



Environmental Assurance Fee (EAF) Remitter Submission Instructions

Created Date: 9/15/2017

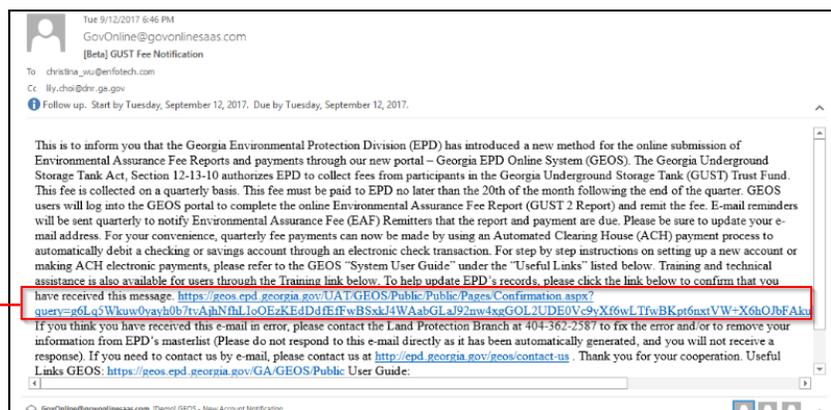
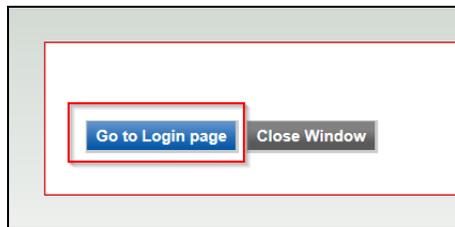
Version: 1.0

In GEOS (Georgia EPD Online System), Environmental Assurance Fee (EAF) Remitter program and Environmental Assurance Fee Report are added for EAF Remitters to submit the report.

The following section will list out the steps for EAF remitters to submit the EAF report. It will include:

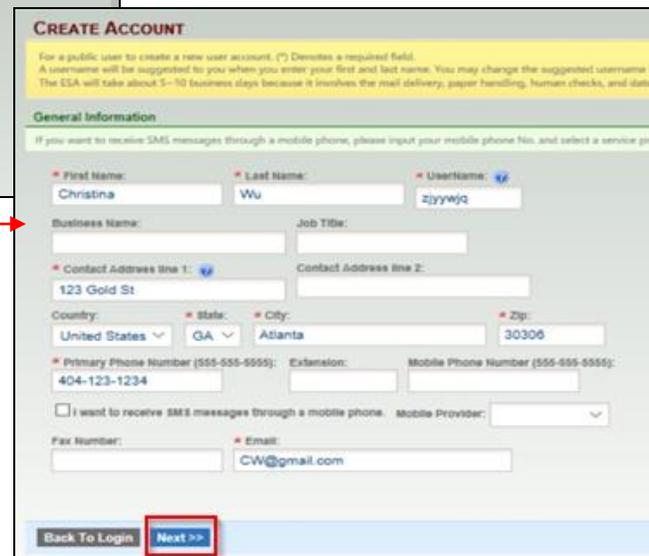
- Where to start the EAF report submission
- Account Registration on GEOS Public website
- How to get verified
- How to find the obligation report
- How to view all obligations and check submitted report status
- How to conduct the payment.

1. Reference email or mail notice from Georgia EPD of EAF report submission.



2. Use the link in the email / mail to register an account.

Click the "Go to Login Page" button and click the "Create a New Account" button.



3. Enter all required information on this page and click the "Next" button. You can only change the Username when you register.



4. Choose the Account Group as Responsible Official and the Account Type as RO/Owner. Click "Associate Facility" Button.

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.

* 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

Associate Facility

The "Associate Facility" feature will allow you to become a Responsible Officer for those facilities you have selected and be able to certify submittals for them.

6. Search your facility by entering the facility information. And click the "Search" button.

Find your facility in the list, choose it and choose the Submission Type as "Environmental Assurance Fee Report".

Search Facility

Create New Facility If you can't find facility in the system, please create new 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, please contact your regulatory representatives.

