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.

100	Add Website to Bookmarks
Sugar .	Public Login
	User name
1 15-000	mperkins.ro
1.	Password
11 94	
1234	Login
e Permitting &	Weed more help?
	Create a new account
ance reports online.	Forgot password?
nline:	Release Date: October 17, 2014
mile,	Version: 4.0014.1017.25239

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.

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	er theough a mobile phone, ph	are reput your mobile phone for, and rated a service provider.	
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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**.

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 chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggested to you when you enter your first and last name. You may chan a construction of the suggest of the sugge

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. (*) Denote A username will be suggested to you when you enter you The ESA will take about 5~10 business days because it in Responsible Official Definition - 40 CFR 122.22	ur first and last name. You may change the suggested		
* Account group: Fee Payment Preparer Account type:	Responsible Official		
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 Industial 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 Please click the "Associate Facility" button and searc If you do not see your submittal types, please conta		to you.	
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 Fac	cility				
Greate	New Facility If you an	re registering a NEW facility, click t	this button to proceed.		
that certa	ain submittal types might no	t be available for selection on this screen,		n formally registered by the au	ck if you have selected the correct account type. Please note thority in the master database for use. For assistance, or if you fact-us
Facility N	lame:	Address:	FIS ID:		
Environm	nental Interest:	Registered / Non-registered:			
CAA		•	*		
Search					
	t Page All				
10	100 item(s)				
Select	Name	Physical Location	Mailling Address	Source	Submission Type

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**.

iat certa	in submittal types might	not be available for selection on th	his screen, because those Si	t you would like to select, please close the window and do. tex/Locations/Facilities have not been formally registered to he links in the EPD website page https://epd.georgia.gov/g	the authority in the master database	
cility No	ame:	Address:	FIS ID:			
irdson	ng Peanut Co.					
rironm	ental Interest:	Registered / Non-registered / Non-regist	stered:			
			*			
Select	t Page All					
Select 2 of 2 i	t Page All	Physical I	Location	Hailing Address	Source State-Registered	Submission Type
Select 2 of 2 i clect	t Page All item(s) Name BIRDSONG PEANUT					Select All
earch Select 2 of 2 i idect	t Page All Item(s) Name	Physical 1		Mailling Address 230 N. Bay Street , Blakely , GA 31723	State-Registered	
Select	t Page All item(s) Name BIRDSONG PEANUT		A 31791		State-Registered Entity(CAA) Program Facility 1D:	Select All

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.

arch Facility		
Please fill in the Fa	cility/Property Address	
Facility Name:		
Mailing Address 1:		Mailing Address 2:
County:	City:	State: Zip: GA •
Same as above Physical Location Lin	ve 1:	
* County:	* City:	* State: * Zip: GA *
Latitude:	Longitude:	Map It
Create Close		

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.

Security Questions	
ne of the following security questions wi	ill be referenced during the application submission pr
Question 1: What is the first and middle na	ame of your eldest sibling? M
And a second s	ame of your oldest sibling/ ~
Answer	
Question 2	
What is your birthday?	~
Answer:	
Question 3: what is the name of the hospit	tal where you were horn? M
And a second	an where you were collin v
Answer:	
Question 4:	
what is your best friend's last r	name? 🗸
Answer	
an and an	
Question 5: what is the last name of your f	favorite teacher?
	avone teacher? •
Answer:	
Back To Login << Previous	Next>>
	da - 7
Picture Verification	
Enter the characters you see in	n the picture (case sensitive). The character
Enter the characters you see in	n the picture (case sensitive). The character
Ndalk	

Back To Login << Previous Create Account

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).



* Last N	lame:	* First No	me:		Middle Name:	* SSN (Last 4 digits):
# Home	Address 1:		1	Iome Address 2:		
* Home	City:	Home S	tate:	* Home Zip:		
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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.

Dear Bill Smith:

Your new account has been created. Your login name is: bsmlth Your password is: H6bJpXGx

Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!

If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards, Georgia EPD GEOS System

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.