

GEOS User Guide for Lead Based Paint and Asbestos

Disclaimer: GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.

Index:

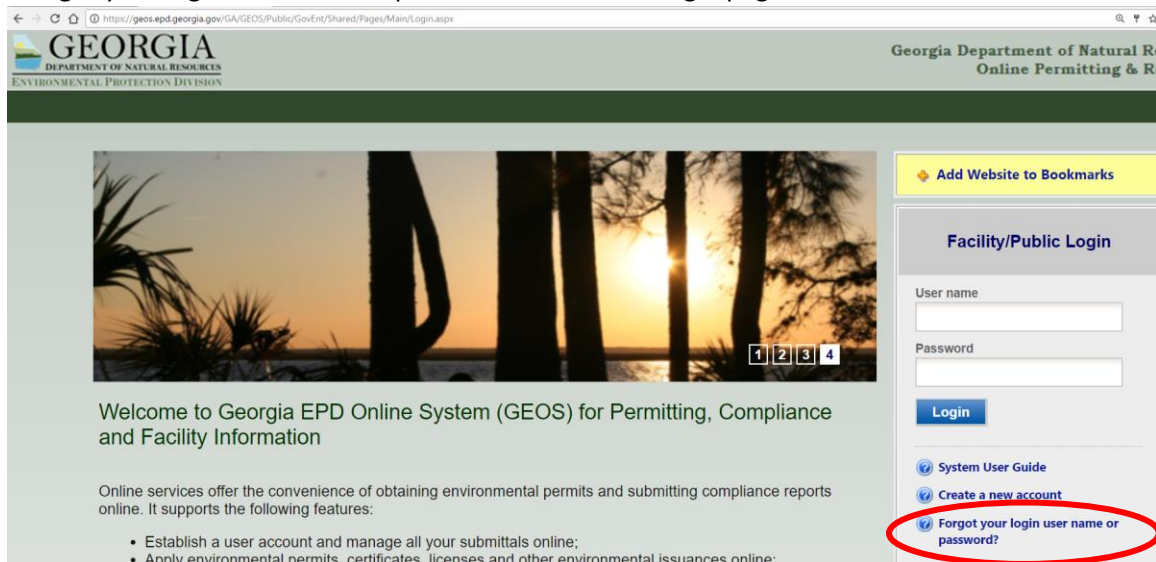
Account Creation-- Steps 1-8; Pages 1-6

Associating your Facility (i.e. Firm or Company)—Steps 9-11; Pages 7-8

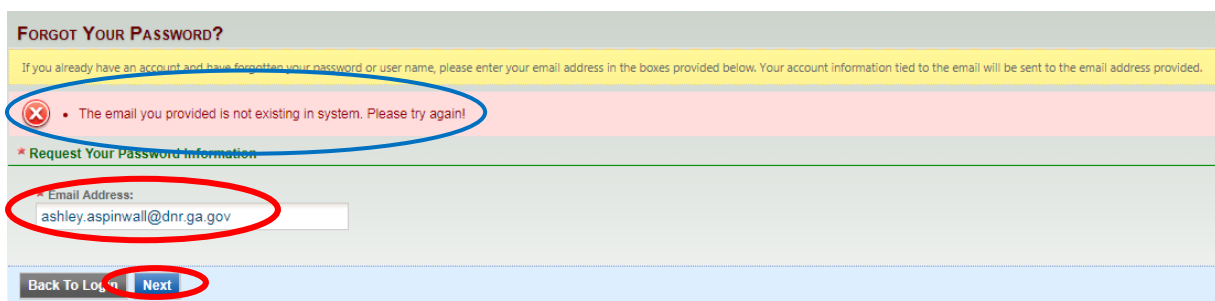
Troubleshooting your Submittal (i.e. Application)—Steps 12-15; Pages 9-10

Verify EPD has not already created an account on your behalf. If you have submitted any application in the last 12 months it is highly likely an account was created for you. However, if you know you do not have an account skip to Step 1b.

Step 1a: In your browser, navigate to <https://geos.epd.georgia.gov/GA/GEOS/Public> and click the “Forgot your login user name or password” link on the login page.



