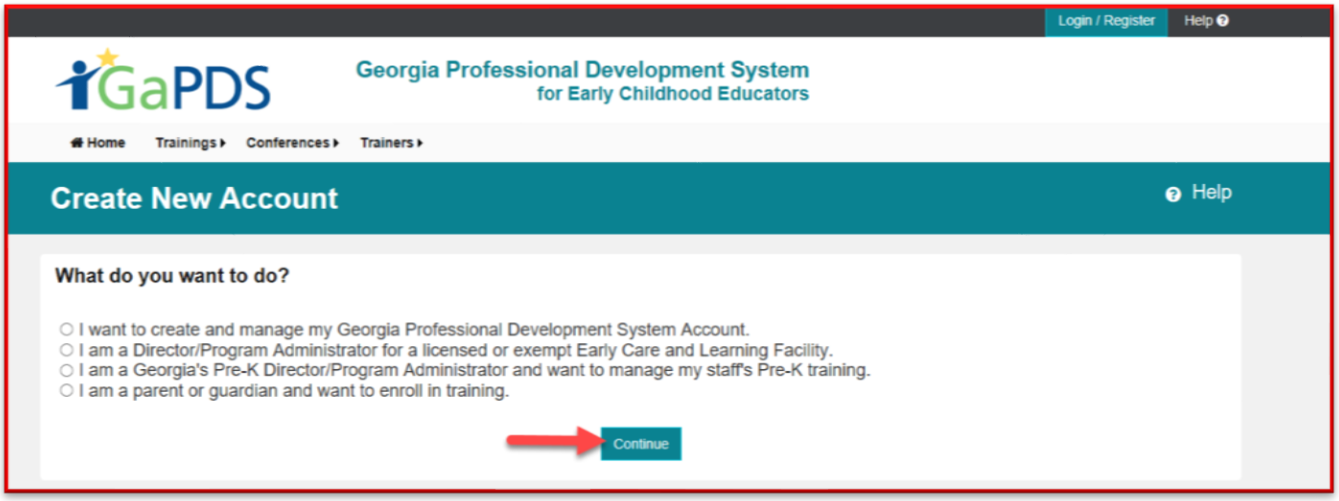
How to Create a GaPDS account

Step 1: To create a GaPDS account, go to www.gapds.decal.ga.gov

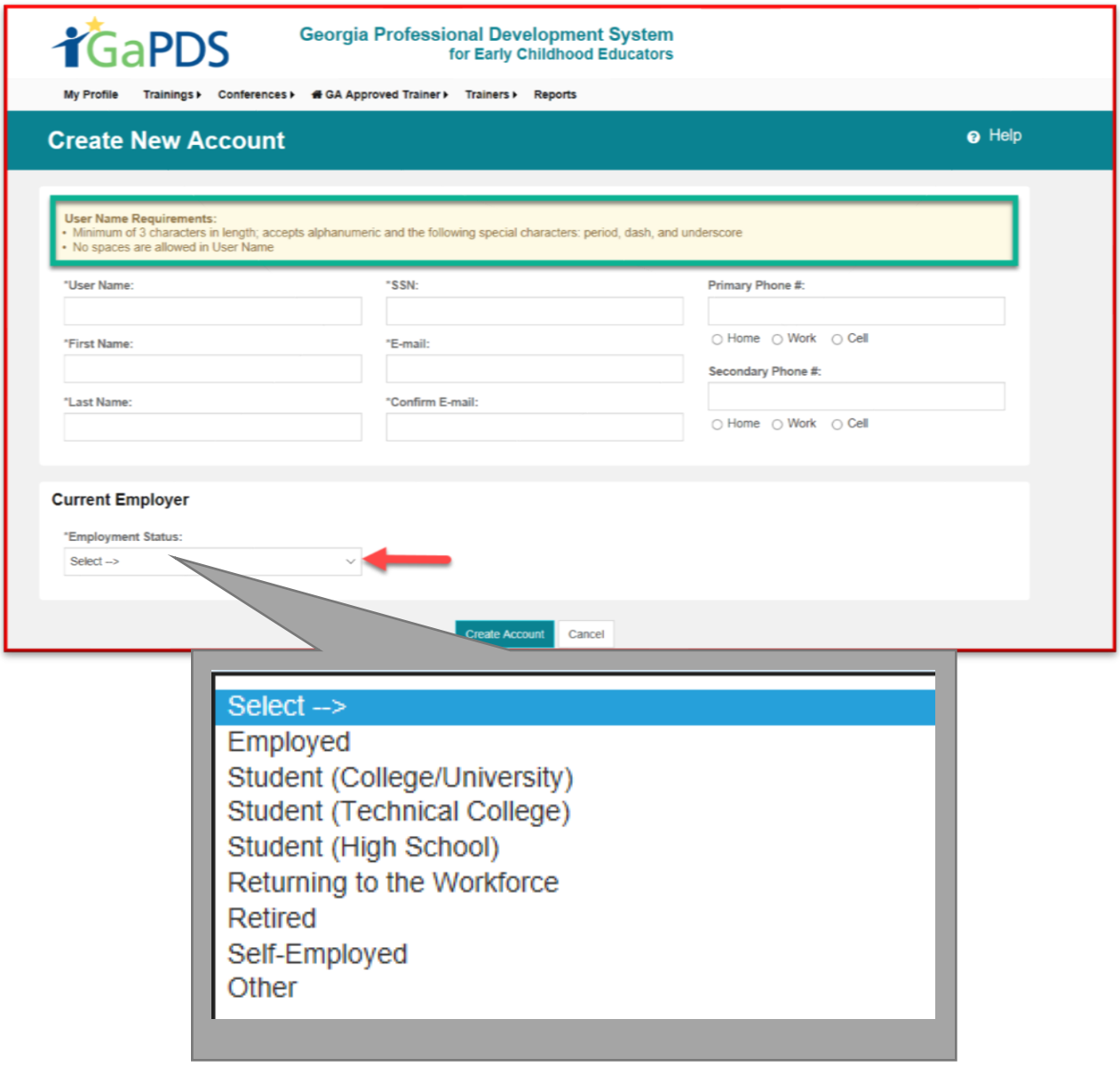
Step 2: The login page displays:

A. Select the appropriate option for profile creation.
B. Select 'Continue'

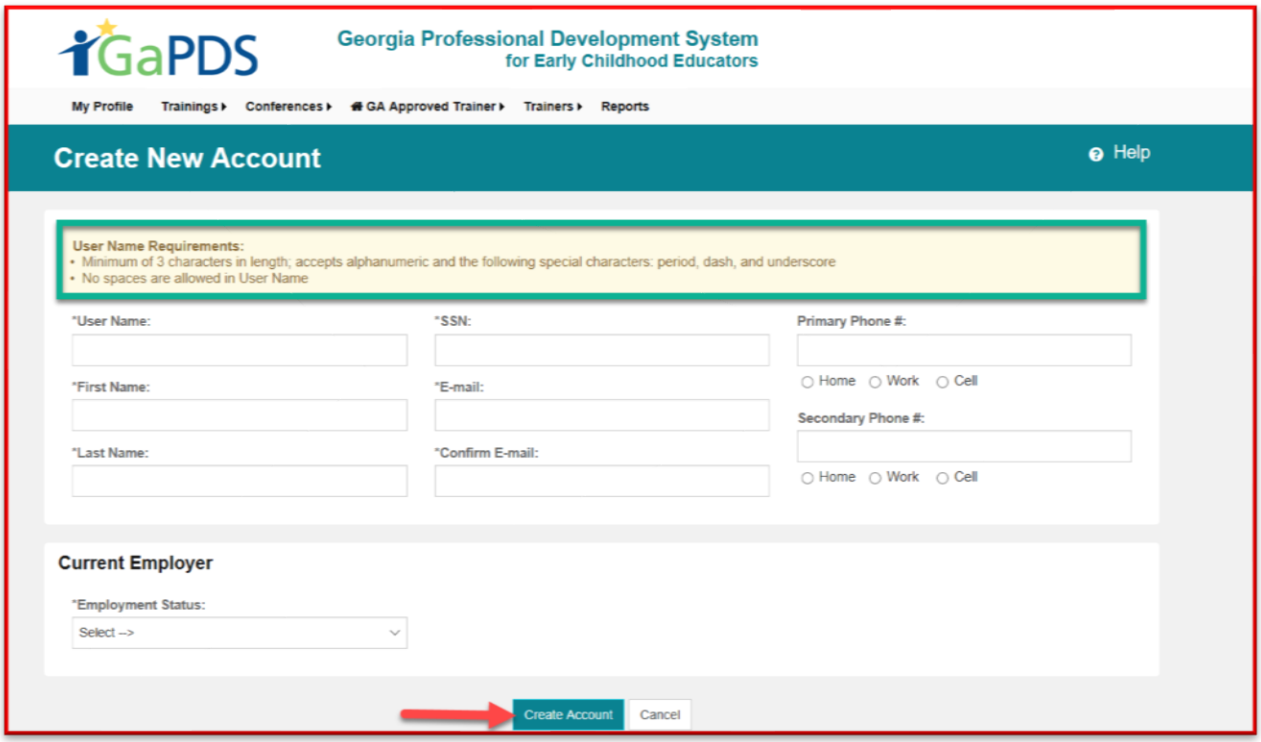


Step 3: The **Create New Account** displays

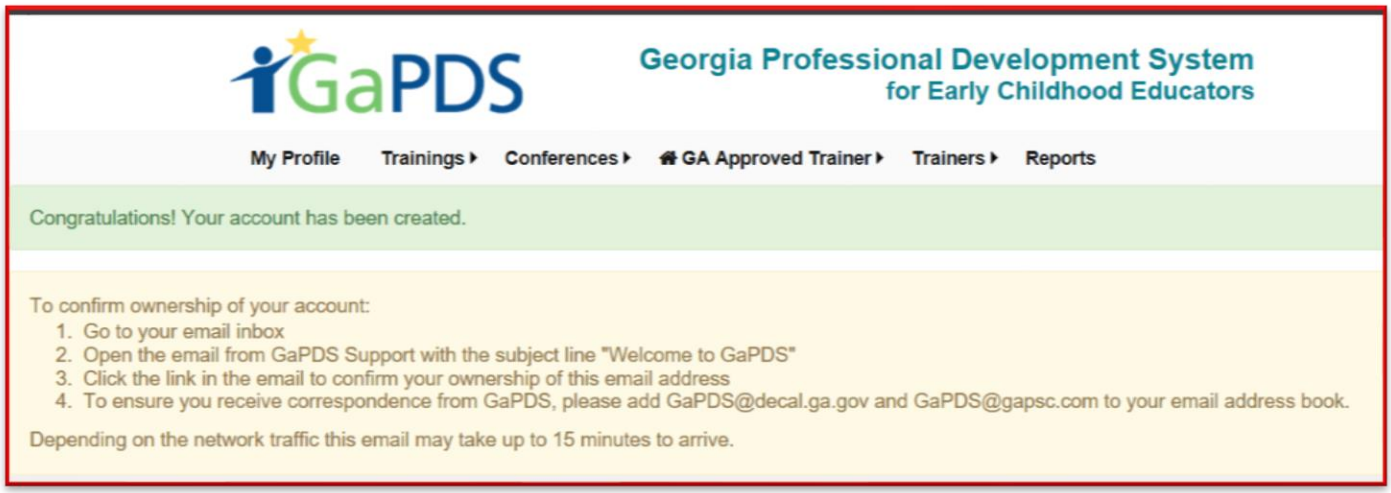
A. Enter in the required information
