

GEOS Training for Applications & Reporting

The Georgia Environmental
Protection Division

GEOS Technical Assistance site: <https://epd.georgia.gov/geos>



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Account Groups or User Types

- Fee Payment
 - Only makes payments using GEOS
- Preparer
 - Only fills out permits, applications & reports with GEOS
- Responsible Official or RO
 - Manages preparers but can also prepare and make fee payments

What is GEOS?

The [Georgia EPD Online System \(GEOS\)](#) is a portal for online electronic permit applications including:

- Brownfield
- Construction Storm Water
- EAF Fee Remitter
- Hazardous Substance Fee
- Hazardous Waste Fee
- Industrial Pre-treatment Program
- Industrial NPDES
- Lead-Based Paint & Asbestos
- Municipal LAS Permits
- Municipal Wastewater GEFA
- NPDES Wastewater
- Scrap Tire
- Solid Waste
- Storm Water Industrial
- Title V
- Trust Fund
- Invoice Payment Only
- Underground Storage Tank
- Underground Injection Control Permit
- Waste Reduction
- Voluntary Remediation Program

New applications will be added to GEOS over time.



What are the benefits of GEOS?

- Improves program effectiveness and efficiency.
- Reduced workload for managing data.
- Reduction in printing and mailing costs.
- Gives permittees the ability to track their permit status electronically.
- Web Based – no software to install

GEOS Website:

This should be your starting point

<http://epd.georgia.gov/geos>

- Training material and documentation
- FAQ
- Training calendar
- Important Links (GEOS testing and live site)
- Information about GEOS



General Agenda Overview

1. Understanding GEOS account groups and types.
2. Creating an account for GEOS.
3. Managing an account for GEOS.
4. Fill out/Submit application(s) within GEOS.
5. Managing/Tracking Applications within GEOS
6. Fee Payment & Public Portal

Account Groups & Privileges

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 • 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 “generally” 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



Account Groups & Privileges

User Type	Purpose	Account Privileges
Responsible Official (RO)	<ul style="list-style-type: none"> • Only the RO account can certify and submit applications in GEOS. • 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. • Generally, for an RO to submit an application, they must first be approved by the EPD as the RO for that facility. • An RO can request additional Account Types through the GEOS system 	<ul style="list-style-type: none"> • Certify and submit a data entry form in GEOS • Associate a consultant to their account to prepare applications • View and submit Online Payment • Track account transactions • 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



Account Groups & Types

GEOS has three account groups and twenty two account types for the regulated community. Your access to these account types will be determined by the account group you belong to.

Account Group	Account Type
Fee Payment	Fee Payment
Preparer	Preparer
Responsible Official	RO for: Brownfield, Construction Storm Water, EAF Fee Remitter, Hazardous Substance Fee, Hazardous Waste Fee, Industrial Pre-treatment Program, Industrial NPDES, Lead-Based Paint & Asbestos, Municipal LAS Permits, Municipal Wastewater GEFA, NPDES Wastewater, Scrap Tire, Solid Waste, Storm Water Industrial, Title V, Trust Fund, Invoice Payment Only, Underground Storage Tank, Underground Injection Control Permit, Waste Reduction & Voluntary Remediation Program



Identity Proofing

- In order to be approved as a Responsible Official for a facility you may first have to have your identity proofed
- The type of Identity Proofing that you must use is dependent on the types of applications you are requesting
- Identity Proofing is done by e-verify or ESA (Subscriber Agreement)

Identity Proofing

- All identity proofing is a two step process
 - First you submit your information to EPD
 - ESA or E-Verify
 - Second EPD reviews your information and if qualified they will approve you
- Once approved by EPD you will receive email notification that you are approved

Identity Proofing

- Identity Proofing is Not Required if you are only requesting any of the following
 - 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

Identity Proofing

- If you request any of the previous application types and/or RO/Owner for any of the application types below then the Identity Proofing Required
 - SIP
 - Municipal LAS Permits
 - Title V
 - Lead-Based Paint and Asbestos
 - Underground Injection Control Permit
 - Municipal Wastewater
 - EAF Fee Remitter
 - Scrap Tire
 - Industrial LAS Permits
 - Municipal Wastewater GEFA
 - Solid Waste
 - Industrial NPDES
 - Storm Water Construction
 - Trust Fund Reimbursement Request
 - Industrial Pre-treatment Program
 - Storm Water Industrial
 - Underground Storage Tank



Identity Proofing Opt Out

- If you are only going to be an RO/Owner for Storm Water Construction then you have the option of Opting Out of Identity proofing at the moment
- In the future there may be a requirement for you to go through identity proofing
- If that occurs at that time you will be required to either use the E-verify or the ESA option to go through identity proofing

RO Delegation of Authority

- It is possible for a Responsible Official (RO) to delegate their authority for permit submissions to another individual.
- This can be done using the ‘RESPONSIBLE OFFICIAL AUTHORIZATION OF DELEGATION’ form which can be found on the EPD site under documents

Responsible Official Air Branch

The definition of Responsible Official used by the Air Protection Branch is from 40 CFR 70.2. Responsible official means one of the following:

- 1) For a corporation: a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:
 - i. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or
 - ii. The delegation of authority to such representatives is approved in advance by the permitting authority;
- 2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- 3) For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or
- 4) For affected sources:
 - i. The designated representative in so far as actions, standards, requirements, or prohibitions under title IV of the Act or the regulations promulgated thereunder are concerned; and
 - ii. The designated representative for any other purposes under part 70.



Responsible Official Water Branch

The definition of Responsible Official used by the Water Protection Branch is from 40 CFR 122.22

Responsible official means one of the following:

- 1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
 - i. a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or
 - ii. the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- 2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- 3) For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes:
 - i. the chief executive officer of the agency, or
 - ii. a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA)



Responsible Official for Land Protection Branch

- Tire Management Unit
 - Owner/Operator/Consultant/CPA/Designe
- Surface Mining Unit
 - Owner/Operator/Consultant



Responsible Official for Land Protection Branch

Solid Waste Permitting, Environmental Monitoring, and Recovered Materials

- 1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:
 - i. a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or
 - ii. the manager of one or more regulated facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- 2) For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
- 3) For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a municipality, State, Federal or other public agency includes, but is not limited to:
 - i. the chief executive officer of the entity, or
 - ii. a senior executive officer having responsibility for the overall operations of a principal Departmental unit of the entity (e.g., Director of Public Works, Director of Sanitation, etc.)
- 4) The designated representative delegated with such authority and approved in advance by the Division.



Responsible Official UST

- Underground Storage Tank Program Responsible Official (RO)
Means:
- The UST Responsible Official is the individual or company responsible for registering their tank system, maintaining compliance of their UST system, and conducting corrective action in the case of a release. In most cases, the responsible official will be a current or former UST owner or operator. However, when the owner or operator is not viable or unable, the RO can be any individual or company (state contractor, project officer, property owner, etc.) the Program acknowledges to submit electronic documents on behalf of the tank owner or operator.
- Responsible Official can be any delegated employee of the company (does not have to be the company owner) but it cannot be someone that is contracted by the company, they actually have to be employed directly by the company.



Live versus Training



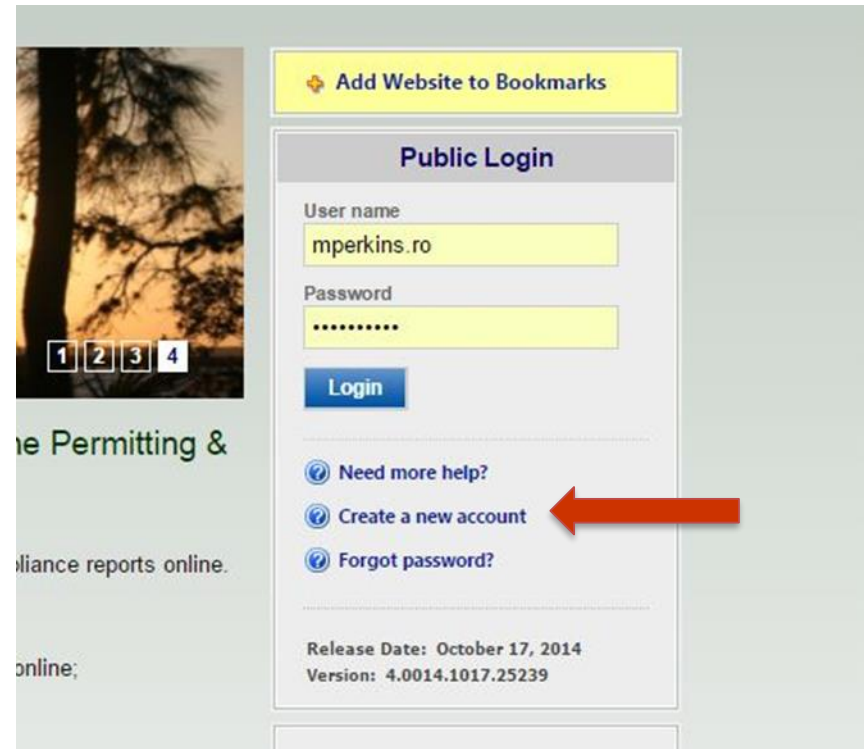
A screenshot of a web browser showing the live GEOS website. The browser tab is labeled "GEOS - Public". The address bar contains the URL: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>. The page header features the Georgia Department of Natural Resources logo, which includes a stylized map of Georgia with a sun, mountains, and water. Below the logo, the text reads "GEORGIA DEPARTMENT OF NATURAL RESOURCES ENVIRONMENTAL PROTECTION DIVISION".



A screenshot of a web browser showing the training GEOS website. The browser tab is labeled "GEOS - Public". The address bar contains the URL: <https://geos.epd.georgia.gov/TRN/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>. The page header features the Georgia Department of Natural Resources logo, which includes a stylized map of Georgia with a sun, mountains, and water. Below the logo, the text reads "GEORGIA DEPARTMENT OF NATURAL RESOURCES ENVIRONMENTAL PROTECTION DIVISION". A red diagonal banner with the word "TRAINING" is overlaid on the left side of the logo. A large red arrow points from the "TRAINING" banner towards the logo.

Account Creation (Universal)

- Navigate to GEOS Training Site
- Click the “Create a New Account” link on the login page.



Account Creation (Universal)


- Enter in your personal identification and contact information.
- Make sure to use your legal name (will be used for e-verify later)
- Pay attention to the auto generated username. If you would prefer to have a different name you may change it.

