

## 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.

CECORGIA Comp	in Department of Waterd Browness Dalies Fermiting & Reporting
Hetchne Lo Georgia EPD Chnike System (GEOS) for Permitting. Compliance     and Positivy information	CREATE ACCOUNT For a public, user to create a new user account. (*) Devents a required field. A permane will be suggested to you when you anter your first and but name. You may change the suggested username of The ESA-will take about 5–10 favorages alogs because it involves the neel delivery, paper handling, human checks, and about
Driles services offer the convenience of obtaining environmental permits and submitting compliance reports online. It supports the following beause:	General Information
Example 1 and a second per density of the maps of type value densities or type     Apply representation of the maps of type value densities or type     Apply representation of the maps of type value densities of type     Submit environmentation apply and the submit density     Apply representing apply     Apply re	IF you want to receive SMS messages through a mobile phone, phase input your mobile phone file, and select a service pro
Track hatorical versions of all submittals.     Sincluter versi Adder fraver	Christina Wu zjyywją
L	Business Name: Job Title: * Contact Address line 1: ** 123 Gold St Country: * State: * City: * 2p: United States * GA × Atlanta 30306
3. Enter all required information on this page and click the "Next" button. You can only change the Username when you register.	Primary Phone Number (555-555-5555): Extension: Mobile Phone Number (555-555-5555):     404-123-1234      I wash to receive SMLS messages through a mobile phone. Mobile Provider:     Fax Number:     CW@gmail.com
	Back To Login Next >>



	OF MO GEORGIA					
4. Choose the Account Group as Responsible Official and the Account Type as RO/Owner. Click "Associate Facility" Button.	CREATE ACCOUNT  Provide user to create a new sum account, (?) Genetes a required field. Austmanne will be suggested by your here your first and last same The EAM take about 5-10 business stay because it involves the mal data * Account group:  Fee Payment () Prepare  Responsible Beagonable Official for Municipal Wastewater   Responsible Beagonable Official for Response for Response for Response Beagonable Beageonable Facility Beagenable Facility Beageonable Response Beageonable	You may change the suggested ry, paper handling, human check Officia cial for TIBeV somfield undary Remediation Program Source Status source Status	uerrame in the Verflame field below. a, and diste entries. Responsible Official for BP ROOmer for Leaf-Base Path and A develop ROOmer for underground storage Tank ROOmer for EAF Fee Rentiller ou have selected and be able to certity submittate	Invoice Payment O	tly Frind Reimbursemant Request rdous Waste Fee	
	Access Frontike					
6. Search your facility by entering the facility information. And click the "Search" button.	Search Facility  Create New Facility  If you can't find facility in Account type determines the submittal types available, if account type. Please note that certain submittal types might not be ava database for use. For assistance, please contact your regu Facility Name: Address:	n the system, please of you do not see the submit ilable for selection on this slatory representatives	reate new facility. tal types that you would like to select, pleas screen, because those Sites/Locations/Facil	se close the window a	and double check if you have selec armally registered by the authority	ted the correct in the master
Find your facility in the list, choose it and choose the Submission Type as "Environmental Assurance Fee Benort"	Excon Environmental Interest: Search Select Page All 1-15 of 101 ltem(s) Select Name	/ Non-registered:	n Mailling Address	Source	Submission Ty	уре
	EXXON CO USA	3695 Longview Dr , Chamblee , GA 30341	N/A , N/A , GA 00000	State-Registered Entity(CAA)	Select All	ince Fee Report
	EXXINI CHEMICAL AMERICA     VAUGHNYS EXXINI     VAUGHNYS EXXINI	1092 Marietta Ind Dr , Marietta , GA 30062 2625 Marietta HW , Canton , GA 30114	N/A , N/A , GA 00000 2625 Marietta Hwy. , Canton , GA 30114	State-Registered Entity (C/A,Brownfield Program,NPDES- SWI) State-Registered Entity(Scrap Tire Generator)	Select All Environmental Assura	nce Fee Report
CREATE ACCOUNT  Control of the states are been	And Advectors Progressed Origy and Advectors ADDown for Treat Fund Nambursehout Request partian BODOwn for Treaterbook Wasde /rise  Restrict Restr	7. Che "Next	Security Questions Security Questions the of the following security questions servers to the security questions are can Question 1: What is the first and middle r Answer: Megan Smith	tion and will be referenced see sensitive.	during the application subm	
Ter stem what Construction, and storn water invalues Ter stem what Construction, and storn water invalues Ter stem what Construction, and storn water invalues Ter stem water the store of	he system. The facility cold that you enter here will be evolution for you to copy during the		Guestion 2: What is your birthday? Answer: 0908 Guestion 3: what is the name of the hosp Answer: ABC Hospital	ital where you	were born? ~	
8. Enter all of five security questions a	and click the "Next" butto	on.	Question 4: what is your best friend's last Answer: White Question 5: what is the last name of your Answer: Jon	t name? ∨ favorite teach	er? ~	