Enter your email address, Click “Next” button

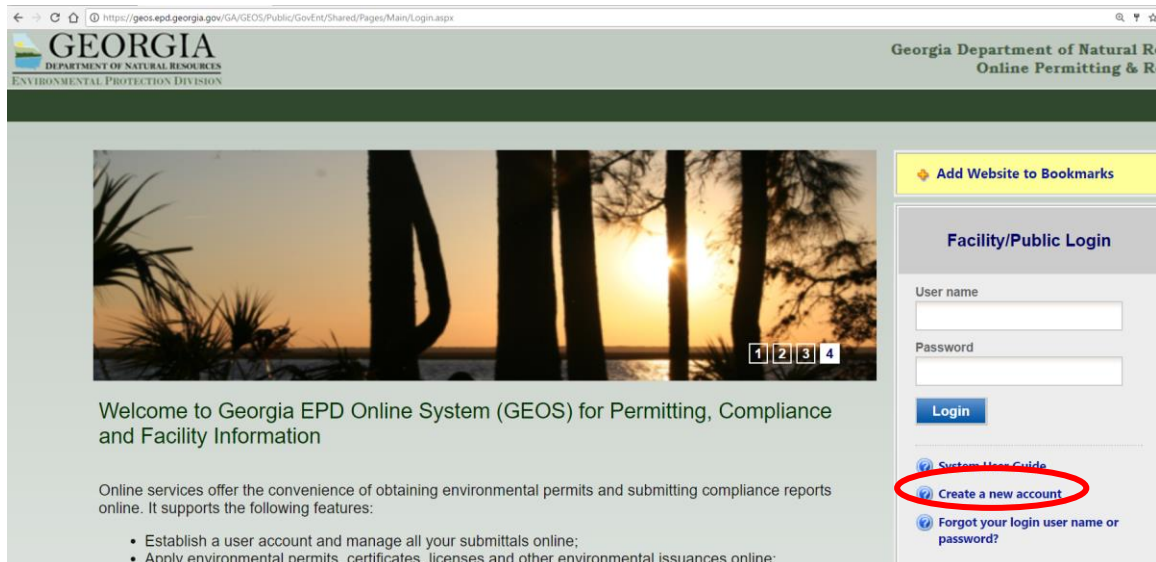




See popup message in **RED**. If your email is not in use you can create an account.

Note: If you have an account once you click next it will email you a new password. Then skip to Step 12.

GEOS User Guide for Lead Based Paint and Asbestos

Step 1b: In your browser, navigate to <https://geos.epd.georgia.gov/GA/GEOS/Public> and click the “Create a New Account” link on the login page.



Step 2: Enter in your personal identification and contact information (Business, Name, Username, Title, address, e-mail, phone number). Note the system will auto-generate a user name based on your first initial and last name, but you have the option to set your own **User Name** (e.g. your email address). Any field that contains an  icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. By placing the mouse over the  icon, a help box will display to provide additional information. Once complete, click the “Next>>” button.

Step 3: Select the “Responsible Official” in the account group list and “RO/Owner for Lead Based Paint and Asbestos” in the account type list. Note, if you are an RO for facilities that have other applications/permits etc. with EPD, you may select any other RO options (e.g. Scrap Tire) that apply to your account, click “Next>>”.

GEOS User Guide for Lead Based Paint and Asbestos

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.

* Account group: Fee Payment Preparer Responsible Official

* Account type:

<input type="checkbox"/> Responsible Official for Municipal Wastewater	<input type="checkbox"/> Responsible Official for TitleV	<input type="checkbox"/> Responsible Official for SIP	<input type="checkbox"/> Invoice Payment Only
<input type="checkbox"/> RO/Owner for Scrap Tire	<input type="checkbox"/> RO/Owner for Brownfield	<input checked="" type="checkbox"/> RO/Owner for Lead-Based Paint and Asbestos	<input type="checkbox"/> RO/Owner for Trust Fund Reimbursement Request
<input type="checkbox"/> RO/Owner for Storm Water Construction	<input type="checkbox"/> RO/Owner for Storm Water Industrial	<input type="checkbox"/> RO/Owner for Underground Storage Tank	<input type="checkbox"/> RO/Owner for Hazardous Waste Fee
<input type="checkbox"/> RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> RO/Owner for Voluntary Remediation Program		

Associated Facility List

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
------	-----------------	-------------------	----------------	--------	--------

Associate Facility

Back To Login << Previous **Next >>**

Step 4: You will need to provide answers to a few security questions. These questions will be used later to submit applications and retrieve a lost password. Please note that your answers are case sensitive. Once you have answered all of the security questions, click “Next>>”.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

* **Security Questions**

One of the following security questions will be referenced during the application submission process.