CREATE ACCOUNT


For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * UserName: 

Business Name: Job Title:

* Contact Address line 1:  Contact Address line 2:

Country: * State: * City: * Zip:

United States GA

* Primary Phone Number (555-555-5555): Extension: Mobile Phone Number (555-555-5555):


I want to receive SMS messages through a mobile phone. Mobile Provider:

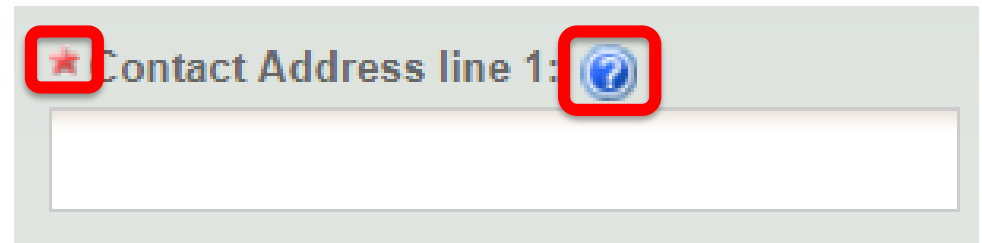
Fax Number: * Email:


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Account Creation (Universal)

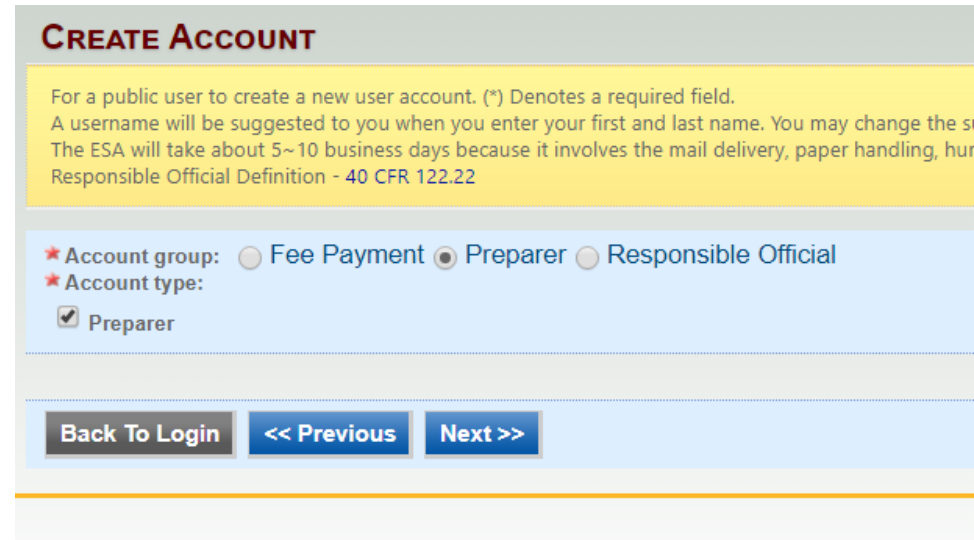
- Any field that contains a * is required and must be filled to continue.
- By placing the mouse over the , a help box will display to provide additional information



* Contact Address line 1: 

Account Creation (Preparer)

- Select preparer for both account group and account type.
 - Note: We will discuss the RO creation process in a moment
 - Note: If you are of Account Group “Fee Payment” then select Account Type “Fee Payment”



CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, hurricane and other delays.
Responsible Official Definition - 40 CFR 122.22

* Account group: Fee Payment Preparer Responsible Official
* Account type:
 Preparer

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Account Creation (RO)

- RO account is essentially the same except for a few minor differences
 - You have to select one or more “Account Types”
 - You have the option to associate one or more facilities with your account. You may choose to do this at a later time.
 - Depending on the “Account Types” you select you will be required to perform an identity proofing for each facility.



Account Creation (RO)

Select the account type reflecting the Application(s) for which you are responsible.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

* Account group: Fee Payment Preparer Responsible Official

* Account type:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Responsible Official for Municipal Wastewater | <input checked="" type="checkbox"/> Responsible Official for TitleV | <input type="checkbox"/> Responsible Official for SIP | <input type="checkbox"/> Invoice Payment Only |
| <input type="checkbox"/> RO/Owner for Scrap Tire | <input checked="" type="checkbox"/> RO/Owner for Brownfield | <input type="checkbox"/> RO/Owner for Lead-Based Paint and Asbestos | <input type="checkbox"/> RO/Owner for Trust Fund Reimbursement Request |
| <input type="checkbox"/> RO/Owner for Storm Water Construction | <input type="checkbox"/> RO/Owner for Storm Water Industrial | <input type="checkbox"/> RO/Owner for Underground Storage Tank | <input type="checkbox"/> RO/Owner for Hazardous Waste Fee |
| <input type="checkbox"/> RO/Owner for Hazardous Substance Fee | <input type="checkbox"/> RO/Owner for Voluntary Remediation Program | <input type="checkbox"/> RO/Owner for EAF Fee Remitter | <input type="checkbox"/> Responsible Official for Industrial NPDES |
| <input type="checkbox"/> Responsible Official for Industrial LAS Permits | <input type="checkbox"/> Responsible Official for Municipal LAS Permits | <input type="checkbox"/> RO for Municipal Wastewater GEFA | <input type="checkbox"/> RO for Underground Injection Control Permit |
| <input type="checkbox"/> RO for Industrial Pre-treatment Program | | | |

Associated Facility List

Based off your Account Type, as you associate your facility, it will determine what submittals are available to you.
Please click the "Associate Facility" button and search based on the information for your facility.
If you do not see your submittal types, please contact your regulatory representative.

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
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Associate Facility

The "Associate Facility" feature will allow you to become a Responsible Official for those facilities you have selected and be able to cer

ONLY Scrap Tire, Stormwater Construction, and VRP/Brownfield facilities that can't be found may make use of the "Create New Facility"

NPDES Municipal permits: 404-463-1511
NPDES Industrial permits: 404-463-1511
Title V permits: 404-363-7000
Scrap Tire: 404-362-2537
Brownfield: 404-657-8645
Lead-Based Paint and Asbestos: 404-363-7026
Trust Fund: 404-656-7802
Voluntary Remediation Program: 404-657-8600
UST Facilities: 404-362-2687
Storm Water Industrial: 404-651-8541
Storm Water Construction:
- West Central District Office: 478-751-6612
- East Central District Office: 706-667-4343
- Northeast District Office: 706-369-6376
- Mountain District - Atlanta Satellite: 404-362-2671
- Coastal District - Brunswick Office: 912-264-7284
- Southwest District Office: 229-430-4144

Please first search to see if facility already exists in the system. If you cannot find it, click the "Create New Facility" button to register your facility in the system. The facility data that you enter here will be available for you to cop
To start this process click the Associate Facility button above.

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Click 'Associate Facility' to choose the name of your associated master facility from the provided list.

Account Creation (RO)

RO Facility Association

- After clicking “Associate New” use the Search Master Facility tool to locate your facility
 - Leaving the search field blank and clicking search will return all facilities in the system.
- Check the facility(s) and application(s) for which you are responsible and the source matches the application type

Search Facility

Create New Facility If you are registering a NEW facility, click this button to proceed.

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, or if you wish to use FIS ID and do not know it, please contact your regulatory representative via one of the links in the EPD website page <https://epd.georgia.gov/geos/contact-us>

Facility Name: _____ Address: _____ FIS ID: _____

Environmental Interest: **CAA** Registered / Non-registered: _____

Search

Select All

1 - 15 of 100 item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input type="checkbox"/>	MOHAWK IND-DURKAN PAT(Storm Water Industrial,CAA)	405 Virgil Dr, Dalton, GA 30722	P.O. Box 1006, Dalton, GA 30722	State-Registered Entity(Storm Water Industrial,CAA) Air: 31300124 Watershed: 03169	<input type="checkbox"/> Select All <input type="checkbox"/> Brownfield Application (PPCAP or PPCSR) <input type="checkbox"/> Brownfield Cost Certification <input type="checkbox"/> PPCAP Amendment <input type="checkbox"/> PPCSR for Approved PPCAP Application <input type="checkbox"/> Prospective Purchaser Status Report <input type="checkbox"/> Title V Application



Searching for a Facility

- Less is more
 - Search items must match exactly
 - Items such as Environmental Interest can help limit results
 - Don't try and fill out
 - FID ID is not the same as Location ID

Facility Name: Address: FIS ID:

Environmental Interest: Registered / Non-registered:

Select Page All

1 - 11 of 11 item(s)



Multiple Sources are Possible

<input type="checkbox"/>	BLECKLEY COUNTY TRANSFER STATION(Waste Facility,Scrap Tire Sorter,Waste Facility,Scrap Tire Generator)	794 Hwy 26 E , Cochran , GA 31014	112 N Second Street , Cochran , GA 31014	State-Registered Entity(Waste Facility,Scrap Tire Sorter,Waste Facility,Scrap Tire Generator) Program Facility ID: Land: 7535 Land: 9173	<input type="checkbox"/> Select All <input type="checkbox"/> UST - CAP-Part B System Installation Report <input type="checkbox"/> UST - CAP-Part B System Startup Report <input type="checkbox"/> UST - Closure Report & Revised Closure Report <input type="checkbox"/> UST - Completion Report <input type="checkbox"/> UST - Corrective Action Plan - Part A & Revised CAP-A <input type="checkbox"/> UST - Corrective Action Plan - Part B & Revised CAP-B <input type="checkbox"/> UST - GUST Trust Fund Request for Reimbursement <input type="checkbox"/> UST - Monitoring Only Report <input type="checkbox"/> UST - Progress Report <input type="checkbox"/> UST - Release Notification <input type="checkbox"/> UST - Site Investigation Summary Report & Revised SISR <input type="checkbox"/> UST - Storage Tank Registration Form
<input type="checkbox"/>	BLECKLEY COUNTY COMMISSIONERS (UST Program)	BEECH ST , COCHRAN , GA 31014	112 N SECOND ST , COCHRAN , GA 31014	State-Registered Entity(UST Program) Program Facility ID: Land: 139028	<input type="checkbox"/> Select All <input type="checkbox"/> UST - CAP-Part B System Installation Report <input type="checkbox"/> UST - CAP-Part B System Startup Report <input type="checkbox"/> UST - Closure Report & Revised Closure Report <input type="checkbox"/> UST - Completion Report <input type="checkbox"/> UST - Corrective Action Plan - Part A & Revised CAP-A <input type="checkbox"/> UST - Corrective Action Plan - Part B & Revised CAP-B <input type="checkbox"/> UST - GUST Trust Fund Request for Reimbursement <input type="checkbox"/> UST - Monitoring Only Report <input type="checkbox"/> UST - Progress Report <input type="checkbox"/> UST - Release Notification <input type="checkbox"/> UST - Site Investigation Summary Report & Revised SISR <input type="checkbox"/> UST - Storage Tank Registration Form



Make sure to select the correct one

<input type="checkbox"/>	BLECKLEY COUNTY COMMISSIONERS (UST Program)	BEECH ST , COCHRAN , GA 31014	112 N SECOND ST , COCHRAN , GA 31014	State-Registered Entity(UST Program) Program Facility ID: Land: 139028	<input type="checkbox"/> Select All <input type="checkbox"/> Brownfield Application (PPCAP or PPCSR) <input type="checkbox"/> Brownfield Cost Certification <input type="checkbox"/> PPCAP Amendment <input type="checkbox"/> PPCSR for Approved PPCAP Application <input type="checkbox"/> Prospective Purchaser Status Report <input type="checkbox"/> Title V Application <input type="checkbox"/> UST - CAP-Part B System Installation Report <input type="checkbox"/> UST - CAP-Part B System Startup Report <input type="checkbox"/> UST - Closure Report & Revised Closure Report <input type="checkbox"/> UST - Completion Report <input type="checkbox"/> UST - Corrective Action Plan - Part A & Revised CAP-A <input type="checkbox"/> UST - Corrective Action Plan - Part B & Revised CAP-B <input type="checkbox"/> UST - GUST Trust Fund Request for Reimbursement <input type="checkbox"/> UST - Monitoring Only Report <input type="checkbox"/> UST - Progress Report <input type="checkbox"/> UST - Release Notification <input type="checkbox"/> UST - Site Investigation Summary Report & Revised SISR <input type="checkbox"/> UST - Storage Tank Registration Form
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Selecting and Exiting

- Once you have selected your facility and the different permit types you will click the “OK” button at the bottom of the page.

