

GEOS Training for Permit Applications

The Georgia Environmental
Protection Division

GEOS Technical Assistance site: <https://epd.georgia.gov/geos>

What is GEOS?

- The [Georgia EPD Online System \(GEOS\)](#) is a portal for online electronic permit applications including NPDES Municipal Wastewater Discharge Permits, Title V Air Quality Permits, Scrap Tire Waste Reduction, Scrap Tire Compliance, Brownfields, Lead Based Paint and Asbestos, and Trust Fund and Fee Management.
- New applications will be added to GEOS over time.

What are the benefits of GEOS?

- Improving Program effectiveness and efficiency.
- Reduced workload for managing data.
- Reduction in printing and mailing costs.
- Gives permittees the ability to track their permit status electronically.

GEOS Website:

This should be your starting point

<http://epd.georgia.gov/geos>

- Training material and documentation
- FAQ
- Training calendar
- Important Links (GEOS testing and live site)
- Information about GEOS

The Overall GEOS Path

1. Understanding GEOS account groups and types.
2. Creating/Managing an account for GEOS.
3. Fill out/Submit application(s) within GEOS.
4. Managing/Tracking Applications within GEOS

Account Privileges

User Type	Purpose	Account Privileges
Fee Payment	Fee Payment Account Type is designed for user who only wants to use GEOS to make payments.	<ul style="list-style-type: none"> • View and submit Online Payment – FIMS • Track account transactions
Preparer	<p>A preparer is someone who is assigned by a RO to create and prepare applications for their facility.</p> <p>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that they have been associated with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</p>	<ul style="list-style-type: none"> • View and prepare an electronic data entry form in GEOS • View submitted data in GEOS • Keep track of the status of submitted records • Keep track of issuances
Responsible Official (RO)	<p>Only the RO account can certify and submit applications in GEOS.</p> <p>An RO can only maintain one User Account, but have this account to have the RO privileges for certain facilities and have the preparer rights for other facilities. If the RO plans to certify a submittal, the RO must get your account approved by EPD as the RO for that facility. Additionally, one RO may be designated as a preparer for another RO.</p>	<ul style="list-style-type: none"> • View and prepare an electronic data entry form in GEOS • View submitted data in GEOS • Keep track of the status of submitted records • Keep track of issuances • Certify and submit an electronic data entry form in GEOS • Associate a consultant to their account to prepare applications • Make fee payments

Account Groups & Types

GEOS has three account groups and nine account types for the regulated community.

Account Group	Account Type
Fee Payment	Fee Payment
Preparer	Preparer
Responsible Official	Responsible official for NPDES, Responsible official for Title V, Responsible Official for SIP, Fee Payment , RO/Owner for Scrap Tire, RO/Owner for Brownfield, RO/Owner for Lead-Based Paint and Asbestos, and RO/Owner for Trust Fund Reimbursement Request

Your access to these account types will be determined by the account group you belong to.

Account Groups

- When Account Group is “Fee Payment” then the only Account Type is “Fee Payment”
- When Account Group is “Responsible Official” then you have the option of selecting “Fee Payment” as well as other account types
- When Account Group is “Preparer” then Account Type is still only “Preparer”

Important Notes

- RO Notes

- An RO can maintain only one User Account
- This one account may be assigned RO privileges for certain facilities and preparer privileges for others.
 - *One RO may be designated as a preparer for another RO.*
- An RO can request additional Account Types through the GEOS system
- For an RO to submit an application, they must first be approved by the EPD as the RO for that facility.

- Preparer Notes

- A preparer cannot submit an application, but may prepare applications for a single or multiple ROs with whom they are associated.
- The types of applications and facilities that the preparer can make applications for are all defined by the RO.

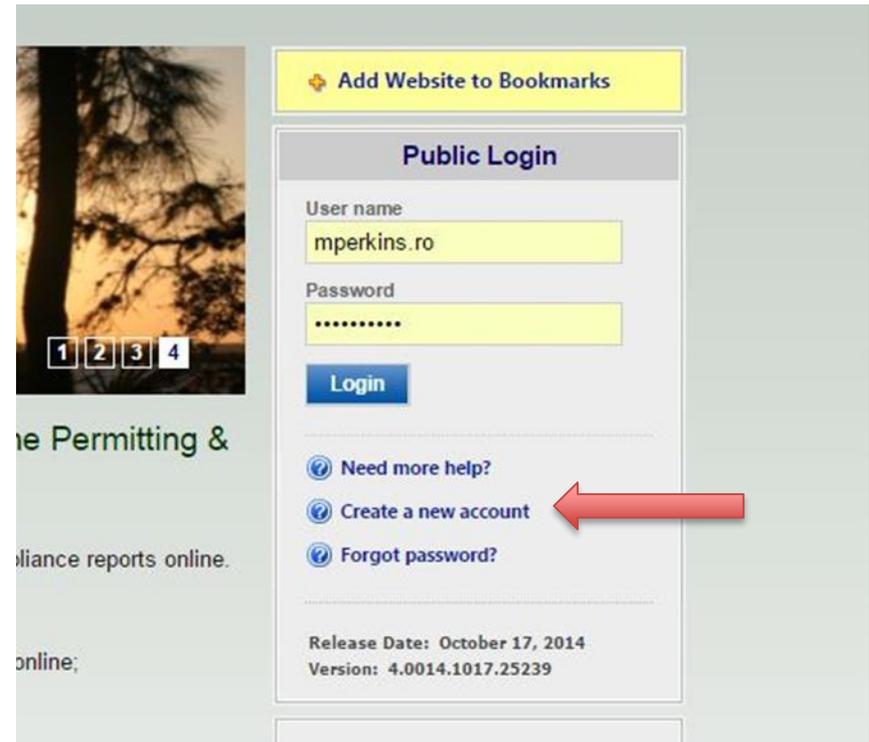
Live versus Test

This screenshot shows the live version of the GEOS System login page. The browser address bar displays the URL: <https://geos.epd.georgia.gov/GA/GEOS/Public/EnSuite/Shared/Pages/Main/Login.aspx>. The page header includes the Environmental Protection Division logo and the text "Georgia Department of Natural Resources". On the right side, it says "Georgia Department of Natural Resources Online Permitting & Reporting". The main content area features a large landscape image of trees at sunset. To the right of the image is a yellow button labeled "Add Website to Bookmarks" and a "Facility Login" form. The form has a "User name" field containing "emcrae.rod" and a "Password" field with masked characters. A "Login" button is visible at the bottom of the form.

This screenshot shows the test version of the GEOS System login page. The browser address bar displays the URL: <https://geos.epd.georgia.gov/UAT/GEOS/Public/EnSuite/Shared/Pages/Main/Login.aspx>. The page header includes the UAT logo and the text "Environmental Protection Division Georgia Department of Natural Resources". On the right side, it says "GEORGIA TRAINING SITE". The main content area features a large landscape image of a river with trees in autumn. Below the image is the text: "Welcome to Georgia DNR Environmental Protection Division Online Permitting & Reporting Services". To the right of the image is a yellow button labeled "Add Website to Bookmarks" and a "Facility Login" form. The form has a "User name" field containing "emcrae.rod" and a "Password" field with masked characters. A blue "Login" button is visible at the bottom of the form. Below the login form is a link for "System User Guide".

