rd, Lawrenceville, GA Gonzalez, Louis - 09/08/2016	PAID AMOUNT \$ 20.00

**The receipt will show the Amount that was paid and list each charge that was paid on the invoice.**

----- TRANSACTION RECORD -----  
xyz. DEMO0766  
100 Ptree st  
atlanta, GA 30030  
United States

TYPE: Purchase  
ACCT: Visa \$ 20.00 USD  
CARDHOLDER NAME : Lakeyssha Sturdivant  
CARD NUMBER : #####1111  
DATE/TIME : 15 Sep 16 15:27:28  
REFERENCE # : 03 000113 M  
AUTHOR. # : ET184434  
TRANS. REF. : 120

Approved - Thank You 100

Please retain this copy for your records.

# FVIP Portal - Paid Invoices

To view invoices that have been paid in full, click on “My Invoices” on the Home Page and then click on the “Paid” tab on the “My Invoices” screen.

The screenshot displays the 'My Invoices' interface. At the top, there are two tabs: 'Open Invoices' and 'Paid Invoices'. A yellow callout box with an arrow points to the 'Paid Invoices' tab, containing the text: 'Invoices that have been paid in full will be displayed on the Paid Invoices tab.' Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Invoice Date, Invoice#, Paid Amount, Balance, Status, and Comments. A single row is visible with the following data: Invoice Date: 09/08/2016, Invoice#: 59, Paid Amount: \$120, Status: Paid, Comments: New Invoice. A yellow callout box with an arrow points to the 'Paid' status in the table, containing the text: 'The payment amount will be displayed and the status will show as "Paid"'. At the bottom left, it says 'Showing 1 to 1 of 1 entries', and at the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Invoice Date	Invoice#	Paid Amount	Balance	Status	Comments
09/08/2016	59	\$120		Paid	New Invoice

# FVIP Portal - Disputing a Charge on the Invoice

To dispute a charge on your invoice, click the “Dispute” button that is next to the invoice. When the “Dispute” Screen is displayed, change the status of the item to “Dispute” and enter comments regarding why the charge is being disputed.

**When the “Dispute” Screen is displayed, change the status of the item to “Dispute” and enter comments regarding why the charge is being disputed. Then click “Submit”.**

Invoice #:66 , Invoice Date:09/15/2016

Search:

Category	Desc	Amount	Status	Comments
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rodriguez,Nigel - 09/15/2016	\$20	Dispute	Disputing this charge
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Davis,Wilot - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Ngoek,Francois - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Brite,Luther - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Woods,Wesley - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rice,Jamiko - 09/15/2016	\$20	Open	

Showing 1 to 6 of 6 entries

Previous 1 Next

# FVIP Portal - Viewing a Disputed Charge

After you dispute a charge, the status of the invoice for that charge will change to “Dispute” and the status of the item that you have disputed will be changed to “Disputed”.

**My Invoices**

Open Invoices [Paid Invoices](#)

Show 10 entries Search:

**After you dispute a charge, the status of the invoice for that charge will change to “Dispute” and the status of the item that you have disputed will be changed to “Disputed”.**

Invoice Date	Invoice#	Invoice Amount	Balance	Status	Comments	Action
09/15/2016	66	\$120	\$120	Dispute	New Invoice	

Category	Description	Amount	Status	Comments
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Rodriguez,Nigel - 09/15/2016	\$20	Disputed	Disputing this charge
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Davis,Wilot - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Ngock,Francois - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Brite,Luther - 09/15/2016	\$20	Open	
Participant Fee	5650 Old National Hwy.,College Park,GA 30349. Woods,Wesley - 09/15/2016	\$20	Open	