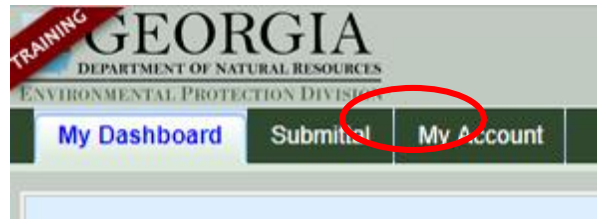


## Exercise 2 – RO/Preparer Designations

**Step 1:** After logging into GEOS select “My Account” from the main menu of the dashboard.



**Step 2:** Select “Manage Consultants and Preparers”. To add a new preparer, click the “Add User” button. The system first prompts for the preparer’s e-mail, which means the preparer is required to have an account in GEOS first.



**Step 3:** Partner with someone sitting near you and enter the email address they used to create their account in GEOS. GEOS asks for the effective date and expiration date of this association. Remember that no expiration date is necessary. After you have entered the email address and the relevant dates click the “Validate & Associate” button to confirm that the requested user has a valid GEOS account.

A screenshot of the "Add New Consultant" form. The form has a yellow header with the title "Add New Consultant" and a subtitle "For the Owner to designate a consultant to submit an application on his behalf, the Owner must first create an account for the consultant to associate it with the Owner's account." Below this is a text area explaining the process: "Next, the Owner needs to assign the designated consultant's authorized permissions. Once the consultant has completed the application form, the Owner will be notified via email and also select the dates for which the authorization will be valid." and "Finally, the Owner must decide which applications this authorization will apply to. Once the Owner has selected the applications, the Owner may click on the 'OK' or 'Cancel' button to return to the dashboard." A note at the bottom states "The Owner can always come back at a later time to edit the information he/she has entered." A legend indicates "\* Denotes a required field". The form fields include: "Email" (required), "Effective Date" (required), and "Expiration Date". A blue "Validate & Associate" button is at the bottom.

**Step 4:** The RO needs to “Add Authorizations” for the preparer. Application authorization defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access. Once the association is completed, the preparer can log in and begin working on applications.

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 consultant has completed the application form, the Owner will be notified via email that the application is ready to be submitted. 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 authorization, 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: 02/10/2017 | Expiration Date: [ ]

[ Save ] [ Email Notify ]

**Authorized Submittal Types**

No items found. Please try again.

**Add Authorizations**

**Step 5:** 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.

Applications Search

Submittal Type: [ ] Type: CAA [ Search ]

Check All  
1 - 2 of 2 item(s)

	App Name	Type	Facility	Permission	Notes
<input type="checkbox"/>	SIP Application	CAA		<input type="radio"/> Prepare Only	
<input checked="" type="checkbox"/>	Title V Application	CAA	<input checked="" type="checkbox"/> MOHAWK IND-DURKAN PAT <input type="checkbox"/> MOHAWK INDUSTRIES, INC. - LAVENDER DRIVE <input type="checkbox"/> SPINNING ROME FACILITY <input type="checkbox"/> MOHAWK INDUSTRIES INC. - SOUTH INDUSTRIAL <input type="checkbox"/> MILLIKEN & CO. LIVE OAK PLANT <input type="checkbox"/> UNIVERSITY OF GEORGIA <input type="checkbox"/> MOHAWK INDUSTRIES - EDMOND STREET	<input checked="" type="radio"/> Prepare Only	

**Step 6:** After you have added the Application Authorizations you will need to “Save” everything in order to commit it to GEOS.

**Consultant Information**

\* Effective Date: 03/12/2019 | Expiration Date: [ ]

[ 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**

**Step 7:** Now if you select “Manage Consultant and Preparers” it will show a grid view of the consultants authorized to work for your facility. 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](#)