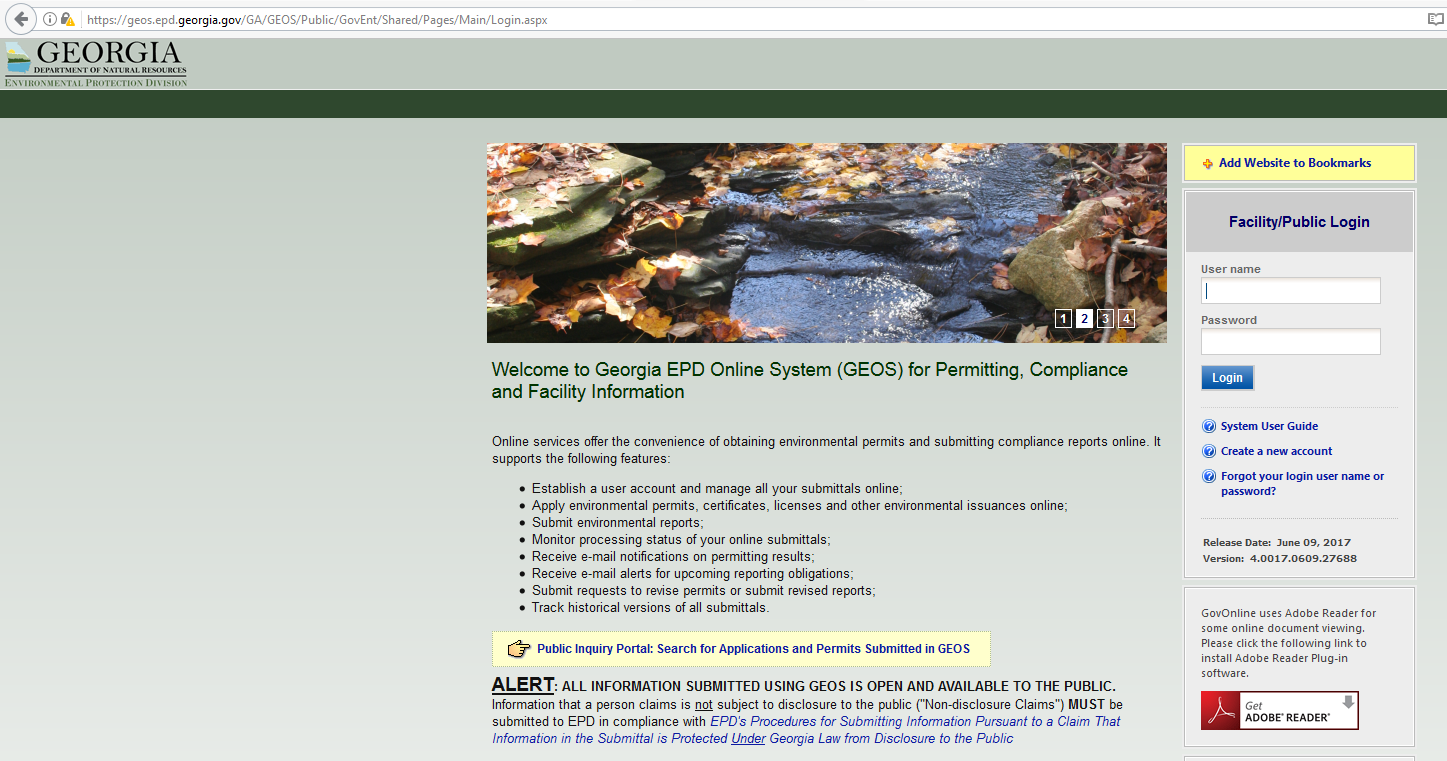
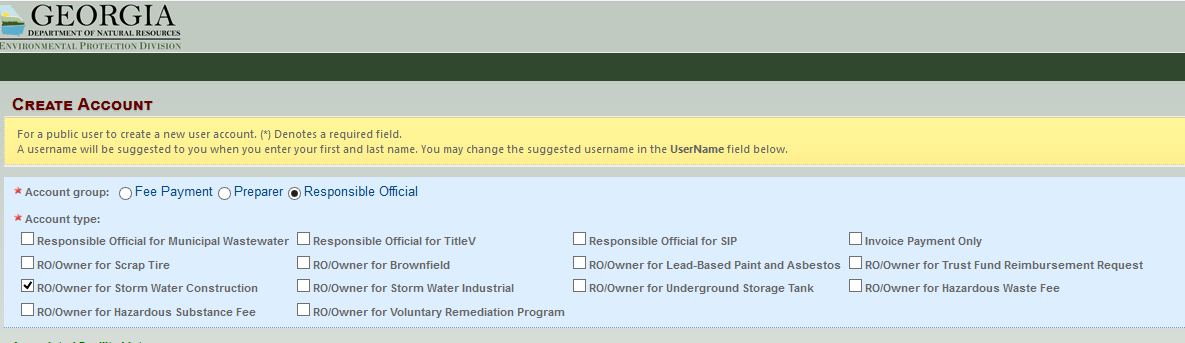
**Instructions to Create a New User Account as a Responsible Official:**

