# UST Registration Guide for Tank Owners <span style="color:red">with a Preparer</span>

This guide should be used when someone other than the Tank Owner is preparing the tank registration form (for example, the Lessee/Tenant, Consultant, or A/B Operator). If the Tank Owner is preparing and submitting the form themselves, please see the instruction guide called "UST Registration Guide for Tank Owners (no preparer involved)."

## Table of Contents

**Disclaimer:** GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.

# 1.    Tank Owner Creates a Responsible Official (R.O.) Account

**Step 1.1 (Tank Owner):** Go to geos.epd.georgia.gov/GA/GEOS/Public and click "Create a New Account".



**Step 1.2 (Tank Owner):** Enter tank owner contact information. Click Next.



**Helpful Hints:**

✓ The R.O. information entered here will appear on the registration form.

✓ If the system indicates the username is already in use, select your own unique username.

✓ If the system indicates the email address is already in use, you have already created an account and you should log in using the username and password provided to you via email.

✓ If you forgot your user name or password, click "Back to Login" and "Forgot User Name or Password".

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Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

**Step 1.3 (Tank Owner):** Select "**Responsible Official**" and "**RO/Owner for Underground Storage Tank**".
Click Next.

| Helpful Hints: |
|---|
| ✓ If you have multiple permits with EPD , you may select other RO options (e.g. Scrap Tire). |



**Step 1.4 (Tank Owner):** Answer the security questions then click "Next".



| Helpful Hints |
|---|
| ✓ Write down your answers, you will need them later |
| ✓ Answers are case sensitive |

**Step 1.5 (Tank Owner):** Enter the characters you see and click "Proceed with e-Verify".

**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 helps us prevent automated programs from creating large numbers of accounts and sending spam.

RGAEKG

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

**Identity Proofing**

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have two options to complete the verification as listed follows:

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify your identity. If you have moved in past 6 months, please use your previous home address before your last move. The E-Verify will complete the verification online. If successful, you will be informed promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you for two tries. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents to the Agency without an identity proofing.

[Back To Login] [<< Previous] [Proceed with e-Verify Option] [Proceed with ESA Option]

**Step 1.5a (Tank Owner):** Enter your information and click "Continue Registration Process".

| **Helpful Hints:** |
| --- |
| ✓ Use your legal name |
| ✓ Enter your home address with correct zip code |
| ✓ Entering your business address will cause your e-verify to FAIL |
| ✓ Enter your home phone number |
| ✓ Contact the GEOS Help Desk at 404-656-5261 before you use your last e-verify attempt |

**Authorized Representative**

★ Last Name: ★ First Name: Middle Name: ★ SSN (Last 4 digits):

★ Home Address 1: Home Address 2:

★ Home City: ★ Home State: GA ▼ ★ Home Zip:

★ Home Phone (555-555-5555): ★ Date of Birth (MM/DD/YYYY):

⚠ e-Verify Help Message (Your account has **3** opportunities to use e-Verify option):
1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval.
2. Make sure your data is complete and accurate. You need to use your residence address (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.
4. Before you use the last e-Verify opportunity, it is highly recommended that you contact GEOS Help Desk (404) 656-5261 for assistance, to avoid any potential delay to obtain your account approval.

You have (3) opportunity (opportunities) left

**e-Verify Results**

[Continue Registration Process] [Cancel]

**Step 1.5b (Tank Owner):** If e-Verify was successful, you will see the screen below. Click "OK".

Result

Congratulations! The System has successfully authenticated your identity and granted you the Responsible Official privilege for the submittal types you have requested.

**Associated Facility List**

| ID | Name | Address | Submittal Type | Status |
|----|------|---------|----------------|--------|

OK

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**If e-Verify Failed:**

✓ If e-Verify was NOT successful click "Cancel" and "Proceed with ESA Option".
✓ Complete **Step 1.5c** through **Step 2.6**.
✓ Once your facility is associated you will print and mail a "Subscriber Agreement".
✓ Once your Subscriber Agreement is received and approved, you will be able to proceed with assigning a Preparer and submitting the Tank Registration Form.

Validation Information

❌ You have failed to use e-Verify to authenticate your identity for three times. You must use the ESA option and submit your paper request to Georgia EPD

Back To Login    Proceed with e-Verify Option    Proceed with ESA Option

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**Step 1.5c (Tank Owner):** Next, click "Back to Login" and it will take you back to the Home Screen.

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.

⚠ Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334

If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.