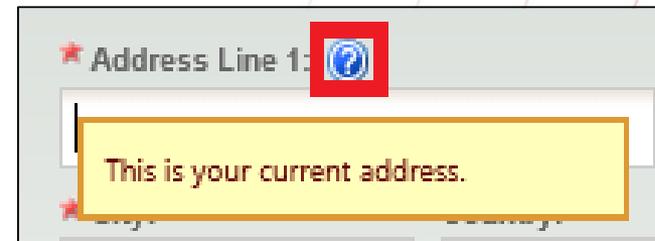
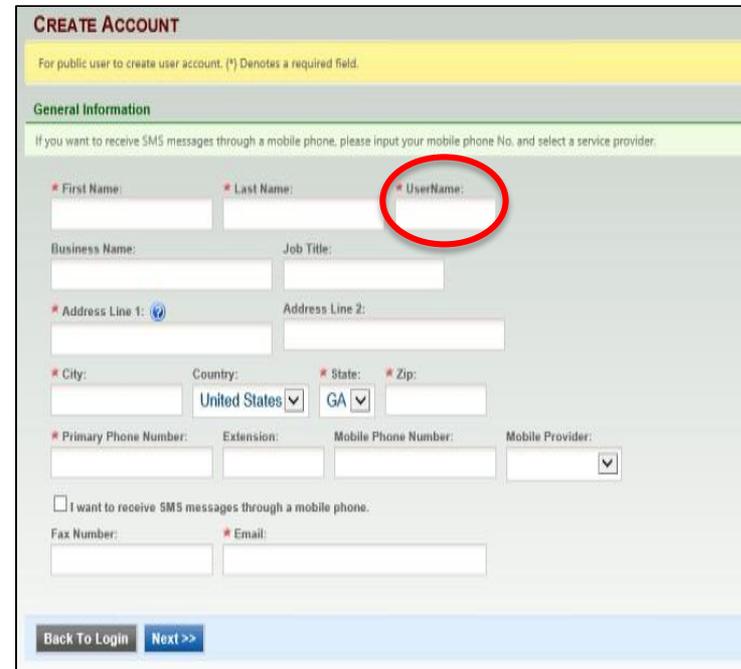
Account Creation

- Navigate to <https://geos.epd.georgia.gov/UAT/GEOS/Public>
- Click the “Create a New Account” link on the login page.



Account Creation

- Enter in your personal identification and contact information.
- Any field that contains a * is required and must be filled to continue.
- By placing the mouse over the , a help box will display to provide additional information



Account Creation

- Select preparer for both account group and account type.
 - Note: We will discuss the RO creation process in a moment
 - Note: If you are of Account Group “Fee Payment” then select Account Type “Fee Payment”

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may c

* Account group: Fee Payment Preparer Responsible Official
* Account type: Preparer

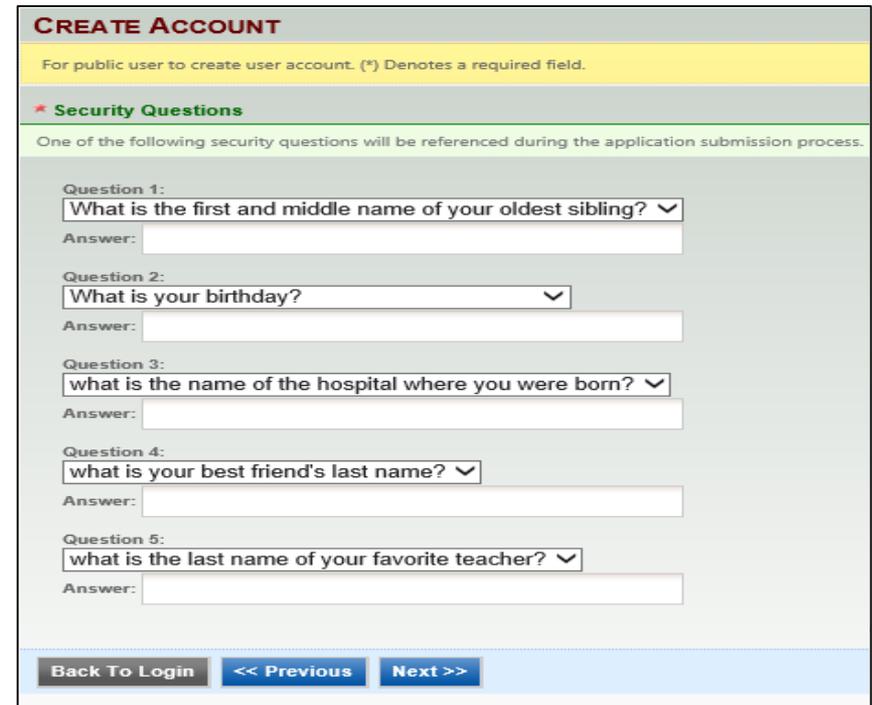
[Back To Login](#)

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Account Creation

- Next 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.
- Answers are case sensitive!!



CREATE ACCOUNT

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

*** 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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Account Creation

- To finalize account creation, a CAPTCHA needs to be verified. Once verified, the account will be created.
- The system will display instructions on how to activate the account so that all features can be opened.



Picture Verification

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

Nd aZKM

* Enter the characters you see:

[Back To Login](#) [<< Previous](#) [Create Account](#)



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 follow the instructions below:

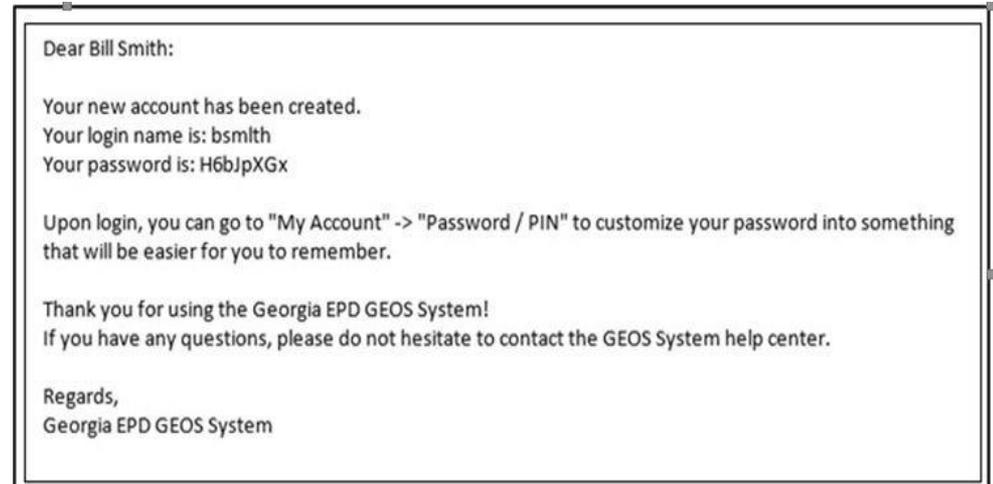
1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding 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.