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, or if you wish to use FIS ID and do not know it, please contact your regulatory representative via one of the links in the EPD website page <https://epd.georgia.gov/geos/contact-us>

Facility Name: Address: FIS ID:

Environmental Interest: Registered / Non-registered:

Select Page All

1 - 2 of 2 item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	BIRDSONG PEANUT CO.(CAA)	107 Findley Road , Sylvester , GA 31791	230 N. Bay Street , Blakely , GA 31723	State-Registered Entity(CAA) Program Facility ID: Air: 32100023	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Title V Application
<input checked="" type="checkbox"/>	BIRDSONG PEANUT CO.(CAA,Voluntary Remediation Program)	608 E. Main St. , Colquitt , GA 31737	P.O. Box 650 , Blakely , GA 31723	State-Registered Entity(CAA,Voluntary Remediation Program) Program Facility ID: Land: 68890	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Title V Application



Saving Your Selected Facilities

The system will save the selected information. You will need to click on the “OK” in the popup. It will remain in the facility selection screen until you select “Close”.

The screenshot shows a web application interface for facility selection. A red box highlights a popup message that says "geos.epd.georgia.gov says Saved successfully." with an "OK" button. Below the popup, a green banner also displays "Saved successfully." with a checkmark icon. The main form includes fields for Facility Name (Birdsong Peanut Co.), Address, FIS ID, Environmental Interest, and Registered / Non-registered status. A "Search" button is present. Below the form, there are checkboxes for "Select Page All" and "1 - 2 of 2 item(s)". A table lists two facilities with columns for Select, Name, Physical Location, Mailing Address, Source, and Submission Type. The "Close" button at the bottom is also highlighted with a red box.

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input type="checkbox"/>	BIRDSONG PEANUT CO.(CAA)	107 Findley Road , Sylvester , GA 31791	230 N. Bay Street , Blakely , GA 31723	State-Registered Entity(CAA) Program Facility ID: Air: 32100023	<input type="checkbox"/> Select All <input type="checkbox"/> Title V Application
<input type="checkbox"/>	BIRDSONG PEANUT CO.(CAA, Voluntary Remediation Program)	608 E. Main St. , Colquitt , GA 31737	P.O. Box 650 , Blakely , GA 31723	State-Registered Entity(CAA, Voluntary Remediation Program) Program Facility ID: Land: 68890	<input type="checkbox"/> Select All <input type="checkbox"/> Title V Application

What if my facility is not in the list?

- Unless the facility that you want to associate is one of the following Account Types: Brownfield, Invoice Payment Only, Scrap Tire, Storm Water Construction or Voluntary Remediation Program - EPD will need to add it to the list. You will be able to associate your facility at a later date once it has been added by EPD. You may continue the account creation process if your facility is not listed by selecting “Close” and then selecting “Next>>”.

Search Master Facility

Master Facility Name: Facility Identifier: Address:

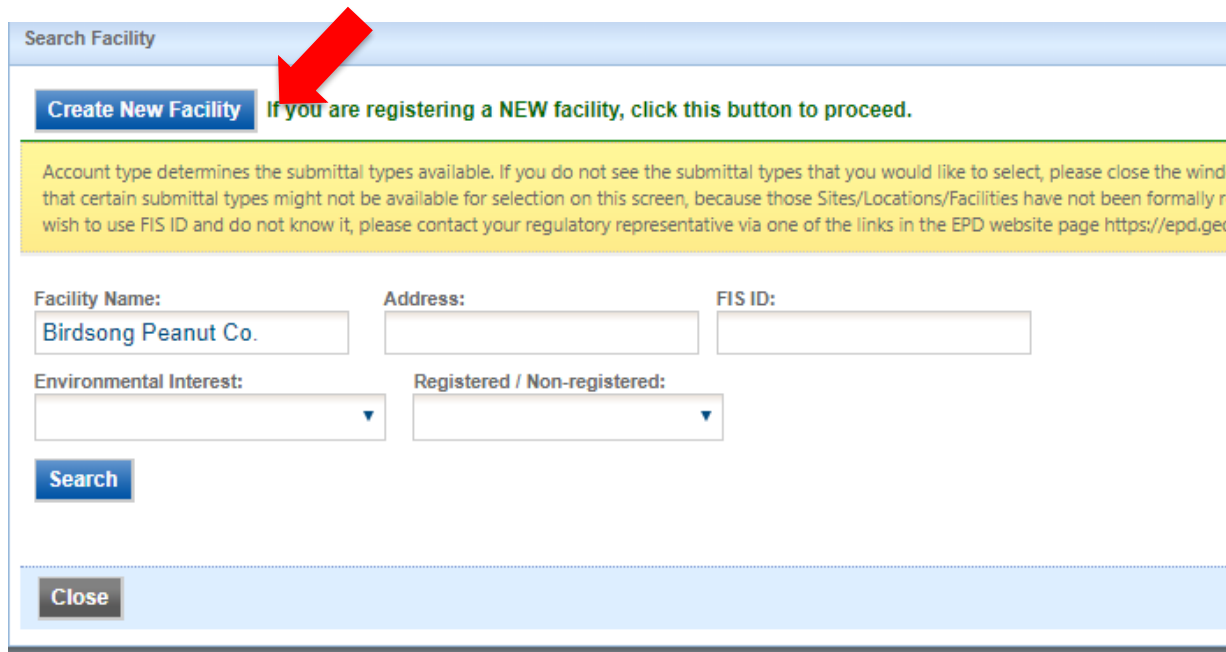
1 - 2 of 2 item(s)

	ID	Name	Address	Submission Type
<input type="checkbox"/>	73	BIRDSONG PEANUT CO.	107 Findley Rd , Sylvester , GA 31791	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application
<input type="checkbox"/>	2275	BIRDSONG PEANUT CO.	608 Main St , Colquitt , GA 39837	<input type="checkbox"/> NPDES Municipal Application <input type="checkbox"/> Online Payment - FIMS <input type="checkbox"/> Title V Application



What if my facility is not in the list?

- For Brownfield, Invoice Payment Only, Scrap Tire, Storm Water Construction or Voluntary Remediation Program if your facility is not present after you have searched you may use the “Create New Facility” button to add your facility.



The screenshot shows a web form titled "Search Facility". At the top left, there is a blue button labeled "Create New Facility". A red arrow points to this button. To the right of the button is the text: "If you are registering a NEW facility, click this button to proceed." Below this is a yellow informational box with text: "Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered. If you wish to use FIS ID and do not know it, please contact your regulatory representative via one of the links in the EPD website page <https://epd.georgia.gov>".

The form contains several input fields:

- Facility Name:
- Address:
- FIS ID:
- Environmental Interest:
- Registered / Non-registered:


At the bottom left of the form is a blue "Search" button, and at the bottom right is a grey "Close" button.



Creating a facility

- To create a new facility you will need to fill out the required fields.
- It is best to fill out all fields if you have the information.
- You may map the location of the facility using the “Map It” button.
- We will cover the mapping tool in detail later in the class.
- Once you have filled out the required fields hit the “Create” button.
- Once the facility has been created you may select both your newly created facility and the submission types you would like.
- Once you have done that click on the “OK” button at the bottom of the screen and then select “Next>>” on the subsequent screen.

Search Facility

 Please fill in the Facility/Property Address

* Facility Name:

Mailing Address 1: Mailing Address 2:

County: City: State: Zip:

Same as above

* Physical Location Line 1:

* County: * City: * State: * Zip:

Latitude: Longitude:



Account Creation (Universal)

- Next 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.
- Answers are case sensitive!!

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5–10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - [40 CFR 122.22](#)

*** Security Questions**

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.
Answers to the security questions are case sensitive.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your birthday? ▾
Answer:

Question 3:
what is the name of the hospital where you were born? ▾
Answer:

Question 4:
what is your best friend's last name? ▾
Answer:

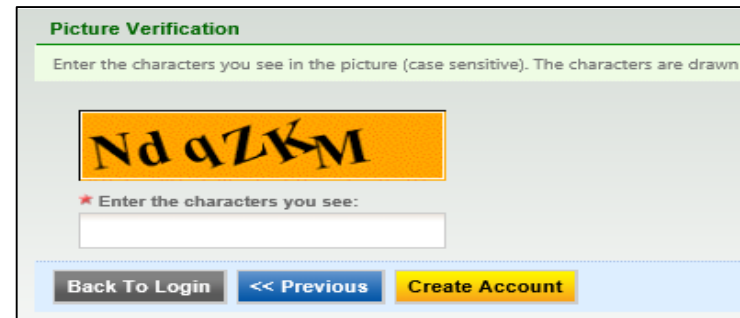
Question 5:
what is the last name of your favorite teacher? ▾
Answer:

[Back To Login](#) [<< Previous](#) [Next >>](#)



Account Creation (Preparer)

- To finalize account creation, a CAPTCHA needs to be verified. Once verified, the account will be created.
- The system will display instructions on how to activate the account so that all features can be opened.



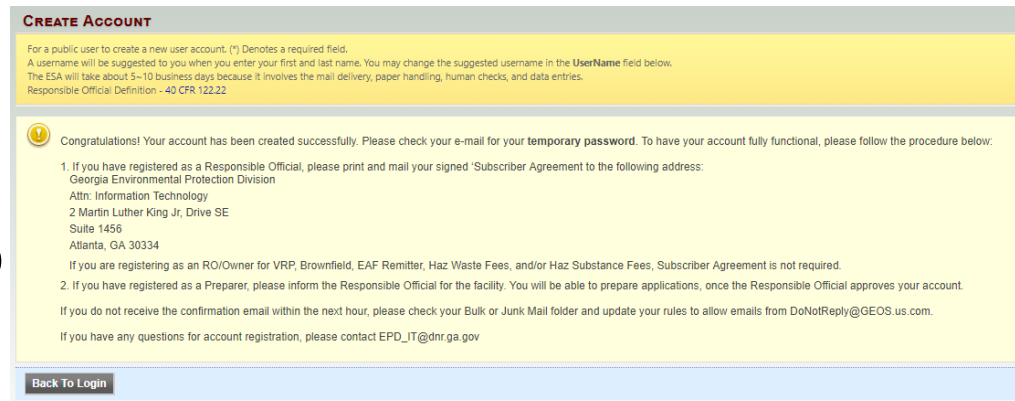
Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn

Nd aZKM

* Enter the characters you see:

[Back To Login](#) [<< Previous](#) [Create Account](#)



CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

! 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 procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334
If you are registering as an RO/Owner for VRP, Brownfield, EAF Remitter, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.
2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

If you do not receive the confirmation email within the next hour, please check your Bulk or Junk Mail folder and update your rules to allow emails from DoNotReply@GEOS.us.com.
If you have any questions for account registration, please contact EPD_IT@dnr.ga.gov

[Back To Login](#)

Account Creation (RO)


- Depending on the “Account type” RO’s may be required to provide proof of identity
- Two methods
 - E-Verify
 - ESA (Subscriber agreement)

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a



* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You

- (1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify. You will start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you for three tries. If the recommended for time sensitive submittals, such as applying for general permits or to expedite requests.
- (2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency.
- (3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents to the Agency with the ESA.

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#) [Opt out of Identity Proofing](#)



RO/Owner for Storm Water Construction Only


- If the only account type you have is Storm Water Construction then you have the option to Opt Out

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
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Responsible Official Definition - 40 CFR 122.22

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(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents to the Agency with

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#) [Opt out of Identity Proofing](#)



E-Verify Identity Verification (RO)


- The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.
- The E-Verify process notifies EPD for review.
- EPD will verify your identity and make a decision on your RO request.
- Once approved you can start using your account to certify/submit documents to the Agency.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the User Profile page.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize



* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal type

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number. You will start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you to use the E-Verify Option for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submittal, you will be required to re-submit the ESA.

