



## Security Access

This job aid outlines the general steps an administrative user would take to grant basic security access within the GaBreeze Employer Website.

Security access is categorized into two groups of users: basic and administrative. The administrator is provided the primary access to allow others within their agency to have access as basic users. The Administrator is given instructions and password by the GaBreeze Management Team. The Administrator can also deem others to have Administrative access as well. Note: An Agency Administrative User will not be able to grant access to another agency user to forms or reports that they themselves do not have access to.

The Administrator is responsible for terminating user access as well. The system does not auto-terminate access when an employee terminates. The Administrator must delete the user's access by clicking "No Access." If the Administrator is the person terminating employment, please contact the SPA Team to update the Administrative User(s).

Periodically, the Administrative user should review the registered administrative and basic users for their agency and make any necessary changes or additions for their agency.

### Step 1: Choose an Agency

#### Basic or Administrative User have access to the following:

- View employee HR indicative data
- Process employee HR indicative data updates
- Download or upload reports
- Share files with other users
- View and update agency information, contacts and security
- View and track actions taken on the site by agency users
- The difference between the two user groups is only administrative users can grant access for basic users or other administrative user access.

The screenshot shows the GaBreeze Agency Secure Environment interface. At the top, there is the GaBreeze logo and three diamond-shaped images (lighthouse, city skyline, person on a boat). Below this, the title "Agency Secure Environment" is displayed. The interface is divided into two main steps:

**Step 1: Choose an Agency**

Select Agency/Group ID  
12701

**Step 2: Choose a Section/Task**

- Employee Inquiry--See employee HR indicative data.
- Smart Forms--Process employee HR indicative data updates.
- Your Reports--Download or upload reports.
- File Sharing--Share files with SPA or other agencies.
- Agency Profile--View and update agency information, contacts and security.
- Audit Log--View and track actions take on the site by agency users.

At the bottom, there is a "Continue" button.

After the user is set up, Basic or Administrative, an email is sent to the specified email address. The notification is confirmation of the new account creation. Once this information is received, the user will gain access to the GaBreeze Employer Web Site within 3 business days.

## Granting Access

**GaBreeze**  
Direct, Easy Access to Your Benefits

Home | Employee Inquiry | Smart Forms | Your Reports | File Sharing | Agency Profile

### Agency Profile and Security

Agency Mailing Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Agency Shipping Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Phone Number: 800-###-####

[Change Agency Information](#)

#### Agency Contacts

Name	Contact Type	Site Access
<input type="checkbox"/> Robert Anderson	Benefits	Basic User
<input checked="" type="checkbox"/> Jane Simpson	Manager	Administrative User
<input type="checkbox"/> John Benedict	Accounting	No Access
<input type="checkbox"/> William Smith	Technical	Basic User
<input type="checkbox"/> Elizabeth Washington	Commissioner	Basic User

[Add Agency Contact](#) [Update Access](#)

To terminate access, select "No Access" in the site access column. This will terminate user access. The system does not auto-terminate access when an employee terminates. The administrative user must delete user access.

If the Administrator is the person having their access terminated, and there is not another administrative user to terminate it, please contact the SPA Team to update the administrative user.

## Terminating Access

Home | Employee Inquiry | Smart Forms | Your Reports | File Sharing | Agency Profile | Audit Log

### Agency Profile and Security

Agency Mailing Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Agency Shipping Address: Floyd Memorial Twin Towers Building, Two Martin Luther King, Jr. Drive, West Tower, Atlanta, GA 30334

Phone Number: 800-###-####

[Change Agency Information](#)

#### Agency Contacts

Name	Contact Type	Site Access
<input type="checkbox"/> Robert Anderson	Benefits	Basic User
<input checked="" type="checkbox"/> Jane Simpson	Manager	No Access
<input type="checkbox"/> John Benedict	Accounting	Basic User
<input type="checkbox"/> William Smith	Technical	Basic User
<input type="checkbox"/> Elizabeth Washington	Commissioner	Basic User

[Add Agency Contact](#) [Update Access](#)

Windows Internet Explorer

Are you sure you want to update site access for these contacts?

## Troubleshooting Hints for User IDs and Passwords –

- If an email confirmation is not received within a three-day period, check junk and spam email folders.
- If you registered and have not received an email with your password, please try to access the GaBreeze Employer Web Site by clicking on “I Forgot My Password” to receive a replacement password which will be emailed to you.
- Do not copy and paste your password from the email. Type the password in to ensure there are no special characters which could prevent a successful login.
- Enter the GaBreeze Employer Web Site from either Team Georgia Connection or SPA web sites and do not save in your favorites. Saving the link in your favorites could cause it to open a previous session which is now closed.

### Need Help?

If you need help navigating the new GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



[www.spa.ga.gov](http://www.spa.ga.gov)

2 Martin Luther King, Jr. Drive, SE  
Atlanta, GA 30334-5100