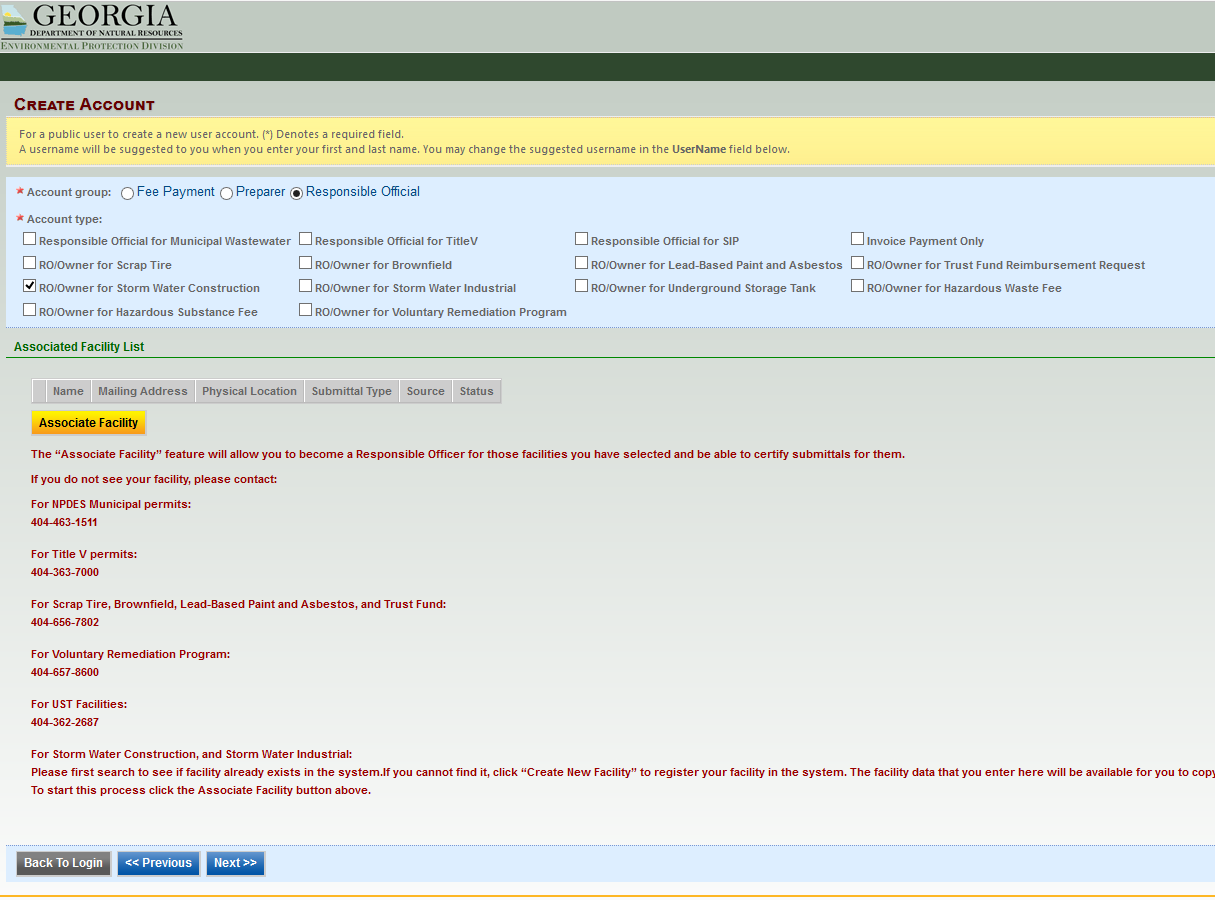
1. Go to website: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>
2. Select “Create a new account” on the right side of the screen.



