Once a Document Custodian has chosen the Organization ID in their Profile, when accessing GinnieNET, they can confirm the specific Organization ID they need to use by following the process below.

CONFIRMING DOCUMENT CUSTODIAN ORG ID VIA GINNIENET

1. Select GinnieNET under the Tools menu, Other Applications option.

The user will be directed to the GinnieNET welcome page.

2. Select Close at the bottom of the page to proceed.

The GinnieNET home page will display the Document Custodian ID at the top.