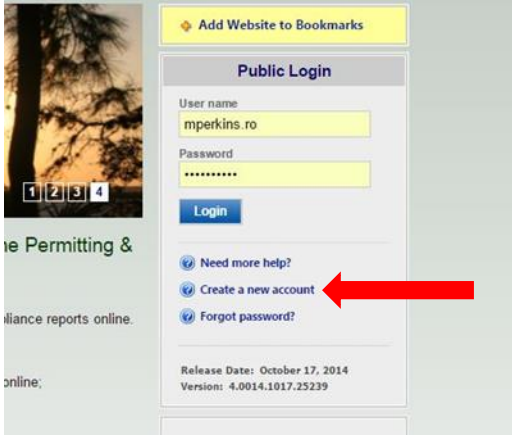


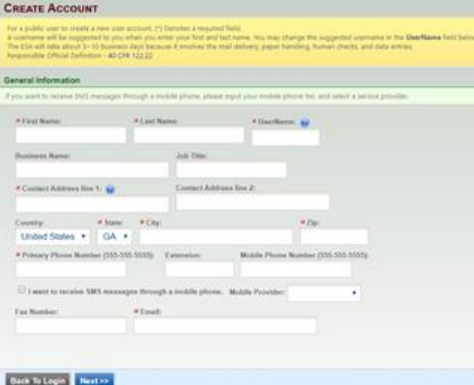
Exercise 1 – Create Account

Step 1: In your browser, navigate to <http://epd.georgia.gov/geos/>. On this page in the lower right hand corner under related links select “**Test/Training GEOS Site**” link that will take you to the website that we will be training in today. Once you have clicked on the link confirm that there is a red striped banner in the left corner to indicate you are not in the live site. If your page does not have this red banner please let an instructor know and they will assist you in getting to the correct page. Once you are on the correct page click the “**Create a New Account**” link on the login page.

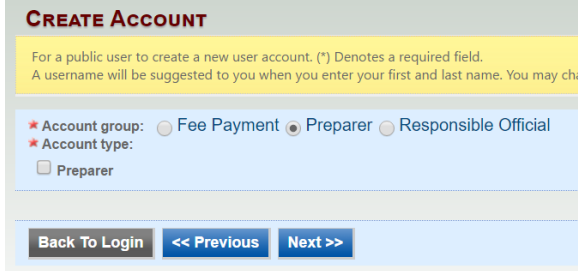


Step 2: Enter in your personal identification and contact information (Business, Name, Username, Title, Address, E-mail, Phone Number).

Any field that contains an * icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, click the ‘Next’ button.



Step 3: Select the appropriate group and account type based on the role you will serve for your facility. If you are going to serve as a preparer you may click the “Next>>” button and move onto **Step 6**. If you are going to serve as a Responsible Official, please proceed to **Step 4**.



Step 4 (for Responsible Official Only): As an RO, select the account type reflecting the application for which you are responsible. Please refer to the Scenarios document and if necessary proceed with associating a facility by clicking 'Associate Facility' to choose the name of your associated facility from the provided list. If you will not be associating a facility you may click the "Next>>" button and move onto Step 6.

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:

Responsible Official for Municipal Wastewater Responsible Official for TitleV Responsible Official for SIP Invoice Payment Only

RO/Owner for Scrap Tire RO/Owner for Brownfield RO/Owner for Lead-Based Paint and Asbestos RO/Owner for Trust Fund Reimbursement Request

RO/Owner for Storm Water Construction RO/Owner for Storm Water Industrial RO/Owner for Underground Storage Tank RO/Owner for Hazardous Waste Fee

RO/Owner for Hazardous Substance Fee RO/Owner for Voluntary Remediation Program RO/Owner for EAF Fee Remitter Responsible Official for Industrial NPDES

Responsible Official for Industrial LAS Permits Responsible Official for Municipal LAS Permits RO for Municipal Wastewater GEFA RO for Underground Injection Control Permit

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

Associate Facility

Step 5 (for Responsible Official Only): As an RO, if you need to associate a facility to your account in order to create and submit applications, you can search for facilities by name using the "Search" function. Remember that leaving the fields blank will return all results.

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: Registered / Non-registered:

Search

Select Page 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) Program Facility ID: 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

Step 6 (for Responsible Official Only): Once the results display, check the facility(s) and application(s) for which you are responsible. Once you have selected both your facilities and the submission types you click on the **“OK”** button at the bottom of the screen. You will then need to click the **“Close”** button at the bottom of the screen. After closing you will then select **“Next>>”** on the subsequent screen. Please proceed to Step X if none of the situations below apply to you:

For the following Account Types: Municipal Wastewater, Title V, SIP, or Storm Water Industrial if you cannot find your facility(s), 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>>”**. You now may proceed to **Step 8**.

