Georgia Department of Behavioral Health and Developmental Disabilities

Idemia Registration and Adding/Updating Idemia Account Number in CheckPT

January 21, 2025

Contents

Overview

The Idemia ACCOUNT UUID is used for providers to pay for background checks with Idemia. This user guide describes how to register your provider with Idemia, how to receive your Idemia ACCOUNT UUID, how to add your Idemia ACCOUNT UUID to your provider profile in CheckPT, and how to update your Idemia ACCOUNT UUID in CheckPT.

Only one person is required to establish and maintain an account with Idemia's Agency Management Portal (AMP). This account will be responsible for maintaining the credit card information on file and will be able to see the billing history. Providers may choose to have multiple accounts for this purpose. Please note that access to the Idemia AMP is strictly for billing purposes and does not include eligibility determinations or other fingerprinting components.

Idemia Registration

Agencies with established GAC numbers (anyone who has been processing fingerprints through DBHDD and Fieldprint), should email cares_t2@us.idemia.com and must include their agency name that was on file with Fieldprint/GBI and their GAC number. Idemia will verify the agency setup with GBI and proceed with sending that user their login information for access to the AMP.

If an agency has both a GAP and GAC number, they may have received login information from Idemia already and if they were able to login to CARES, they would be able to use the same login information to access the AMP at https://agency.ga.state.identogo.com/login/.

Once users have a login from Idemia, they should follow the Idemia user guide titled "IDEMIA UEP AMP First Time Log In Guide".

Setting Up Payment Information in Idemia

Once users have logged into the AMP, users should follow the Idemia user guide titled "Provider Pay Account Setup Idemia Billing".

Adding/Updating Idemia Account Number in CheckPT

Login to your CheckPT account and select your provider using the hyperlink in the bottom left-hand corner of the Home Page.

You will be navigated to the **My Provider Information** page where you will select "**Edit"** in the bottom right-hand corner of the page.

The **Billing Number** field is the only field that can be edited.

You can find your Idemia ACCOUNT UUID in the Idemia Agency Management Portal (AMP).
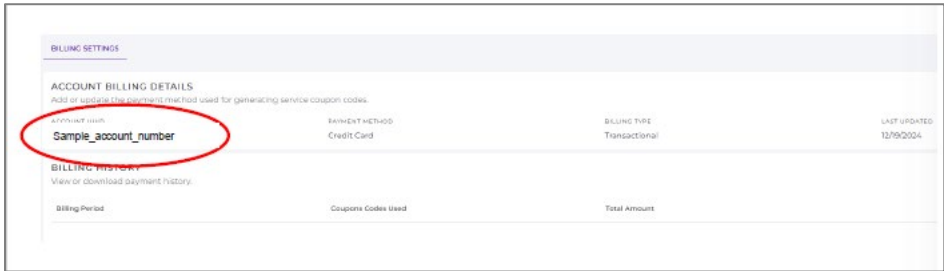
Enter the Idemia ACCOUNT UUID into the CheckPT Billing Number field. Select "**Save**" to save your information. The Billing Number will be validated with Idemia when saved. If the Billing Number is invalid or is no longer active, then a message will display. The number is also validated when an application is resumed and reviewed by the provider.