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.
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.

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.
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.

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.