2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

Back To Login

**Step 1.6 (Tank Owner):** An email will be sent to you from GovOnline@govonlinesaas.com with a username and temporary password.
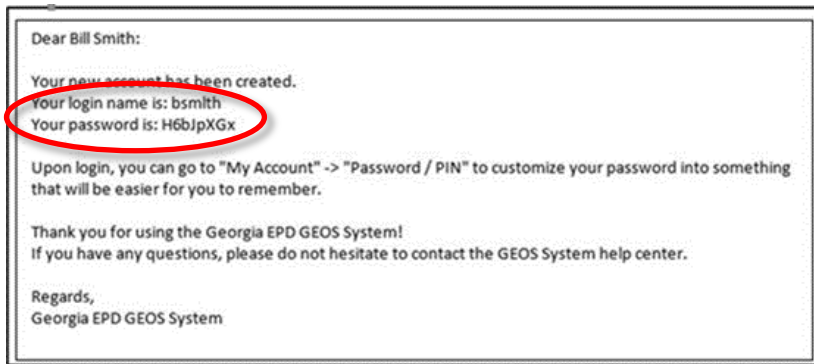
Dear Bill Smith:

Your new account has been created.
Your login name is: bsmlth
Your password is: H6bJpXGx

Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!
If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards,
Georgia EPD GEOS System

**Helpful Hints:**

- ✓ If you don't receive an email, check your junk mail.
- ✓ If you don't see an email in your junk email folder, contact your IT department.

**Step 1.7 (Tank Owner):** Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using the username and password provided in the email you received.
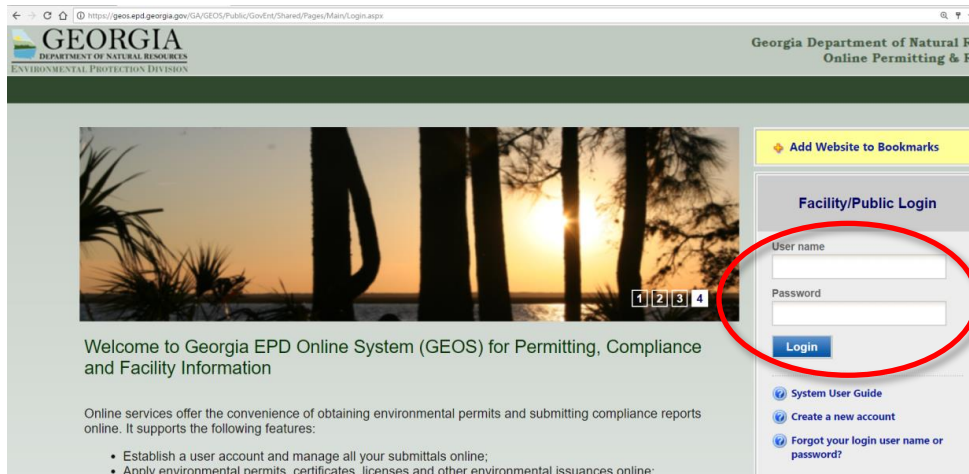


**Step 1.8 (Tank Owner):** Once you log back in the system will ask you to create a new Password and a PIN number.

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

**Helpful Hints:**

- ✓ Write down your Password, you will need it later.
- ✓ Write down your PIN, you will need it later.

