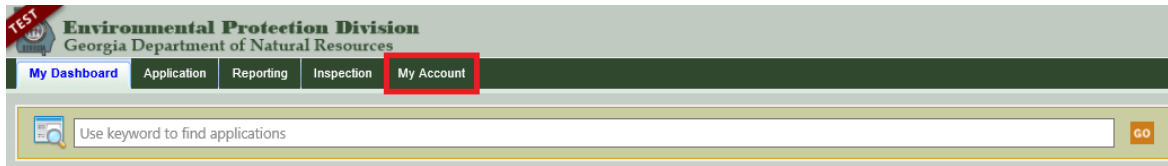
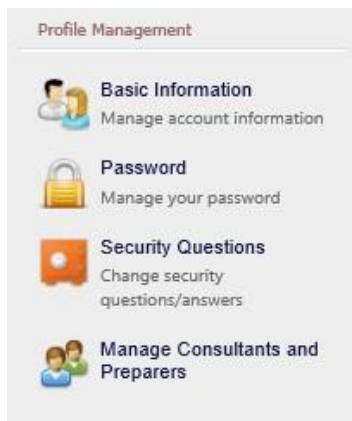


Managing Account Settings

It's important to keep your information up to date in GEOS. You can manage your account information by clicking 'My Account' in the menu bar:



In the "My Account" module, the user can select from the following options:



- 1) In 'Basic Information', you can change your name and contact information
- 2) Click the 'Password' and/or the 'Security Questions' links to modify these settings.
- 3) Review and edit consultant information by clicking the 'Manage Consultants and Preparers' link

Basic information section

When you click on 'Basic Information' four tabs will be available, however, the tabs will differ depending on your user account type. If you are logged in as an RO, you will see the following tabs: 'General Information', 'Address Information', 'Associate Facilities', and 'Attachment'. As an RO, use the Associate Facilities tab to associate a facility for which you serve as a Responsible Official.

Associated Facility List
You are Responsible Official for the following facilities.

	ID	Name	Address	Application	Status
✕	2598	NUTRASWEET CO.	1762 Lovers Ln , Augusta , GA 30901	Title V Application	Active
✕	2598	NUTRASWEET CO.	1762 Lovers Ln , Augusta , GA 30901	NPDES Municipal Application	Active
✕	1	MOHAWK IND-DURKAN PAT	405 Virgil Dr , Dalton , GA 30721	NPDES Municipal Application	Pending
✕	1	MOHAWK IND-DURKAN PAT	405 Virgil Dr , Dalton , GA 30721	Title V Application	Pending
✕	1	MOHAWK IND-DURKAN PAT	405 Virgil Dr , Dalton , GA 30721	SIP 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.

If you are logged in as a Preparer, you will see: 'General Information', 'Address Information', 'Associated RO', and 'Attachment'. The 'General Information' and 'Address Information' allow for updating and managing these data items. The 'Associated RO' tab allows the preparer to see RO and facility information as well as permission level and application types. The 'Attachment' tab will allow you to upload documents for identity proofing; such as the 'Subscriber Agreement' or other documents that you would like the agency to be able to view.

The screenshot shows the 'General Information' section of the user profile management interface. The page title is 'Environmental Protection Division Georgia Department of Natural Resources'. The navigation menu includes 'My Dashboard', 'Application', 'Inspection', and 'My Account'. The left sidebar lists 'Profile Management' options: 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Preparers'. The main content area has tabs for 'General Information', 'Address Information', 'Associated RO', and 'Attachment'. A yellow banner at the top of the main area says 'To verify and update your basic user information below as needed.' Below this is a legend: '* Denotes a required field'. The 'General Information' section contains the following fields: 'First Name' (Lawton), 'M.I.' (empty), 'Last Name' (Brantley), 'Company' (empty), 'Job Title' (empty), 'Primary Phone Number (555-555-5555)' (7065425609), 'Extension' (empty), 'Mobile Phone Number (555-555-5555)' (empty), 'Mobile Provider' (dropdown menu), 'Do you want to receive SMS messages through a mobile phone?' (checkbox), 'Fax Number (555-555-5555)' (empty), and 'Email' (lbrantley@itos.uga.edu).

Password Section

This section allows you to change your password and pin in the corresponding tabs. The Password is the credential the user uses for login; whereas, PIN and security questions are the credential for certification and submission, which serves as an electronic signature of the Responsible Official.

