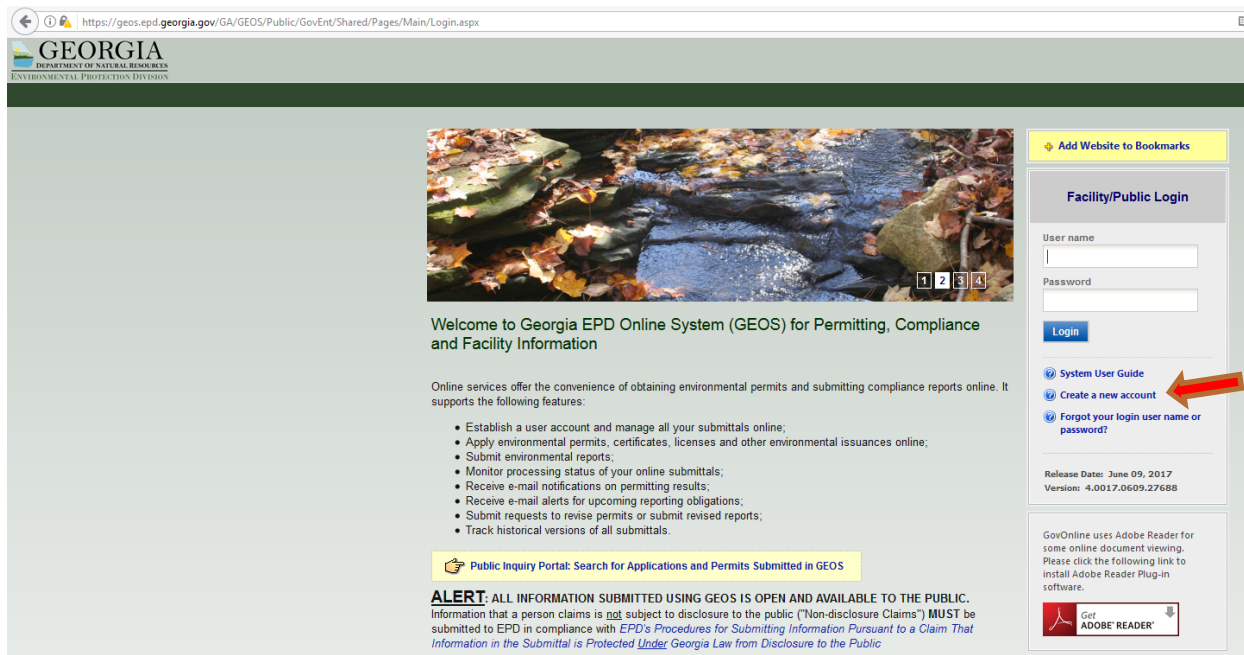


INSTRUCTIONS TO CREATE A NEW USER ACCOUNT AS A PREPARER:

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



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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

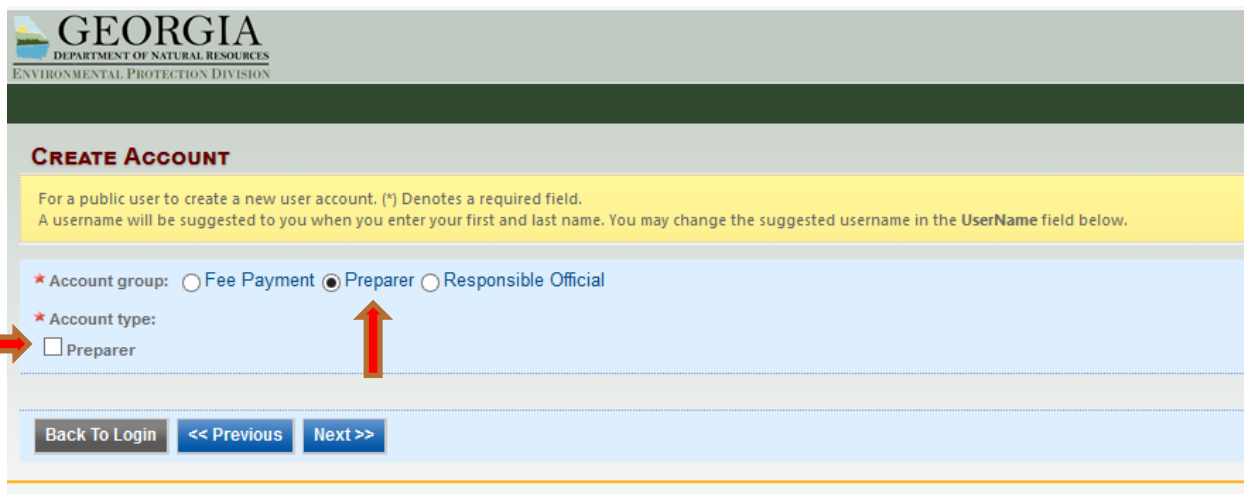
- System User Guide
- Create a new account**
- Forgot your login user name or password?

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

- Select "Preparer," then select "Preparer" again, and then select "Next."



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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.


* Account group: Fee Payment Preparer Responsible Official

* Account type:
 Preparer

Back To Login << Previous Next >>

4. Answer all 5 of the Security Questions and then select "Next."

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




CREATE ACCOUNT


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
*** 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? ▾


Question 2:
What is your birthday? ▾


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


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


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


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5. Enter the characters you see from the orange Submit Query box into the box just below it and then select the yellow "Create Account."


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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 very difficult for a program to. This

 Submit Query

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

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6. 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 PIN. Select “Save” 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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(Create a new password and PIN and then select “Save”).

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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 on the Start New Application, Report, or Make Online Payment button on top left of the screen.

Permits / Licenses
No items found. Please try another search.

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

NOTE: ROs must authorize/associate your Preparer Account with at least one facility/site under their account for you to act as their Preparer (ROs will need your email address associated with GEOS).