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

Question 2:
What is your birthday? ▾
Answer: _____

Question 3:
what is the name of the hospital where you were born? ▾
Answer: _____

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

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

Back To Login << Previous **Next >>**

Step 5: To finalize the create account process; a CAPTCHA needs to be entered and you will need to provide proof of your identity. **The fastest method is the “Proceed with e-Verify Option”** as it can approve you instantly and you will be able to register your tanks in a matter of minutes. The “Proceed with ESA Option” requires you to print, sign, and mail in a form and you will not be able to submit your application(s) until you receive approval from EPD (which may take several days or more to approve).


GEOS User Guide for Lead Based Paint and Asbestos

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 **UserNam**

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, b



[Get new image](#)

* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types y

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Numb promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the Syst proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to en

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the a mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after su

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit docu

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#)

GEOS User Guide for Lead Based Paint and Asbestos

Step 6a: After selecting “**Proceed with e-Verify Option**” you will be presented with a prompt confirming that you want to proceed. Click “OK”. Note: you only have three tries at confirming your identity using this system; therefore, after filling in the form, double check all of your information before clicking “Submit”. **NOTE, the address and phone must be a HOME address and phone, not business and the birthdate must be in the format MM/DD/YYYY.** If your identity cannot be verified using e-Verify then you will need to use the “Proceed with ESA Option” which will take several days or more for EPD approval.

Validation Information


Authorized Representative

* Last Name: * First Name: Middle Name: * SSN (Last 4 digits):

* Home Address 1: Home Address 2:

* Home City: * Home State: * Home Zip:

* Home Phone (555-555-5555): * Date of Birth (MM/DD/YYYY):

 e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request 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 your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use 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 not be saved in the System.
4. Before you use the last e-Verify opportunity, it is highly recommended that you contact GEOS Help Desk (404) 656-5261 for assistance, to avoid any potential delay to obtain your account approval.

You have (3) opportunity (opportunities) left

e-Verify Results

If e-Verify was successful, you will see the screen below. Click **OK**

Result

Congratulations! The System has successfully authenticated your identity and granted you the Responsible Official privilege for the submittal types you have requested.

Associated Facility List


ID	Name	Address	Submittal Type	Status
----	------	---------	----------------	--------

GEOS User Guide for Lead Based Paint and Asbestos

Next, click “[Back to Login](#)” and it will take you back to the Home Screen and skip to **Step 7**.

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.


 Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334
If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.
2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

[Back To Login](#)

Step 6b: If step 6a was successful you may skip this step. If you attempted to use e-Verify and were unsuccessful, click “Cancel” and click “Proceed with ESA Option”. Your account will be created but you will be required to print, sign, and mail in a subscriber agreement. The “Print Subscriber Agreement” link can be found next to “Back To Login” button.

Validation Information

 You have failed to use e-Verify to authenticate your identity for three times. You must use the ESA option and submit your paper request to Georgia EPD

[Back To Login](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#)

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

 Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

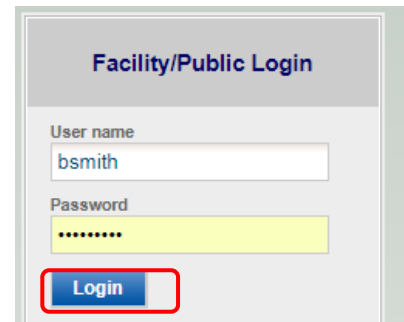
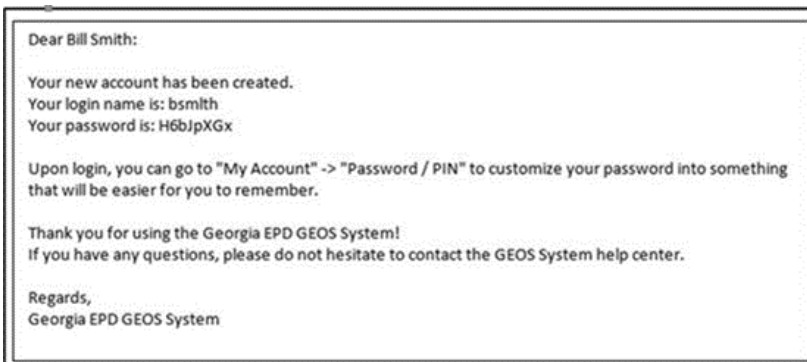
1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers."