# 2. Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

**Step 2.1 (Tank Owner):** Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using your username and password. Click "My Account" and "Basic Information"
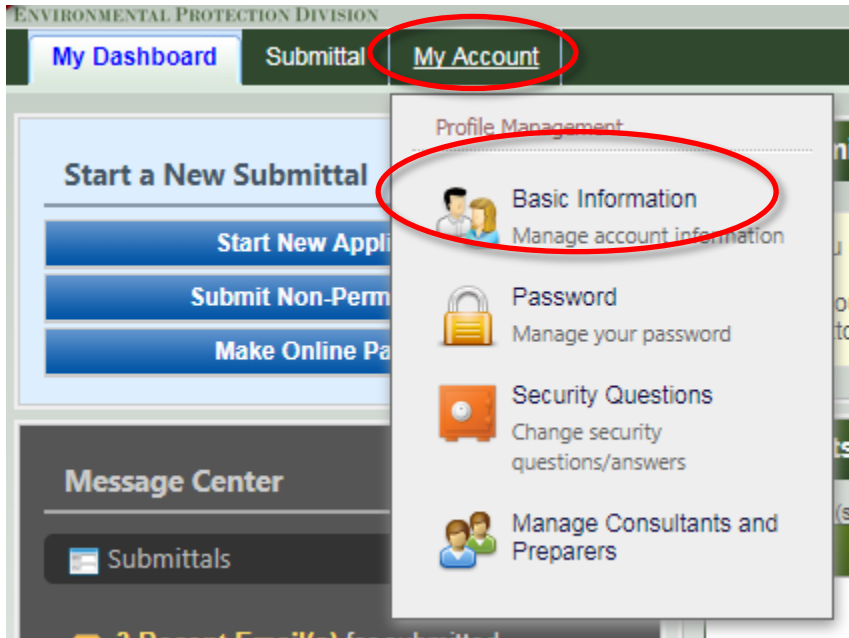
**Step 2.2 (Tank Owner):** Click "Associate Facilities"
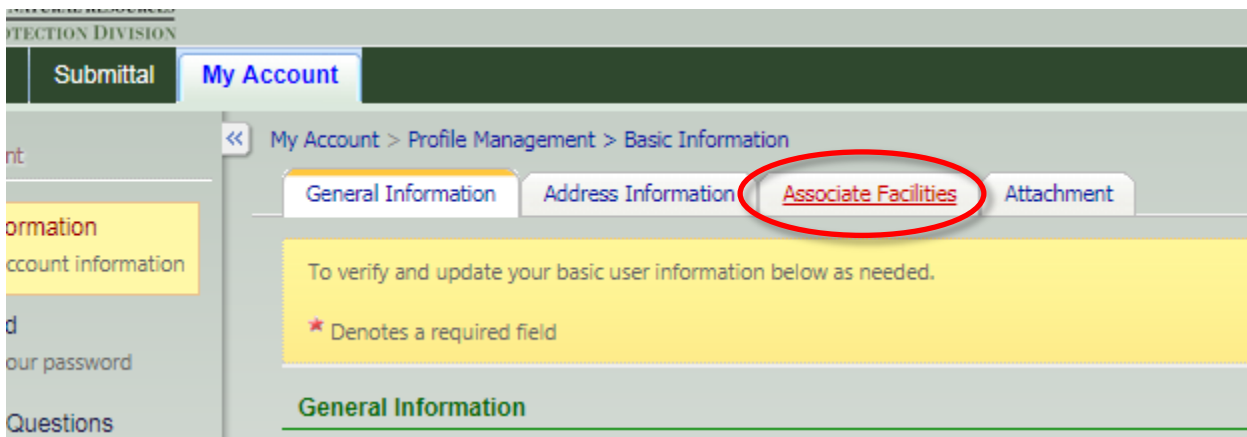
Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

**Step 2.3 (Tank Owner):** Click "Associate Facility" button



**Step 2.4 (Tank Owner):** Fill out the "Address", "Environmental Interest", "Registered/Non-registered" boxes and click "Search".



| **Helpful Hints:** |
| --- |
| ✓ ONLY enter the street number or street name, NOT the full address |
| ✓ If you need to narrow down the search, enter only a partial facility name |
| ✓ If you have more than one facility, please repeat Step 2.4 until all of your facilities are entered |

Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

**Step 2.5 (Tank Owner):** Select your facility and the UST Storage Tank Registration Form. Then click "OK". Once you have added all of your facilities, click "Close".



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**Helpful Hints:**

✓ Make sure the facility you select has "UST PROGRAM" listed. If not, go back to Step 2.3.

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**Step 2.6 (Tank Owner):** Review your information, if the **Submittal Type** says "UST – Storage Tank Registration Form" and the **Status** says "Active" you may proceed to Section 4. If the **Status** says "Pending" or if you selected "Proceed with ESA Option", please see the following page.



If you selected "**Proceed with ESA Option**" in Step 1.5, please see next page.

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### If You Selected "Proceed with ESA Option" in Section 1.5

✓ You will see something similar to the image below
✓ Your **Status** will say "Pending"
✓ Print your "Subscriber Agreement", sign, and mail to the address provided on the form.
✓ Once your Subscriber Agreement is received and approved, the **Status** will change to "Active" and you will be able to proceed. This may take a few weeks, so periodically check under "My Account" and "Associate Facilities" to check the **Status**.
✓ Once the **Status** changes to "Active", you may proceed to Section 4.

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**Associated Facility List**

You are Responsible Official for the following facilities.
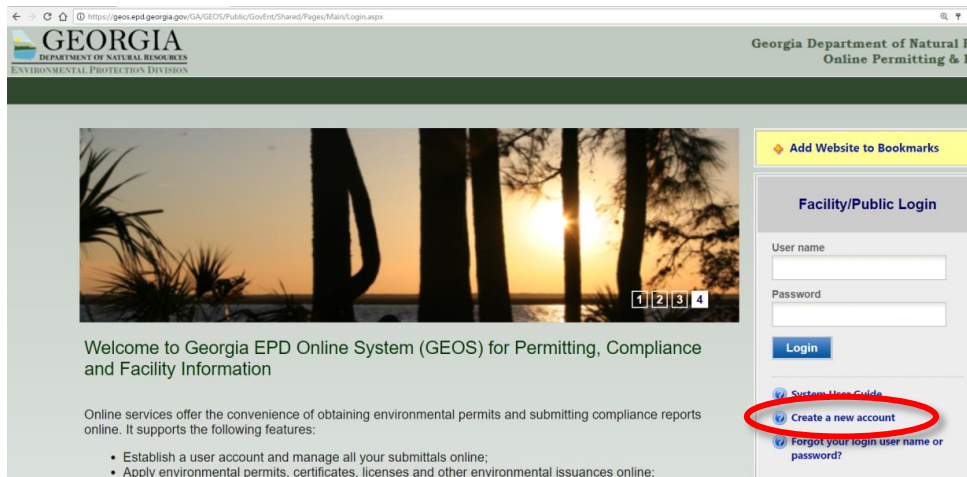
| | Name | Mailing Address | Physical Location | Submittal Type | Source | Status | |
|---|---|---|---|---|---|---|---|
| ✖ | AM PM EXPRESS CHEVRON FOOD MART | 5560 CHELSEN WOOD DR , DULUTH , GA 30097 | 1251 INDIAN TRAIL LILBURN RD , NORCROSS , GA 30093 | UST - Storage Tank Registration Form | State-Registered Entity(UST Program) | Pending | You are the c facility and su |

