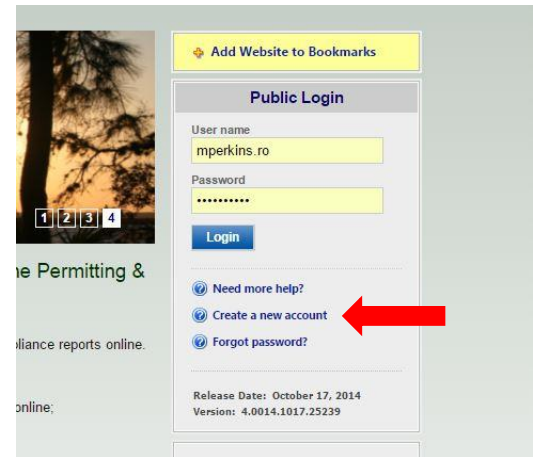# GEOS Preparer Account Creation

Disclaimer: GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.
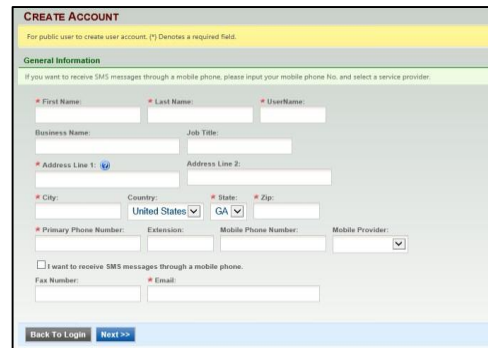
Step 1: In your browser, navigate to
https://geos.epd.georgia.gov/GA/GEOS/Public
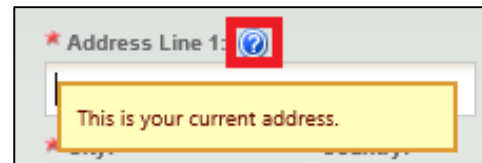and click the **"Create a New Account"** link on the login page.

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

Any field that contains an ★ 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.
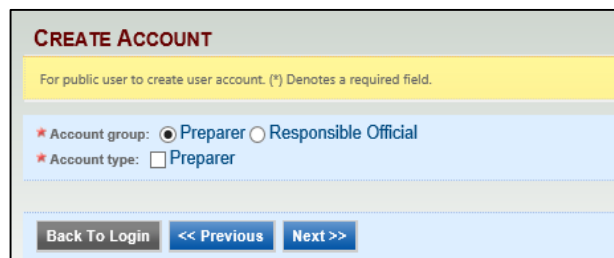

By placing the mouse over the ② icon, a help box will display to provide additional information.

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.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

* Security Questions

One of the following security questions will be referenced during the application submission process.

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 >>

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

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn

Nd aZKM

* Enter the characters you see:

Back To Login   << Previous   Create Account

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

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, ple
1. If you are registered as a Responsible Official, please print out and mail your signed Subsriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers."

Back To Login   Print Subscriber Agreement

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

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.

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