GEOS Preparer Account Creation

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

Step 1: In your browser, navigate to [https://geos.epd.georgia.gov/GA/GEOS/Public](https://geos.epd.georgia.gov/GA/GEOS/Public) and click the “Create a New Account” link on the login page.

Step 2: Enter in your personal identification and contact information (Business, Name, Username, Title, address, e-mail, phone number).

Any field that contains an ![asterisk](https://geos.epd.georgia.gov/GA/GEOS/Public) icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, click the 'Next' button.

By placing the mouse over the ![question](https://geos.epd.georgia.gov/GA/GEOS/Public) icon, a help box will display to provide additional information.

Step 3: Select preparer for both account group and account type.
Step 4: Once the selections have been saved, you will need to provide answers to a few security questions. These questions will be used later to retrieve a lost password and used to submit applications.

Step 5: To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

Step 6: The system will display instructions on how to activate the account so that all features can be opened.

Step 7: You will receive an e-mail notification of the account creation with your login name and randomly generated password. You can use this information to login into the GEOS Public Portal.