Account Creation

- 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.



Account Creation

RO Specific

- RO account is essentially the same except for a few minor differences
 - You have to select one or more “Account Types”
 - You have the option to associate one or more facilities with your account. You may choose to do this at a later time.
 - You will be required to print, sign and physically mail a “Subscriber Agreement” for each facility.

Account Creation - RO Specific

Select the account type reflecting the Application(s) for which you are responsible.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.

* Account group: Fee Payment Preparer Responsible Official
* Account type: Responsible Official for NPDES Responsible Official for TitleV Responsible Official for SIP Fee Payment RO/Owner for Scrap Tire RO/Owner for Brownfield RO/Owner for Lead-Based Paint and Asbestos RO/Owner for Trust Fund Reimbursement Request

Associated Facility List

ID	Name	Address	Submittal Type	Status
Associate New				

If you do not see your facility, please contact:
For NPDES Municipal permits:
404-463-1511
For Title V permits:
404-363-7000
For Scrap Tire, Brownfield, Lead-Based Paint and Asbestos, and Trust Fund:
404-656-7802

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Click 'Associate New' to choose the name of your associated master facility from the provided list.

Account Creation

RO Facility Association

- After clicking “Associate New” use the Search Master Facility tool to locate your facility
 - Leaving the search field blank and clicking search will return all facilities in the system.
- 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
 - You may still proceed with your account creation by clicking “Close” and then clicking “Next” on the previous screen

Search Master Facility

Master Facility Name: Facility Identifier: Address:

1 - 2 of 2 item(s)

	ID	Name	Address	Submission Type
<input type="checkbox"/>	73	BIRDSONG PEANUT CO.	107 Findley Rd , Sylvester , GA 31791	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application
<input type="checkbox"/>	2275	BIRDSONG PEANUT CO.	608 Main St , Colquitt , GA 39837	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application

Account Creation

RO Subscriber Agreement

- The RO is required to print, sign and mail a Subscriber Agreement to EPD
- Click the “Print Subscriber Agreement” link, GEOS will auto-fill the subscriber agreement form.
- *Note: Fee payment does not require a Subscriber Agreement*

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.

Georgia EPD Online System (GEOS)
for Permitting, Compliance & Facility Information

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
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Notes to EPD (Optional unless Inactivating):

RO Delegation of Authority

- It is possible for a Responsible Official (RO) to delegate their authority for permit submissions to another individual.
- This can be done using the 'RESPONSIBLE OFFICIAL AUTHORIZATION OF DELEGATION' form which can be found on the EPD GEOS technical assistance site here: <http://epd.georgia.gov/geos/documents/responsible-official-authorization-delegation>
- There are plans for the ability to delegate authority to be added within the GEOS system in a future release.

Dashboard

The screenshot shows the dashboard for the Environmental Protection Division, Georgia Department of Natural Resources. The dashboard is divided into several sections:

- 1. Start a New Submittal:** A section with four buttons: "Apply New Application", "Submit Non-Permit Report", "Submit a Complaint", and "Make Online Payment".
- 2. Upcoming Submittal Obligations:** A table with 4 items, each with an "Edit" button. The items are for "CENTERS FOR DISEASE CONTROL & P".
- 3. Search Account Transaction:** A section with a "Search for Transactions" button.
- 4. Message Center:** A section with three categories: "Submittals" (32 Recent Email(s) for submitted submittals, 17 payment due submittals), "Permits/Licenses" (1 expired permit(s)), and "Facility".
- 5. Permits / Licenses:** A table with 11 items, each with "Renew" and "Amend" buttons. One item is for "Honda of Conyers dba Shottenkirk - GA".

1. 'Start a New Submittal' allows the user to start a new submittal from the dashboard.
2. 'Upcoming Submittal Obligations' is specifically prepared for site to submit obligation report.

(2 continued) Under monitoring period, the site can see all obligation reports under this section. When the date passes report start date, the "Edit" button will be enabled.

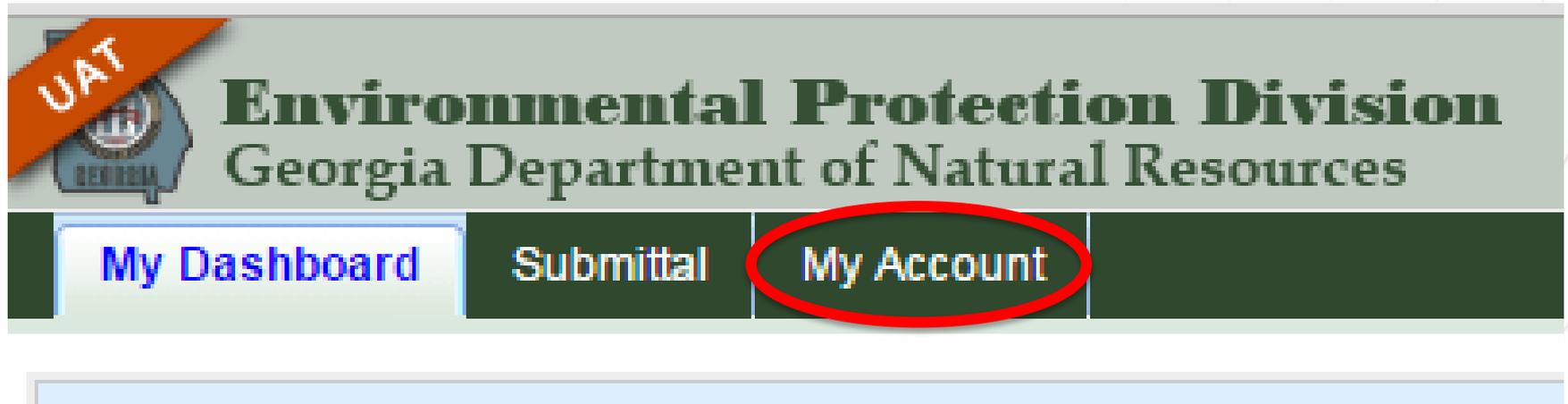
3. 'Search Account Transaction' allows user to search all transactions in FIMS by searching account ID. The user will be required to type in the pin number to access account information.

4. 'Message Center' provides information that needed the user's attention. Information includes link to any communication done via GEOS. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

5. 'Permit/Licenses' here the user can view all permit/licenses/issuance that have been issued to the user. The user can access related submittal form by clicking through the link of submission name.

