

## Basic GEOS User Information

**Responsible Official (RO)** – a duly authorized representative for the facility who has authority to sign permit applications, compliance reports and other permit required documents. The RO is the person who will submit the Title V application.

**Preparer/Consultant** – a person who has been or will be associated with the facility by the Responsible Official. Preparers/Consultants can begin completing applications prior to being associated with the facility. i.e. the name of the facility does not need to be selected while completing an application; the facility can be selected at any time prior to the application being submitted by the RO.

What the Responsible Official needs to do:

1. Register in the GEOS system using their email address. An initial password will be sent in email to the RO.
2. The RO must login using the initial password. On initial login, the RO must enter a new password and a self-selected PIN.
3. At this point the RO can then associate preparers/consultants with the facility using their already registered email address. The RO can also review and submit any applications that are ready to be submitted.

**NOTE:** if, while associating the preparer/consultant, the RO selected an expiration date for the preparer/consultant to complete applications, the preparer/consultant will not be able to see the application in their account once that date has passed. If necessary, the RO can edit or remove the expiration date to avoid this from occurring.

What the Preparer/Consultant needs to do:

1. Register in the GEOS system using their email address. An initial password will be sent in email to the RO.
2. The preparer must login using the initial password. On initial login, a new password and a self-selected PIN must be entered.
3. The preparer can start a new application without selecting the name of the facility.
4. After the Responsible Official associates the facility with the preparer, the preparer can then select the facility in the Facility Information area of the application.
5. The RO submits the application.

**NOTE:** if the RO set an expiration date for the preparer to edit an application, the preparer will not be able to see the application after the expiration date. The RO can edit or remove the expiration date to allow the preparer to see the application.

Link to the GEOS web site: <https://geos.epd.georgia.gov/GA/GEOS/Public>

### How to request RO approval:

1. The RO logs in to GEOS
2. Hover cursor over “My Account” and click “Basic Information”
3. Click the “Associate Facilities” tab
4. Click the “Associate New” button
5. In the “Master Facility Name” box type part of the facility name and click “Search”
6. Locate your facility in the list of facilities that appears and place a check box in the first column AND in the box beside Title V and/or NPDES. Place a checkbox beside NPDES Municipal Application ONLY if your facility is a municipal facility and you submit waste water permit applications. Click OK at the bottom of the window when done.
7. Next, click the “Print Subscriber Agreement” link and print and sign the resulting form.
8. Please mail the subscriber agreement(s) to the address shown on this page(also shown at top of the Subscriber Agreement).

### How to Associate a Preparer with a facility (for the RO):

1. The RO logs in to GEOS
2. Hover cursor over “My Account” and choose “Manage Consultants and Preparers”
3. Click the “Add Consultant” button and enter their registered email address and optional effective and expiration dates.
4. Click “Validate & Associate.”
5. Click “Add Application Authorizations” then choose CAA (Title V Air Permits) or Wastewater as the type and click “Search.”
6. For your facility, check the 3 boxes in the table and click OK.
7. The preparer may now select the facility in the application.

Mailing address:

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