

INSTRUCTIONS TO CREATE A NEW USER ACCOUNT AS A RESPONSIBLE OFFICIAL:

- Go to website:
<https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>
- Click the “Create a new account” button on the right side of the screen.

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Welcome to Georgia EPD Online System (GEOS) for Permitting, Compliance and Facility Information

Online services offer the convenience of obtaining environmental permits and submitting compliance reports online. It supports the following features:

- Establish a user account and manage all your submittals online;
- Apply environmental permits, certificates, licenses and other environmental issuances online;
- Submit environmental reports;
- Monitor processing status of your online submittals;
- Receive e-mail notifications on permitting results;
- Receive e-mail alerts for upcoming reporting obligations;
- Submit requests to revise permits or submit revised reports;
- Track historical versions of all submittals.

Public Inquiry Portal: Search for Applications and Permits Submitted in GEOS

ALERT: ALL INFORMATION SUBMITTED USING GEOS IS OPEN AND AVAILABLE TO THE PUBLIC. Information that a person claims is not subject to disclosure to the public (“Non-disclosure Claims”) **MUST** be submitted to EPD in compliance with *EPD’s Procedures for Submitting Information Pursuant to a Claim That Information in the Submittal is Protected Under Georgia Law from Disclosure to the Public*

Facility/Public Login

User name
Password

Login

System User Guide
Create a new account
Forgot your login user name or password?

Release Date: June 09, 2017
Version: 4.0017.0609.27688

GovOnline uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

Get ADOBE READER

- Check “Responsible Official,” and then check “RO/Owner for Storm Water Construction.”

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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 below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

Account group: Fee Payment Preparer Responsible Official

Submittal Group:

<input type="checkbox"/> Air: RO for SIP	<input type="checkbox"/> Land: RO/Owner for Brownfield	<input type="checkbox"/> Land: RO/Owner for Voluntary Remediation Program	<input type="checkbox"/> Water: RO for Industrial NPDES
<input type="checkbox"/> Air: RO/Owner for Title V	<input type="checkbox"/> Land: RO/Owner for Lead-Based Paint and Asbestos	<input type="checkbox"/> RO for Underground Injection Control Permit	<input type="checkbox"/> Water: RO for Industrial Pretreatment Permit
<input type="checkbox"/> Finance: RO/Owner for EAF Fee Remitter	<input type="checkbox"/> Land: RO/Owner for Scrap Tire	<input type="checkbox"/> Water: RO for Domestic LAS Permits	<input type="checkbox"/> Water: RO for Municipal Wastewater GEFA
<input type="checkbox"/> Finance: RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> Land: RO/Owner for Solid Waste	<input type="checkbox"/> Water: RO for Domestic Wastewater	<input checked="" type="checkbox"/> Water: RO/Owner for Storm Water Construction
<input type="checkbox"/> Finance: RO/Owner for Hazardous Waste Fee	<input type="checkbox"/> Land: RO/Owner for Trust Fund Reimbursement Request	<input type="checkbox"/> Water: RO for Industrial LAS Permits	<input type="checkbox"/> Water: RO/Owner for Storm Water Industrial
<input type="checkbox"/> Invoice Payment Only	<input type="checkbox"/> Land: RO/Owner for Underground Storage Tank		

4. Click the “Next” button at the bottom of the screen.



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* Account group: Fee Payment Preparer Responsible Official

* Account type:

<input type="checkbox"/> Responsible Official for Municipal Wastewater	<input type="checkbox"/> Responsible Official for TitleV	<input type="checkbox"/> Responsible Official for SIP	<input type="checkbox"/> Invoice Payment Only
<input type="checkbox"/> RO/Owner for Scrap Tire	<input type="checkbox"/> RO/Owner for Brownfield	<input type="checkbox"/> RO/Owner for Lead-Based Paint and Asbestos	<input type="checkbox"/> RO/Owner for Trust Fund Reimbursement Request
<input checked="" type="checkbox"/> RO/Owner for Storm Water Construction	<input type="checkbox"/> RO/Owner for Storm Water Industrial	<input type="checkbox"/> RO/Owner for Underground Storage Tank	<input type="checkbox"/> RO/Owner for Hazardous Waste Fee
<input type="checkbox"/> RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> RO/Owner for Voluntary Remediation Program		

Associated Facility List

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
Associate Facility					

The “Associate Facility” feature will allow you to become a Responsible Officer for those facilities you have selected and be able to certify submittals for them.