Back To Login << Previous

Next>>



iddle Name: 🏾 \* SSN (Last 4 digits)

1234



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.

Process.

10. Verification process:

Authorized Representative

\* Last Name:

123 Gold St \* Home City:

404-585-7941

Home Phone (555-555-5555):

You have (3) opportunity (opportu 🖉ee) left

Atlanta

Smith \* Home Address 1

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

Home Address 2:

30305

nt has 3 or

DIYYYY):

for e-Verify. 3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will r 4. Before you use the last e-Verify opportunity, it is highly recommended that you contact GEO for assistance, to avoid any potential delay to obtain your account approval.

e-Verify Help Message (Your account has 3 opportunities to use e-Verify option): 1. You have 3 opportunities to use e-Verify to authenciate your identity. If successful, your account will be automatical approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper reque which will take a bit longer to get approval. 2. Make sure your data is complete and accurate. You need to use your residence address (identical to one used for sure returns of driver licence). If you just moved to a new location within past 8 months, use your previour residence address. The address on your account shall be your current residence address and could be different from the one you the return of driver licence.

\* First Name

Home Stat

09/08/1986

GA 🗸

Bob

GEORGIA	Genigia Department of Ratural Resources Online Permitting & Reporting
CANADARA CANADARA	
CREATE ACCOUNT	
for spalling and to relative ours are assored. IT Service transmitted in the state of the single-relative processor in the first service in the state of the single-relative service in the <b>StateWater</b> for the state of the s	-
Peture Verification	
the flucture process is the prime intersection. The dispeters are done to the D1 product by a process is receptive from bot on an entropy quest.	cilling the appropriate the Table to present automated property from counting large constants of accounts
dentry Prodleg	
The phase sense is very per leading to same is grant particles the temperature recent process process to sense the period process of the phase sense that the phase sense the ph	quested the near the option to comparise the waterbalance as label taxas. Update in our part cased, it you can be near the set of t
(i) Opt will be identify Providing. You will be intermed promptly and can elast using your account to certify/wateril documents to be	a Agency without an illebility proving.
Reck for Logies SC Process Process at the Verify Dyslam Proceed with ESA Dyslam	
Sections Supply 11100 201 within a Section	ng ka 20 sijini menusi

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.

