

Understanding GEOS Account Groups and Types

GEOS has three account groups for the regulated community – Fee Payment, Preparer and Responsible Official (RO).

User Type	Purpose	Account Privileges
Fee Payment	Fee Payment Account Type is designed for users who only want to use GEOS to make payments.	<ul style="list-style-type: none"> • View and submit Online Payment – FIMS • Track account transactions
Preparer	<p>A preparer is someone who is assigned by a RO to create and prepare applications for their facility.</p> <p>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that they have been associated with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</p>	<ul style="list-style-type: none"> • View and prepare an electronic data entry form in GEOS • View submitted data in GEOS • Keep track of the status of submitted records • Keep track of issuances
Responsible Official (RO)	<p>Only the RO account can certify and submit applications in GEOS.</p> <p>An RO can only maintain one User Account; this account inherently has Preparer privileges. This one account may be assigned RO privileges for certain facilities and Preparer privileges for others.</p> <p>Generally, for an RO to submit an application, they must first be approved by the EPD as the RO for that facility.</p> <p>An RO can request additional Account Types through the GEOS system</p>	<ul style="list-style-type: none"> • View and prepare an electronic data entry form in GEOS • View submitted data in GEOS • Keep track of the status of submitted records • Keep track of issuances • Certify and submit an electronic data entry form in GEOS • Associate a consultant to their account to prepare applications • Make fee payments

Your account type determines what actions you can perform in GEOS. Your access to these account types will be determined by the account group you belong to. There are fourteen account types: Responsible Official for Municipal Wastewater, Responsible Official for TitleV, Responsible Official for SIP, RO/Owner for Scrap Tire, RO/Owner for Lead-Based Paint and Asbestos, RO/Owner for Trust Fund Reimbursement Request, RO/Owner for Underground Storage Tank, Invoice Payment Only, RO/Owner for Brownfield, RO/Owner for Hazardous Waste Fee, RO/Owner for Hazardous Substance Fee, RO/Owner for Voluntary Remediation Program, RO/Owner for Storm Water Construction, RO/Owner for Storm Water Industrial. This relationship is illustrated in the table below.

Account Group	Account Type
Fee Payment	Fee Payment
Preparer	Preparer
Responsible Official	Responsible Official for Municipal Wastewater, Responsible Official for TitleV, Responsible Official for SIP, RO/Owner for Scrap Tire, RO/Owner for Lead-Based Paint and Asbestos, RO/Owner for Trust Fund Reimbursement Request, RO/Owner for Underground Storage Tank, Invoice Payment Only, RO/Owner for Brownfield, RO/Owner for Hazardous Waste Fee, RO/Owner for Hazardous Substance Fee, RO/Owner for Voluntary Remediation Program, RO/Owner for Storm Water Construction, RO/Owner for Storm Water Industrial