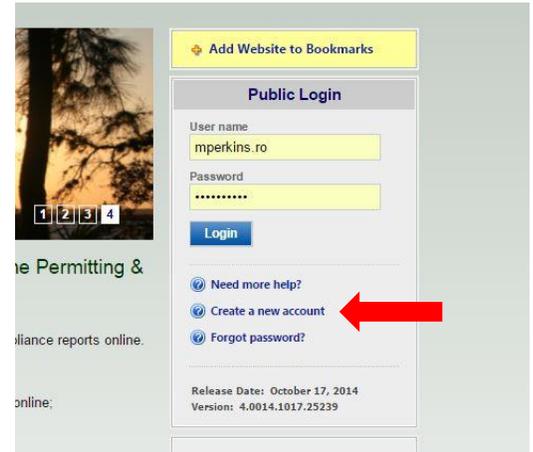


# GEOS Responsible Official Account Creation

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

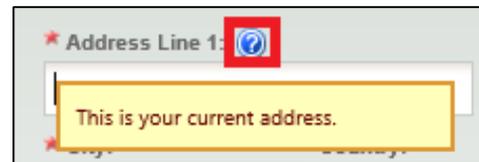
**Step 1:** In your browser, navigate to <https://geos.epd.georgia.gov/GA/GEOS/Public> and click the “Create a New Account” link on the login page.



**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  icon, a help box will display to provide additional information.



**Step 3:** As an RO, select the account type reflecting the Application(s) for which you are responsible. Before proceeding, click ‘Associate New’ to choose the name of your associated master facility from the provided list.

**Step 3a:** As an RO, you need to associate a facility to your account in order to create and submit applications. You can search for master facilities by name using the **Search Master Facility** tool. Leaving the search field blank and clicking search will return all facilities in the system. Once the results display, check the facility(s) and application(s) for which you are responsible. If you cannot find your facility(s), EPD will need to add it to the list. (See the Contact Us page at <http://epd.georgia.gov/geos> for EPD contact information.) You may still proceed with your account creation by clicking next. Refer to the note at the end of this document for associating a facility after your account is created.

Search Master Facility

Master Facility Name:

1 - 4 of 4 Item(s)

| ID                                  | Name  | Address                                 | Application   |
|-------------------------------------|---|---|---|
| <input type="checkbox"/>            | 243 TYCO HEALTHCARE RETAIL GROUP (WAS PARAGON TRADE BRANDS) | 7510 Industrial Hwy , Macon , GA 31216  | <input type="checkbox"/> Title V Application            |
| <input type="checkbox"/>            | 1324 HAMBY'S GARAGE, INC.,                                  | 5790 Dahlonega Hwy , Cumming , GA 30028 | <input type="checkbox"/> Title V Application            |
| <input checked="" type="checkbox"/> | 3287 ARAGON   | 1381 East Ave , Cedartown , GA 30125    | <input checked="" type="checkbox"/> Title V Application |
| <input type="checkbox"/>            | 4518 VULCAN CONSTRUCTION MATERIALS, LP - ARAGON QUARRY      | 1 Glenlake Parkway , GA 30328           | <input type="checkbox"/> Title V Application            |

**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.

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?

**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 aZxM**

\* Enter the characters you see:

**Step 6:** The RO is required to print, sign and mail an Electronic Signature Agreement (also known as the "Subscriber Agreement") to EPD for "Certify & Sign" privilege. This form is needed by the EPD so that the EPD can approve of the account association to the facility and activate the facility in GEOS for the applicant. By clicking the "Print Subscriber Agreement" link, GEOS will auto-fill the subscriber agreement form. The 'Subscriber

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, please follow the instructions below:

- 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.
- 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.

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

Agreement' will need to be printed, signed, and sent back to the agency. The mailing address will be contained in the 'Subscriber Agreement' form.

Georgia EPD Online System (GEOS) for Permitting, Compliance & Facility Information  
**Subscriber Agreement**

Environmental Protection Division  
 2 Martin Luther King Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334

The Subscriber Agreement should be used by facility's responsible official(s) who would like to electronically apply permits/license from the EPD or submit compliance reports to the EPD.

**A. Subscriber Information**

GEOS User ID: 75      GEOS User Name: bsmith  
 Subscriber Name: Bill Smith  
 Email Address: bsmith@aragonic.com  
 Phone Number: ( ) 404-294-3432 ext. : ( ) ext.

**B. Facility/Permit Information**

Signing privileges are requested for the following facility:  
 Facility FIS ID: 3287      Facility Name: ARAGON      Permit #: GA0025102-0

Type of Request (Select Only One):  
 NEW: the first request for this user account to act as the RO for above facilities  
 REQUEST FOR REACTIVATION: a re-activation of the user account to act as the RO for above facilities  
 CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed  
 Specific: the RO(s) to be replaced  
 INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent  
 Facility ID(s): 3287

Notes to EPD (Optional unless inactivating):

**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: bsmith  
 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

**Note: Associating a facility after account creation** – After you have successfully created your GEOS RO Account login in the GEOS system. Once in the GEOS system click on **"My Account"** under **"Basic Information"** and then click the **"Associate Facilities"** tab. From there click the **"Associate New"** button and then follow the instructions from Step 3a above. Once you have added a facility don't forget to print and sign the subscriber agreement and mail it to EPD. Please note all pending facility associations will be included in the subscriber agreement.

My Dashboard    Application    My Account

Profile Management    My Account > Profile Management > Basic Information

General Information    Address Information    **Associate Facilities**    Attachment

You are registered as:  
 \* Account group:  Preparer  Responsible Official  
 \* Account type:  Responsible Official for NPDES  Responsible Official for TitleV  Responsible Official for SIP

**Associated Facility List**

You are Responsible Official for the following facilities.

| ID   | Name                | Address                                | Application                 | Status  |
|------|---------------------|--|-----------------------------|---------|
| X 73 | BIRDSONG PEANUT CO. | 107 Findley Rd , Sylvester , GA 31791  | NPDES Municipal Application | Active  |
| X 73 | BIRDSONG PEANUT CO. | 107 Findley Rd , Sylvester , GA 31791  | Title V Application         | Active  |
| X 2  | SYNTREX, LLC        | 641 Callahan Rd SE , Dalton , GA 30721 | NPDES Municipal Application | Pending |

**Associate New**    **Print Subscriber Agreement**

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