



Georgia EPD Online System (GEOS)– Account Creation Basics

Verify EPD has not created a GEOS account for you:

Note: If you have submitted any application in the last 12 months it is highly likely an account was created for you.

- 1) Go to: <https://geos.epd.georgia.gov/GA/GEOS/Public>
- 2) Click on **“Forgot your login user name or password?”**
- 3) Enter your email address and a popup message tells you if your email is in use. If so, complete the steps to reset your password in GEOS. If not, move to step 4 below in Account Setup.

GEOS Account Setup:

- 4) Go to: <https://geos.epd.georgia.gov/GA/GEOS/Public>
- 5) Click on **“Create a new account.”**
 - a) Enter your contact information (Business, Name, Title, address, e-mail, phone number)
- 6) Register as a **“Responsible Official”** in *Account Group* and **“RO/Owner for Lead-Based Paint and Asbestos”** in *Account Type*.
- 7) Answer Security Questions (answers are case sensitive)
 - a) In most cases you will need to provide proof of your identity. The fastest method is to choose **“Proceed with e-Verify Option”**. However, if this does not work you may choose **“Proceed with ESA Option”** and **“Print Subscriber Agreement”** to sign and mail to EPD.
 - b) Once your identity has been confirmed click **“Back to Login”**
- 8) **Check your email** account you used to register to obtain your login credentials (including Username and Password)
- 9) Login to reset password and set up a PIN number
 - a) **Password** must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long.
 - b) **PIN** number must be at least 4 digits.
Note: SAVE ALL LOGIN, PASSWORD, AND PIN information somewhere accessible.
- 10) Associate your “facility” (i.e. Company or Firm).
 - a) “My Account” Tab and then the **“Associate Facilities”** Tab and lastly click the “Associate Facilities” button.
 - b) Search Facility Name (i.e. Company or Firm)
 - c) Select your Company in the “Select” column and Select All under “Submission Type”

Application Submittal:

- 11) Select the “Submittal” Tab and click “Start” on the application type you will be working on.
- 12) Verify you chose the correct form and click “Next”
- 13) Fill out the application.
Note: Save your data entries at the end of each page before clicking the next button.
- 14) Select the “Dashboard” Tab in GEOS under “Permits/Licenses”
 - a) Click the PDF icon to find and print your certificate.

For a more detailed user guide or general questions contact the Lead-Based Paint & Asbestos Program Duty officer line at 404-363-7026 available Monday-Friday 8:00-4:30

For GEOS IT issues, email Noel DoHarris at noel.doharris@dnr.ga.gov