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents to the Agency.

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#)



E-Verify Identity Verification (RO)

- E-Verify Option
 - You will be asked to provide your **home** address and phone
 - birth date (MM/DD/YYYY)
 - last 4 digits of Social Security Number
- The System will then attempt to verify your identity
- Due to security reasons, the System will only allow you 3 attempts.

Validation Information


Authorized Representative

* Last Name: * First Name: Middle Name: * SSN (Last 4 digits):

* Home Address 1: Home Address 2:

* Home City: * Home State: * Home Zip:

* Home Phone (555-555-5555): * Date of Birth (MM/DD/YYYY):

 e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be approved. If you fail after 3 attempts, you must use the ESA option and submit your paper report for approval.
2. Make sure your data is complete and accurate. You need to use your residence address and your I-9 information (such as tax returns or driver license). If you just moved to a new location within past 6 months, use your previous address. Your account shall be your current residence address and could be different from the one you use for I-9.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be used for other purposes.
4. Before you use the last e-Verify opportunity, it is highly recommended that you contact GEOS Help for assistance to avoid any potential delay to obtain your account approval.

You have (3) opportunity (opportunities) left

e-Verify Results



E-verify common issues

- The important pointers for e-Verify is that the user is doing the following:
 - Using their legal first and last names
 - Correct last 4 digits of SSN
 - Entering their correct HOME address with correct zip code. Some users are entering business address and that will fail
 - Entering date of birth as month/day/year (MM/DD/YYYY). Many of our users are used to day/month/year and that has most likely been causing many failures
 - Entering home phone number

ESA Option Identity Verification (RO)


- You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA.
- EPD will verify your identity and make a decision on your RO request.
- You will receive an email notification after an Agency's decision is made.
- The ESA will take some time because it involves mail delivery, paper handling, human checks, and data entries.

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the User Profile page.
The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize



* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal type

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number. You will start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you to use this option recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The ESA will take about 5~10 business days because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submission, you will be notified and you can start using your account to certify/submit documents.

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents.

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#)



ESA Option Identity Verification (RO)

- Click the “Print Subscriber Agreement” link, GEOS will auto-fill the subscriber agreement form.

CREATE ACCOUNT


For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5–10 business days because it involves the mail delivery, paper handling, human checks, and data entries.
Responsible Official Definition - 40 CFR 122.22



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 procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334

If you are registering as an RO/Owner for VRP, Brownfield, EAF Remitter, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.
 2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.
- If you do not receive the confirmation email within the next hour, please check your Bulk or Junk Mail folder and update your rules to allow emails from DoNotReply@GEOS.us.com.
- If you have any questions for account registration, please contact EPD_IT@dnr.ga.gov

 [Print Subscriber Agreement](#)

Please print out Subscriber Agreement, sign and mail to Agency for manual identity proofing.
RO/Owner for Brownfield and EAF Remitter are not required to complete a Subscriber Agreement to submit documents to the GAEPD.

[Back To Login](#)



Subscriber Agreement

GovOnline System
for Permitting, Compliance & Facility Information
Subscriber Agreement

EPD IT - GEOS Administrator
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 Agency or submit compliance reports to the Agency.

A. Subscriber Information

User ID:	27041	User Name:	TTester
Subscriber Name:	Tester Tester		
Email Address:	emcrae@tester.com		
Phone Number:	7065423442;		

B. Facility/Permit Information

Signing privileges are requested for the following facility:

Facility FIS ID: 73 Facility Name: BIRDSONG PEANUT CO. Permit #: "5159-321-0023-S-02-0";

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

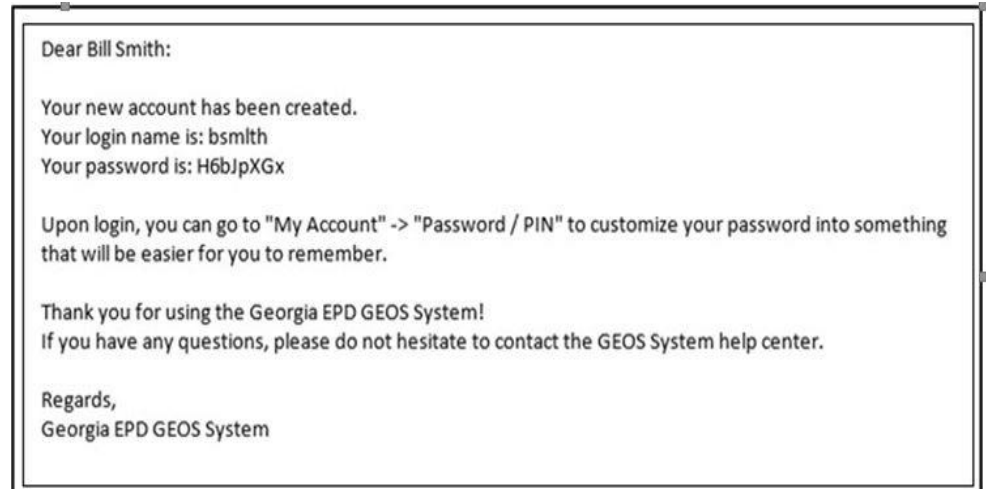
Specific the RO(s) to be replaced: _____

- Fill out Section B (Type of Request)
- Sign and date Section E (Signatory Authorization)
- Sign and date Section F (Subscriber Signature)
- Mail to the address in the upper right hand corner



Account Creation (Universal)

- 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 to the GEOS Public Portal.



Password and PIN

- Once you log back in you will be required to create a password and a PIN number and confirm each of these.
- Password must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long.
- Your PIN number must be at least 4 digits.

Exercise 1 – Create Account

Dashboard

The screenshot shows a dashboard with several sections. At the top, there are navigation tabs: 'My Dashboard', 'Submittal', and 'My Account'. The main content area is divided into several panels:

- 1. Start a New Submittal:** A panel with three buttons: 'Start New Application', 'Submit Non-Permit Report', and 'Make Online Payment'.
- 2. Upcoming Submittal Obligations:** A panel with a warning message: 'Warning! - Only one user may access an application at a time or a single application at the same time or a single user opens an application'. Below the warning is a table with columns 'Edit' and 'Facility'. The table lists four items: 'SOUTHEASTERN FARMER'S COOP', 'TRIPLETT WAREHOUSING INC.', 'SOUTHEASTERN FARMER'S COOP', and 'TRIPLETT WAREHOUSING INC.'. Below the table are two buttons: 'View All Pending Submittals' and 'View all Historical Submittals'.
- 3. Search Account Transaction:** A panel with a search bar and a button labeled 'Search for Transactions'.
- 4. Message Center:** A panel with a list of items: 'Submittals', 'Permits/Licenses', and '6 expired permit(s)'. There are also notifications: '0 Recent Email(s) for submitted submittals.' and '1 Payment due submittals.'.
- 5. Permits / Licenses:** A panel with a table listing permits/licenses. The table has columns for a facility icon, facility name, and address. The first entry is 'NIKHAR INC DBA SANDY CROSS GROCERY STORE' at '815 LEXINGTON CARLTON RD, CARLTON, Oglethorpe, GA 30627'. The second entry is 'Triplet Warehouseing Inc' at '13 Overmeyer Way, Suite B, Forest Park, Clayton, GA 30297'.

3. 'Search Account Transaction' allows user to search all transactions in FIMS by searching account ID. The user will be required to type in the pin number to access account information.

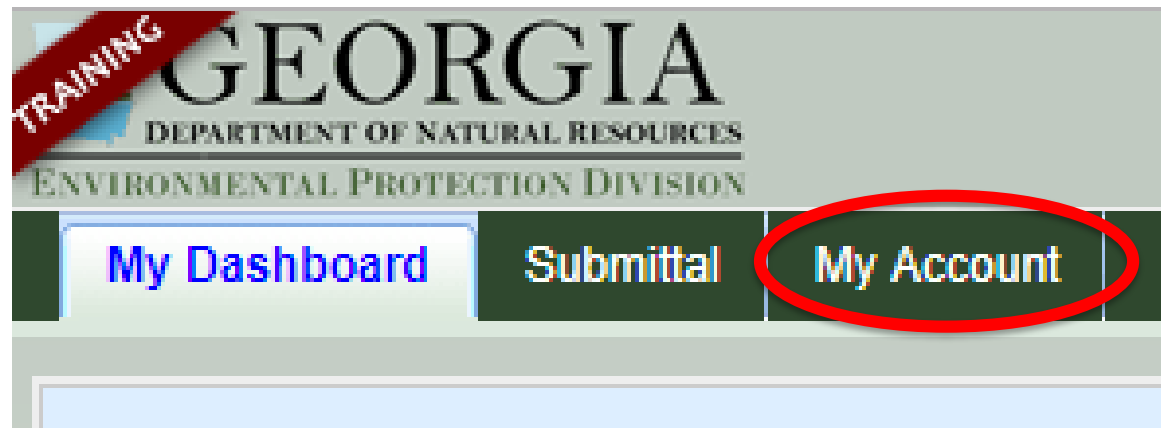
4. 'Message Center' provides information that needed the user's attention. Information includes link to any communication done via GEOS. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

5. 'Permit/Licenses' here the user can view all permit/licenses/issuance that have been issued to the user. The user can access related submittal form by clicking through the link of submission name.

- 1.** 'Start a New Submittal' allows the user to start a new submittal from the dashboard.
- 2.** 'Upcoming Submittal Obligations' is specifically prepared for site to submit obligation report. Under monitoring period, the site can see all obligation reports under this section. When the date passes report start date, the "Edit" button will be enabled.

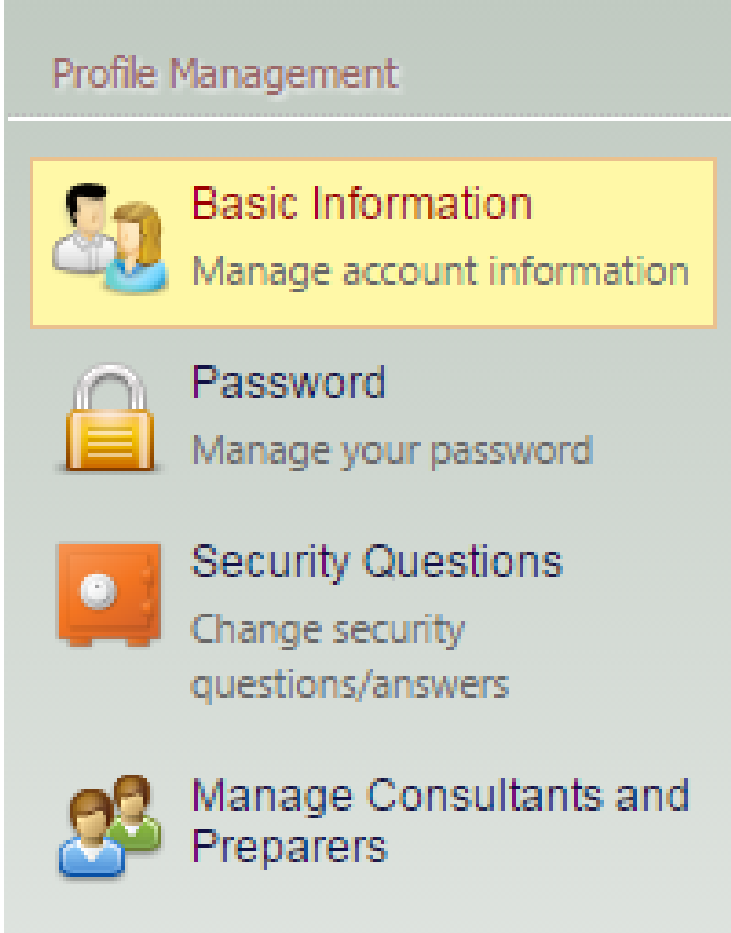
Managing Account Settings

- 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:







Managing Account Settings

- In 'Basic Information', you can change your name and contact information
- Click the 'Password' and/or the 'Security Questions' links to modify these settings.
- If you are an RO you are to review and edit consultant information by clicking the 'Manage Consultants and Preparers' link



Profile Management

-  **Basic Information**
Manage account information
-  **Password**
Manage your password
-  **Security Questions**
Change security questions/answers
-  **Manage Consultants and Preparers**

Basic information section

- Everyone will have at least three tabs. These will be 'General Information', 'Address Information' and 'Attachment'.
- The 'General Information' and 'Address Information' allow for updating and managing these data items.
- The 'Attachment' tab will allow you to upload documents.
- If you are a preparer, the 'Associated RO' tab allows you to see RO and facility information as well as permission level and application types.
- If you are an RO, the 'Associated Facilities' tab allows you to see your facilities as well as associate a new facility for which you will serve as a Responsible Official. An RO may add additional account types here.