Facility Name: Address:

Environmental interest: Registered / Non-registered:

Search

Select Page All
1 - 15 of 101 item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	EXXON CO USA	3695 Longview Dr, Chamblee, GA 30341	N/A, N/A, GA 00000	State-Registered Entity(CAA)	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Environmental Assurance Fee Report
<input type="checkbox"/>	EXXON CHEMICAL AMERICA	1092 Marietta Ind Dr, Marietta, GA 30062	N/A, N/A, GA 00000	State-Registered Entity (CA, Brownfield Program, NPDES-SW)	<input type="checkbox"/> Select All <input type="checkbox"/> Environmental Assurance Fee Report
<input type="checkbox"/>	WAUGHN'S EXXON	2625 Marietta HW, Canton, GA 30114	2625 Marietta Hwy., Canton, GA 30114	State-Registered Entity(Scrap Tire Generator)	<input type="checkbox"/> Select All <input type="checkbox"/> Environmental Assurance Fee Report

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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

Associated Facility List

Account: FacilitySelfRegister not found.

Name	Mailing Address	Physical Location	Submital Type	Source	Status
<input checked="" type="checkbox"/> EXXON CO USA	N/A, N/A, GA 00000	3695 Longview Dr, Chamblee, GA, 30341	Environmental Assurance Fee Report	State-Registered Entity(CAA)	Pending

Associate Facility

The "Associate Facility" feature will allow you to become a Responsible Officer for those facilities you have selected and be able to certify submittals for them.
If you do not see your facility, please contact:

For NPDES Municipal permits: 604-665-7311
For Title V permits: 604-562-7030
For Scrap Tire, Brownfield, Lead-Based Paint and Asbestos, and Trust Fund: 604-566-7392
For Voluntary Remediation Program: 604-562-8600
For UST Facilities: 604-562-2637
For Storm Water Construction, and Storm Water Industrial: Please first search to see if facility already exists in the system. If you cannot find it, click "Create New Facility" to register your facility in the system. The facility data that you enter here will be available for you to copy during the HCL online form entry. There is no need to contact ERF before creating your account. To start this process click the Associate Facility button above.

7. Check the information and click the "Next" button.

Security Questions

One of the following security questions will be referenced during the application submission.
Answers to the security questions are case sensitive.

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

Question 2: What is your birthday?
Answer: 0908

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

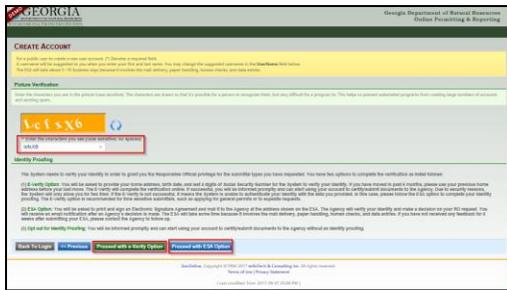
Question 4: what is your best friend's last name?
Answer: White

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

8. Enter all of five security questions and click the "Next" button.



9. Enter the characters you see in the Picture Verification section. Click “Process with e - Verify Option” or “Proceed with ESA Option” to go through the process of verification.



10. Verification process:

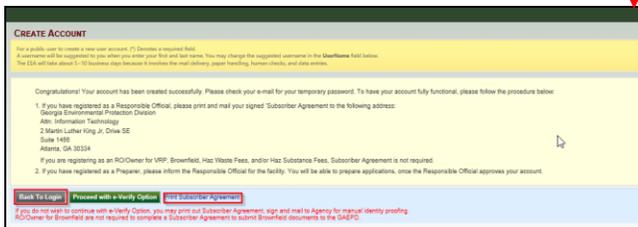
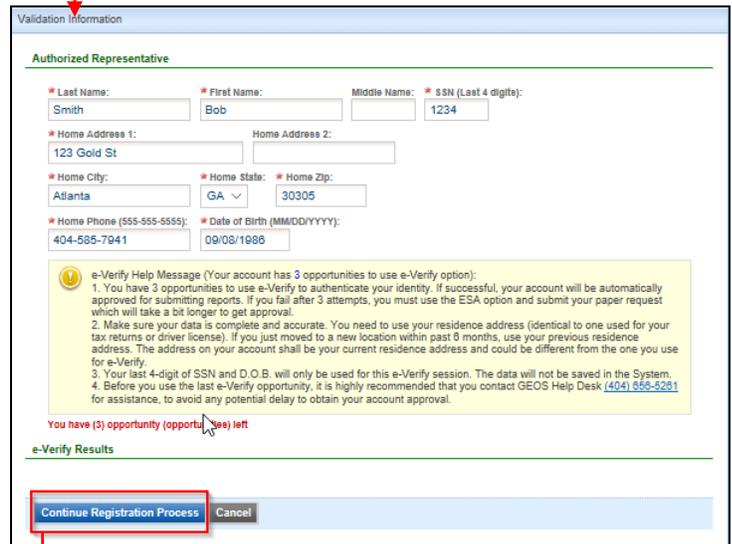
A. E-verify Process: Enter all information in the Authorized Representative section, and click “Continue Registration Process”.