1. Select “Responsible Official,” and then select “RO/Owner for Storm Water Construction.”

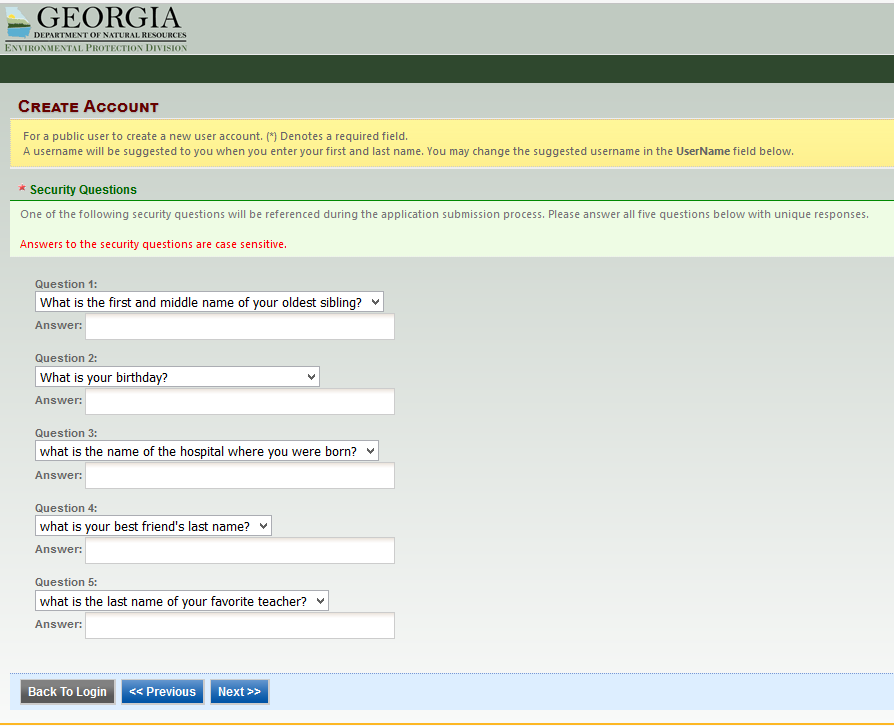


1. Select “Next” at the bottom of the screen.

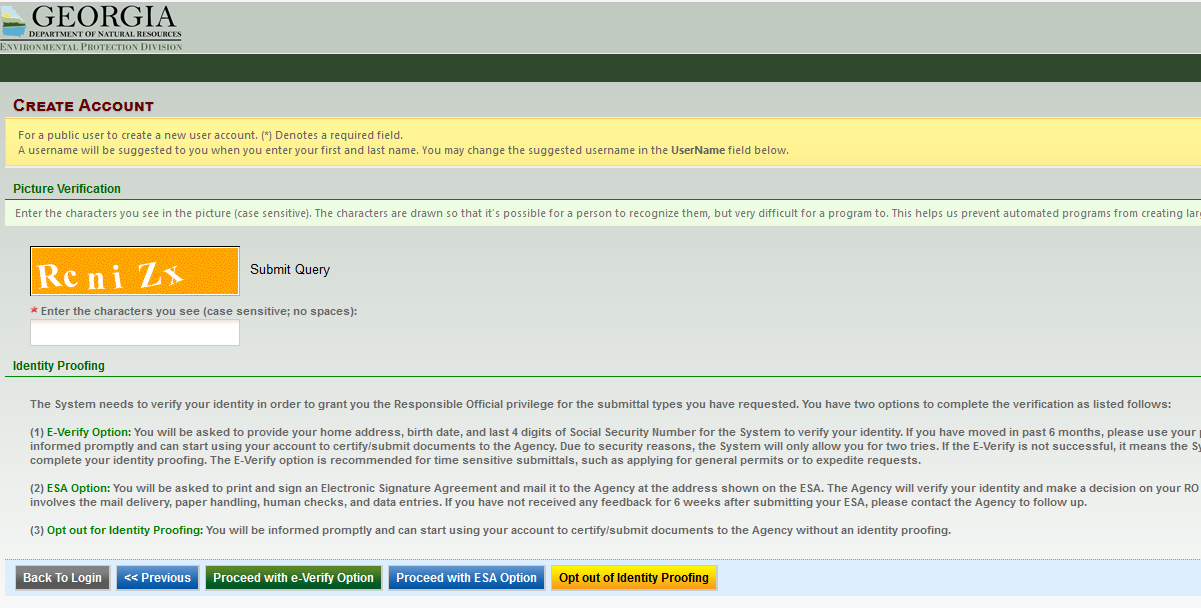


