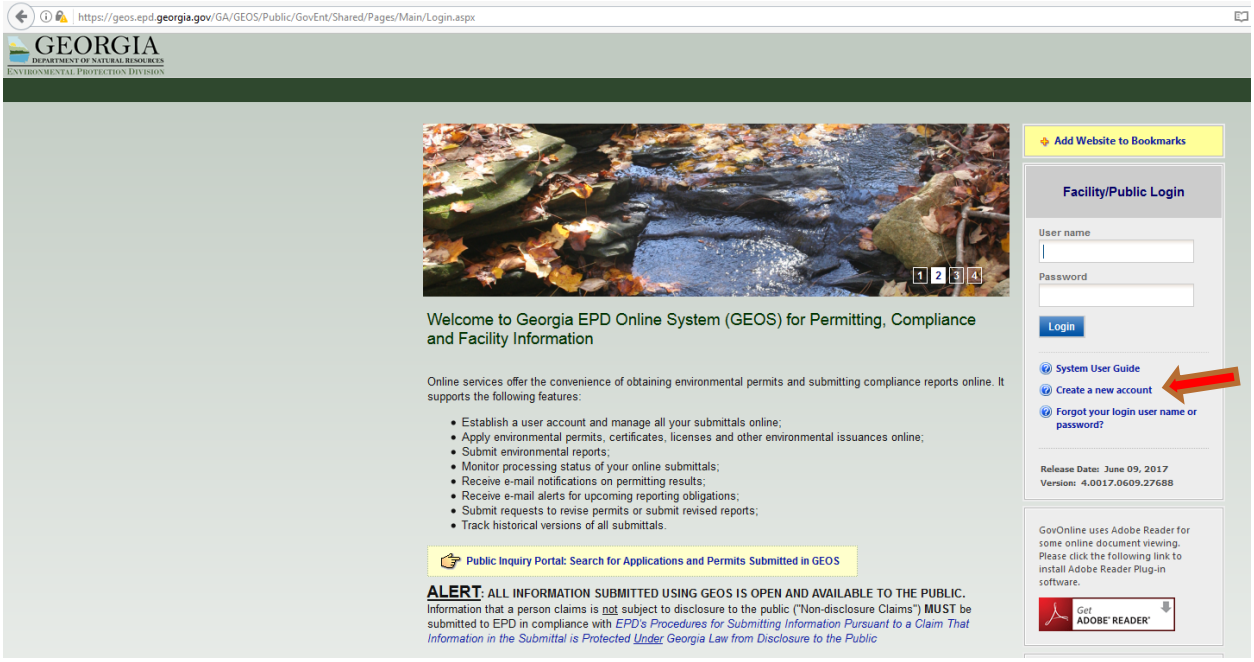
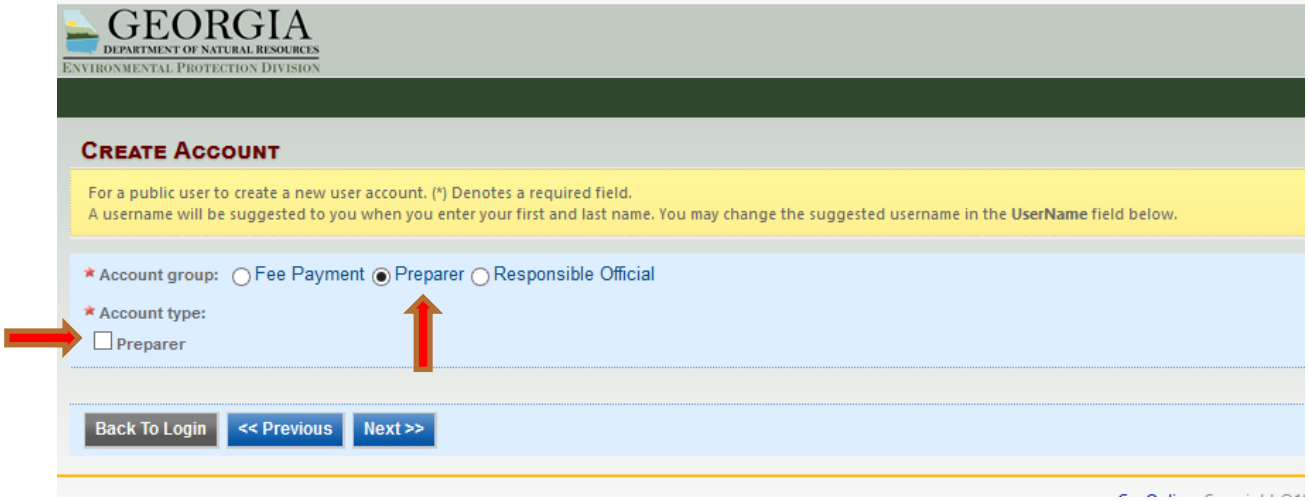
INSTRUCTIONS TO CREATE A NEW USER ACCOUNT AS A PREPARER:

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

2. Select "Create a new account" on the right side of the screen.

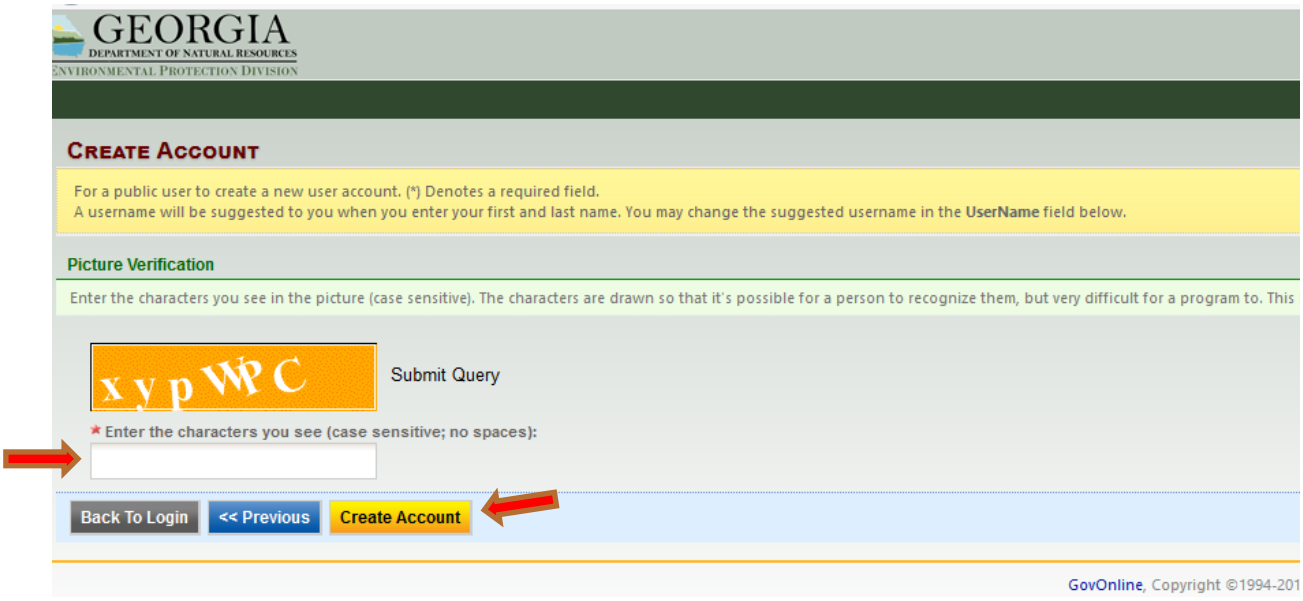


3. Select "Preparer," then select "Preparer" again, and then select "Next."



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.