If you get approved, you will see a page showing that you are successfully approved and your status will be active.

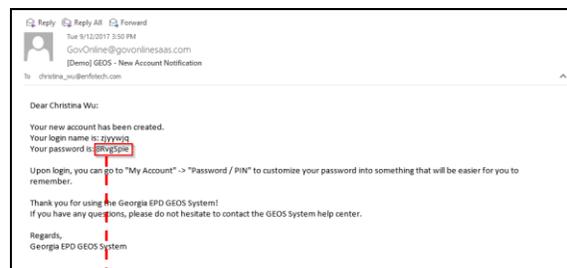
B. ESA Option: Click the button “Proceed with ESA Option”, click the button “Print Subscriber Agreement”, print the agreement and sign it, then mail to the below address.

EPD will check the information and send you an email notification when you get approved.

After the verification process, click the “Back to Login” button.



13. After the registration, you will receive an email with a temporary password to log in.



14. Go back to the log in page. Log in with the Username and the temporary password.





15. After clicking the “Login” button, you will see the window to change password and establish your PIN. Enter your new password and PIN number, click the “Save” button.

16. In the “My Dashboard” page, you will see an upcoming submittal obligation with the submittal type Environmental Assurance Fee Report. You will also see the reporting period, due date, and status. Click “Edit” button to submit the report.

* Only submittal obligations due in two weeks or having passed the due date will be shown in this section.

Upcoming Submittal Obligations					
Edit	ACREE OIL CO.	Environmental Assurance Fee Report	9/1/2017 - 9/12/2017	09/27/2017	Not Started

* To submit historical obligations:

Start a New Submission -> Category: Report -> Program: EAF Remitter -> Start
->Search for the obligation you submit the report for ->Click the “Online Entry” button.

Search for Environmental Assurance Fee Report Reporting Requirement

Facility Name: (All) | Report Number: (All)

Working Period: | Report Due Date: | Search

Search Result

Online Entry	Facility Name	Reporting Requirement	Form Type	Report Frequency	Working Period	Due Date	Status
	Reg. ID: 25764 Department Types LAND Program Type: EAFR Application Type: Environmental Assurance Fee Report Facility:	JAMES TRL, INC., DBA JAMES TIRE & WHEEL CO.		Quarterly	10/01/2016 - 12/31/2016	12/31/2016	New
	Reg. ID: 25764 Department Types LAND Program Type: EAFR Application Type: Environmental Assurance Fee Report Facility:	A K FOOD STORE		Quarterly	10/01/2016 - 12/31/2016	12/31/2016	New

17. Choose your facility in the Facility/ Property dropdown. Enter all the information in that form, and click the “Next” button.

DUIT Calculations

For Month of	Column A + Total Delinqu Reported	Column B - Exempt Delinqu	Column C - Exempt Delinqu	Column D = Total DUIT Delinqu
July	230			230.00
August	250	200		50.00
September	600	200	1000	400.00

Fee Schedule

Total for Quarter: 6,888.00

Total Due (Total for Quarter + 10%) = \$7,576.80

Do you like to apply credit memo? YES NO

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



18. Review your application by clicking Online Environmental Assurance Fee Report, or check the PDF version form. After reviewing it, click the “Next” button.

19. Payment. You will see a page showing you the payable amount based on the information you entered.

- If you choose to pay by check or money order, you will see the above information and need to mail the check/ money order to the Lockbox Number at the top of the Form.
- If you choose to pay by ACH (e-check), you will enter the account information of your e-check.
- Click the “Next” button once you pay the amount.

20. Check the “I hereby certify that I am the owner” row, enter the security question and PIN number, review the Security Precautions and Disclaimer, and click the “Submit” button.

21. You will receive a confirmation of submittal. Congratulations! You have submitted the EAF report. You can also click “Go to Submitted List” to check your submitted report.

22. To review submitted submittals:
Submittal -> Track Submitted Submittals