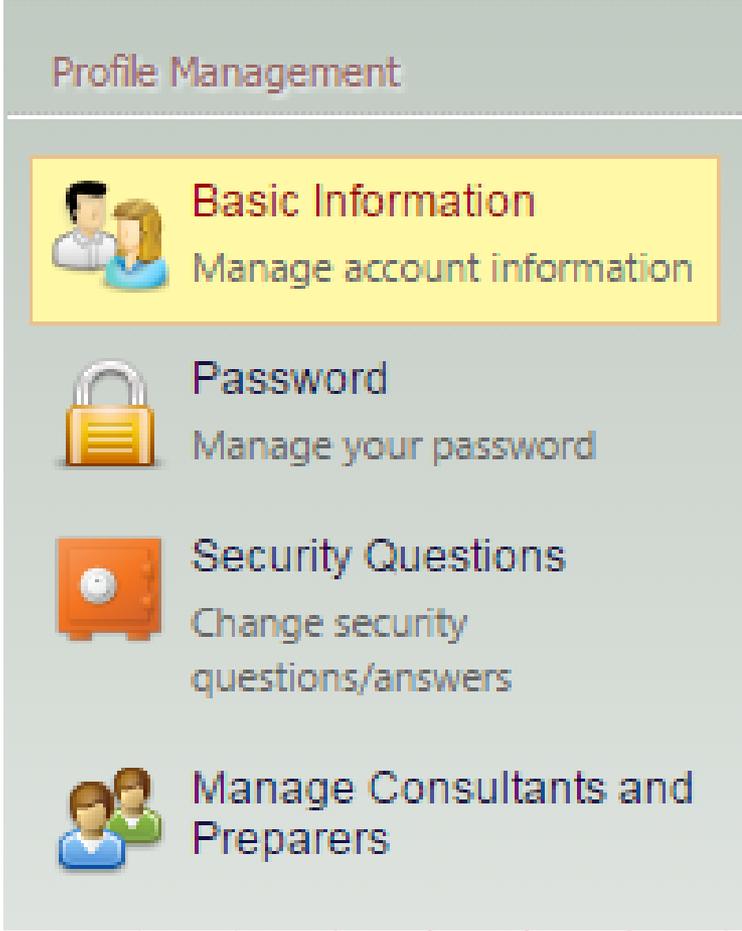
Managing Account Settings

- It's important to keep your information up to date in GEOS. You can manage your account information by clicking 'My Account' in the menu bar:



Managing Account Settings

- In 'Basic Information', you can change your name and contact information
- Click the 'Password' and/or the 'Security Questions' links to modify these settings.
- If you are an RO you are to review and edit consultant information by clicking the 'Manage Consultants and Preparers' link



The image shows a screenshot of a 'Profile Management' settings menu. The menu is titled 'Profile Management' at the top. Below the title, there are four options, each with an icon and a description:

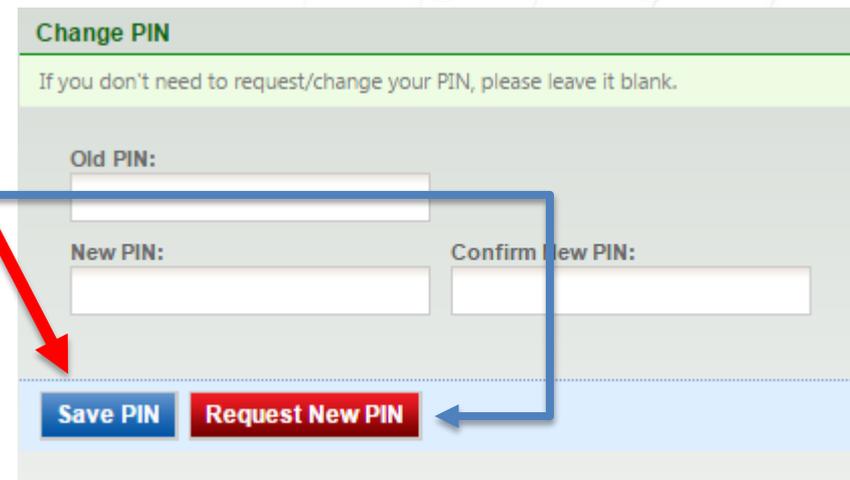
- Basic Information**: Manage account information. The icon shows a man and a woman.
- Password**: Manage your password. The icon is a padlock.
- Security Questions**: Change security questions/answers. The icon is a red safe.
- Manage Consultants and Preparers**: The icon shows two people.

Basic information section

- Depending on your Group and Type, you will see multiple tabs such as 'General Information', 'Address Information', 'Associated RO', 'Associated Facilities' and 'Attachment'.
- The 'General Information' and 'Address Information' allow for updating and managing these data items.
- If you are a preparer, the 'Associated RO' tab allows you to see RO and facility information as well as permission level and application types.
- If you are an RO, the 'Associated Facilities' tab allows you to see your facilities as well as associate a new facility for which you will serve as a Responsible Official. An RO may add additional account types here.
- The 'Attachment' tab will allow you to upload documents.

Password Section

- This section contains two tabs one allows you to change your password the other allows you to change your PIN or request a new PIN.
- There is a Forgot Password on the Login Page.
- Changing the PIN and Requesting a new PIN are two separate actions.



The screenshot shows a web form titled "Change PIN". At the top, there is a green header with the title. Below it is a light green instruction: "If you don't need to request/change your PIN, please leave it blank." The form contains three input fields: "Old PIN:", "New PIN:", and "Confirm New PIN:". At the bottom, there are two buttons: a blue "Save PIN" button and a red "Request New PIN" button. A red arrow points from the text "Requesting a new PIN" in the list to the "Request New PIN" button. A blue line with arrows at both ends connects the "New PIN:" and "Confirm New PIN:" fields to the "Request New PIN" button, indicating that these fields are used for that action.

Security Questions Section

- This section allows you to update and change your security questions.
- The security questions and PIN are the credentials used for certification and submission.
- Don't forget to fill out the section on the reason for changing the answers

Manage Consultants and Preparers Section

- In this section, an RO user can see a grid view of preparers that have been associated to their account.
- The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association.
- If you want to de-associate the user, simply click on the  to remove them.
- By clicking on the  icon, you can see a detailed view of the associates' setting.

Adding a new 'Preparer'

- To add a new preparer, the system first prompts for the preparer's e-mail, which means the preparer is required to have an account in GEOS first.
- Next, GEOS asks for the effective date and expiration date of this association, if any.

Consultant Information

★ Email

★ Effective Date

Expiration Date

Validate & Associate

Adding a new 'Preparer'

- As a third step, the RO needs to 'Add Application Authorizations' to the preparer.
- 'Application Authorization' defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access.
- Once the association is completed, the preparer can log in and begin working on applications.
- Don't forget to hit 'Save'.

Managing an account for GEOS

- Live Demo

Submitting an Application

1. Select an submittal type
2. Select a facility
3. Enter necessary information on the application form
4. Insert attachment(s)
5. Data validation and completeness check
6. Pay Submittal Fee (If needed)
7. Certification and submission
8. Acknowledgement receipt and confirmation email

Fill out/Submit GEOS application(s)

- Items to note:
 - Internet Explorer 8 or greater is recommended
 - In order to choose a facility for your application, you must be associated with a facility as an RO by EPD or be designated for a facility by an RO.
 - Save/Next both ‘Save’.
 - Next will validate the page.
 - Save will only highlight required items.
 - You may hop around to different sections leaving forms incomplete. Please ‘Save’. You will be prompted if you do not.

