Environmental Assurance Fee (EAF) Remitter Submission Instructions

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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.

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”.

7. Check the information and click the “Next” button.

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.

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