**Associate Facility**    **e-Verify**    **Print Subscriber Agreement**

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.
It will take about 5~10 business days for your facilitie(s) to be approved because it involves the mail delivery, paper handling, human checks, and data entries.
If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Identity Proofing is not required.

# 3.      Preparer Creates a "Preparer" Account

**Step 3.1 (Preparer):** Go to geos.epd.georgia.gov/GA/GEOS/Public and click "Create a New Account"



**Step 3.2(Preparer):** Enter the "Preparer" (e.g. Consultant or Operator) information and click "Next"



| Helpful Hints: |
| --- |
| ✓ If the system indicates the username is already in use, select your own unique username. |
| ✓ If the system indicates the email address is already in use, you have already created an account and you should log in using the username and password provided to you via email. |

Section 3 - Preparer Creates a "Preparer" Account

**Step 3.3 (Preparer):** Select the "Preparer" in the account group list and click the checkbox next to "Preparer". Click "Next".



**Step 3.4 (Preparer):** Fill out the security questions then click "Next".



| Helpful Hints |
|---|
| ✓ Write down your answers, you will need them later |
| ✓ Answers are case sensitive |

**Step 3.5 (Preparer):** To finish creating your account, enter the characters you see then click "Create Account"

**Step 3.6 (Preparer):** Inform the Tank Owner to assign you to their R.O. account. Next, click "Back to Login" and it will take you back to the Home Screen.

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.

Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334

If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.

2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

Back To Login

**Step 3.7 (Preparer):** An email will be sent to you from <u>GovOnline@govonlinesaas.com</u> with your **username** and **temporary password**.

Dear Bill Smith:

Your new account has been created.
Your login name is: bsmlth
Your password is: H6bJpXGx

Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!
If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards,
Georgia EPD GEOS System

**Helpful Hints:**

✓ If you don't receive an email, check your junk mail.
✓ If you don't see an email in your junk email folder, contact your IT department.

**Step 3.8 (Preparer):** Go to <u>geos.epd.georgia.gov/GA/GEOS/Public</u> and Log In using the "Preparer" username and password provided in the email you received.

GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Georgia Department of Natural Re
Online Permitting & R

Add Website to Bookmarks

**Facility/Public Login**

User name

Password

Login

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;

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

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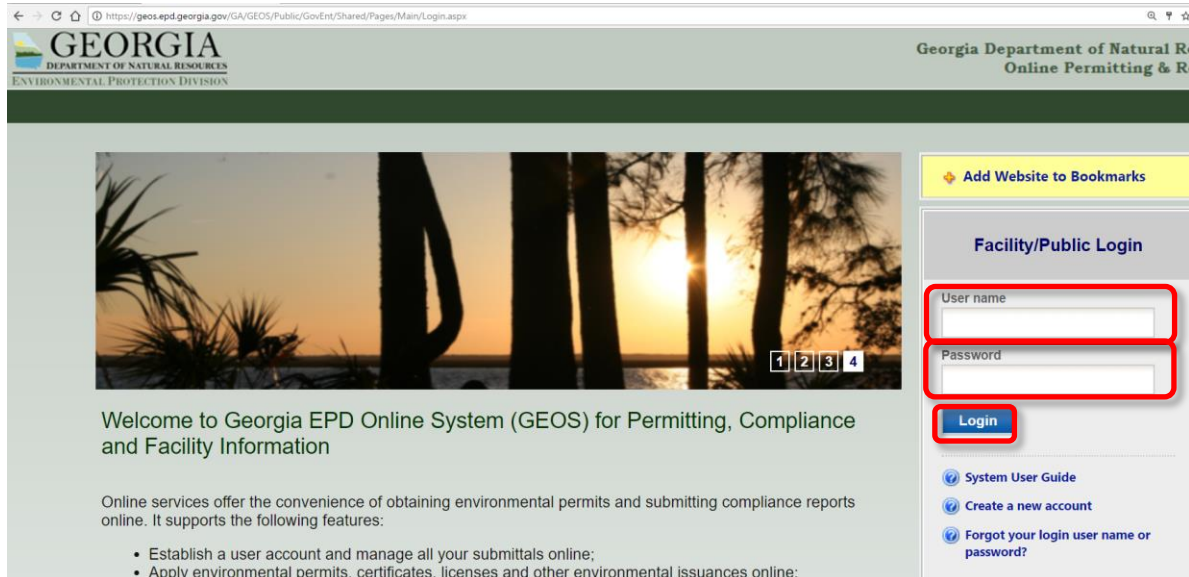**Step 3.9 (Preparer):** Once you log back in you will create a new password and a PIN number.



