

GEOS Account Creation

Disclaimer: GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.

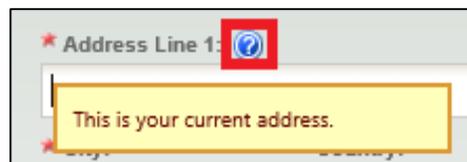
Step 1: In your browser, navigate to <https://geos.epd.georgia.gov/GA/GEOS/Public> and click the “Create a New Account” link on the login page.



Step 2: Enter in your personal identification and contact information (Business, Name, Username, Title, address, e-mail, phone number).

Any field that contains an  icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, click the ‘Next’ button.

By placing the mouse over the  icon, a help box will display to provide additional information.



Step 3a: Select the appropriate group and account type based on the role you will serve for your facility.

Step 3b (for Responsible Official Only): As an RO, select the account type reflecting the application for which you are responsible. Before proceeding, click **'Associate New'** to choose the name of your associated master facility from the provided list.

CREATE ACCOUNT
For public user to create user account. (*) Denotes a required field.

* Account group: Preparer Responsible Official
 * Account type: Responsible Official for NPDES Responsible Official for TitleV

Associated Facility List

ID	Name	Address	Application	Status
Associate New				

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As an RO, you need to associate a facility to your account in order to create and submit applications. You can search for master facilities by name using the **Search Master Facility** tool. Once the results display, check the facility(s) and application(s) for which you are responsible. If you cannot find your facility(s), EPD will need to add it to the list. (See the Contact Us page at <http://epd.georgia.gov/geos> for EPD contact information.) You may continue the account creation process if your facility is not listed. You will be able to associate your facility at a later date once it has been added by EPD.

Search Master Facility

Master Facility Name: Search

1 - 4 of 4 item(s)

ID	Name	Address	Application
<input type="checkbox"/>	243 TYCO HEALTHCARE RETAIL GROUP (WAS PARAGON TRADE BRANDS)	7510 Industrial Hwy, Macon, GA 31216	<input type="checkbox"/> Title V Application
<input type="checkbox"/>	1324 HAMBLY'S GARAGE, INC.,	5790 Dahlonega Hwy, Cumming, GA 30028	<input type="checkbox"/> Title V Application
<input checked="" type="checkbox"/>	3287 ARAGON	1381 East Ave, Cedartown, GA 30125	<input checked="" type="checkbox"/> Title V Application
<input type="checkbox"/>	4518 VULCAN CONSTRUCTION MATERIALS, LP - ARAGON QUARRY	1 Glenlake Parkway, GA 30328	<input type="checkbox"/> Title V Application

Step 4: Once the selections have been saved, you will need to provide answers to a few security questions. These questions will be used later to retrieve a lost password and used to submit applications.

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Security Questions
One of the following security questions will be referenced during the application submission process.

Question 1:
What is the first and middle name of your oldest sibling?
Answer:

Question 2:
What is your birthday?
Answer:

Question 3:
What is the name of the hospital where you were born?
Answer:

Question 4:
What is your best friend's last name?
Answer:

Question 5:
What is the last name of your favorite teacher?
Answer:

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Step 5: To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

Picture Verification
Enter the characters you see in the picture (case sensitive). The characters are drawn

* Enter the characters you see:

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Step 6: The system will display instructions on how to activate the account so that all features can be opened.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

! Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please:

1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers."

[Back To Login](#) [Print Subscriber Agreement](#)

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

Step 6a (for Responsible Official Only): The RO is required to print, sign and mail an Electronic Signature Agreement (also known as the "Subscriber Agreement") to EPD for "Certify & Sign" privilege. This form is needed by the EPD so that the EPD can approve of the account association to the facility and activate the facility in GEOS for the applicant. By clicking the "Print Subscriber Agreement" link, GEOS will auto-fill the subscriber agreement form. The 'Subscriber Agreement' will need to be printed, signed, and sent back to the agency. The mailing address will be contained in the 'Subscriber Agreement' form.

Georgia EPD Online System (GEOS) for Permitting, Compliance & Facility Information
Subscriber Agreement
 Environmental Protection Division
 2 Martin Luther King Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334

The Subscriber Agreement should be used by facility's responsible official(s) who would like to electronically apply permits/license from the EPD or submit compliance reports to the EPD.

A. Subscriber Information

GEOS User ID:	75	GEOS User Name:	bsmith
Subscriber Name:	Bill Smith		
Email Address:	bsmith@aragoninc.com		
Phone Number:	() 404-294-3432 ext.: () ext.		

B. Facility/Permit Information

Signing privileges are requested for the following facility:

Facility FIS ID:	3287	Facility Name:	ARAGON	Permit #:	GA0026182-0
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Type of Request (Select Only One):

- NEW: the first request for this user account to act as the RO for above facilities
- REQUEST FOR REACTIVATION: a re-activation of the user account to act as the RO for above facilities
- CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed.
 - Specific the RO(s) to be replaced: _____
- INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent.
 - Facility ID(s): 3287

Notes to EPD (Optional unless inactivating):

Step 7: You will receive an e-mail notification of the account creation with your login name and randomly generated password. You can use this information to login into the GEOS Public Portal.

Dear Bill Smith:

Your new account has been created.
 Your login name is: bsmith
 Your password is: H6bjpXGx

Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!
 If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards,
 Georgia EPD GEOS System