Associate Facilities

- You can determine if you have been approved by EPD by the “Status” column
- You also have the ability to replace existing ROs without having to contact EPD
- When associating facilities please pay attention to source column as to whether or not the Facility you are selecting is registered for that application type
- You may also use e-verify when adding new facilities

Password Section

- This section contains two tabs. One allows you to change your password the other allows you to change your PIN or request a new PIN.
- There is a Forgot Password on the Login Page.
- Changing the PIN and Requesting a new PIN are two separate actions.

Change PIN

If you don't need to request/change your PIN, please leave it blank.

Old PIN:

New PIN: Confirm New PIN:

Save PIN

Request New PIN

Request New PIN

Security Questions Section


- This section allows you to update and change your security questions.
- The security questions and PIN are the credentials used for certification and submission.
- Don't forget to fill out the section on the reason for changing the answers

Manage Consultants and Preparers Section

- In this 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.
- This is also where you can add a new ‘Preparer’



Manage Consultants and Preparers Section











- If you wish to remove a consultant, simply click the red **X** . If you wish to modify a consultant click on the pencil and paper icon  .

Profile Management << My Account > Profile Management > Manage Consultants and Preparers

Consultant List

Consultants List

1 - 5 of 5 item(s)

		First Name	Last Name	Facility ID	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
		Eric	McRae	1	MOHAWK IND-DURKAN PAT	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	03/12/2019		Active
		Eric	McRae	228616	MOHAWK INDUSTRIES - EDMOND STREET	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	03/12/2019		Active
		Eric	McRae	605	MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE SPINNING ROME FACILITY	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	03/12/2019		Active
		Eric	McRae	803	MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	03/12/2019		Active
		Eric	McRae	20876	SOUTHEASTERN FARMER'S COOP	Prepare Only	Environmental Assurance Fee Report	03/12/2019		Active

Add User

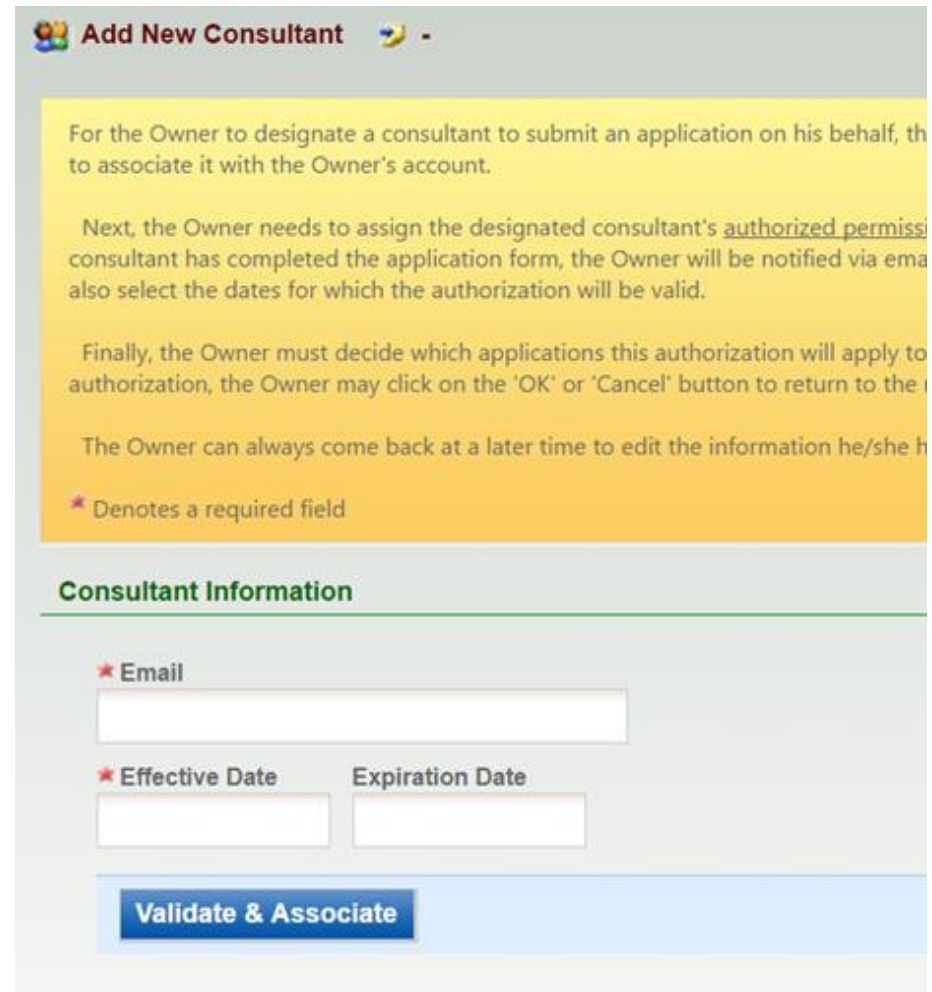
Adding a new 'Preparer'

- Select “Manage Consultants and Preparers”.
- To add a new preparer, click the “Add User” button.



Adding a new 'Preparer'

- 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.



The screenshot shows a web form titled "Add New Consultant". At the top, there is a yellow informational box with the following text: "For the Owner to designate a consultant to submit an application on his behalf, th to associate it with the Owner's account." Below this, it says: "Next, the Owner needs to assign the designated consultant's authorized permissi consultant has completed the application form, the Owner will be notified via ema also select the dates for which the authorization will be valid." Further down, it states: "Finally, the Owner must decide which applications this authorization will apply to authorization, the Owner may click on the 'OK' or 'Cancel' button to return to the". At the bottom of the yellow box, it says: "The Owner can always come back at a later time to edit the information he/she h". A legend below the yellow box indicates that a red asterisk (*) denotes a required field. The form itself is titled "Consultant Information" and contains three input fields: "Email" (with a red asterisk), "Effective Date" (with a red asterisk), and "Expiration Date". A blue button labeled "Validate & Associate" is positioned at the bottom of the form.

Adding a new 'Preparer'

- The RO needs to 'Add 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.

Preparer EPD itos.epd@gmail.com

For the Owner to designate a consultant to submit an application on his behalf, the consultant needs to be registered first to associate it with the Owner's account.

Next, the Owner needs to assign the designated consultant's authorized permission as prepare only. A consultant only after a consultant has completed the application form, the Owner will be notified via email that the application is ready to be submitted. The Owner can also select the dates for which the authorization will be valid.

Finally, the Owner must decide which applications this authorization will apply to by clicking on the 'Add Application Authorization' button. After the Owner has selected the applications, the Owner may click on the 'OK' or 'Cancel' button to return to the main page.

The Owner can always come back at a later time to edit the information he/she has entered.

* Denotes a required field

Consultant Information

* Effective Date	Expiration Date
02/10/2017	

[Save](#) [Email Notify](#)

Authorized Submittal Types

No items found. Please try again.

[Add Authorizations](#)

Adding a new 'Preparer'

- The RO must select the App Name, Permission and Facility that the preparer will need access to.
- After you have selected all three of these hit the "OK" button at the bottom of the screen.
- Please note you may not select your facility until you have been approved by EPD.

<input checked="" type="checkbox"/>	Industrial Stormwater (GAR050000) Annual Report	Stormwater	<input type="checkbox"/> MOHAWK IND-DURKAN PAT <input type="checkbox"/> MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE SPINNING ROME FACILITY <input type="checkbox"/> MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL <input type="checkbox"/> MOHAWK INDUSTRIES - EDMOND STREET	<input checked="" type="radio"/> Prepare Only
<input type="checkbox"/>	Industrial Stormwater (GAR050000) NOI / NEE	Stormwater	<input type="checkbox"/> MOHAWK IND-DURKAN PAT <input type="checkbox"/> MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE SPINNING ROME FACILITY <input type="checkbox"/> MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL <input type="checkbox"/> MOHAWK INDUSTRIES - EDMOND STREET	<input type="radio"/> Prepare Only
Land Application				



Adding a new 'Preparer'

- After you have added the Application Authorizations you will need to “Save” everything in order to commit it to GEOS.
- Once the association is completed, the preparer can log in and begin working on applications.

Consultant Information

* Effective Date Expiration Date
03/12/2019

Save Email Notify

Authorized Submittal Types

1 - 5 of 5 item(s)

	Submittal Type	Facility Id	Facility	Permission	Status
✘	Environmental Assurance Fee Report	20876	SOUTHEASTERN FARMER'S COOP	Prepare Only	Active
✘	Industrial Stormwater (GAR050000) Annual Report	1	MOHAWK IND-DURKAN PAT	Prepare Only	Active
✘	Industrial Stormwater (GAR050000) Annual Report	228616	MOHAWK INDUSTRIES - EDMOND STREET	Prepare Only	Active
✘	Industrial Stormwater (GAR050000) Annual Report	605	MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE SPINNING ROME FACILITY	Prepare Only	Active
✘	Industrial Stormwater (GAR050000) Annual Report	803	MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL	Prepare Only	Active

Add Authorizations

*You may also send the consultant/preparer an email notifying them. The system does not automatically send them an email.