1. Answer all 5 of the Security Questions and then select “Next.”

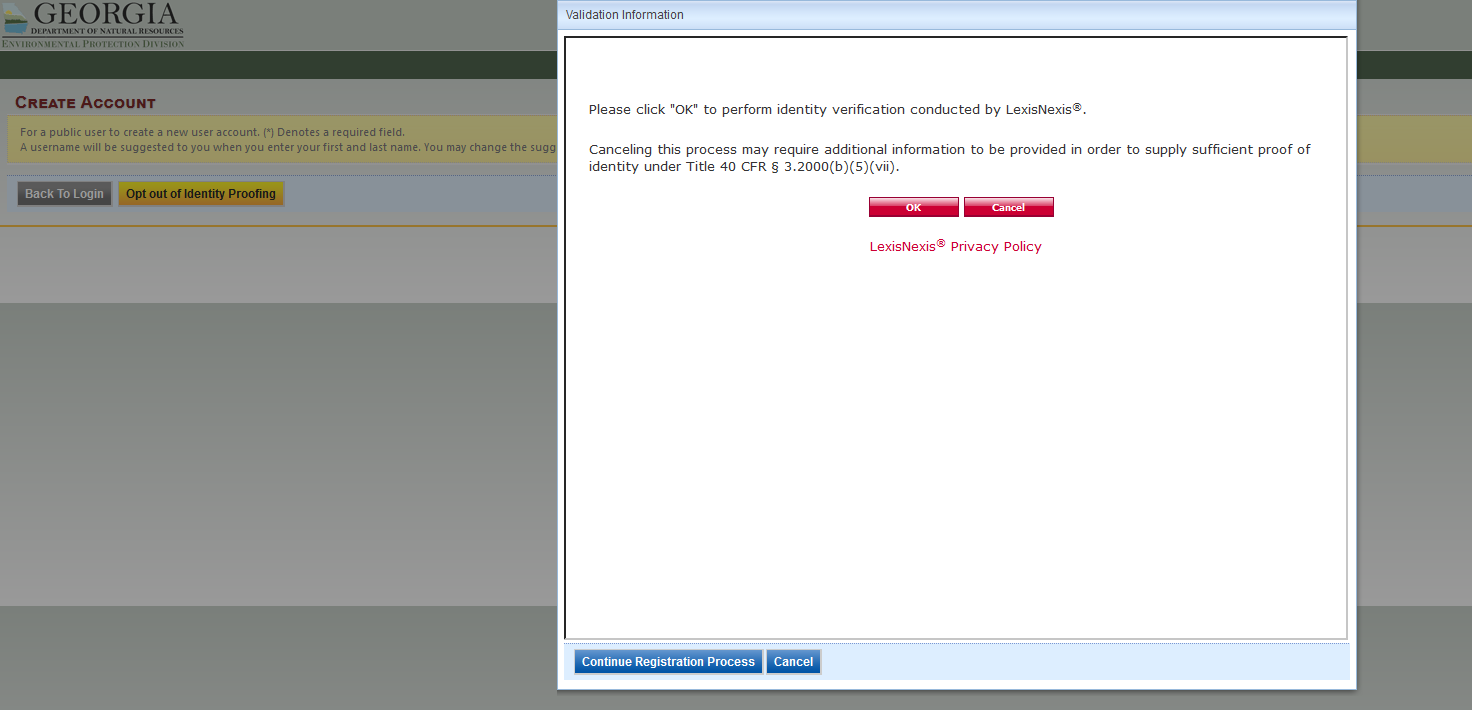
NOTE: REMEMBER your security question answers. When submitting NOIs/NOTs, you will be prompted to use your security question answers and PIN number.