CREATE ACCOUNT	
for p plot one to ensure a new care manuel, f). Browine required and in. Non-manuel to the source of the <b>Source</b> of the source	
Corgensitation? Ther account has been rearred successfully. Please check your email for your temporary passions? To tive your account haly been read to be provided a successful of the provided and your signal for your temporary passions? To then your account haly been read to be provided a successful of the provided and your signal for your temporary passions? To then your account haly been read to be provided a successful of the provided and your signal for your temporary passions? To then your account haly been read to be provided and your signal for the been your account haly been read to be provided and your signal for the been your account of the provided and your signal for the been your account of the provided and your account of the foreign account of the provided and your account of the foreign account of the provided and your account of the foreign account of the provided and your account of the foreign account	
Electric Logis     Present with a strate dysfam. See any cost of allocation approximate     Egest of marks in protocol with a strate dysfam, you any cost of allocation dysfammedia.     Egest of marks in a strate dysfammedia accusation dysfammedia accusation and the strategy for marks     Section and the strategy of an impact accusation dysfammedia accusation and the strategy for marks     Section and the strategy of an impact accusation dysfammedia accusation and the strategy for marks     Section and the strategy of an impact accusation dysfammedia accusation and the strategy for marks     Section and the strategy of an impact accusation dysfammedia accusation and the strategy for marks     Section accusation a	

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

e-Verify Results C Reply Reply All C Forward e is: zjyywjq is:8RvgSpie ou can <mark>g</mark>o to "My Regards, Seorgia EPD GEOS Sy GEORGIA

eorgia EPD Online System (GEOS) for Permitting, Complia

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

Login

B



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.

cters and at least one uppercase letter, one lowercase letter and
* Confirm New Password:
t least 4 digits.
Confirm New Pin:
••••

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

section.



\* 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.



		ental Assurance Fee Report Reporting Requirem	ent					
Facility Na	190	Pa	mit Namber:					
(All)		¥ (	All) 💌					
Monitoring	Period:	Report Due Date:						
		· · · ·						
Search								
tærns per p	uge: 15	¥						
Online Entry	Excel	Reporting Requirement	Facility Name	Form Type	Report Frequency	Monitoring Period	Due Date	Status
Orders Entry	Excel	Reporting Requirement Res. DIT 27651 Department Type: LAND Program Type: BATK Asplication Type: Environmental Assurance Fee Report Permitta.	Facility Name	Form Type	Report Frequency Quarterly	Hanitaring Pariod	Due Date	Status New

17. Choose your facility in the Facility/ Property

dropdown. Enter all the information in that form, and click the "Next" button.

I out the form below.						
ntact Information						
Facility/Property:     ABBOTT OIL CO (Ell	esting AF)		R	1		
Facility Name: ABBOTT OIL CO			12			
Nailing Address 1: PO BOX 3639		Mailing Add	iress 2:			
County: Fulton	City: AUGUSTA	9	tate: GA 💌	Zip: 12345		
Facility/Property Address PO BOX 3639	t.	Facility/Pro	party Add	ress 2:		
County: Fullon	City: AUGUSTA	S	tala: GA 🔽	Zip: 12345		
GA EPD - EAF ID #:						





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

VALIDATION (SUBMITTAL ID: 186988)
Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.
Application Form(s) Summary
Vonline Environmental Assurance Fee Report 🔁 Environmental Assurance Fee Report - Form View
Exit Previous Next

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

Payment Metho	: Check	T		
Pay To: Address: Comments:	EPD - Waste Red PO Box 101902 , / Enclose a copy o	uction Unit Atianta GA 30392 I your application Receip	t with your check or money or	der.

- 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

system notification at various mile stones.
Owner Info:
Etesting AF
Work Site: PO BOX 3539
AUGUSTA GA 12345
testing@eaf.com

22. To review submitted submittals:

Submitted List" to check your submitted report.