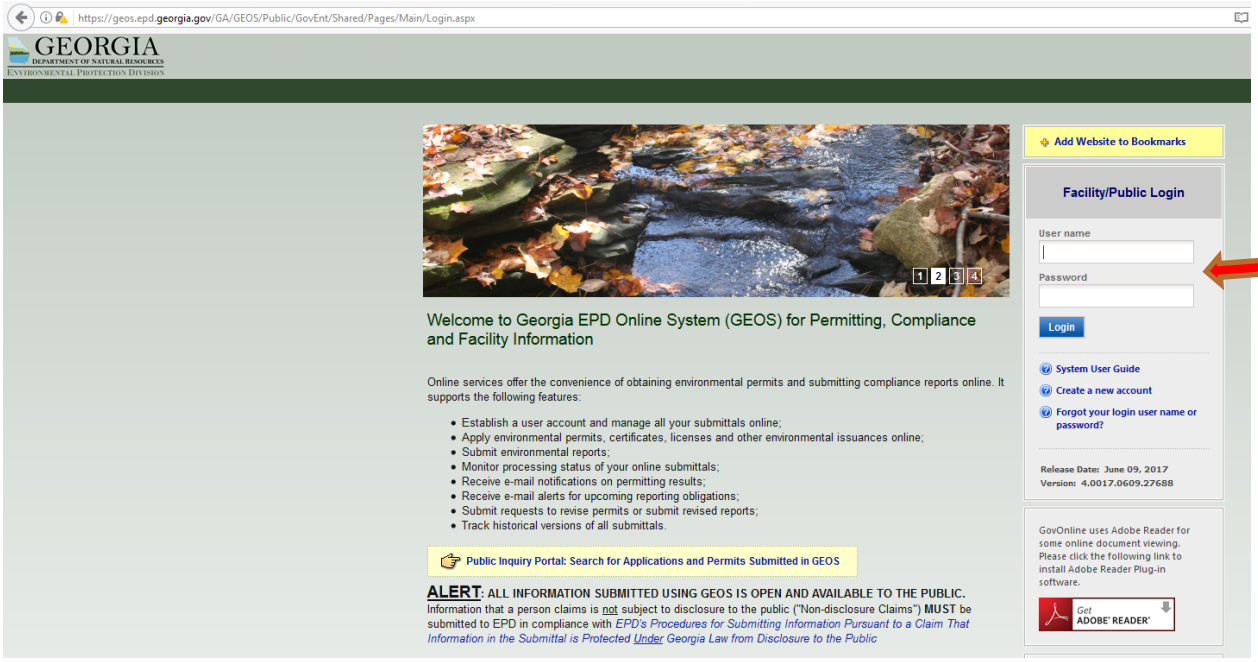
5. Enter the characters you see from the orange Submit Query box into the box just below it and then select the yellow “Create Account.”



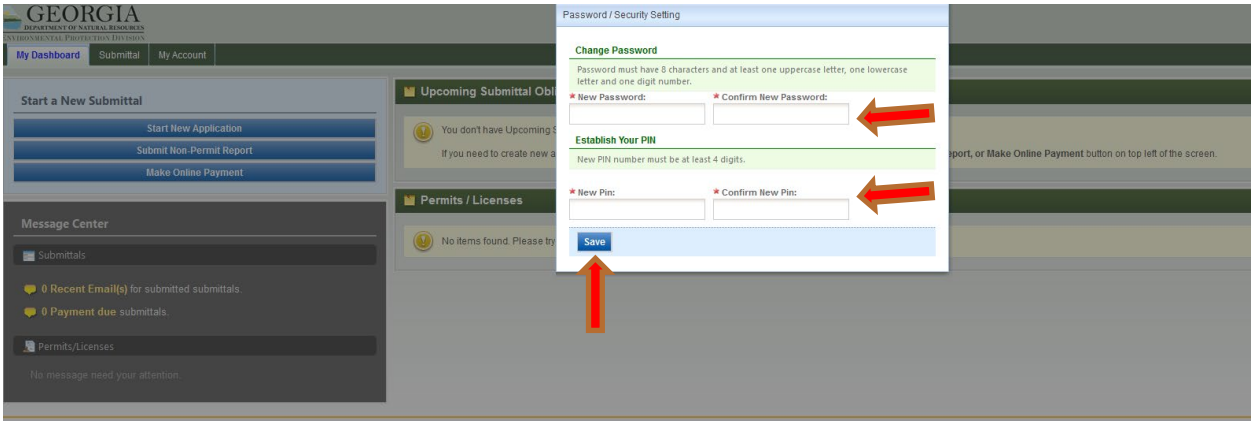
6. Once your new account has been created, you will receive an email with a temporary password. When you log into your account, create a new password and a PIN. Select "Save" when completed or the page will reset.
   NOTE: REMEMBER your password and PIN. When submitting NOIs/NOTs, you will be prompted 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).



(Create a new password and PIN and then select "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).