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

For Voluntary Remediation Program:
404-657-8600

For UST Facilities:
404-362-2687

For Storm Water Construction, and Storm Water Industrial:
Please first search to see if facility already exists in the system.If you cannot find it, click “Create New Facility” to register your facility in the system. The facility data that you enter here will be available for you to copy
To start this process click the Associate Facility button above.



5. Answer all 5 of the Security Questions and then click the “Next” button.
NOTE: REMEMBER your security question answers. Answers are case sensitive. When submitting NOIs/NOTs, you will be prompted to use your security question answers and PIN number.

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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.

*** Security Questions**

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.
Answers to the security questions are case sensitive.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your birthday? ▾
Answer:

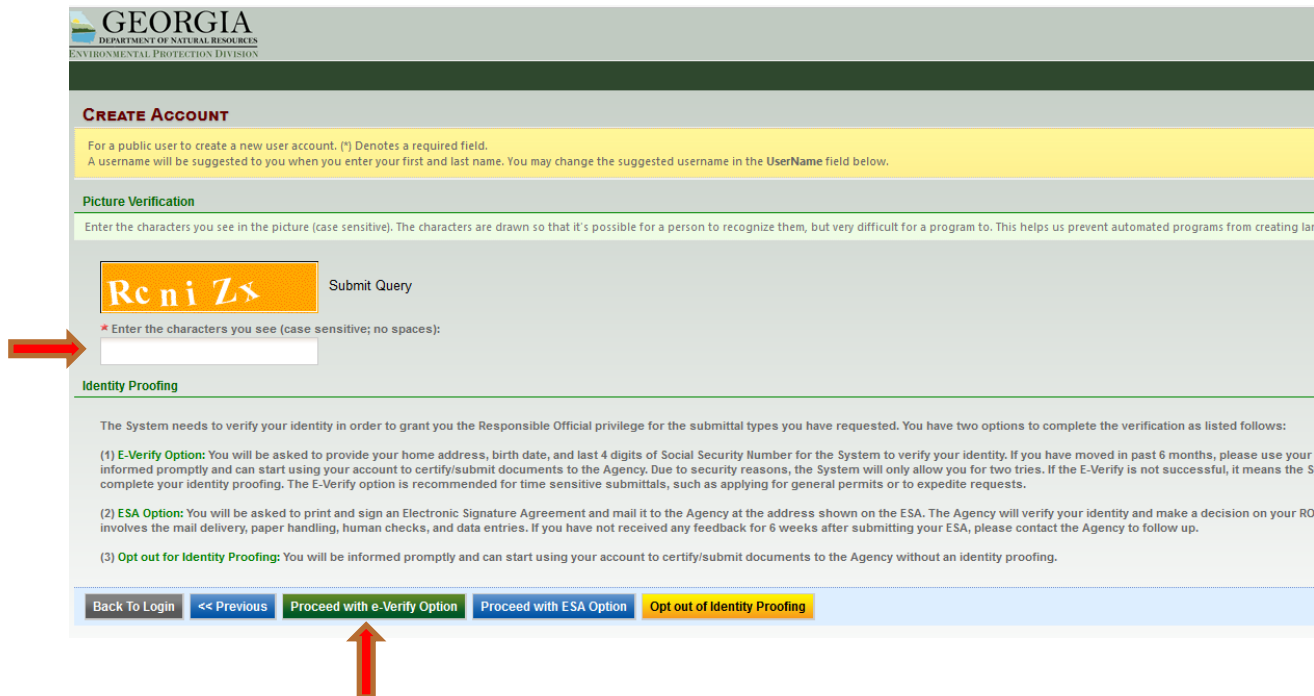
Question 3:
what is the name of the hospital where you were born? ▾
Answer:

Question 4:
what is your best friend's last name? ▾
Answer:

