Click on the following link to begin the create a new account in GEOS: [GEOS](https://geos.epd.georgia.gov/GA/geos/public/govent/Shared/Pages/Main/Login.aspx)

Select, ‘***Create a new account***.’

Graphical user interface, application

Description automatically generated

Complete the ‘***Create Account’*** page and then select ‘***Next***.’

In the following screen, select your role: ‘***Responsible Official’or Prepaprer’***

If RO, select: ***Finance: RO/Owner for Hazardous Waste*** and/or ***Finance: RO/Owner for Hazardous Substance*** *NOTE: If your facility does not report for Sara Title 313, ‘Finance RO/Owner for Hazardous Substance’ is not needed*

Graphical user interface, text, application

Description automatically generated

You will be prompted to answer security questions, click ‘next’ to verify the captcha & finish creating the account.

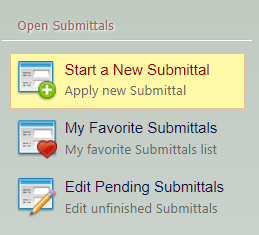
After creating the account, select, “Back to Login” button and check your email for a temporary password to begin your submittal.

Once logged in, select the ‘***Submittal***’ tab.

Graphical user interface

Description automatically generated with medium confidence

Select *‘****Start a New Submittal’***



Click ‘***Start***’ to begin *HWM Fee Invoice Report* submittal.

Graphical user interface, application

Description automatically generated

Select, ***‘Next’***

Graphical user interface, application

Description automatically generated

Enter your ***RCRA ID#*** *(*obtained from RCRA info and *same as: EPA ID#). ID obtained after submitting form* 8700-12 form through EPA and select, **‘*Search’***.

Select the dropdown arrow under, ‘***Reporting Period***’ and select the year which you are reporting for. *If multiple years appear this indicates no report has been submitted for those prior years; they are past due and should be submitted to be current.* After the reporting period has been selected you will then select the category that corresponds with your total waste amount. Then select, **‘*Next’***

Graphical user interface, text, application

Description automatically generated

GAR000012345

Graphical user interface, text, application, email

Description automatically generated

Options for less than 2,200 pounds

Select option then click ***‘Next’***.

If submitting for more than 2,200; SKIP down to page 8 as additional information is required.

Graphical user interface, text, application

Description automatically generated If needed, attach any supporting documentation then select, ***‘Next.’***

Graphical user interface, text, application

Description automatically generated

Validate your submittal, then click ***‘Next’***

Select payment method (*amount may differ if have late fee penalty*) then click ***‘Next.’***

Graphical user interface, text, application, email

Description automatically generated

Select that you are certified to submit for the property and enter the security answer then ***‘Submit.’***

Graphical user interface, text, application, email

Description automatically generated

Once on this **‘*CONFIRMATION OF SUBMITTAL’*** page, print (2) copies of **THIS** PAGE.

Graphical user interface, text, application

Description automatically generated

**IMPORTANT:**

After clicking the **‘HERE’** link below, print (2) copies of

the receipt, retain one copy and send other with payment.

If you selected that you generated more than 2,200 pounds the following image will appear later, you will have additional steps to complete.

Select 4th option and Click ***‘Add New Records’***

Icon

Description automatically generatedGraphical user interface, text, application

Description automatically generated

Enter tonnage (enter most dominant waste code) then click green check mark to accept values & calculate

Below entry is for sampling purposes only. Click Add New Record to enter additional tonnage

Graphical user interface, application

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Click, ***‘Next’***

*Upload data sheet (fee record) and click,* ***‘Next’***

***Graphical user interface, text, application, email

Description automatically generated***

Return to page 6 to complete payment and submit application