RO Preparer Relationship

- In the traditional RO/Preparer relationship the following hold true –
 - These application types requires that there is an RO account in order to submit the application to EPD
 - The RO must associate a facility with their account in order to complete the application
 - There must be a facility associated with the submittal
 - A preparer may be designated by the RO to prepare for the facility
 - When finished the preparer will notify the RO that the application is ready to be submitted to EPD
 - The preparer cannot submit directly to EPD
 - There is some form of identity proofing required for the RO for each facility

RO Preparer Relationship

- In some instances if a preparer is designated by the RO then they can directly submit to EPD with the potential of the RO not knowing or ever being able to see the submission. In this scenario the following hold true –
 - These application types requires that there is an RO account in order to submit the application to EPD
 - The RO is not required to associate a facility with the account depending on the application type
 - No facility is required to submit to EPD
 - A preparer may be designated by the RO to prepare on behalf of the RO if and only if the RO has associated with a facility
 - When finished the preparer can submit directly to EPD



Hazardous Waste/Substance Fee

- For these applications a preparer can directly submit to EPD without the need of an RO
 - These application types do not require an RO account in order to submit the application to EPD
 - The facility that is required to submit to EPD is entered via an EPA ID # or TRI ID #
 - When finished the preparer can submit directly to EPD
 - There is a no identity proofing required for the Preparer for each facility



Facility Not Required

- Pre-Post Training Notification
- Retail Tire Dealer / Scrap Tire Generator ID Number Application
- RRP Pre-Post Training Notification
- Scrap Tire Processor Pre-Application
- Tire Retreader Registration
- Application for Lead-Based Paint Discipline Certification
- Application for Lead-Based Paint Discipline Certification (Spanish worker)
- Application for Renovator Certification
- HSR Fee Invoice Report
- HWM Fee Invoice Report

Default Preparer Application Types

- Traditional Scenario -
 - Title V Air
 - NPDES Municipal Application
 - SIP Application
- HSR & HWM Scenario –
 - HSR Fee Invoice Report
 - HWM Fee Invoice Report

- Open Submittals
- Start a New Submittal**
Apply new Submittal
- My Favorite Submittals
My favorite Submittals list
- Edit Pending Submittals
Edit unfinished Submittals
- Submitted Submittals
- Track Submitted Submittals
Monitor submitted submittals
- Manage Permits/Certs.
Track permits or licenses
- Correspondence Msg
Monitor correspondence Msg
- Email History
Track emails for submitted submittals
- Link Paper Submission
Link Paper Submission
- Search Public Submittal
Search Public Submittal

Submittal > Open Submittals > Start a New Submittal

Click the "Start" button to begin creating your application/report.
You can save a draft of your application/report at any time for future submission.

Category: Permit/License Keyword: (example: oonstruction, air, water, and land... etc.)
Department: (All) Program: (All) Submittal Type: (All) **Search**

Air Department Submittal Type List

Total 2 Items

 SIP Application Start	 Title V Application Start
---	---

Land Department Submittal Type List

Total 2 Items

 HSR Fee Invoice Report Start	 HWM Fee Invoice Report Start
--	--

NPDES Department Submittal Type List

Total 1 Items

 NPDES Municipal Application Start

Preparers Please Note

- If your account group and type is “Preparer”
 - You will only see the default applications types until a Responsible Official requests that you prepare a particular application type for their facility
 - You may fill out the default applications but you will be unable to submit them to the Responsible Official until they have requested you to do so
 - If the application you need to fill out is not present call your Responsible Official **do not call EPD**

Exercise 2 – RO/Preparer Designations

Submitting an Application

1. Select a submittal type
2. Select a facility
3. Enter necessary information on the application form
4. Insert attachment(s)
5. Data validation and completeness check
6. Pay Submittal Fee (If needed)
7. Certification and submission
8. Acknowledgement receipt and confirmation email

Fill out/Submit GEOS application(s)

- GEOS will work with any modern browser
- In order to choose a facility for your application, you must be associated with a facility as an RO or be designated for a facility by an RO.
- Save/Next both 'Save'.
 - Next will validate the page.
 - Save will only highlight required items.
- You may hop around to different sections leaving forms incomplete. Please 'Save'. You will be prompted if you do not.
- Many places where you add records require you click the green check when you are done



Fill out/Submit GEOS application(s)

- In order to save some items and return to the application, you must select 'Cancel'. This is counterintuitive but how the system works.
- Don't overthink what you need to enter into GEOS. GEOS allows for a lot of data to be entered but only the required fields are necessary.
 - When in doubt, put what you think you should and explain in the comments.
- Emailing questions is better than calls. When a question is emailed, it is easier to get the info to you and the question can be added to the FAQs thereby helping others.



Title V

- The system is not being used to cross check with other electronic systems.
 - With Title V, continue to enter stack data as in the old application. It does not need to match the Emissions Inventory or Fees collection data exactly
- Effective March 1, 2019 air permit applications are subject to fees.
- Please contact the Air Branch at 404-363-7000 or visit <https://epd.georgia.gov/air/air-permit-fees> for additional information.



Scrap Tire

- When looking for your facility if you are unable to find it please contact Timothy Gilliland at EPD. Often times they have your facility and it is just hard to find.



Hazardous Waste & Substance Fees

- You don't have to associate a facility with your account
 - When beginning a HWF or HSF submittal you will put your EPA ID # or TRI ID # and this will bring up your facility that matches and the fee can be paid in GEOS
- If Classified as a large quantity generator, but had a small quantity for the year, you can complete an 8700-12 form for EPA and report at the level of generation you have for the year.

Hazardous Waste & Substance Fees

- System only allows users to make one submittal per year through GEOS with EPA ID or TRI #; if a correction is needed then user must contact EPD

Underground Storage Tanks

- Annual Tank Registration is currently done via GEOS
 - A new facility will have to be done on paper
 - Any modifications (new tanks, new piping, etc..) will be coordinated with EPD. They will make the corrections based on information that you provide and then you will verify in GEOS

Underground Storage Tanks

- PART 1: If your answer brings up a yellow warning box will need to contact EPD to resolve prior to continuing
- PART 3 & 4: Operator of Tanks – this information can be found on your certificate and is required to be updated.
- PART 5: When you search you must know your location identifier in order to find your site and to “Add to form”



Underground Storage Tanks

- PART 6: This is how you are insured
- PART 7: Jobber Information is not required
- PART 8: You must review all of the units and if any changes are necessary coordinate with EPD to make those changes.
- Make sure that you upload all of your attachments

Underground Storage Tanks

- Most tank registrations will be automatically approved
- Once it has been approved the certificate will be generated through the GEOS system and you will need to print it out
- Jobbers that pay into trust fund will be required to submit report through GEOS if they elect to opt in to the trust fund

Underground Storage Tanks

- Helpful Websites –
 - <https://epd.georgia.gov/underground-storage-tanks>
 - Excel spread sheet with all facility IDs
 - Available in the Related Files section

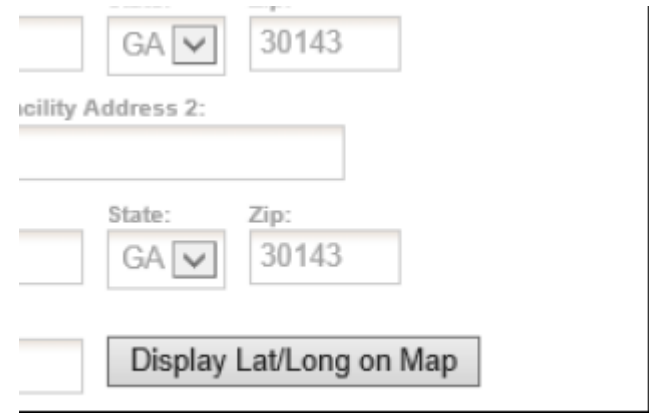


Mapping Information

- GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.
- The GIS function can also be utilized in allowing the user to use a map to pinpoint the GIS location.



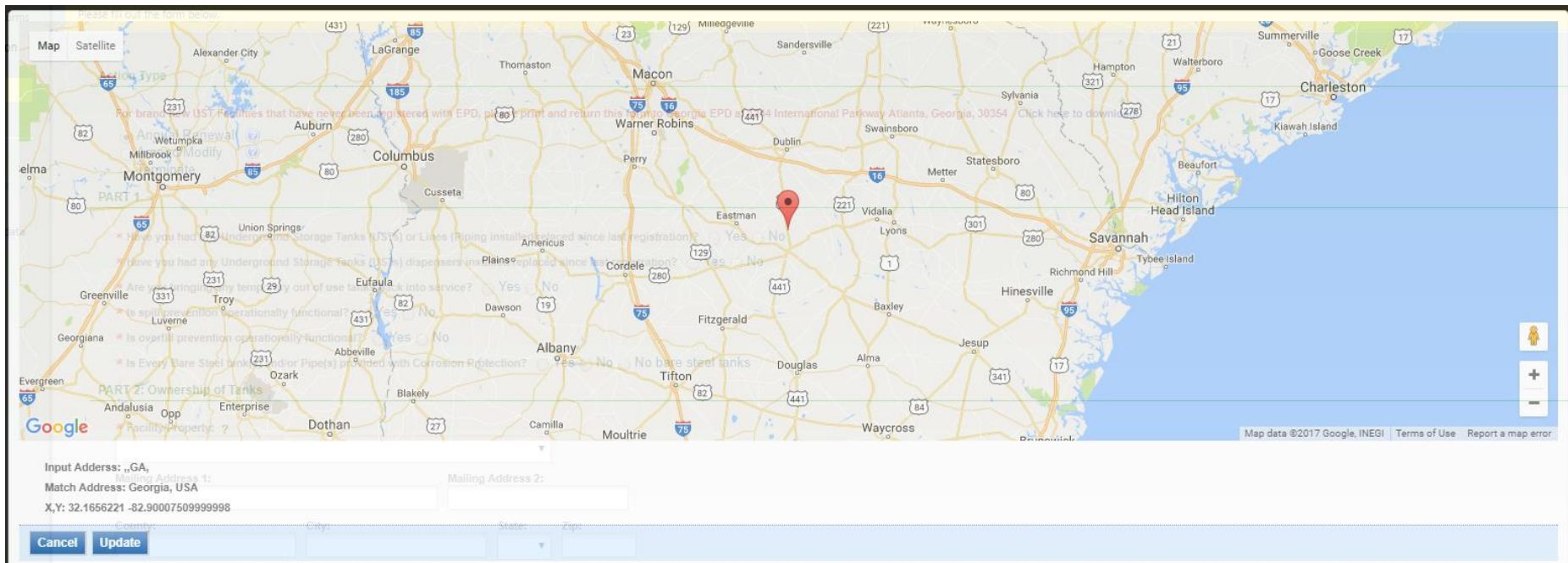
A screenshot of a web form interface. It features a light green header bar. Below it, there are three rows of input fields. Each row consists of a text input field on the left and a grey button labeled "Get Lat/Long" on the right.



A screenshot of a web form interface for address input. It includes a text input field, a dropdown menu with "GA" selected, and a text input field with "30143". Below this is a label "Facility Address 2:" followed by another text input field. Further down, there is a "State:" label with a dropdown menu showing "GA", and a "Zip:" label with a text input field containing "30143". At the bottom, there is a text input field and a grey button labeled "Display Lat/Long on Map".

Mapping Information

- The user can click on the 'Get Lat. /long' button and move the cursor to the desired location. Once the desired location is selected, the user can click the 'Update' button to populate the lat. /long with the pinpoint location's lat. /long.

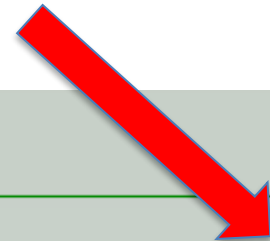


Protected Information

- All information input and/or uploaded as attachments into the GEOS system should be considered Publically Available and should be treated that way by the Preparers.
- If a Preparer feels that there is a need to include information not subject to disclosure an applicant should do the following:
 - Checkmark the box stating that “Information not subject to disclosure under the Georgia...” is included in the application.

A. GENERAL INFORMATION

★ This application includes Information the Applicant Claims is Protected Under Georgia Law from Disclosure to the Public: Yes No



Protected Information

- Instead of entering the protected piece of information, the phrase [REDACT###] should be used in the entry field.
 - ### should be incremented by the Preparer for each subsequent piece of information that is “not subject to disclosure...”

