

Understanding GEOS Account Groups and Types

GEOS has three account groups for the regulated community – Fee Payment, Preparer and Responsible Official (RO).

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 he/she associate 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

Your account type determines what actions you can perform in GEOS. Your access to these account types will be determined by the account group you belong to. There are nine account types: Fee Payment, Preparer, Responsible Official for NPDES, Responsible Official for Title V, Responsible Official for SIP, 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. This relationship is illustrated in the table below.

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