B. Select Employment Status



C. Select **'Create Account'**

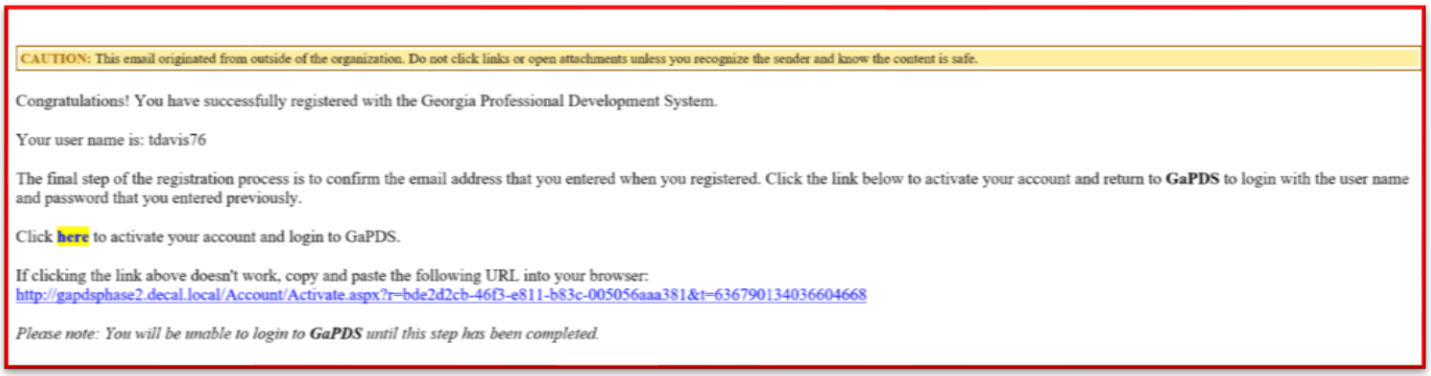


Step 4: Once the account has been created, an email confirmation will be sent to the e-mail provided. This e-mail will provide a link to create your GaPDS password.