General Information

★ Emission Unit Type
Reactor Vessel

★ Description:
[REDACT001]

Manufacturer: [REDACT002] Model Number: [REDACT003]



Protected Information

- Once the application is finished, the Preparer will be able to generate and download the “Redact Report” in the Attachment section
 - The Preparer will then fill in the “Redacted Information” on the “Redact Report” with the Privileged Information
 - This report will only be able to be submitted by hard copy
 - Do not include electronic versions of the Redact Report or any Privileged Information within GEOS

Attachments

- GEOS supports uploading of required and optional attachments. The file format of the attachments include
 - WORD (doc, docx)
 - EXCEL (xls,xlsx, and csv)
 - PDF
 - Image (JPEG, PNG, GIF, etc.)
- 30mb is the maximum file size

Attachments

ATTACHMENT (SUBMISSION ID: 40850)

To include your attachment(s), click on the "Upload" button and follow the instructions to upload.

"Upload" button can be clicked multiple times to attach multiple files under each category.

Attachment

- | | |
|--|---|
|  Standard Operating Procedures (SOP) <i>(Required)</i> | <input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A |
|  Notary of Certification <i>(Required)</i> | <input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A |
|  Agent Verification of Information <i>(Required)</i> | <input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A |
|  Training Documents for all Licensed Supervisors <i>(Optional)</i> | <input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A |
|  Other Supporting Documents <i>(Optional)</i> | <input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A |

Exit

Save

Previous

Next




Validation

- GEOS will automatically validate the online form.
- GEOS confirms that all required fields have been filled and all required attachments have been submitted.

VALIDATION (SUBMISSION ID: 40852)

Review your Submittal and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

 Asbestos Project Notification Courtesy  Asbestos Project Notification Courtesy - Form View

- ✓ Asbestos Project Notification Courtesy Form
- ✓ Asbestos Project Notification Courtesy Form Cont.
- ✓ Asbestos Project Notification Courtesy Form Cont.

Attachment(s) Summary

✓ Attachment

[Exit](#) [Previous](#) [Next](#)

Preparer Submission

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

* I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to the User ID and Password, may be terminated by our discretion at any time.

Question: what is your favorite book?

Answer:

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and from the accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.



Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA



Preparer Submitted

Application > Wizard Panel > Submit

SUBMIT APPLICATION (APPLICATION ID: 41420)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

Certification of Submission

* I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the User ID and Password, may be terminated by our discretion at any time.

Question: what is the name of the hospital where you were born?

Answer: itos.prep

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and evolving area and some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#) [Email sent.](#)

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

RO Submission

SUBMIT APPLICATION (SUBMISSION ID: 56663)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

 There are Form Data/Attachment errors. Please Click on "Validation" link for details.

Certification of Submission

***** I hereby certify that I am the owner or authorized agent of the owner, of the described property. Further, I consent to the inspection to be done as described.

Question: what is your best friend's last name?

Answer:

PIN:

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also provided by a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion.

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and evolving area of law. Township and its GovOnline system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from any external sites at their own risk.

[Exit](#) [Previous](#) [Submit](#)

RO Receipt from GEOS

TRAINING **GEORGIA**
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

Georgia Department
Online Pe

Submittal Receipt

We have received your NOI / NEE application for the 2017 IGP. Coverage under our 2017 Industrial General Stormwater Permit (2017 IGP) is effective on the date of your submittal. Once your application is deemed complete and accurate, a confirmation email will be sent to your account. Please print a copy of the approved NOI and include it in your SWPPP. If you submitted an NEE, print the approved version, and put it with your quarterly inspections required with your electronic copy of the permit and further directions for inspection and certificate issuance.

Please click [Here](#) to print your receipt.



Submittal Summary

Submittal ID:	58823	Submittal Name:	Industrial Stormwater (GAR050000) NOI / NEE
Submitted Date:	1/15/2018 4:49:41 PM	Submitted by:	Denise Wood 508 E. Morris St. Dalton GA 30720 7325555555 evergreen@govonlinesaas.com
Status:	Approved	Submission Method:	On-line submission
Facility / Property Name:	MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL		

Submittal Form List

- Stormwater Industrial General Permit

Attachment List



Exercise 3 – Filling out an Application

Managing Applications within GEOS

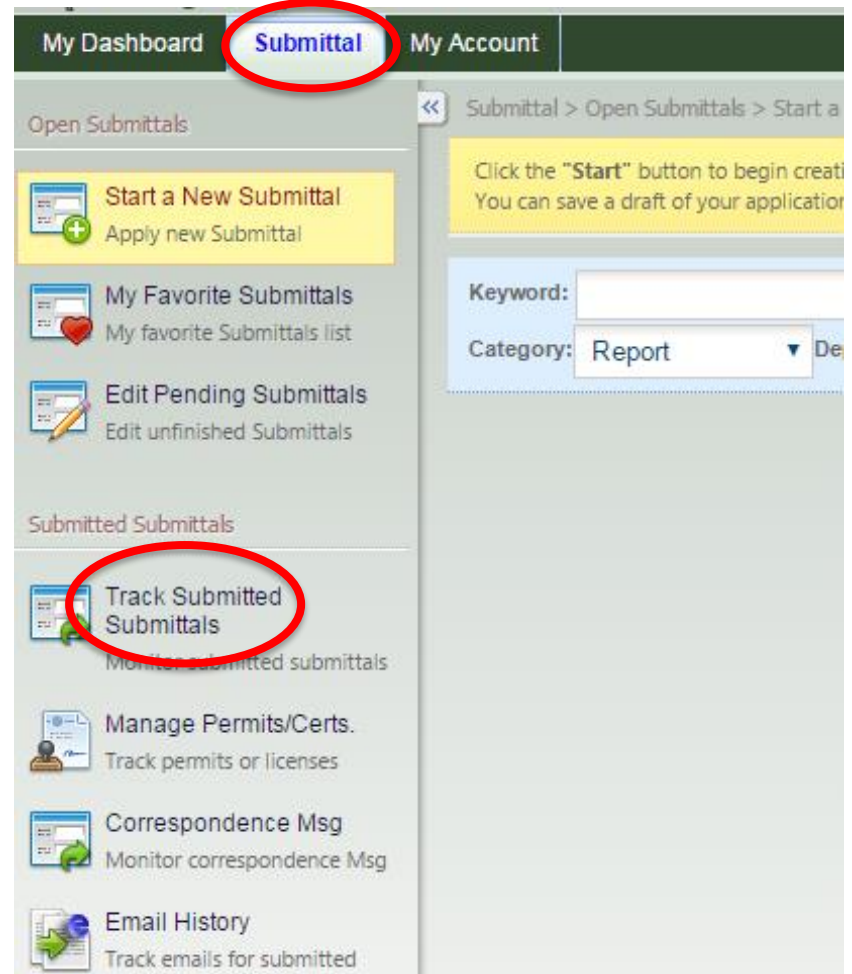
Tracking Submittals

- GEOS provides the following features to track submittals:
 - Ability to review submittal
 - Tracking Submission Status and Work Activities
 - View issuance status
 - Communicate with EPD
 - E-mail tracking of notifications from EPD

Managing Applications within GEOS

Tracking Submissions

- To track applications, navigate to the ‘Submittal’ menu bar and click “Track Submitted Submittals”.
- From here you may find submittals using the search toolbar to filter your selection.



Managing Applications within GEOS

Review Submissions

- From the Submitted Applications list, click ‘View’ to see a submitted application’s details. The applications details are broken down into the following tabs:
 - **Submittal:** View information related to the submission and status
 - **Attachment:** Displays any attachments that have been uploaded to GEOS during submission process. The applicant can upload additional sets of attachments in this page.
 - **Payment:** Displays total application fee, payment made and fee balance as well as any pending balances on the application fee.
 - **Work Activities:** The status of an application’s work activity is noted as either: Scheduled, Cancelled, Overdue, or Completed.
 - **Correspondence:** Allows applicant to initiate email correspondence with agency users, but visible to third-party users as well.
 - **Email History:** Displays a list of emails that have been system generated.
 - **Issuance:** Any issuance documents may be accessed here.



Managing Applications within GEOS

Review Submissions

- If you need to copy your submission because of the similarities with a new submission, the 'Copy Submittal' button will create a new application and transpose all the data that was filled in on the previous application.
- *Please note the copy function is not available for all application types*

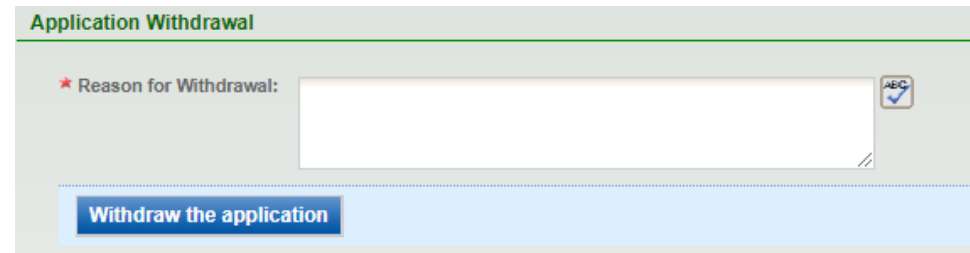
The screenshot displays the GEOS application management interface. At the top, there is a navigation bar with a 'Back to Search' link and a 'Copy Submittal' button, which is highlighted with a red box. Below this, a card shows a 'Complete Submittal' status with a folder icon. To the right, details for the submission are listed: Facility: MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE SPINNING; (330730) Industrial Stormwater (GAR050000) Annual Report; Submitted on: 1/30/2019 10:00:55 AM (Timespan: 41 Calendar Days); Address: 420 Lavender Drive, Rome. Below the card is a navigation menu with buttons for 'Submittal', 'Attachment', 'Work Activities', 'Correspondence', and 'Email History', all of which are highlighted with a red box. A yellow banner below the menu contains the text: 'Click the form link under "Application Form(s) Detail" to view the submitted Application Form.' The main content area is titled 'Application Basic Information' and contains the following details:

Submittal ID:	330730
App Name:	Industrial Stormwater (GAR050000) Annual Report
Submitted Date:	1/30/2019 10:00:55 AM
Submitted by:	Denise Wood 508 E. Morris St. Dalton GA 30720 7325555555 evergreen@govonlinesaas.com
Review Status:	Complete Submittal - Technical Review



Request for Application Withdrawal

- GEOS currently only allows the user to request for a withdrawal.
- The request for withdrawal option is located in the 'Track Submitted Application' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.



The screenshot shows a web interface for 'Application Withdrawal'. At the top, the title 'Application Withdrawal' is displayed in green. Below the title, there is a red asterisk followed by the text 'Reason for Withdrawal:' and a large, empty white text input field. To the right of the input field is a small icon of a checkmark inside a square box labeled 'AEC'. Below the input field, there is a blue button with the text 'Withdraw the application' in white.



Request for Application Revision

- The request for revision option is located in the 'Track Submitted Application's tab' tab in the detailed view.
- EPD will make a decision of whether or not to approve or deny the request.
- If the submission is approved for revision, a new application will be created with the status set as 'Revision'.
 - This will let the user revise their past submission and the old submission will be marked as 'Revised Archived'.
 - No further action can be taken on the old submission.

