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 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.

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

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.

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.