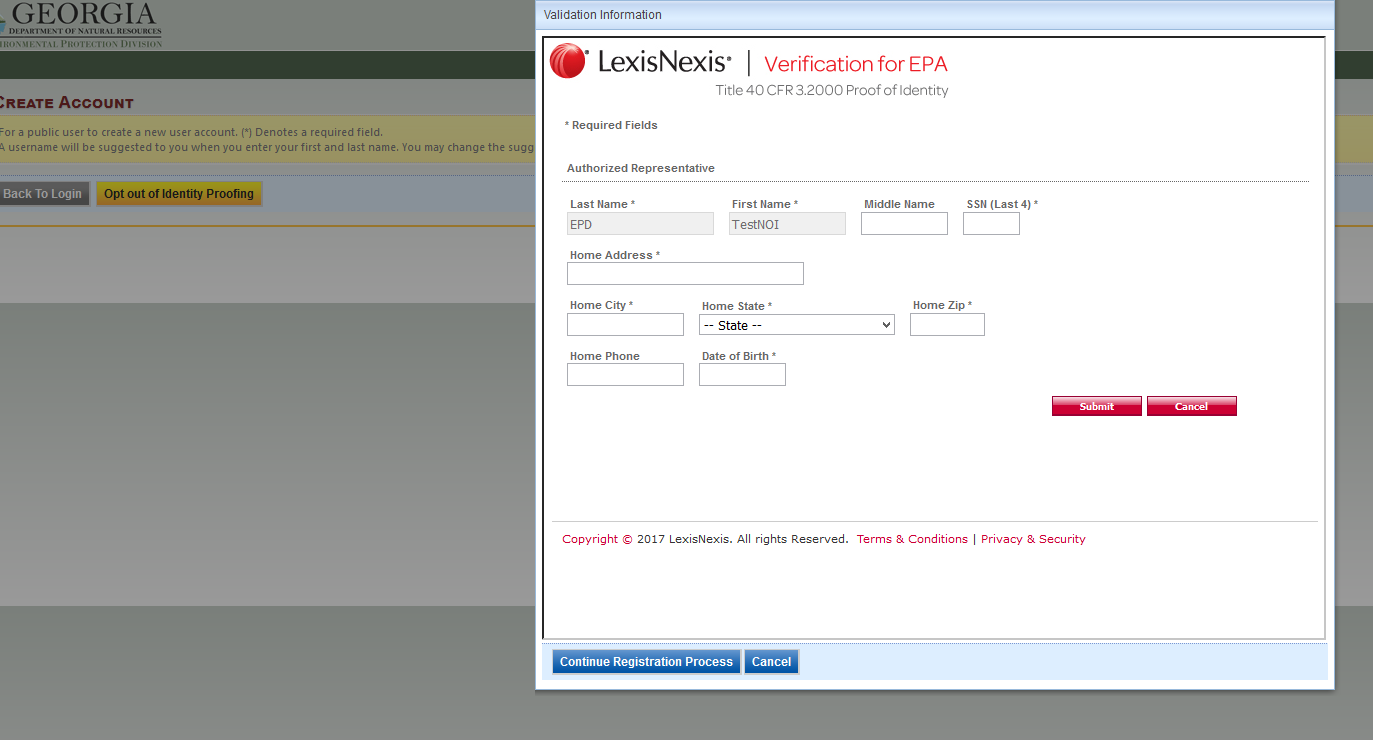
1. You will have three options for identity proofing of RO: 1)E-verify, 2) ESA – mailing in a paper form via certified mail (which you will have to do for each facility/site), and 3) Opting out of identity proofing. Attempt the E-verify option first by entering the characters you see from the orange Submit Query box into the box just below it and then select the green “Proceed with e-Verify Option.