**Helpful Hints:**

- ✓ Write down your Password, you will need it later.
- ✓ Write down your PIN, you will need it later.

**Step 3.10 (Preparer):** After the Tank Owner (RO) adds you as their Preparer, you may log in to GEOS to submit the UST Tank Registration Form for each facility you are a Preparer for (see page 19).
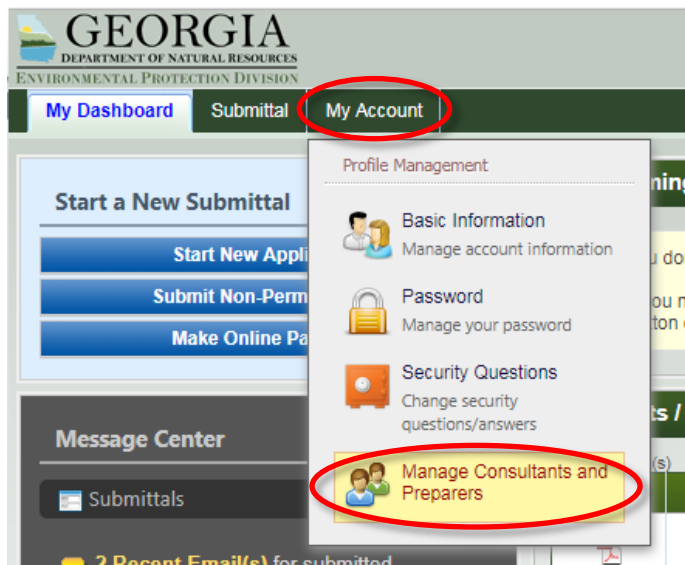
# 4. Tank Owner Assigns the Preparer to Complete the Tank Registration

**Step 4.1 (Tank Owner):** Go to https://geos.epd.georgia.gov/GA/GEOS/Public enter your user name and password and click "Login".



**Step 4.2 (Tank Owner):** Click "My Account" and "Manage Consultants and Preparers"



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Section 4 - Tank Owner Assigns the Preparer to Complete the Tank Registration

**Step 4.3 (Tank Owner):** Click "Add User".
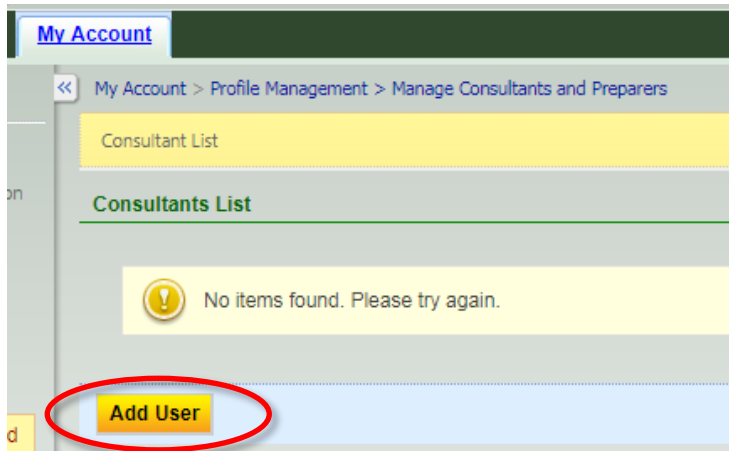


**Step 4.4 (Tank Owner):** Enter the email address the Preparer used to create their account and todays date.



**Step 4.5 (Tank Owner):** Click "Add Authorizations".

**Step 4.6 (Tank Owner):** Select "UST- Storage Tank Registration Form", "Prepare Only", and the applicable facilities. Then click "OK".



**Step 4.7 (Tank Owner):** After clicking OK, it should look similar to this:

**Step 4.8 (Tank Owner):** Now the Preparer can complete the registration form. After the Preparer completes the registration form, the R.O. will receive an email similar to that shown below and can proceed to Section 6.