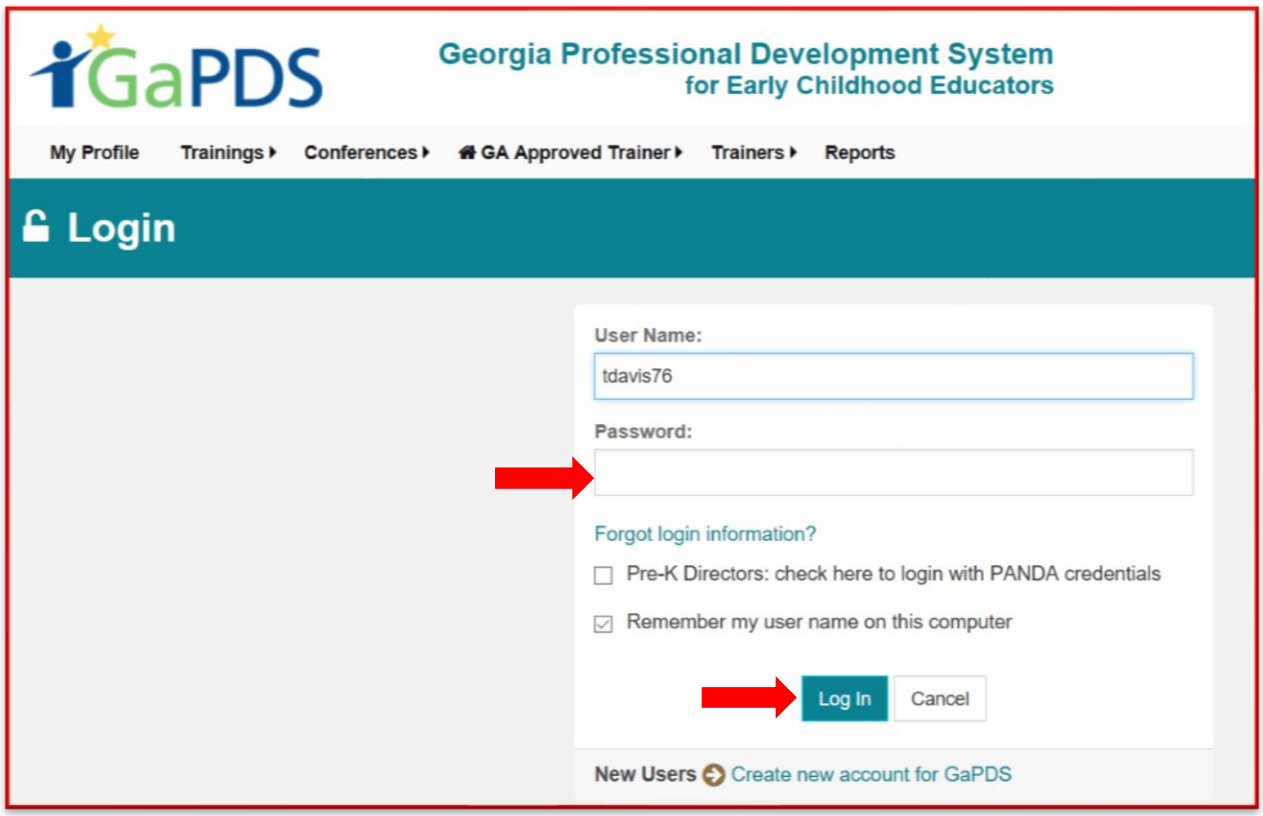


Step 5: Provided is an example of an e-mail received by a new user.

A. Click the highlighted text (or copy and paste the URL into your browser) to create a GaPDS password.



Step 5: Once the password is created, GaPDS will default to the GaPDS login page (www.gapds.decal.ga.gov)

**Notice: The username field will be populated; the user must re-enter the previously created password.

A. Check the username's accuracy
B. Enter password