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Georgia EPD Online System (GEOS)– Account Creation Basics

Verify You Do Not Already Have a GEOS Account:

Note: If you have submitted any application in the last 12 months it is highly likely an account was created for you.

1) Go to: https://geos.epd.georgia.gov/GA/GEOS/Public

2) Click on "**Forgot your login username or password?**"

3) Enter your email address and a popup message tells you if your email is in use. If so, complete the steps to reset your password in GEOS. If not, move to step 4 below in Account Setup.

GEOS Account Setup:

4) Go to: https://geos.epd.georgia.gov/GA/GEOS/Public

5) Click on "**Create a new account**."

   a) Enter your contact information (Business, Name, Title, address, e-mail, phone number)

6) Register as a "**Responsible Official**" in *Account Group* and "**RO/Owner for Lead-Based Paint and Asbestos**" in *Account Type*.

7) Answer Security Questions (answers are case sensitive)

   a) In most cases you will need to provide proof of your identity. The fastest method is to choose "**Proceed with E-Verify Option**". You must try at least 3 times unless you are successful on the 1st or 2nd attempt. If you do not pass on the 3rd attempt, you will need to choose **"Proceed with ESA Option"** and **"Print Subscriber Agreement"** to sign and mail to EPD.

   b) Once your identity has been confirmed click "**Back to Login**"

8) **Check your email** account you used to register to obtain your login credentials (including Username and Password)

9) Login to reset password and set up a PIN number

   a) **Password** must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long.

   b) **PIN** number must be at least 4 digits.

Note: SAVE ALL LOGIN, PASSWORD, AND PIN information somewhere accessible.

Continued on back.

10) Associate your "facility" (i.e. Company or Firm).

   a) "My Account" Tab and then the "**Associate Facilities**" Tab and lastly click the "Associate Facilities" button.

   b) Search Facility Name (i.e. Company or Firm)

   c) Select your Company in the "Select" column and Select All under "Submission Type"

   d) If your facility cannot be located, stop and call the program at 404-363-7026. Inform the duty officer that you are having difficulty associating your GEOS account with a facility.

   Alternatively, you may send an email to leadpaint.asbestos@dnr.ga.gov. Be sure to include your facility name and address exactly as it should appear, including any "DBA," "LLC," etc. Punctuation, capitalization, and all other details must be exact.

   Once your facility has been successfully associated, you will be contacted with instructions to proceed with your account.

   e) When you associate your facility, you will see the option to select multiple applications type. Only select the one(s) you are going to use. Unless you are the business owner or administrator you will usually only be using one or two of these applications.

Application Submittal:

11) Select the "Submittal" Tab and click "Start" on the application type you will be working on.

12) Verify you chose the correct form and click "Next"

13) Fill out the application.

   Note: Save your data entries at the end of each page before clicking the next button.

14) Select the "Dashboard" Tab in GEOS under "Permits/Licenses"

   a) Click the PDF icon to find and print your certificate.

If you have further questions please contact the Lead-Based Paint & Asbestos Program Duty officer line at 404-363-7026 available Monday-Friday 8:00-4:30. You may also email us at leadpaint.asbestos@dnr.ga.gov .

Once you have successfully created a GEOS account you will see your Dashboard upon first logging into GEOS. From this screen you can navigate to pending submittals, historical submittals, etc. You will also see your issuances on the Dashboard once a certificate or permit, etc. is issued. Issuances will not be emailed or mailed directly from the Program, but if you are unable to see your issuance on your Dashboard, please contact the program.