Application Revision

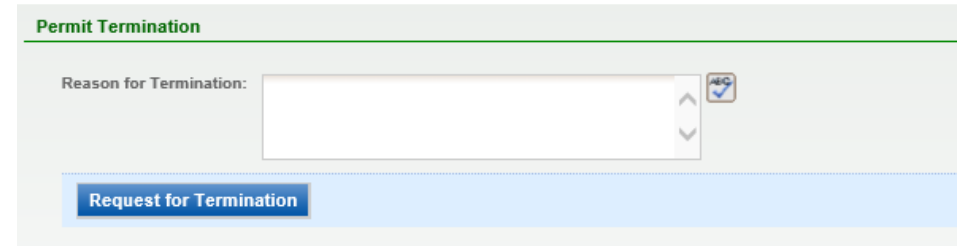
★ Reason for Revision:

Revise the application



Request for Permit Termination

- If a final permit has been issued by the EPD through a GEOS submission and the applicant decides that the permit is no longer needed
- The request for termination option is located in the 'Track Submitted Application's' tab in the detailed view and can also navigate to this section through the 'Manage Permit/Certification' module.
- By doing so, the EPD will make a decision of whether or not to approve or deny the request.
- If the agency approves of the termination, the submission will then be terminated and no longer be modified.



The screenshot shows a web interface for 'Permit Termination'. At the top, the title 'Permit Termination' is displayed in green. Below it, there is a label 'Reason for Termination:' followed by a white text input field with a small blue checkmark icon to its right. At the bottom of the form area, there is a blue button with the text 'Request for Termination' in white.



Action Button

- From the dashboard if you have a permit or license that has an action button you may take the action without prior approval from EPD

The screenshot shows a web interface with a header 'Permits / Licenses' and a sub-header '1 - 5 of 5 item(s)'. Below is a table with a 'Facility' column. Each row contains a document icon and a blue 'Action' button.

	Facility
 Action	MONTICELLO PRO TIRE & LUBE 8597 Ga Hwy 16 West Highway, Monticello, Jasper, GA 31064
 Action	MONTICELLO PRO TIRE & LUBE 8597 Ga Hwy 16 West Highway, Monticello, Jasper, GA 31064
 Action	BAILEYS HEAT & AIR 1475 Cross Street, Ft Oglethorpe, Catoosa, GA 30742

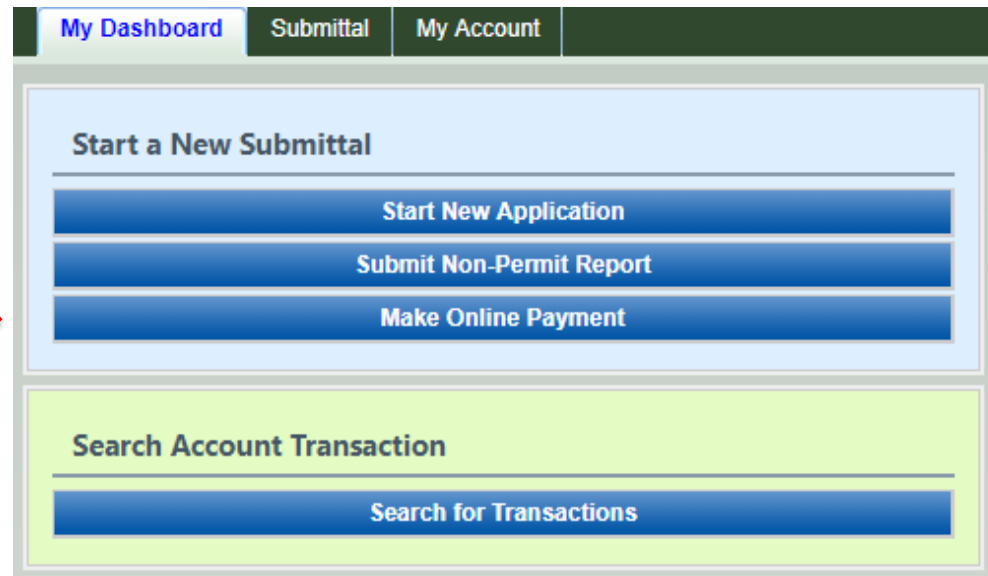
The dialog box is titled 'Request Action on Permit'. It contains a section 'Reason for Application:' with three radio button options: 'Renewal', 'Modification', and 'Termination'. At the bottom are 'Close' and 'OK' buttons.

Exercise 4 - Managing Submittals

- Under the Submittal tab go to “Track Submitted Submittals” and look up Submittal ID that is provided in class. For this Submittal ID please answer the following questions:
 - What permit type was this submittal?
 - How many attachments were submitted online?
 - What was the total payable amount?
 - What was the sent date for the confirmation email by the GovOnline System?
- We will go over the answers as a group when everyone has finished.

Submit Online Fee Payment

- Click on the “Make Online Payment” button to submit a Payment.



Submit Online Fee Payment

- Click the ‘Start’ button to begin an online payment
- Click next to continue to the next part of the wizard.

The screenshot shows a web application interface with a navigation bar at the top containing 'My Dashboard', 'Submittal', and 'My Account'. The 'Submittal' tab is active. Below the navigation bar, there are three main sections:

- Open Submittals:** Contains three buttons: 'Start a New Submittal' (highlighted in yellow), 'My Favorite Submittals', and 'Edit Pending Submittals'.
- Submitted Submittals:** Contains five buttons: 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', and 'Search Public Submittal'.
- Other Department Submittal Type List:** Shows a list of submittal types. The first item is 'ACH' (Automated Clearing House) with the description 'Online Payment - FIMS'. A 'Start' button is visible next to this item.

Search filters are visible at the top right, including 'Category: Fee/Invoice' and 'Department: (All)'. A yellow banner at the top right of the main content area reads: 'Click the "Start" button to begin creating your appli... You can save a draft of your application/report at any...'

Submit Online Fee Payment

- The User must enter their FIMS Account ID and the Invoice Number.
- Once they do, they will be able to see the general invoice information and how much they have remaining on the invoice.
- Click 'Next' to continue.

ONLINE PAYMENT - FIMS (SUBMITTAL ID: 41267)

Please fill out the form below.

FIMS Account/ Invoice Information

Account ID:

Invoice Number:

Search

Exit

Save

Previous

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Payments in GEOS

- There are three ways to make payments in GEOS
 - Automated Clearing House (ACH)
 - Check
 - Money Order
- Please remember that if you are reporting online but not paying online you need to make sure that you minimally put the submittal ID from GEOS on the check that you send

Submit Online Fee Payment

- User must select a Payment Method.
- A User that is making an Online Payment for their invoice will select the eCheck option.

Outstanding Balance

Online Payment - FIMS (View Fee Schedule)	\$450.00
FIMS Online Payment	
FIMS Online Payment	\$450.00

Payment Method

Fee Amount:	\$450.00
Amount Due:	\$450.00
TOTAL PAYABLE:	\$450.00

Payment Method:

* Account Type: Bank Name:

* Routing Number: * Account Number: Bank Account Name:



Submit Online Fee Payment

- For the final step, the User will need to certify the submission and enter an answer to one of their security questions and enter their GEOS Account PIN Number.

SUBMIT APPLICATION (APPLICATION ID: 41267)

Click on the check box below Certification of Submission if you agree with the terms of use

Certification of Submission

* I hereby certify that I am the owner, or authorized agent of the owner, of 1

Security Precautions

To prevent your information from being used inappropriately, we maintain strict security. If you use the system with a password, you are responsible for maintaining the confidentiality of your information.

Question: What is the first and middle name of your oldest sibling?

Answer:

PIN:

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate resources to any external sites at their own risk. Township and its GovOnline system is not responsible for any information or actions taken on any external sites.

Exit

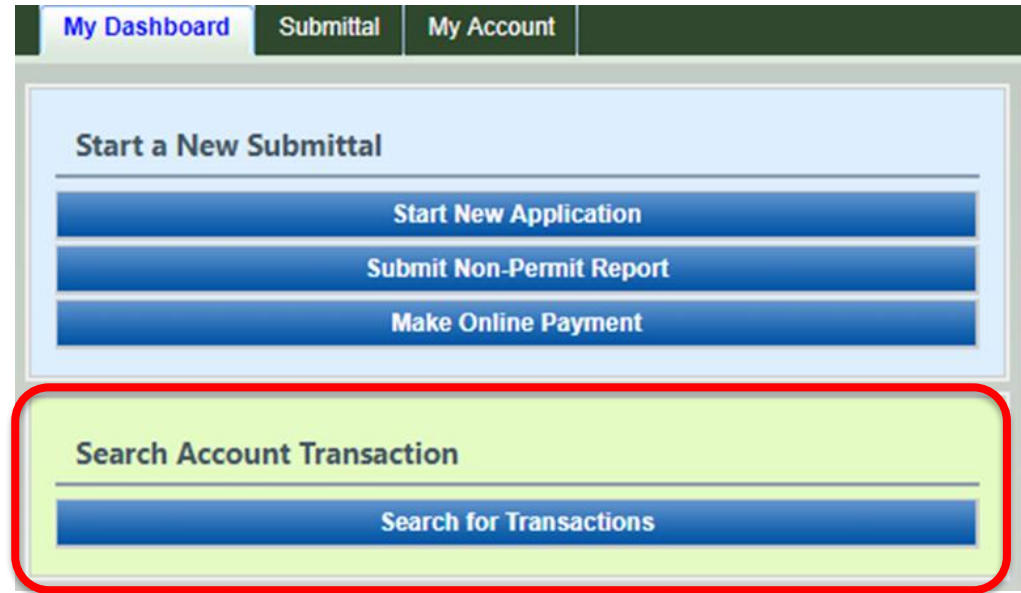
Previous

Submit



Verify Account Balance

- From the GEOS Public Portal Dashboard, the User can view their current FIMS Account Balance by clicking on the 'Search for Transactions' button.



Verify Account Balance

- The User will be prompted for their FIMS Account Number and their GEOS PIN.
- If you do not have your FIMS Account Number, please contact the relevant GAEPD authority to them provide it.

FIMS Account Transaction

Account ID: PIN Number:

FIMS Transaction List

1 - 3 of 3 item(s)

Account ID	Account Name	Fee Program	Invoice Number	Transaction Date	Transaction Type	Transaction Amount(\$)
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water		11/24/2015 11:57:00 AM	Payment	-300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:11:44 PM	Charge	300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:10:41 PM	BeginBalance	0.00



Public Portal



Welcome to Georgia EPD Online System (GEOS) for Permitting, Compliance and Facility Information

Online services offer the convenience of obtaining environmental permits and submitting compliance reports online. It supports the following features:

- Establish a user account and manage all your submittals online;
- Apply environmental permits, certificates, licenses and other environmental issuances online;
- Submit environmental reports;
- Monitor processing status of your online submittals;
- Receive e-mail notifications on permitting results;
- Receive e-mail alerts for upcoming reporting obligations;
- Submit requests to revise permits or submit revised reports;
- Track historical versions of all submittals.

 [Public Inquiry Portal: Search for Applications and Permits Submitted in GEOS](#)

ALERT: ALL INFORMATION SUBMITTED USING GEOS IS OPEN AND AVAILABLE TO THE PUBLIC. Information that a person claims is not subject to disclosure to the public ("Non-disclosure Claims") **MUST** be submitted to EPD in compliance with EPD's *Procedures for Submitting Information Pursuant to a Claim That Information in the Submittal is Protected Under Georgia Law from Disclosure to the Public*

 Add Website to Bookmarks

Facility/Public Login

User name

itos.ro|

Password

Login

-  [System User Guide](#)
-  [Create a new account](#)
-  [Forgot your login user name or password?](#)

Release Date: April 21, 2017
Version: 4.0017.0421.27721

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