For all other Account Types if your facility is not present after you have searched you may use the **“Create New Facility”** button to add your facility. If your Account Type allows it and you need to add your facility, please click the **“Create New Facility”** button and proceed to **Step 7**.

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/peos/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 Entry(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 Entry(CAA,Voluntary Remediation Program) Program Facility ID: Land: 68899	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Title V Application

Step 7 (for Responsible Official Only): 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. Please proceed to **Step 8**.

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:

Step 8: 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. Please note that your answers are case sensitive. Once you have answered all of your security questions click “Next>>”.

If you created your account as a Preparer or Fee Payment user please proceed to **Step 9**.

If you created your account as a Responsible Official please proceed to **Step 10**.

Step 9(Preparer & Fee Payment): To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

Step 10(Responsible Official): Based on the list below please proceed to the appropriate step to complete the identity proofing required by EPD.

If you will be submitting only the following submission types (***No Identity Proofing Required***), please proceed to

Step 11:

- 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

If you will be submitting any of the above submission types plus any of the following submission types or only the following submission types (***Identity Proofing Required via ESA or E-verify***), please proceed to **Step 12:**

- RO/Owner for Storm Water Construction
- RO/Owner for Storm Water Industrial
- RO/Owner for Scrap Tire
- RO/Owner for Underground Storage Tank

If you will be submitting any of the above submission types plus any of the following submission types or only the following submission types (***Identity Proofing Required via ESA***), please proceed to **Step 14:**

- Responsible Official for Municipal Wastewater
- Responsible Official for Title V
- Responsible Official for SIP
- RO/Owner for Lead-Based Paint and Asbestos
- RO/Owner for Trust Fund Reimbursement Request

Step 11(Responsible Official): To finalize the application, a CAPTCHA needs to be verified. Enter the CAPTCHA message in the blank field and click “**Create Account**”. No additional identity proofing is required for these submission types. Please proceed to **Step 16**.

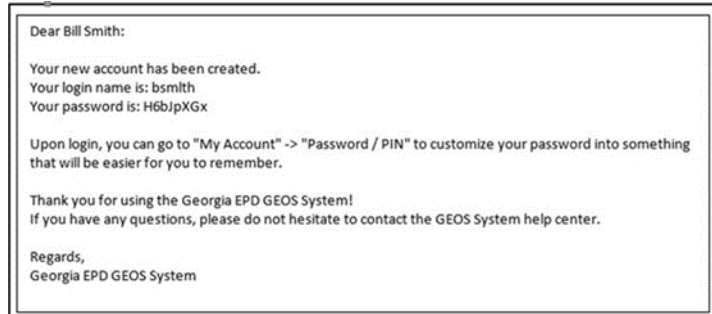
Step 12(Responsible Official): To finalize the application, a CAPTCHA needs to be verified. Additionally you will need to provide proof of you identity. This can be accomplished using two methods. One is the **“Proceed with E-Verify Option”** the other is **“Proceed with ESA Option”**. Once you have entered the CAPTCHA message in the blank field and click one of the two options to provide proof of you identity. If you choose **“Proceed with E-Verify Option”** then proceed to **Step 13**. If you choose **“Proceed with ESA Option”** then proceed to **Step 14**.

Step 13(Responsible Official): Once you have selected **“Proceed with E-Verify Option”** you will be presented with a prompt confirming that you want to proceed. Click **“Ok”** and the EPA LexisNexis Verification screen will appear. You will fill out the information and then click **“Submit”**. Remember you only have two tries at confirming your identity and then you will need to use the **“Proceed with ESA Option”**. If you are successful in using the **“Proceed with E-Verify Option”** then proceed to **Step 16**, otherwise proceed to **Step 14**.

Step 14(Responsible Official): To finalize the application, a CAPTCHA needs to be verified. Enter the CAPTCHA message in the blank field and click **“Proceed with ESA Option”**. Your account will be created but you will be required to mail in a subscriber. The **“Print Subscriber Agreement”** link can be found next to **“Back To Login”** button. Click the **“Print Subscriber Agreement”** to print out the prefilled Subscriber Agreement and mail the original into EPD (this is not necessary here in class).

Step 15(Responsible Official): The **“Print Subscriber Agreement”** link can be found next to **“Back To Login”** button. Click the **“Print Subscriber Agreement”** to review and print the prefilled Subscriber Agreement and mail the original into EPD (printing and mailing is not necessary in class).

Step 16: You will receive an e-mail notification of the account creation with your login name and randomly generated password. You can use this information to login into the GEOS Public Portal.



Step 17: 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.