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

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Verify EPD has not already created an account on your behalf. If you have submitted any application in the last 12 months it is highly likely an account was created for you. However, if you know you do not have an account skip to Step 1b.

**Step 1a:** In your browser, navigate to https://geos.epd.georgia.gov/GA/GEOS/Public and click the “Forgot your login user name or password” link on the login page.

Enter your email address, Click “Next” button

See popup message in **RED**. If your email is not in use you can create an account.

Note: If you have an account once you click next it will email you a new password. Then skip to Step 12.
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). Note the system will auto-generate a user name based on your first initial and last name, but you have the option to set your own User Name (e.g. your email address). 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. By placing the mouse over the icon, a help box will display to provide additional information. Once complete, click the “Next>>” button.

Step 3: Select the “Responsible Official” in the account group list and “RO/Owner for Lead Based Paint and Asbestos” in the account type list. Note, if you are an RO for facilities that have other applications/permits etc. with EPD, you may select any other RO options (e.g. Scrap Tire) that apply to your account, click “Next>>”.
Step 4: You will need to provide answers to a few security questions. These questions will be used later to submit applications and retrieve a lost password. Please note that your answers are case sensitive. Once you have answered all of the security questions, click “Next>>”.

Step 5: To finalize the create account process; a CAPTCHA needs to be entered and you will need to provide proof of your identity. The fastest method is the “Proceed with e-Verify Option” as it can approve you instantly and you will be able to register your tanks in a matter of minutes. The “Proceed with ESA Option” requires you to print, sign, and mail in a form and you will not be able to submit your application(s) until you receive approval from EPD (which may take several days or more to approve).
CREATE ACCOUNT

For a public user to create a new 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.

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but not a computer.

* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The system needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you are authorized to complete. 

(1) E-Verify Option: You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the System will not verify your identity through E-Verify option. The E-Verify option is recommended for time-sensitive submittals, such as applying for general permits or to expedite permit delivery.

(2) ESA Option: You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address listed below. Please allow up to 10 business days for mail delivery, paper handling, human checks, and data entry. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency.

(3) Opt out for Identification Proofing: You will be informed promptly and can start using your account to certify/submit documents.
Step 6a: After selecting “Proceed with e-Verify Option” you will be presented with a prompt confirming that you want to proceed. Click “Ok”. Note: you only have three tries at confirming your identity using this system; therefore, after filling in the form, double check all of your information before clicking “Submit”. **NOTE**, the address and phone must be a HOME address and phone, not business and the birthdate must be in the format MM/DD/YYYY. If your identity cannot be verified using e-Verify then you will need to use the “Proceed with ESA Option” which will take several days or more for EPD approval.

If e-Verify was successful, you will see the screen below. Click **OK**
Next, click “Back to Login” and it will take you back to the Home Screen and skip to Step 7.

**Step 6b:** If step 6a was successful you may skip this step. If you attempted to use e-Verify and were unsuccessful, click “Cancel” and click “Proceed with ESA Option”. Your account will be created but you will be required to print, sign, and mail in a subscriber agreement. The “Print Subscriber Agreement” link can be found next to “Back To Login” button.
Step 7: Check the email account you used to create your GEOS account to obtain your login credentials. Note, if you do not see an email search your clutter/spam folder. Use this information to enter into the “Facility Public Login” and click Login.

Step 8: Once you log back in you will be required to create a password and a PIN number and confirm each of these. Password must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long. Your PIN number must be at least 4 digits. After clicking “Save”, you will receive another e-mail notification confirming your new password. Note, the email does not contain the PIN number so be sure to record the PIN somewhere.

Note: SAVE ALL LOGIN, PASSWORD, AND PIN information somewhere accessible, you will need it in the future.
Step 9: Now you need to associate your facility (i.e. Firm or Company Name) to your account. Select the “My Account” Tab and then the “Associate Facilities” Tab and lastly click the “Associate Facilities” button.

Step 10: To find your facility (i.e. Firm or Company Name) in GEOS, search by Facility Name. It will not display unless the match is exact, so start with just your Firm or Company Name. Click Search.
**Step 11:** Once the results display and you locate your facility, select the facility by clicking on the box in the “Select” column. Select the Submission Type(s) for which you are responsible. **At a minimum,** select the application you currently need to complete. You may select additional Submission Types if they are applicable to your facility. **Note,** if more than one option appears with your Firm or Company name make sure that the “Source” column indicates either Lead-Based Paint; LBP Renovation, Repair & Painting; Asbestos for the one you choose. Click on the “OK” button at the bottom of the screen. If you have multiple “facilities” (i.e. multiple firms or companies), complete these steps for each of your “facilities”. After you have selected all of your facilities, select **Close.**
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**Step 12:** Once your account has been created and you have associated your “facility”, you are ready to work on a Submittal(s). Any Lead or Asbestos Application you may be required to submit to EPD can be found under the Submittal Tab. Note: EPD is currently accepting paper copies of all applications, but this will soon be phased out and all application will need to be submitted through GEOS.

Select the “Submittal” Tab and click **Start** on the application type you will be working on.

![Image of GEOS interface]

**Step 13:** Verify you choose the correct form and click **Next**.

![Image of GEOS interface with application form]

**Step 14:** Fill out the application. Note, **save** your data entries at the end of each page before clicking the **next** button.
Step 15: Your certificate will be provided on the “Dashboard” in GEOS under “Permits/Licenses”. Click the pdf icon to print your certificate(s).