[Back To Login](#) [Print Subscriber Agreement](#)

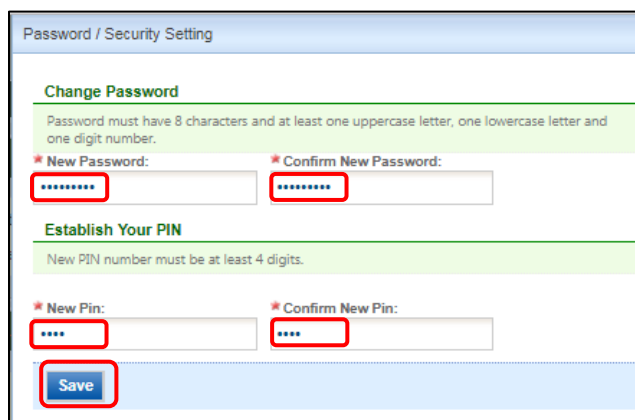
If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

GEOS User Guide for Lead Based Paint and Asbestos

Step 7: Check the **email** account you used to create your GEOS account to obtain your login credentials. **Note, if you do not see an email search your clutter/spam folder.** Use this information to enter into the “Facility Public Login” and click **Login**.



Step 8: Once you log back in you will be required to create a password and a PIN number and confirm each of these. Password must have at least one uppercase letter, one lowercase letter and one digit number and be a minimum of 8 characters long. Your PIN number must be at least 4 digits. After clicking “Save”, you will receive another e-mail notification confirming your new password. **Note, the email does not contain the PIN number so be sure to record the PIN somewhere.**



Note: SAVE ALL LOGIN, PASSWORD, AND PIN information somewhere accessible, you will need it in the future.

GEOS User Guide for Lead Based Paint and Asbestos

Step 9: Now you need to associate your facility (i.e. Firm or Company Name) to your account. Select the “My Account” Tab and then the “Associate Facilities” Tab and lastly click the “Associate Facilities” button.

The screenshot shows the GEOS user interface. At the top, there is a navigation bar with 'My Dashboard', 'Submit', and 'My Account' (highlighted with a red box). Below this, there is a breadcrumb trail: 'My Account > Profile Management > Basic Information'. The main content area has four tabs: 'General Information', 'Address Information', 'Associate Facilities' (highlighted with a red box), and 'Attachment'. The 'Associate Facilities' tab is active, showing a registration form. The form includes sections for 'You are registered as:' (with radio buttons for 'Fee Payment', 'Preparer', and 'Responsible Official'), 'Identity Proofing Status:' (with radio buttons for 'E-Verify', 'ESA', and 'Opt-Out'), and a grid of checkboxes for various roles like 'Responsible Official for Municipal Wastewater', 'Responsible Official for TitleV', 'Responsible Official for SIP', 'Invoice Payment Only', etc. A 'Save Account' button is visible. Below the form is an 'Associated Facility List' section with a message: 'You are Responsible Official for the following facilities.' and a yellow 'Associate Facility' button (highlighted with a red box).

Step 10: To find your facility (i.e. Firm or Company Name) in GEOS, search by **Facility Name**. It will not display unless the match is exact, so start with just your Firm or Company Name. Click **Search**.

The screenshot shows the 'Search Facility' form. At the top, there is a title bar 'Search Facility'. Below it is a yellow warning box with text: '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'. Below the warning box are four input fields: 'Facility Name:' (highlighted with a red box), 'Address:', 'Environmental Interest:' (a dropdown menu), and 'Registered / Non-registered:' (a dropdown menu). At the bottom left is a blue 'Search' button (highlighted with a red box) and at the bottom center is a grey 'Close' button.

GEOS User Guide for Lead Based Paint and Asbestos

Step 11: Once the results display and you locate your facility, **select** the facility by clicking on the box in the “Select” column. Select the **Submission Type(s)** for which you are responsible. **At a minimum**, select the application you currently need to complete. You may select additional Submission Types if they are applicable to your facility. **Note, if more than one option appears with your Firm or Company name make sure that the “Source” column indicates either Lead-Based Paint; LBP Renovation, Repair & Painting; Asbestos for the one you choose.** Click on the “OK” button at the bottom of the screen. If you have multiple “facilities” (i.e. multiple firms or companies), complete these steps for each of your “facilities”. After you have selected all of your facilities, select **Close**.