Fill out/Submit GEOS application(s)

- Items to note continued:
 - In order to save some items and return to the application, you must select ‘Cancel’. This is counterintuitive but how the system works. (example: Title V - Section F: Emission Source)
 - Some pop-up forms occur high on the page and require scrolling up to see them. This can cause confusion. (example: Title V - Search HAP in section A)

Fill out/Submit GEOS application(s)

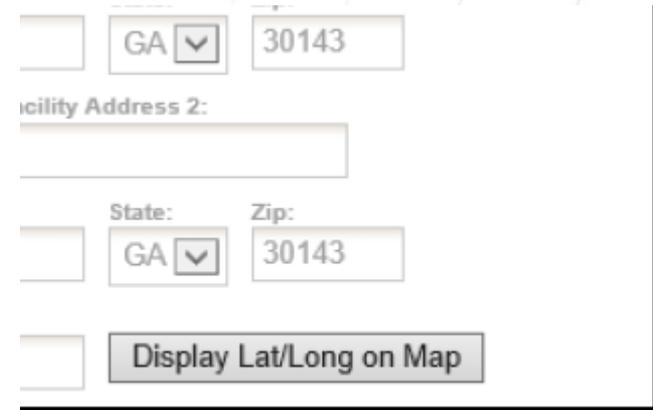
- Reminders from EPD:
 - Don't overthink what you need to enter into GEOS. GEOS allows for a lot of data to be entered but only the required fields are necessary.
 - For example, you do not need to get into too much detail with calculation methodologies. Simply stating "Calculation" in the description/comment will suffice.
 - The system is not being used to cross check with other electronic systems.
 - For example, in Title V, continue to enter stack data as in the old application. It does not need to match the Emissions Inventory or Fees collection data exactly.
 - When in doubt, put what you think you should and explain in the comments.
 - Emailing questions is better than calls. When a question is emailed, it is easier to get the info to you and the question can be added to the FAQs thereby helping others.

Mapping Information

- GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.
- The GIS function can also be utilized in allowing the user to use a map to pinpoint the GIS location.



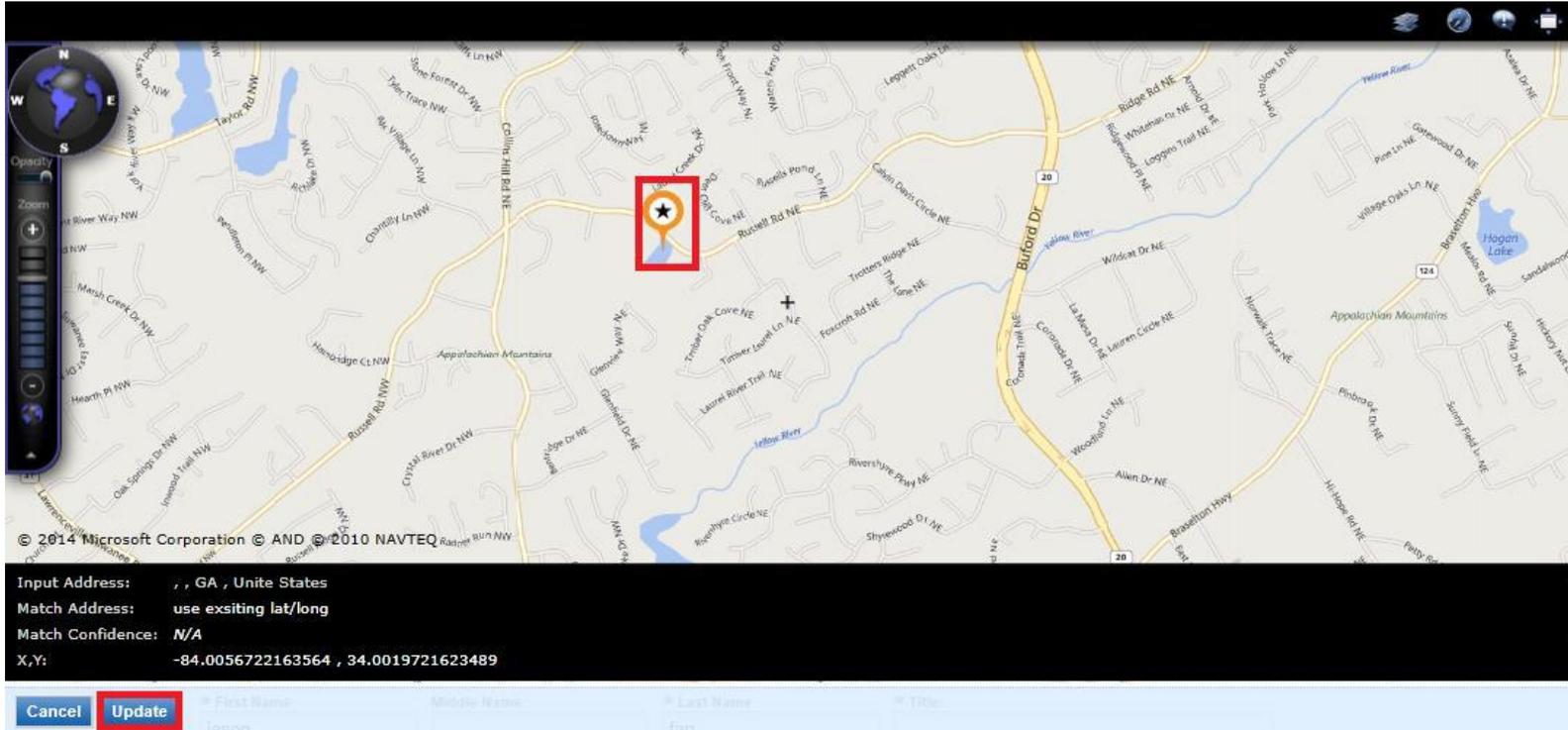
A screenshot of a web form interface. It features a light green header bar. Below it, there are three rows of input fields. Each row consists of a text input field followed by a button labeled "Get Lat/Long".



A screenshot of a web form interface for facility address and location selection. It includes a text input field, a dropdown menu for the state (currently showing "GA"), and a text input field for the zip code (currently showing "30143"). Below this, there is a label "Facility Address 2:" followed by another text input field. Further down, there are labels for "State:" and "Zip:" with corresponding dropdown and text input fields (State: "GA", Zip: "30143"). At the bottom, there is a button labeled "Display Lat/Long on Map".

Mapping Information

- The user can click on the 'Get Lat. /long' button and move the cursor to the desired location. Once the desired location is selected, the user can click the 'Update' button to populate the lat. /long with the pinpoint location's lat. /long.