The screenshot shows the 'Change Password' section of the user profile management interface. The page title is 'Environmental Protection Division Georgia Department of Natural Resources'. The navigation menu includes 'My Dashboard', 'Application', 'Inspection', and 'My Account'. The left sidebar lists 'Profile Management' options: 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Preparers'. The main content area has tabs for 'My Password Information' and 'My PIN Information'. A yellow banner at the top of the main area says 'Change your password.' Below this is a legend: '* Denotes a required field'. The 'Change Password' section contains the following fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. A blue 'Save Password' button is located at the bottom of the form.

Security Questions Section

This section allows you to update and change your security questions. As noted in the section above, the security questions and PIN are the credentials used for certification and submission.

The screenshot displays the user interface for the Security Questions section. At the top, there is a navigation bar with tabs for 'My Dashboard', 'Application', 'Inspection', and 'My Account'. Below this, a breadcrumb trail reads 'My Account > Profile Management > Security Questions'. A yellow banner contains the text: 'Select the security questions which provide an extra layer of protection during permit submission. Security questions are used to verify the applicant's identity.'

The main content area is titled 'Security Questions' and contains 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? Answer: [Text Input]
- Question 2: What is your birthday? Answer: [Text Input]
- Question 3: what is the name of the hospital where you were born? Answer: [Text Input]
- Question 4: what is your best friend's last name? Answer: [Text Input]
- Question 5: what is the last name of your favorite teacher? Answer: [Text Input]

Below the questions is a section titled 'Reason to Reset Security Questions' with a text input field and a small icon. At the bottom of the form is a blue 'Save' button.

Manage Consultants and Preparers Section

In the 'Managing Associated Consultants and Preparers' section, an RO user can see a grid view of preparers that have been associated to their account. The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association. If you want to de-associate the user, simply click on the **X** icon to remove them. By clicking on the pencil/paper icon, you can pull a detailed view of the associates' setting.

To add a new preparer, the system first prompts for the preparer's e-mail, which means the preparer is required to have an account in GEOS first. Next, GEOS asks for the effective date and expiration date of this association, if any.

As a third step, the RO needs to 'Add Application Authorizations' to the preparer. 'Application Authorization' defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access. Once the association is completed, the preparer can log in and begin working on applications.

The screenshot shows the user interface of the Environmental Protection Division's web application. The header includes the UAT logo and the text 'Environmental Protection Division Georgia Department of Natural Resources'. The navigation menu has tabs for 'My Dashboard', 'Application', 'Inspection', and 'My Account', with 'My Account' currently selected. The left sidebar contains 'Profile Management' options: 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Preparers'. The main content area shows the breadcrumb 'My Account > Profile Management > Manage Consultants and Preparers' and a yellow 'Consultant List' header. Below this is a table titled 'Consultants List' showing 9 items. The table has columns for First Name, Last Name, Facility, Permission, Application, Effective Date, Expiration Date, and Status. Each row includes a red 'X' icon and a pencil icon. At the bottom of the table area is a blue 'Add Consultant' button.

		First Name	Last Name	Facility	Permission	Application	Effective Date	Expiration Date	Status
X		Geoffrey	Garland	NUTRASWEET CO.	Prepare Only	NPDES Municipal Application	04/01/2015	10/31/2015	Active
X		Geoffrey	Garland	NUTRASWEET CO.	Prepare Only	Title V Application	04/01/2015	10/31/2015	Active
X		Geoffrey	Garland				05/13/2015		
X		Geoffrey	Garland	NUTRASWEET CO.	Prepare Only	NPDES Municipal Application	05/13/2015		Active
X		Geoffrey	Garland	NUTRASWEET CO.	Prepare Only	Title V Application	05/13/2015		Active
X		Lawton	Brantley				04/24/2015	04/25/2015	
X		Lawton	Brantley	NUTRASWEET CO.	Prepare Only	NPDES Municipal Application	04/01/2015	10/31/2015	Active
X		Mike	Perkins	NUTRASWEET CO.	Prepare Only	NPDES Municipal Application	04/01/2015	10/31/2015	Active
X		Mike	Perkins	NUTRASWEET CO.	Prepare Only	Title V Application	03/01/2015	10/31/2015	Active