Dear Makiah Graves:

The Preparer Holly Nelson has prepared the following Application, and is ready for review and submittal.
Application ID: 65890
Application Name: UST - Storage Tank Registration Form

Thank you for using the Georgia EPD GEOS System!
If you have any questions, please contact GEOS System help center.

Regards,
Georgia EPD GEOS System

# 5. Preparer Completes the Tank Registration Form

**Step 5.1 (Preparer):** Log in to GEOS using Preparer login info, Go to "My Dashboard" and click "Start New Application"
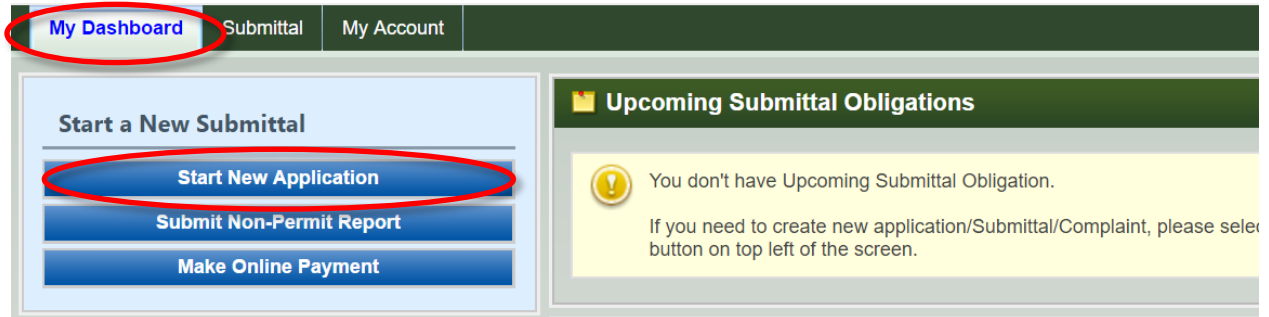


**Step 5.2 (Preparer):** Find the "UST-Storage Tank Registration Form" icon and click "Start".

---

**Helpful Hints:**

✓ If you do NOT see the "UST-Storage Tank Registration" option, your facility or submittal type did not Associate properly.
✓ Refer to Section 2 (page 7) for instructions on associating your facility and registration form.

---

**Step 5.3 (Preparer):** Click "Next" to start your application.



**Step 5.4 (Preparer):** Select "Annual Rewewal", there are 8 parts that you need to complete.



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**Helpful Hints:**

✓ For existing facilities, select "**Annual Renewal**" for registration.
✓ For new installs or facilities that have **never** been registered with EPD, select the "**Click here to download**" link, complete the 7530 form, attach tank installation documents, and mail to: GAEPD USTMP at 4244 International Pkwy, Suite 104, Atlanta, GA 30354.
✓ Do NOT select "Amend/Modify" or "Terminate" (these options will be used for future registrations only).

**Step 5.5 (Part 1) -Preparer:** Answer the following questions for the facility you are registering.



**Step 5.5 (Part 2) -Preparer:** Select the R.O.'s facility from the drop down menu.



**Helpful Hints:**

✓ Once you select the facility from the dropdown, the address will populate automatically.
✓ If you need to change the facility name or facility address, you will need to send a revised 7530 Form to EPD www1.gadnr.org/dnr/ustform/app

**Helpful Hints:**
✓ If you do NOT see your facility in the dropdown menu, EXIT out of the form, go to "My Account" and "Associate Facilities" and check the following:
  o Make sure your **Submittal Type** says "UST – Storage Tank Registration Form". If it does not, you will need to click the "Associate Facility" button and add that submittal type.
  o Make sure the **Source** says "UST Program". If it does not, you will need to click the "Associate Facility" button and search for your facility with the "UST Program" Source.
  o Make sure the **Status** says "Active". If it does not, you will need to check back in a few days to see if the status has been updated by EPD IT.

**Step 5.5 (Part 3) - Preparer:** Click "Add New Record", fill out your Operator A information then click the ✔ green check to save the data.

+-----------------------------------------------------------------------------+
| **Helpful Hints:**                                                          |
|                                                                             |
| ✓  You can find your current Operator information on your 7530 form located at |
|    www1.gadnr.org/dnr/ustform/app                                           |
| ✓  If you have multiple A Operators, click "Add New Record".                |
+-----------------------------------------------------------------------------+

**PART 3: Operator of Tanks - Class A Certified**

Please click the green check icon in the grid to save the data.

| | Organization Name | Contact | Address | City | State | Zip | Email | Phone | Certificate Number | Certificate Date |
|---|---|---|---|---|---|---|---|---|---|---|
| ✔ ✗ | UGA | Mark Smit | 1269 Godfrey Rd | Eaton | GA ▾ | 31024 | ms@gama | 770-234-56 | A1234567 | 8/1/2012 |

Add New Record

**Step 5.5 (Part 4) - Preparer:** If your Operator B is the same as you're Operator A, click the "Same as above" box. Otherwise, click "Add New Record".

