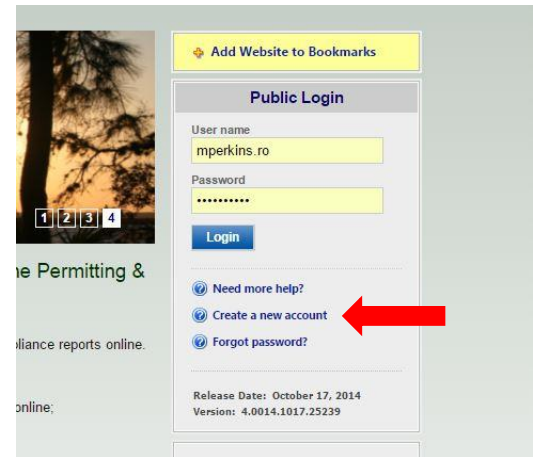


GEOS Preparer Account Creation


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

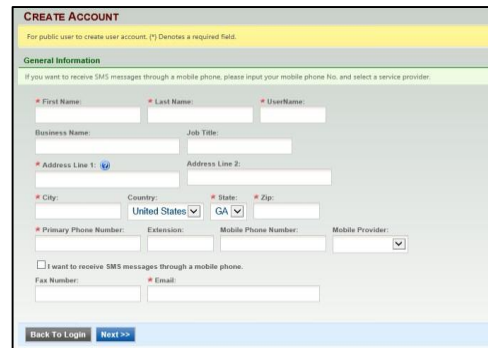
Step 1: In your browser, navigate to <https://geos.epd.georgia.gov/GA/GEOS/Public> and click the “Create a New Account” link on the login page.




The screenshot shows the 'Public Login' section of the GEOS website. It includes a 'Public Login' header, a 'User name' field with 'mperkins_ro' entered, a 'Password' field with masked characters, and a 'Login' button. Below the login fields are three links: 'Need more help?', 'Create a new account', and 'Forgot password?'. A red arrow points to the 'Create a new account' link. At the bottom, it shows the release date as October 17, 2014, and version as 4.0014.1017.25239.

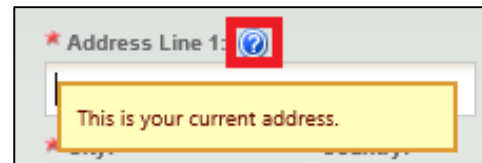
Step 2: Enter in your personal identification and contact information (Business, Name, Username, Title, address, e-mail, phone number).

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.



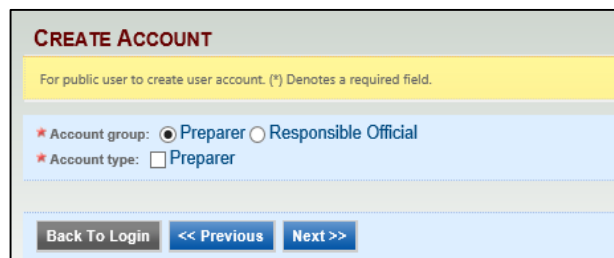
The screenshot shows the 'CREATE ACCOUNT' form. It has a yellow header with the text 'For public user to create user account. (*) Denotes a required field.' Below the header is the 'General Information' section. It contains several input fields: 'First Name', 'Last Name', 'Username', 'Business Name', 'Job Title', 'Address Line 1', 'Address Line 2', 'City', 'Country' (set to 'United States'), 'State' (set to 'GA'), 'Zip', 'Primary Phone Number', 'Extension', 'Mobile Phone Number', and 'Mobile Provider'. There are also checkboxes for 'I want to receive SMS messages through a mobile phone.', 'Fax Number', and 'Email'. At the bottom, there are 'Back To Login' and 'Next >>' buttons.

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



The screenshot shows a help box for the 'Address Line 1' field. The box is yellow with a red border and contains the text 'This is your current address.' The help icon is a blue question mark inside a circle.

Step 3: Select preparer for both account group and account type.



The screenshot shows the 'CREATE ACCOUNT' form, specifically the 'Account group' and 'Account type' sections. The 'Account group' section has two radio buttons: 'Preparer' (selected) and 'Responsible Official'. The 'Account type' section has a checkbox for 'Preparer'. At the bottom, there are 'Back To Login', '<< Previous', and 'Next >>' buttons.

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.

The screenshot shows a web form titled "CREATE ACCOUNT" with a yellow header. Below the header, it says "For public user to create user account. (*) Denotes a required field." The main section is "Security Questions" with a sub-header: "One of the following security questions will be referenced during the application submission process." There are five questions, each with a dropdown menu for the question and a text input field for the answer:

- 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? *

At the bottom, there are three buttons: "Back To Login", "<< Previous", and "Next >>".

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

The screenshot shows a "Picture Verification" section. It contains a small image with the characters "Nd aZKM" in a stylized font. Below the image is a text input field with the prompt "Enter the characters you see:". At the bottom, there are three buttons: "Back To Login", "<< Previous", and "Create Account".

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

The screenshot shows a "CREATE ACCOUNT" page with a yellow header. Below the header, it says "For public user to create user account. (*) Denotes a required field." The main content area has a yellow background and contains a yellow warning icon followed by the text: "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 following instructions:"

1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber 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."

At the bottom, there are two buttons: "Back To Login" and "Print Subscriber Agreement". Below the buttons, there is a red text note: "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.

The screenshot shows an email notification with the following text:

Dear Bill Smith:

Your new account has been created.
Your login name is: bsm1th
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