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	BUILDERS(LBP Renovation Repair & Painting)	PO Box Thomso 30824	PO Box Thomson , GA 30824	State: Registered Entity(LBP Renovation Repair & Painting)	<input type="checkbox"/> Select All <input type="checkbox"/> Application for asbestos contractor company name or address change <input type="checkbox"/> Application for Lead Abatement Project Notice to Proceed <input type="checkbox"/> Application for Lead Discipline Training Provider Accreditation <input type="checkbox"/> Application for Lead Services Firm Certification <input type="checkbox"/> Application for Lead-Based Paint Discipline Certification <input type="checkbox"/> Application for Lead-Based Paint Discipline Certification(Spanish worker) <input type="checkbox"/> Application for Renovation Firm Certification <input type="checkbox"/> Application for Renovator Certification <input type="checkbox"/> Application for RRP Training Provider Accreditation <input type="checkbox"/> Asbestos Contractor Agent Replacement Application <input type="checkbox"/> Asbestos Contractor License Initial Application <input type="checkbox"/> Asbestos Contractor License Renewal Application <input type="checkbox"/> Asbestos Project Notification - Abatement <input type="checkbox"/> Asbestos Project Notification - Courtesy <input type="checkbox"/> Asbestos Project Notification - Demolition <input type="checkbox"/> Asbestos Project Notification - Live Fire Training <input type="checkbox"/> Blanket Notification Application <input type="checkbox"/> Completion Notification For Lead-Based Paint Abatement <input type="checkbox"/> Completion Notification for the Removal and Encapsulation of Asbestos <input type="checkbox"/> Pre-Post Training Notification <input type="checkbox"/> RRP Pre-Post Training Notification

Close

GEOS User Guide for Lead Based Paint and Asbestos

Step 12: Once your account has been created and you have associated your “facility”, you are ready to work on a Submittal(s). Any Lead or Asbestos Application you may be required to submit to EPD can be found under the Submittal Tab. **Note: EPD does not accept paper copies. All applications and Project Notifications must be submitted through GEOS.**

Select the “**Submittal**” Tab and click **Start** on the application type you will be working on.


The screenshot shows the 'Submittal' tab selected in the top navigation bar. The main content area displays a 'Land Department Submittal Type List' with 21 items. The items are arranged in a grid. The 'Start' button for the 'Lead Individual' application type is highlighted with a red box. Other application types include 'Asbestos Name Change', 'Lead NTP', 'Lead Discipline TP', 'Lead Firm', 'Lead Individual', 'Lead Individual (Spanish)', 'RRP Renovation Firm', 'RRP Renovator', and 'Asbestos Agent Change'.


Step 13: Verify you choose the correct form and click **Next**.

The screenshot shows the 'Wizard Panel' for an application. The 'Data Entry' step is selected, and the 'Application for Renovation Firm Certification' form is chosen. The 'Next' button is highlighted with a red box. The 'Form List' tab is active, showing the 'APPLICATION FORM LIST (SUBMITTAL ID: 188237)'. The 'All Applicable Forms List' section shows the selected form: 'Application for Renovation Firm Certification - Form View'.

Step 14: Fill out the application. Note, **save** your data entries at the end of each page before clicking the **next** button.

GEOS User Guide for Lead Based Paint and Asbestos

Step 15: Your certificate will be provided on the “Dashboard” in GEOS under “Permits/Licenses”. Click the pdf  icon to print your certificate(s).

SUBMITTALS
Hello, Joy 

My Dashboard
Submittal
My Account

Start a New Submittal




[Start New Application](#)

[Submit Non-Permit Report](#)

[Make Online Payment](#)

Message Center


Submittals

-  3 Recent Email(s) for submitted submittals.
-  1 Payment due submittals.
-  1 Amended / Revised submittals.

Permits/Licenses

No message need your attention.






Upcoming Submittal Obligations

 You don't have Upcoming Submittal Obligation.

If you need to create new application/Submittal/Complaint, please select [Start New Application](#), [Submit Non-Permit Report](#), or [Make Online Payment](#) button on top left of the screen.

Permits / Licenses

1 - 12 of 12 item(s)

	Facility	Owner Info.	Issuance Info.	Critical Dates
	XYZ Firm	 Bob Smith	GAR382B63-V1 - Stormwater Construction NC1 for GAR100003 - Primary Stage: FINAL Permit Status: Issued App#: 198200 - Stormwater Construction General Permit	 Issued on 09/24/2013  Effective on 11/07/2017  Expired on 07/31/2018