**PART 4: Operator of Tanks - Class B Certified**

Please click the green check icon in the grid to save the data.

☑ Same as above

| | Organization Name | Contact | Address | City | State | Zip | Email | Phone | Certificate Number | Certificate Date |
|---|---|---|---|---|---|---|---|---|---|---|
| ✎ ✗ | UGA | Mark Smit | 1269 Godfrey Rd | Eaton | GA ▾ | 31024 | ms@gama | 770-234-56 | A1234567 | 8/1/2012 |

Add New Record

**Step 5.5 (Part 5) - Preparer:** Click "Search".

**PART 5: Location of Tanks**

Click Search Button to add your location identifier (UST Facility ID). Do not leave this section blank.

Search

Tank location Type:

Tank Location Name:

* Location Identifier: (Location Identifier is the same as your UST Facility ID)

Tank Location Address:

City:          State:   Zip:
               GA ▾

**Step 5.5 (Part 5, Continued) -Preparer:** Enter your "Location Identifier", this ID number can be found on your current tank certificate and on the "2018 Annual Tank Registration" letter you received, then click "Search"



**Step 5.5 (Part 5, Continued) -Preparer:** Locate your facility and click "Select" then click "Add to Form"



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**Helpful Hints:**

✓ If you receive the following error message:



  o Go to "My Account" and "Associate Facilities and make sure the Source includes the words "UST Program". If it does not, you will need to click the "Associate Facility" button and search for your facility with the "UST Program" Source.

  o Confirm that the Location ID you entered matches the facility you selected from the dropdown in Part 2. If it does not, enter the correct Location ID.



---

**Step 5.5 (Part 5, Continued) -Preparer:** After clicking "Add to Form" the information shown below will be populated automatically. Click "Next".



**Helpful Hints:**

✓ If you need to change the tank location name or tank location address, you will need to send a revised 7530 Form to EPD www1.gadnr.org/dnr/ustform/app

**Step 5.5 (Part 6) - Preparer:** Identify the **Financial Responsibility Mechanism** you have chosen pay for an environmental cleanup or third-party liability compensation should a release occur.

**Helpful Hints:**
✓ "GUST Trust Fund" - you pay into the Georgia Underground Storage Tank (GUST) Trust Fund (sometimes this is collected by your fuel supplier and shown on your fuel invoices).
✓ "Insurance" - you have purchased private insurance coverage that includes liability insurance for your UST system(s).
✓ "Self-Insurance" - you have passed an approved financial test of self-insurance.
✓ You can find your current financial responsibility information on your 7530 form located at www1.gadnr.org/dnr/ustform/app
✓ If there is no applicable mechanism policy date or ID number, enter "NA"



If your primary method is "GUST", then you will also need to identify how you will pay the $10,000 deductible should a release occur.

**Step 5.5 (Part 7) -Preparer:** Click "Add New Record", fill out the jobber information then click the ✔
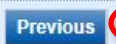green check to save the data.



| | | Helpful Hints: | |
|---|---|---|---|

- ✓ The jobber is who delivers the fuel
- ✓ If the R.O. has more than one jobber, click "Add New Record" and the ✔ green check mark until all jobbers are added.

**Step 5.5 (Part 8) - Preparer:** You may review the installed tanks and piping detail by clicking the ⬛ icon. Once complete; click "Next".



**Helpful Hints:**

- ✓ The Unit ID is a combination of the "Location ID" and Tank (T) or Piping (P) ID.
- ✓ You cannot edit this information. If changes to your tanks or piping is needed you must send in a revised 7530 form: www1.gadnr.org/dnr/ustform/app

**Step 5.6 (Preparer):** If you filled out the required information you'll see  ✔ green checks. If errors have occurred you will see a red **x**.

**VALIDATION (SUBMISSION ID: 47514)**

Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

**Application Form(s) Summary**

Storage Tank Registration Form    Storage Tank Registration Form - Form View
✔ Section 1 to 5
✔ Section 6 to 8

Exit    Previous    Next

**Step 5.7 (Preparer):** Check the box certifying the submission. Answer the Security Question and provide your PIN. Click "Notify Owner ready for review and submittal". The RO will receive an email where they will review and submit the form.

**Certification of Submission**

☐ ✱ I hereby certify that I am the owner, or authorized agent of the owner, of the desc

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

**Security Precautions**

To prevent your information from being used inappropriately, we maintain stringent GE safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compl confidentiality of the password. Please note that access to these links, irrespective of t

**Disclaimer**

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their new and evolving area, and despite dedicated efforts, some mistakes and misunderstal system development company specifically disclaim any and all liability from damages v

Exit    Previous    Notify owner ready for review and submittal
This application can only be submitted by the owner or authorized agent. Pleas submittal.

