

Quick Reference Guide: GA WCL



Go to www.pasp365.com click on the GA WCL link in the grey bar at the top of the page. Enter your county username and county password (see your Program Admin)

Click on “GA WCL Portal” on the left hand side of the screen

Enter your personal: User ID

Enter your personal: Password

Click on “Sign in”

There are 4 sections that need to be completed. Section 2 is optional.

Click on “Create Card”

1) BIOGRAPHIC DATA

Fields with red asterisks (*) are mandatory! Full legal name is required

Height & Weight requires 3 digits:: enter 5’9” as 5.09 / enter 95lb as 095

Date of birth requires 2 digits for month & day and 4 digits for year.

Example: June 7, 1969 should appear as 06/07/1969. Back slashes (/) are required

Once data entry is complete click “Next”.

You will not be allowed to advance if required fields * are not completed.

2) CONTACT INFORMATION

Email address & phone number is optional but recommended.

3) PHOTOGRAPH

Click the “Start Camera” button. Wait for “Java” to load. A blue light will appear on camera when ready and the applicant’s image will appear on your screen.

When ready to take photo click “Save Image”. Then click “Next”.

4) SIGNATURE

Click on the “Capture Signature” button. Click on ‘START’. Have the applicant sign the Topaz device with the attached pen. Then click ‘SAVE’. Then click ‘Next’.

APPLICATION REVIEW SCREEN

Click “Change Details” if needed. Repeat until all data is correct. Click “Save”

APPLICANT RECEIPT

Print this form and have applicant review and sign. Keep this form for your records.