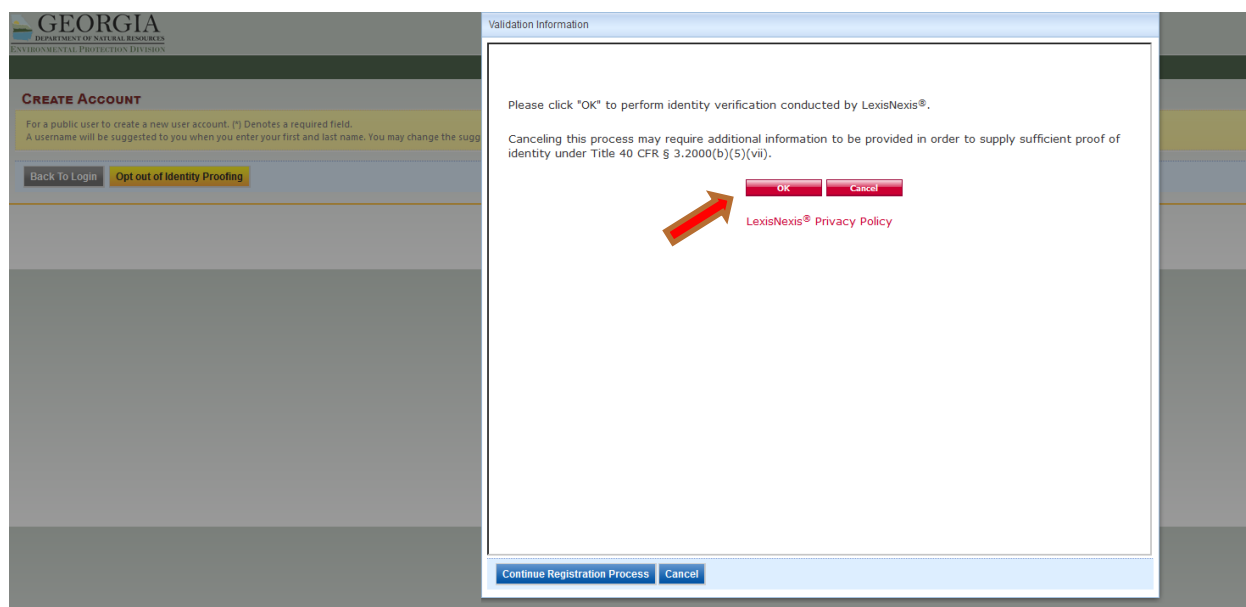
Question 5:
what is the last name of your favorite teacher? ▾
Answer:

[Back To Login](#) [<< Previous](#) [Next >>](#)

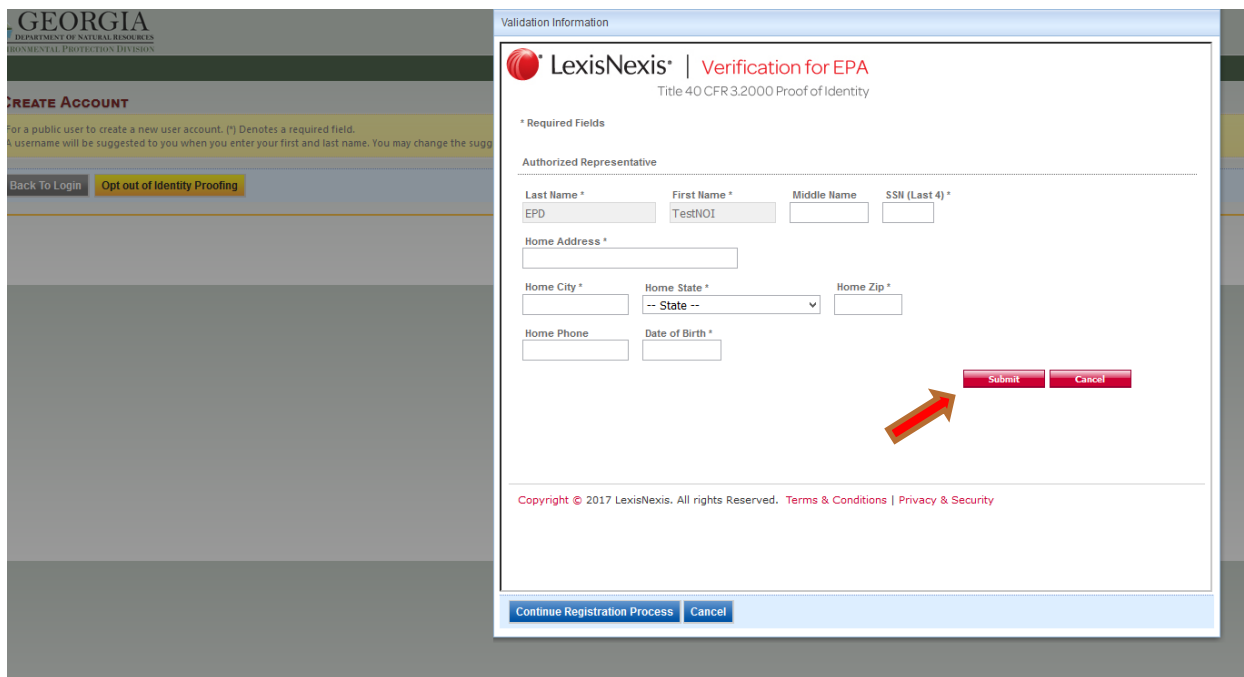
- You will have three options for identity proofing: 1) E-verify, 2) ESA – mailing in a paper form via certified mail (which you will have to do for each NOI/site), and 3) Opting out of identity proofing. Attempt the E-verify option by entering the characters you see from the orange Submit Query box into the box just below it and then click the green “Proceed with e-Verify Option” button.