A swer: 0908     Answer: 0908     PIN: Security Precautions To prevent your information from being used inappropriately, w are also powered by VeriSign's Certificates and Authorize.NET' Please note that access to these links, irrespective of the issua Disclaimer The GEOS system of Georgia, its agencies, officers, or employe evolving area, and despite dedicated efforts, some mistakes an development company specifically disclaim any and all liability Exit Previous Submit	I hereby certify that I am the owner, or authorized a     Question: What is your birthday?     Answer: 0908     PIN: Security Precautions To prevent your information from being used inappropriat     are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer The GEOS system of Georgia, its agencies, officers, or en     evolving area, and despife dedicated efforts, some mistak     development company specifically disclaim any and all lit	gent of ely, we .NET's
Question: What is your birthday?         Answer:       0908         PIN:          Security Precautions         To prevent your information from being used inappropriately, ware also powered by VeriSign's Certificates and Authorize.NET's Please note that access to these links, irrespective of the issual Disclaimer         Disclaimer         The GEOS system of Georgia, its agencies, officers, or employs evolving area, and despite dedicated efforts, some mistakes an development company specifically disclaim any and all liability         Exit       Previous         Submit         WYNDONERTAIN DEVICTION DEVICENCE         Wy Dashboard       Submitt	Question: What is your birthday?         Answer:       0908         PIN:       •••••         Security Precautions         To prevent your information from being used inappropriat are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer         The GEOS system of Georgia, its agencies, officers, or en evolving area, and despite dedicated efforts, some mistak development company specificatly disclaim any and all lit	ely, we NET's
Answer: 0908 PIN: Security Precautions To prevent your information from being used inappropriately, ware also powered by VeniSign's Certificates and Authorize.NET' Please note that access to these links, irrespective of the issua Disclaimer The GEOS system of Georgia, its agencies, officers, or employe evolving area, and despite dedicated efforts, some mistakes and development company specifically disclaim any and all liability Exit Previous Submit Discrete Disclame My Dashboard Submittal My Account	Answer: 0908 PIN: ···· Security Precautions To prevent your information from being used inappropriat are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer The GEOS system of Georgia, its agencies, officers, or en evolving area, and despite dedicated efforts, some mistak development company specificatly disclaim any and all lit	ely, we
PIN:       ••••         Security Precautions         To prevent your information from being used inappropriately, ware also powered by VeriSign's Certificates and Authorize.NET's Please note that access to these links, irrespective of the issuar Disclaimer         Disclaimer         The GEOS system of Georgia, its agencies, officers, or employe evolving area, and despite dedicated efforts, some mistakes an development company specifically disclaim any and all liability         Exit       Previous         Submit         Exit       Previous         Submit         WYNDENERVICY ID REVIEWED TO SUBMIT         My Dashboard       Submittal	PIN: •••• Security Precautions To prevent your information from being used inappropriat are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer The GEOS system of Georgia, its agencies, officers, or en evolving area, and despite dedicated efforts, some mistak development company specifically disclaim any and all lit	ely, we
Security Precautions To prevent your information from being used inappropriately, ware also powered by VeriSign's Certificates and Authorize.NET' Please note that access to these links, irrespective of the issual Disclaimer The GEOS system of Georgia, its agencies, officers, or employe evolving area, and despite dedicated efforts, some mistakes an development company specifically disclaim any and all liability Exit Previous Submit	Security Precautions To prevent your information from being used inappropriat are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer The GEOS system of Georgia, its agencies, officers, or en evolving area, and despite dedicated efforts, some mistak development company specifically disclaim any and all lit	ely, we .NET's
To prevent your information from being used inappropriately, w are also powered by VeriSign's Certificates and Authorize.NET's Please note that access to these links, irrespective of the issuar Disclaimer The GEOS system of Georgia, its agencies, officers, or employe evolving area, and despite dedicated efforts, some mistakes an development company specifically disclaim any and all liability Exit Previous Submit Submit Submit My Dashboard Submit	To prevent your information from being used inappropriat are also powered by VeriSign's Certificates and Authorize Please note that access to these links, irrespective of the Disclaimer The GEOS system of Georgia, its agencies, officers, or en evolving area, and despite dedicated efforts, some mistak development company specifically disclaim any and all liz	ely, we NET's
My Dashboard Submittal My Account	Exit Previous Submit	
	OFFICE ORGIA     Dryman of a strake isos etc     Synowinstal Priority mass of Userse     My Deshboard Submittal My Account	
Open Submittais	Open Submittals	

Edit unfinished Submittals

d Submittals

Track Submitte Submittals

Message Ce

📰 Submittal

6 R