

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.

