Hartsfield-Jackson Atlanta International Airport
OCIP Registration FAQs

Below you will find the most common questions related to the OCIP registration. If your question is not addressed please submit a [help request](#) or contact the [OCIP Administrator](#).

Q. What is OCIP?
A. OCIP, or Owner Controlled Insurance Programs, are insurance policies (also sometimes known as Wrap Up Policies) taken out by the Owner of the property where construction is taking place. Instead of each individual contractor securing his own liability and/or worker's comp and/or other insurance for the project, the Owner secures an OCIP that covers all construction and contractors on the project. In the case of the Hartsfield-Jackson Atlanta International Airport OCIP, the Owner is the City of Atlanta.

Q. **Who is required to register**?
A. Contractors and subcontractors of all tiers that will perform work on an OCIP project site.

Q. **How do I register with the OCIP for my project**?
A. You must go to the [OCIP website](#) and:

1. Establish your individual User Account
   a. Submit New User Registration information
   b. Validate your email address
   c. Be granted approval by the associated GC/Prime Contractor
2. Log in and complete an online registration
3. Submit insurance certificate and general liability endorsement

Q. **Who gives my company approval to register for a project once the New User Registration information is entered**?
A. After completing the New User Registration information the user account request must be approved by the GC/Prime Contractor of the project entered on the registration form. After a user completes an OCIP online registration and submits insurance documentation, the registration request must be approved by the OCIP Administrator.

Q. **If I already have a username and password in the system, so do I have to submit a new username and password for each new project registration**?
A. No, you can log in and submit the new project registration.

Q. **How do I know that my online registration has been accepted by the system**?
A. The website will send you and the GC/Prime Contractor a copy of the completed forms via email. You can view your submitted registrations by logging in and selecting a registration/enrollment from a drop-down list.

Q. **What are the insurance requirements**?
A. Insurance requirements are available on the OCIP main page by clicking the button for Insurance Requirements – Enrolled Contractors or Insurance Requirements – Excluded Contractors and also in the GC/Prime Contractor contract with the City of Atlanta.

Q. **Where do I send my certificate of insurance and general liability additional insured endorsement**?
A. Both can be sent via email to the [OCIP Administrator](#) or faxed to: 404-559-2395

Q. **How do I know what my work status is**?
A. The OCIP Administrator will send an enrollment or approval notification to you, the GC/Prime Contractor and Construction Management team.

Q. **Do I have to turn in a monthly man hours report**?
A. Enrolled contractors must turn in monthly man hours, Form 5, from the date of enrollment, given by OCIP Administrator, until a close out form has been submitted.

Q. **How do I close out on a project**?
A. Log on to your user console, select the enrollment from the drop-down list, and submit a Form 6 which is the close out form.

Q. **How do I report changes in contract value, estimated hours, or WC codes**?
A. Form 3 is the change order form and should be used to report changes to an enrollment for the same awarding contractor on a project.

Q. **What should I do if I have been awarded a contract by a different awarding contractor under the same job number**?
A. Complete a separate online registration indicating the new awarding contractor because contract value, scope of services, personnel etc. will vary from the previous registration.

Q. **I have already submitted an online registration but cannot see any of the online forms on my user dashboard. What should I do**?
A. Click view registration, under the Awarding Contractor Verification Needed, and update the awarding contractor field.

Q. **Am I able to view forms previously submitted**?
A. Yes, these forms can be accessed via your user console.

Q. **Can I make changes to my contact information**?
A. Log on to your user console and click the View/Update Profile button.

Q. **What should I do if I am experiencing delays or difficulties with the system**?
A. If you are having trouble with the system please do the following:

> 1. Submit a Help Ticket on the main page with a detailed description of the issue to the IT team
> 2. If you are trying to make a submittal, all forms are accessible by clicking the [Download Forms](#) button on the main page and can be sent to the OCIP Administrator until the issue is resolved