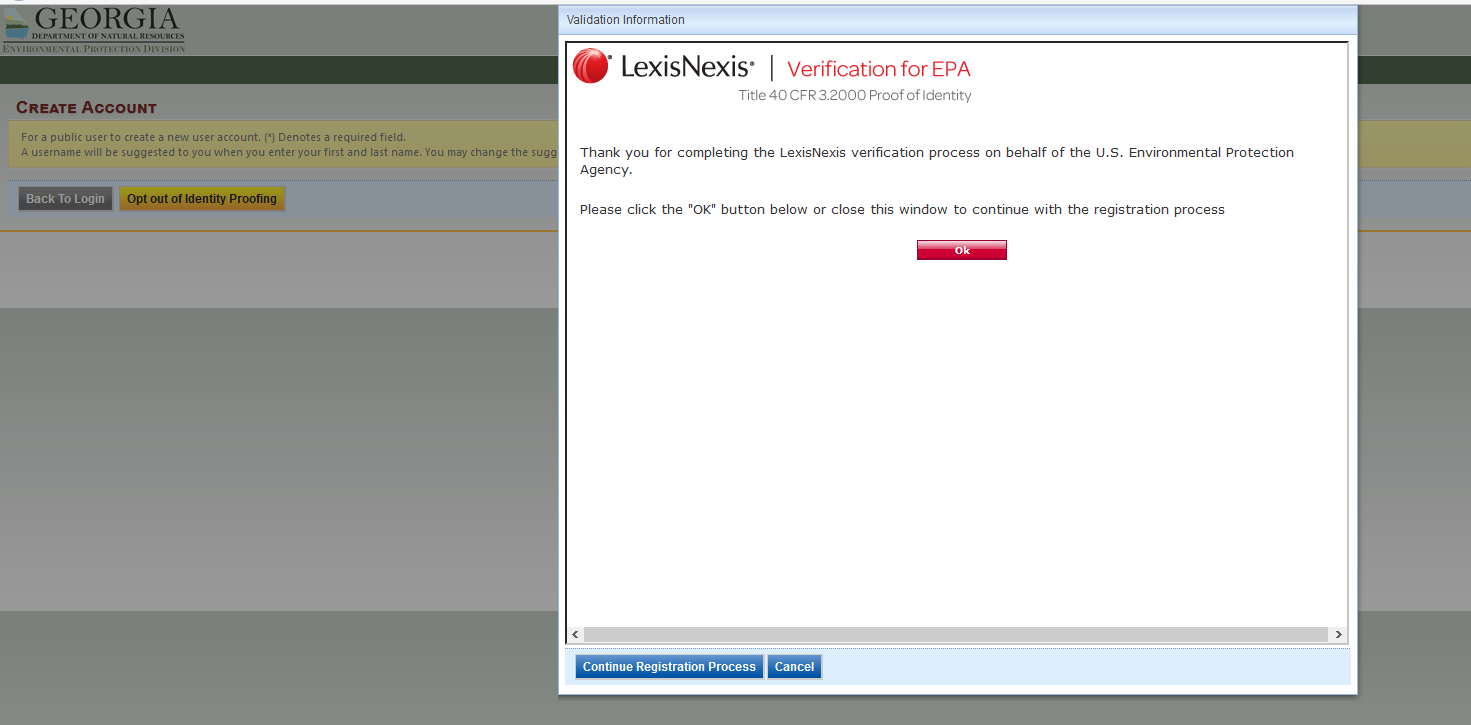
1. Select the red “OK.”



1. Fill in all information (make sure your birthdate is in the \*\*/\*\*/\*\*\*\* format) and then select the red “Submit.”