Protected Information

- All information input and/or uploaded as attachments into the GEOS system should be considered Publically Available and should be treated that way by the Preparers.
- If a Preparer feels that there is a need to include information not subject to disclosure an applicant should do the following:
 - Checkmark the box stating that “Information not subject to disclosure under the Georgia...” is included in the application.

A. GENERAL INFORMATION

★ This application includes Information the Applicant Claims is Protected Under Georgia Law from Disclosure to the Public: Yes No



Protected Information

- Instead of entering the protected piece of information, the phrase [REDACT###] should be used in the entry field.
 - ### should be incremented by the Preparer for each subsequent piece of information that is “not subject to disclosure...”

The image shows a screenshot of a data entry form with several fields. The fields are: 'General Information' (header), 'Emission Unit Type' (value: 'Reactor Vessel'), 'Description:' (value: '[REDACT001]'), 'Manufacturer:' (value: '[REDACT002]'), and 'Model Number:' (value: '[REDACT003]'). The redaction codes are circled in red.

General Information	
Emission Unit Type	Reactor Vessel
Description:	[REDACT001]
Manufacturer:	[REDACT002]
Model Number:	[REDACT003]

Protected Information

- Once the application is finished, the Preparer will be able to generate and download the “Redact Report” in the Attachment section
 - The Preparer will then fill in the “Redacted Information” on the “Redact Report” with the Privileged Information
 - This report will only be able to be submitted by hard copy
 - Do not include electronic versions of the Redact Report or any Privileged Information within GEOS

Preparer Submission

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

* I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to the User ID and Password, may be terminated by our discretion at any time.

Question: what is your favorite book?

Answer: itos_prep

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and from the accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Preparer Submitted

Application > Wizard Panel > Submit

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

* I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, including the User ID and Password, may be terminated by our discretion at any time.

Question: what is the name of the hospital where you were born?

Answer: itos.prep

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and evolving area and some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from the accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#) [Email sent.](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Managing Applications within GEOS

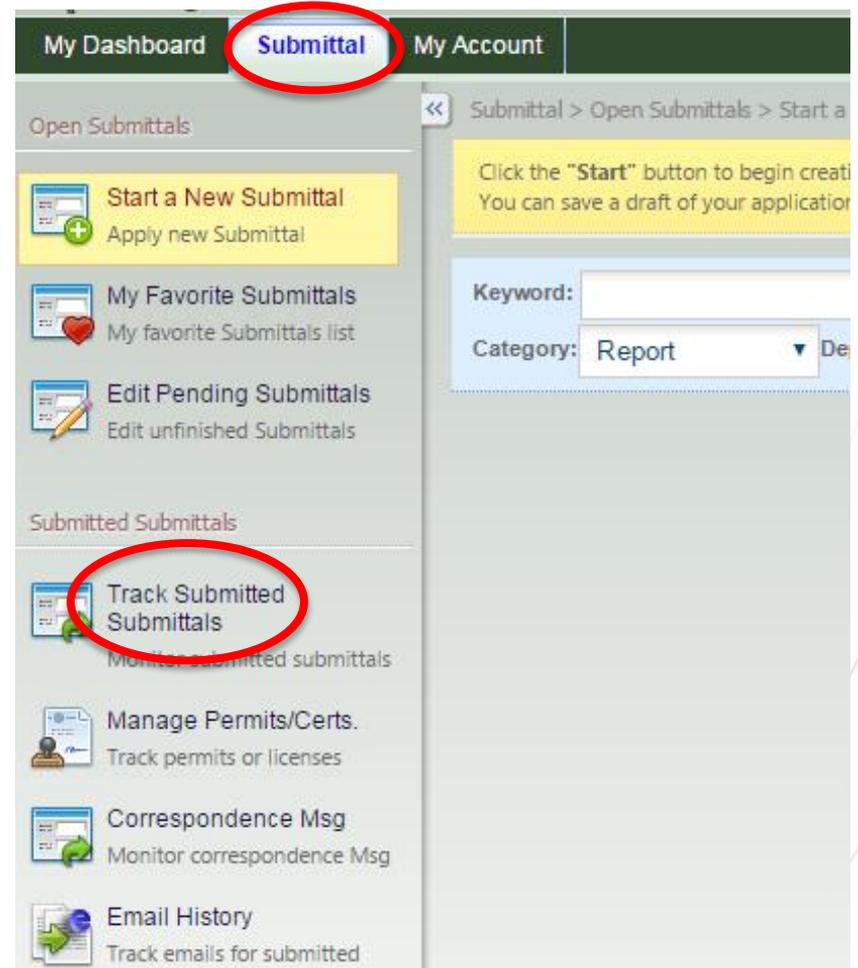
Tracking Submittals

- GEOS provides the following features to track submittals:
 - Ability to review submittal
 - Tracking Submission Status and Work Activities
 - View issuance status
 - Communicate with EPD
 - E-mail tracking of notifications from EPD

Managing Applications within GEOS

Tracking Submissions

- To track applications, navigate to the ‘Submittal’ menu bar and click “Track Submitted Submittals”.
- From here you may find submittals using the search toolbar to filter your selection.



Managing Applications within GEOS

Review Submissions

- From the Submitted Applications list, click ‘View’ to see a submitted application’s details. The applications details are broken down into the following tabs:
 - **Submittal:** View information related to the submission and status
 - **Attachment:** Displays any attachments that have been uploaded to GEOS during submission process. The applicant can upload additional sets of attachments in this page.
 - **Payment:** Displays total application fee, payment made and fee balance as well as any pending balances on the application fee.
 - **Work Activities:** The status of an application’s work activity is noted as either: Scheduled, Cancelled, Overdue, or Completed.
 - **Correspondence:** Allows applicant to initiate email correspondence with agency users, but visible to third-party users as well.
 - **Email History:** Displays a list of emails that have been system generated.
 - **Issuance:** Any issuance documents may be accessed here.

Managing Applications within GEOS

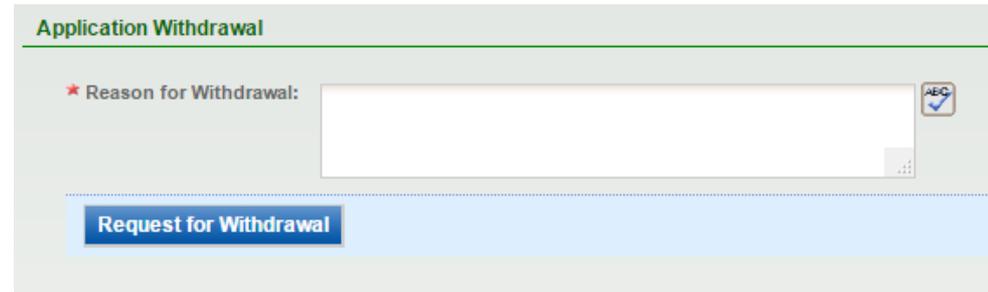
Review Submissions

- If you need to copy your submission because of the similarities with a new submission, the 'Copy Application' button will create a new application and transpose all the data that was filled in on the previous application.