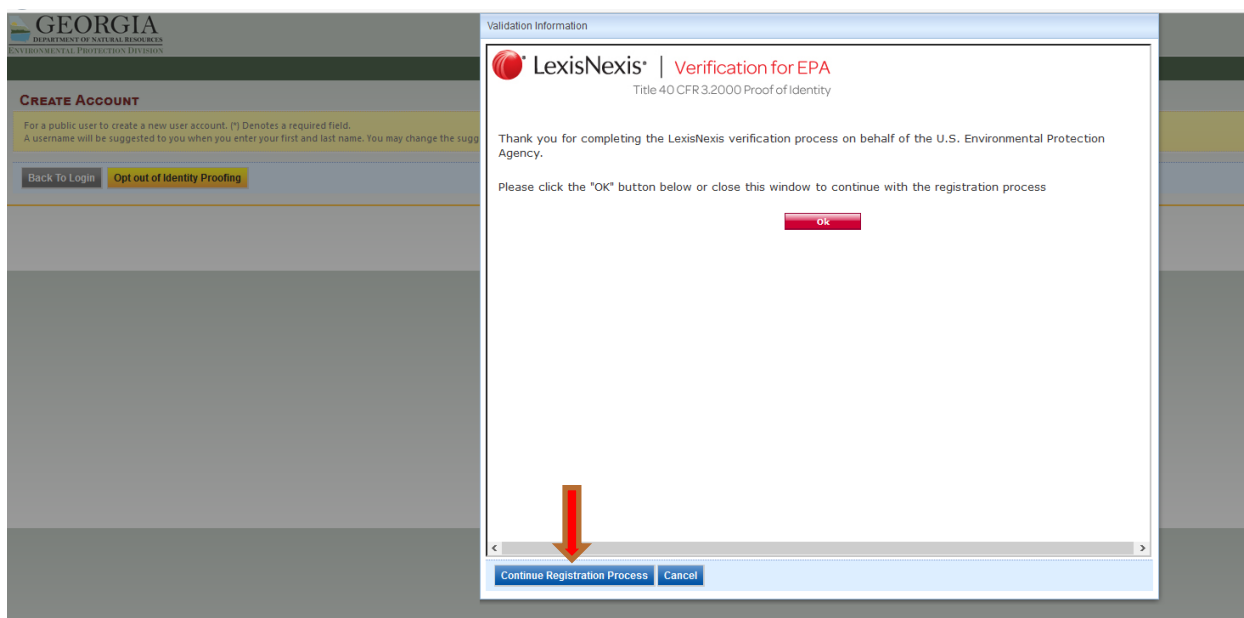
- Click the red “OK” button.



- 8. Fill in all information (make sure your birthdate is in the **/**/**** format and be sure that you are entering your personal address and not a business address) and then click the red “Submit” button.



- 9. Click the blue “Continue Registration Process” button.



NOTE: You will only have 3 chances to pass e-verify. If you fail all 3 attempts, your account will default to ESA and you must mail in a paper form with your signature for each NOI/site.

- Once your new account has been created, you will receive an email with a temporary password. When you log into your account, create a new password and a 4-digit PIN. Click the "Save" button when completed or the page will reset.

NOTE: REMEMBER your password and PIN. When submitting NOIs/NOTs, you will be prompted to use your security question answers and PIN number.

Go to website: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>

(Enter your User Name and Temporary Password that was emailed to you to log into your account).

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My Dashboard Submittal My Account

Start a New Submittal

Start New Application
 Submit Non-Permit Report
 Make Online Payment

Message Center

Submittals

0 Recent Email(s) for submitted submittals.
 0 Payment due submittals.

Permits/Licenses

No message need your attention.

Upcoming Submittal Obligations

You don't have Upcoming Submittal Obligations. If you need to create new submittals, click the Start New Application, Submit Non-Permit Report, or Make Online Payment button on top left of the screen.

Permits / Licenses

No items found. Please try another search.

Password / Security Setting

Change Password

Password must have 8 characters and at least one uppercase letter, one lowercase letter and one digit number.

* New Password: * Confirm New Password:

Establish Your PIN

New PIN number must be at least 4 digits.

* New Pin: * Confirm New Pin:

Save