1. Select the blue “Continue Registration Process.”



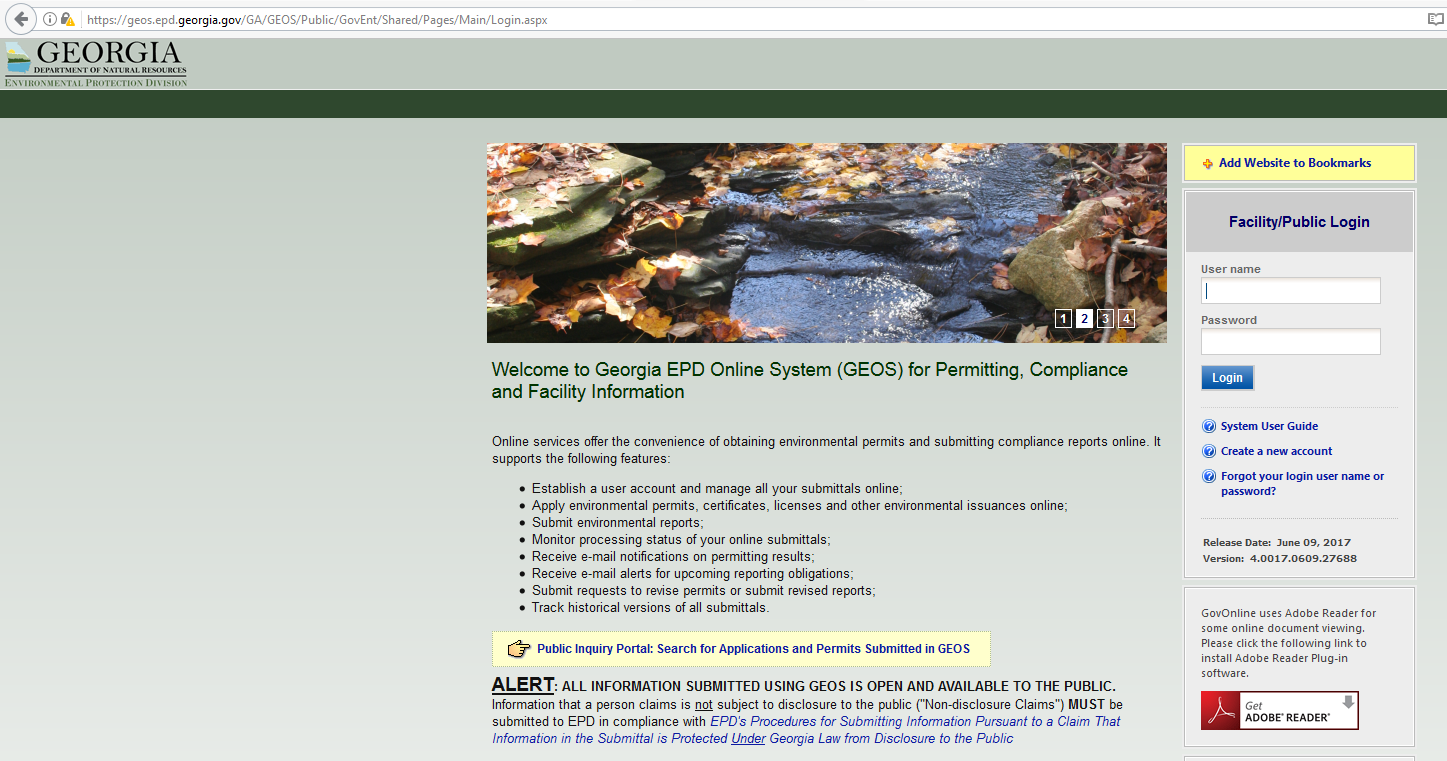
(See page 7 if you have trouble with this step).

1. Once your new account has been created, you will receive an email with a temporary password. When you log into your account, create a new password and a PIN. Select “Save” when completed or the page will reset.