The screenshot displays the 'Track Submitted Apps' page in the GEOS system. At the top, there is a breadcrumb trail: 'Application > Submitted Applications > Track Submitted Apps'. Below this, a 'Back to Search' link and a 'Copy Application' button are visible. The 'Copy Application' button is highlighted with a red box. The main content area shows details for a specific application: Facility: NUTRASWEET CO., (40203) Title V Application, Owner: Mike Perkins, Submitted on: 5/19/2015 3:14:34 PM (Timespan: 1 days), and Address: 1762 Lovers Ln, Augusta. To the right, there are summary statistics: Sub Type: Online, Required Documents: 4, Total Amount: \$0.00, and Inspections: 0. Below the details, a horizontal menu contains tabs for 'Application', 'Attachment', 'Payment', 'Correspondence', 'Email History', 'Work Activities', and 'Issuance'. The 'Application' tab is selected and highlighted with a red box. A yellow banner below the menu reads: 'Click the form link under "Application Form(s) Detail" to view the submitted Application Form.' The bottom section, titled 'Application Basic Information', lists: App ID: 40203, App Name: Title V Application, Submitted Date: 5/19/2015 3:14:34 PM, and Submitted by: Mike Perkins, 1180 East Broad Street, Athens GA 30602, 7065423436.

Request for Application Withdrawal

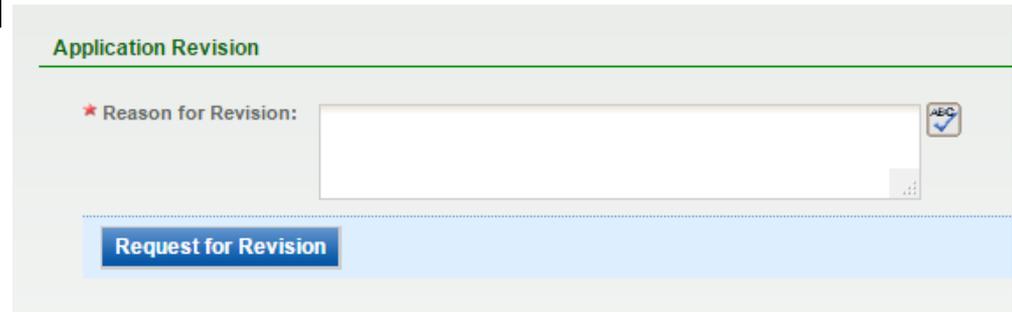
- GEOS currently only allows the user to request for a withdrawal.
- The request for withdrawal option is located in the 'Track Submitted Application' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.



The screenshot shows a web interface for 'Application Withdrawal'. At the top, the title 'Application Withdrawal' is displayed in green. Below the title, there is a red star icon followed by the text 'Reason for Withdrawal:'. To the right of this text is a large, empty white text input field. In the top right corner of the input field area, there is a small blue icon with a white checkmark and the letters 'AEC'. Below the input field, there is a blue button with the text 'Request for Withdrawal' in white.

Request for Application Revision

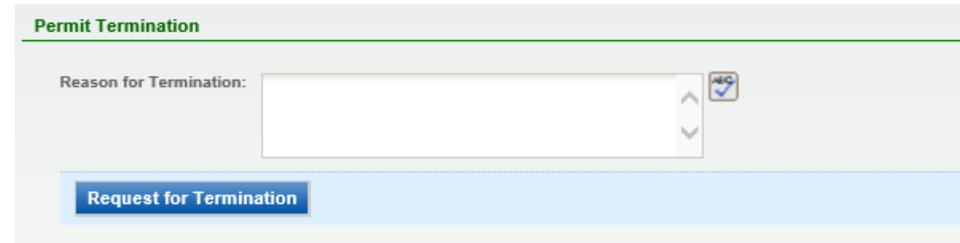
- The request for revision option is located in the 'Track Submitted Application's tab' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the submission is approved for revision, a new application will be created with the status set as 'Revision'.
 - This will let the user revise their past submission and the old submission will be marked as 'Revised Archived'.
 - No further action can be taken on the old submission.



The screenshot shows a web interface for 'Application Revision'. At the top, the title 'Application Revision' is displayed in green. Below the title, there is a red star icon followed by the text 'Reason for Revision:'. To the right of this text is a large, empty white text input box. In the top right corner of the input box, there is a small blue icon with a white checkmark and the letters 'AEC'. Below the input box, there is a blue button with the text 'Request for Revision' in white. The background of the form is light gray.

Request for Permit Termination

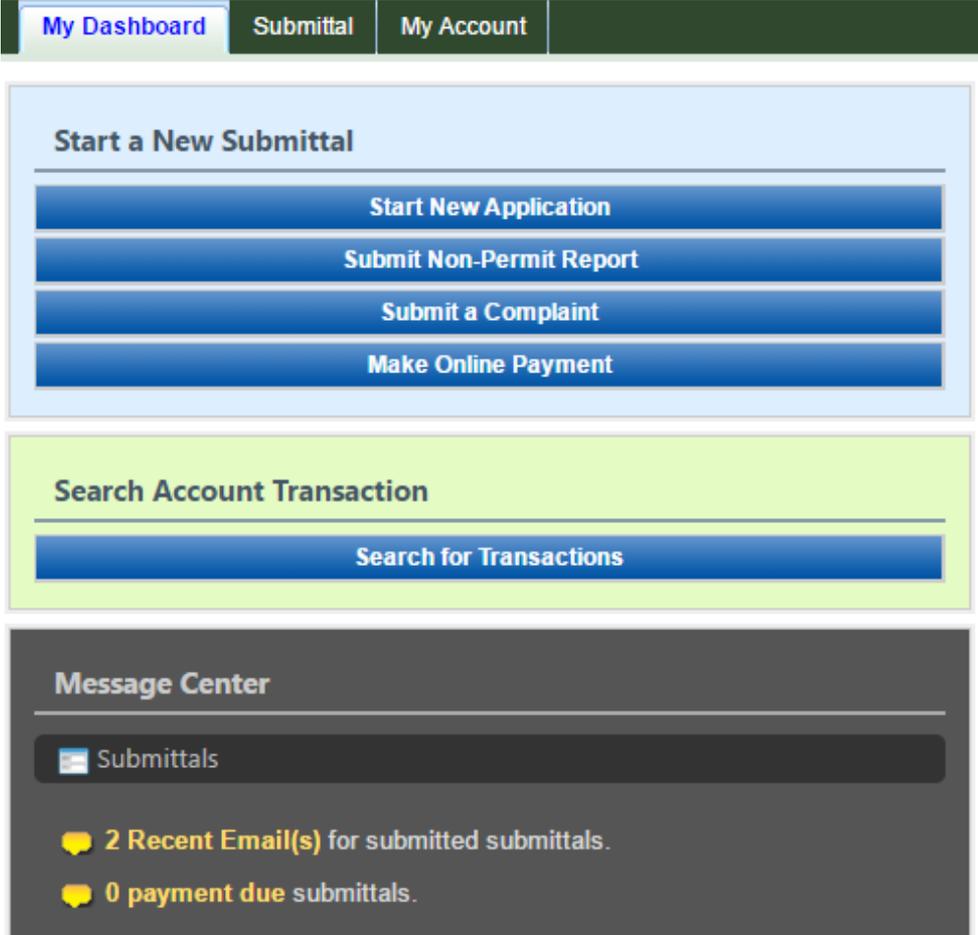
- If a final permit has been issued by the EPD through a GEOS submission and the applicant decides that the permit is no longer needed
- The request for termination option is located in the 'Track Submitted Application's' tab in the detailed view and can also navigate to this section through the 'Manage Permit/Certification' module.
- By doing so, the EPD will make a decision of whether or not to approve or deny the request.
- If the agency approves of the termination, the submission will then be terminated and no longer be modified.



