Registering as a New Online User

1. If you are a first-time user, you will need to register for a new account. Please click on the register link. If you have already registered for a new account, you can enter your username and password to sign on and proceed to step number five in the instructions.

2. Once you click on register, you will be asked to provide the required information highlighted below. Once you have provided the required information, select register.
3. After clicking register, you should receive a confirmation screen that will allow you to return to login. You will need to check your email for the temporary password that will be sent to you in order to login to the system.

4. Once you click the link to login, you will need to provide your username and temporary password. Then click Sign On.
Paying Your GRMA Submission

5. Next you will need to provide your GRMA submission. You will scroll down until you see the GRMA Submission button. Click on GRMA Submission.

6. You will need to choose Submission for non-regulated agent since the entity you represent is not regulated by the Department (e.g. Non-Georgia state chartered banks or credit unions, federal banks or credit unions, closing attorneys, etc.).
7. You will need to review the instructions on the screen and then click next.

8. The items highlighted are required. All other information is optional. Enter the required information, then click Next.
9. Please review the following statement. When you submit the information to us, you are attesting that it is true and correct to the best of your knowledge. You will not be able to move forward if you click no. Once you select yes, click next to proceed.

10. Once you click next, you will have an opportunity to review the information that you entered prior to submitting your GRMA Submission and paying. Once you click add to cart, you will not be able to make any changes to the transaction.
11. Once you click add to cart, you will receive a thank you message at the bottom of the page. Please click on the here link to submit your payment.
12. Click on the shopping cart at the top of the page.

13. This screen will show you the amount that you owe. Click Submit Cart.
14. The next screen will take you to the payment site. You can choose to pay by check or credit card.

15. Please complete the required fields for a credit card payment. These fields are highlighted below. (Note: The system will send a payment confirmation email to the email entered in the E-mail field.) Then click Next.
16. Alternatively, if you are paying by check, please complete the required fields for a check payment. These fields are highlighted below. (Note: The system will send a payment confirmation email to the email entered in the E-mail field.) Then click Next.

17. The next screen will be a confirmation of the information that you just entered along with the amount that you are paying. Click Pay now.
18. Once your payment is processed, you will receive a payment successful screen. You have now completed the online payment. You may log out of the system.

If you have any questions or concerns about completing the GRMA submission process, please contact the Department’s NDFI Division at dbfmort@dbf.state.ga.us.