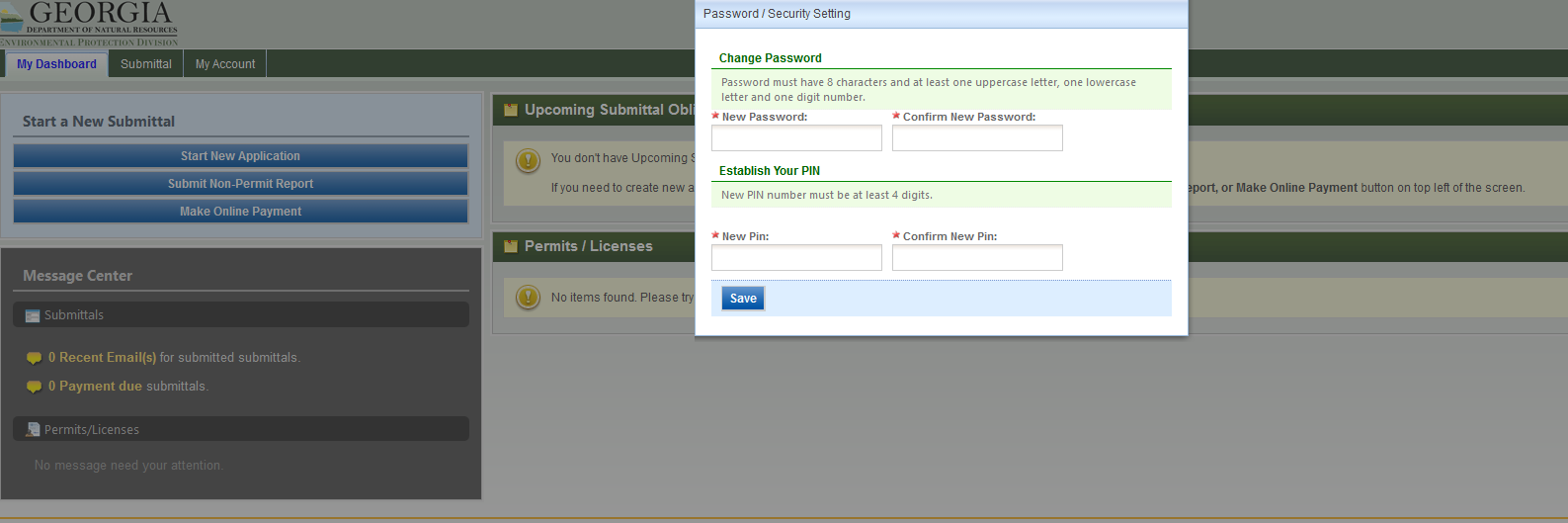
NOTE: REMEMBER your password and PIN. When submitting NOIs/NOTs, you will be prompted to use your security question answers and PIN number.

Go to website: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>

(Enter your User Name and Temporary Password that was emailed to you to log into your account).

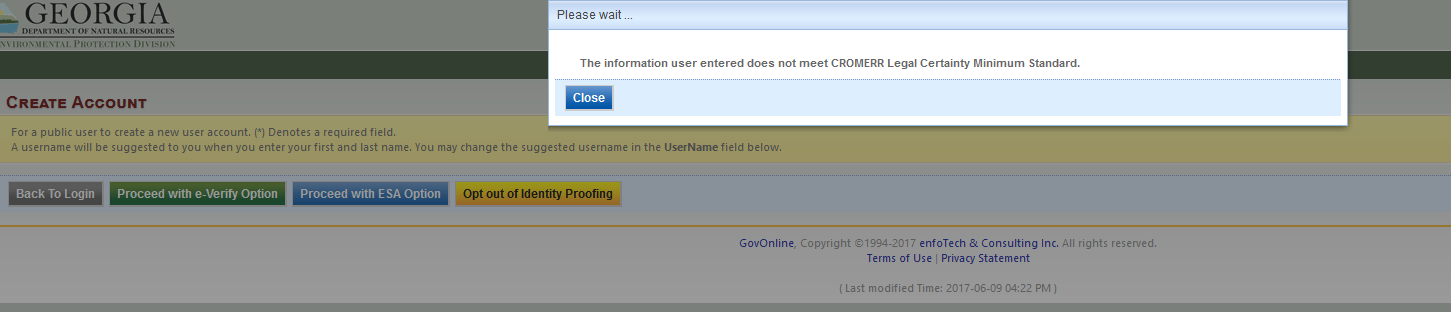


(Create a new password and PIN and then select “Save”).



**If Identity Proofing via e-Verify Option was unsuccessful:**

If an error message pops up after Step 9 like the one below, select “Close” and follow the “Opting out of identity proofing” steps on this page.



1. Select the yellow “Opt out of Identity Proofing” (this will initially bypass the identity proof verification so that you may continue to create your new user account).