The screenshot shows a web interface for 'Permit Termination'. At the top, there is a green header with the text 'Permit Termination'. Below this, there is a form with a label 'Reason for Termination:' followed by a white text input field. To the right of the input field is a small blue icon with a white checkmark. Below the input field is a blue button with the text 'Request for Termination' in white. The background of the form area is light gray.

Submit Online Fee Payment

- Click on the “Make Online Payment” button to submit a Payment. 



The screenshot shows a web dashboard with a dark green header containing navigation tabs: "My Dashboard" (active), "Submittal", and "My Account". Below the header are three main sections:

- Start a New Submittal** (light blue background):
 - Start New Application
 - Submit Non-Permit Report
 - Submit a Complaint
 - Make Online Payment** (highlighted by a red arrow in the slide)
- Search Account Transaction** (light green background):
 - Search for Transactions
- Message Center** (dark grey background):
 - Submittals
 - 2 Recent Email(s) for submitted submittals.
 - 0 payment due submittals.

Submit Online Fee Payment

- Click the 'Start' button to begin an online payment
- Click next to continue to the next part of the wizard.

The screenshot shows a web application interface with a navigation bar at the top containing 'My Dashboard', 'Submittal', and 'My Account'. The 'Submittal' tab is active. Below the navigation bar, there are three main sections: 'Open Submittals', 'Submitted Submittals', and 'Other Department Submittal Type List'. The 'Open Submittals' section contains three items: 'Start a New Submittal' (with a green plus icon), 'My Favorite Submittals' (with a red heart icon), and 'Edit Pending Submittals' (with a pencil icon). The 'Submitted Submittals' section contains five items: 'Track Submitted Submittals' (with a green checkmark icon), 'Manage Permits/Certs.' (with a person icon), 'Correspondence Msg' (with a green checkmark icon), 'Email History' (with a green checkmark icon), and 'Link Paper Submission' (with a red checkmark icon). The 'Other Department Submittal Type List' section shows 'Total 1 items' and a card for 'Online Payment - FIMS' with a credit card icon. A red circle highlights the 'Start' button on the card. Below the card, there is a pagination bar with the number '1'.

My Dashboard | **Submittal** | My Account

Open Submittals

- Start a New Submittal**
Apply new Submittal
- My Favorite Submittals
My favorite Submittals list
- Edit Pending Submittals
Edit unfinished Submittals

Submitted Submittals

- Track Submitted Submittals
Monitor submitted submittals
- Manage Permits/Certs.
Track permits or licenses
- Correspondence Msg
Monitor correspondence Msg
- Email History
Track emails for submitted submittals
- Link Paper Submission
Link Paper Submission

Submittal > Open Submittals > Start a New Submittal

Click the "Start" button to begin creating your application/report. You can save a draft of your application/report at any time for fu

Keyword:

Category: Fee/Invoice Department: (All)

Other Department Submittal Type List

Total 1 items

Online Payment - FIMS

Start

1

Submit Online Fee Payment

- The User must enter their FIMS Account ID and the Invoice Number.
- Once they do, they will be able to see the general invoice information and how much they have remaining on the invoice.
- Click 'Next' to continue.

ONLINE PAYMENT - FIMS (SUBMITTAL ID: 41267)

Please fill out the form below.

FIMS Account/ Invoice Information

Account ID:

Invoice Number:

Search

Exit

Save

Previous

Next

Submit Online Fee Payment

- User must select a Payment Method.
- A User that is making an Online Payment for their invoice will select the eCheck option.

Outstanding Balance

Online Payment - FIMS (View Fee Schedule)	\$450.00
FIMS Online Payment	
FIMS Online Payment	\$450.00

Payment Method

Fee Amount:	\$450.00
Amount Due:	\$450.00
TOTAL PAYABLE:	\$450.00

Payment Method:

* Account Type: Bank Name:

* Routing Number: * Account Number: Bank Account Name:

Submit Online Fee Payment

- For the final step, the User will need to certify the submission and enter an answer to one of their security questions and enter their GEOS Account PIN Number.

SUBMIT APPLICATION (APPLICATION ID: 41267)

Click on the check box below Certification of Submission if you agree with the terms of use

Certification of Submission

* I hereby certify that I am the owner, or authorized agent of the owner, of 1

Security Precautions

To prevent your information from being used inappropriately, we maintain strict security. If you use a password, you are responsible for maintaining the confidentiality of your information.

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

Answer:

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate resources to any external sites at their own risk. Township and its GovOnline system is not responsible for any information or actions taken on any external sites.

Exit

Previous

Submit

Verify Account Balance

- From the GEOS Public Portal Dashboard, the User can view their current FIMS Account Balance by clicking on the 'Search for Transactions' button.

The screenshot displays a user interface with three main sections:

- Start a New Submittal**: A light blue header with a white underline, containing four dark blue buttons with white text: "Start New Application", "Submit Non-Permit Report", "Submit a Complaint", and "Make Online Payment".
- Search Account Transaction**: A light green header with a white underline, containing one dark blue button with white text: "Search for Transactions".
- Message Center**: A dark gray header with a white underline, containing a dark gray button with a white envelope icon and the text "Submittals". Below this, there are two yellow speech bubble icons with text: "2 Recent Email(s) for submitted submittals." and "0 payment due submittals.". At the bottom of this section is another dark gray button with a white document icon and the text "Permits/Licenses". Below the buttons, the text "No message need your attention." is displayed.

Verify Account Balance

- The User will be prompted for their FIMS Account Number and their FIMS Account Key (or PIN).
- If you do not have your FIMS Account Key, please contact the relevant GAEPD authority to have your PIN resent.

FIMS Account Transaction

Account ID: PIN Number:

FIMS Transaction List

1 - 3 of 3 item(s)

Account ID	Account Name	Fee Program	Invoice Number	Transaction Date	Transaction Type	Transaction Amount(\$)
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water		11/24/2015 11:57:00 AM	Payment	-300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:11:44 PM	Charge	300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:10:41 PM	BeginBalance	0.00