**Step 5.8 (Preparer):** Your confirmation sheet will look similar to the one below. Click "Go to Submitted List".



**Helpful Hints:**

✓ Print this page for your records

**Step 5.9 (Preparer):** View your registration status under Submittal List. "Complete Submittal" indicates the form has been successfully submitted. "Partial Submittal" indicates the form is not complete.

# 6. R.O. Submits the Tank Registration Form and Prints Certificate

**Step 6.1 (Tank Owner):** Log into GEOS using R.O. login information, click on "Submittal tab", and select "Edit Pending Submittals".
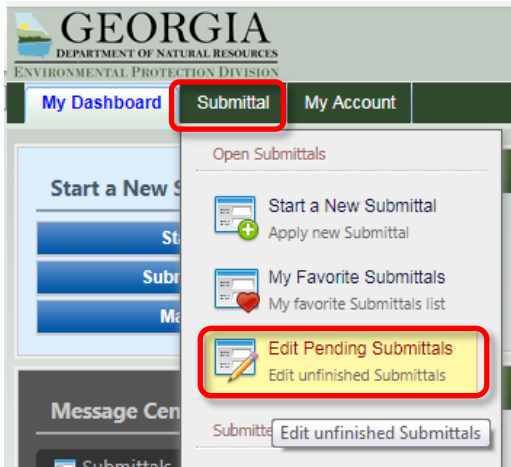


**Step 6.2 (Tank Owner):** Select the [icon] button to view the form.
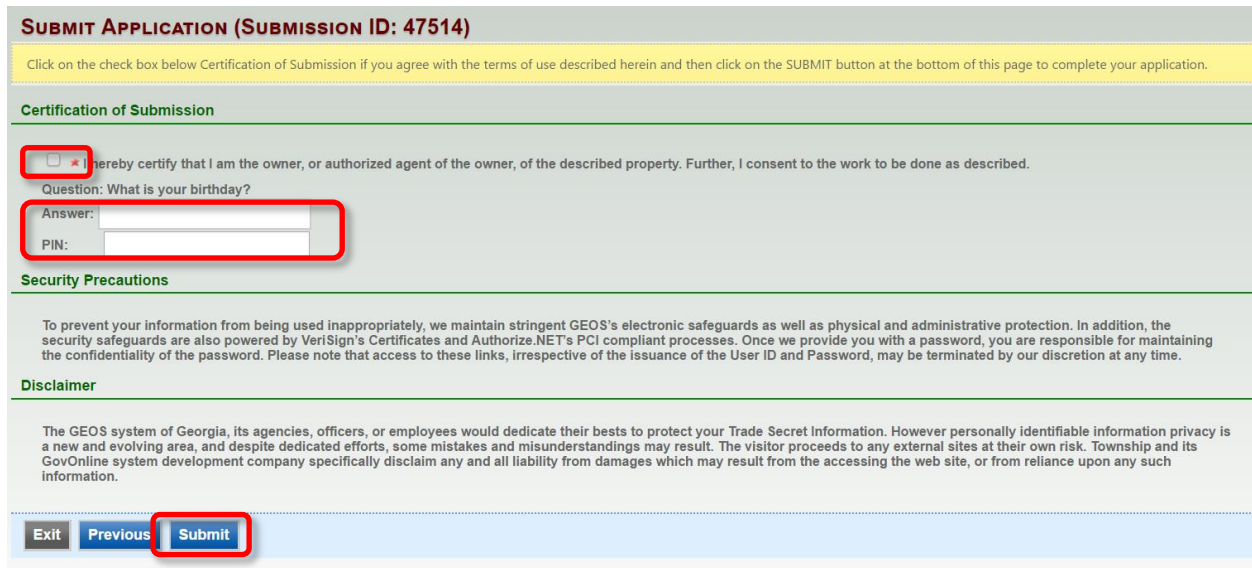


**Step 6.3 (Tank Owner):** Click "Next"

Section 6 - R.O. Submits the Tank Registration Form and Prints Certificate



**Step 6.4 (Tank Owner):** Review the information on each page and click "Next" at the bottom of each page until done.



**Step 6.5 (Tank Owner):** Check the box to certify the submission, answer your security question, enter your PIN, and click "Submit".



**Step 6.6 (Tank Owner or Preparer):** Once the application is approved it will appear on the R.O.'s and the Preparer's "Dashboard" in GEOS under "**Permits/Licenses**". Click the PDF icon to print the Tank Registration Certificate and post it at the UST facility. Congratulations, you have completed Annual Tank Registration!

## Section 6 - R.O. Submits the Tank Registration Form and Prints Certificate