

VIEW DIRECT

This is the secure site where payroll locations can retrieve reports from the State Health Benefit Plan. Each location may be assigned up to three login ID's and passwords. These logins are assigned to specific individuals within the payroll location. Each individual must sign an agreement that they will not allow ANYONE access to their login ID or password. The manager will also have to sign an agreement that they will immediately advise the Support Services Unit of State Health at 1-800-776-9045 or 404-651-6131 to terminate login and password if an assigned user is no longer eligible to view reports.

SECURE WEB SITE

From the Internet go to web site: <http://ebill.gagta.com>

Please note: there is no www before the site address

This will bring up the secure web site sign in page.

There are two sign in areas - You should sign in at: **SSG Info User ID**

1. Enter your individual sign in ID and tab to the password
2. Enter your individual Password
3. Click - Sign In (Pressing the Enter key on your keyboard does not work)
4. This will take you to the site containing the reports

Under the Sign In there is a space to change your password – Commencing April 1, 2004 the password must be changed every 60 days. The system will generate a reminder 20 days before the password is due to expire. You must be in View Direct to see the reminder. Once you change your password, it will update overnight and the new password can be used the next day.

The GTA Electronic Billing Service Page

There are three buttons at the top left side of this page. It is not necessary to use these buttons from this page. They are:

1. File folder button = Open
2. Paper with magnifying glass button = Locate
3. ? Button = Help (Please note that all buttons available in the help section are not available in the state system)

Under these three buttons are lists of reports you can access. When you click on one of these reports, a list of monthly reports will show.

Retrieving a Report

1. When you click on a report it will open up with a list of the monthly report(s) that you can view.
2. Next to the monthly report it will say **Recall Required or Available**
 - If Recall is required - You click on the report to order and check back later to get report
 - If Available - You click on the report and it will come up on your screen

There are several buttons on the report. Each button has a description when you put your cursor on it. You will use these buttons to locate specific information.

1. Previous Page button - This button is used when you are in a report and need to back up.
2. Next page button - Is used to page down through the report.
3. Print button - Is used to print the entire report. If you have more than one payroll location, this will print all of the locations. If you need to print the location you are looking at, you can select the current report from your print page. The printing default is in letter format and you will want to change this to landscape before printing your reports.
4. Print current page button - Prints current page only
5. Down Load button - You may want to down-load your report to your PC rather than print.
6. Page Notes button - You can go into this section and make a note. This note can be viewed by anyone who has access to this report. The report will track who made the comment.
7. **Search button** - Use this button when you are searching for a specific person. Be sure you are going in the correct direction when you are searching. Example: If you just looked up Williams and now want to look up Smith, you will want to be sure the search is going up, not down the report, since Smith comes before Williams.

If you need additional help contact the Support Services Unit at 1-800-776-9045 or 404-651-6131