- 1. Enter the GECO website: https://geco.gaepd.org/Login.aspx
- 2. Using your email and password, log into your account.
 - a. If you do not have an account, move through the steps to register an email, and verify that email.
 - b. Once Registered and verified, request access to your facility.
- 3. Select your facility name.
- 4. If applicable set your communication preference. You will not be able to leave this screen without doing so. If you are consultant for a facility, it may be best to leave as "Mailed Communication".



5. Confirm the facility's "Primary Contact" information.



6. Click the "Home" tab in the top left corner.



GECO User Access Admin

The following GECO users have access rights to this facility. To change whi

7. Select Annual/Emission Fees

Annual/Emissions Fees

8. Select a Fee Year



9. Select "Begin Fee Calculation"



10. Verify that the Fee Contact Information is correct, then select "Verify Fee Contact and Continue".

Verify	Fee	Contact	and	Continue	→
,					

- 11. You will be taken to the Fee Reporting tab, verify that the Classification is correct, this information is populated from our system and is typically correct unless the permit type changed recently.
- 12. If your facility is exempt from NSPS Fees, please be sure to check the box (pictured below) and select a reason as to why you are exempt (the site will not allow you to bypass the screen if you are exempt and do not select a

	☑ Exempt from NSPS fees
	\square No Equipment subject to NSPS Fees was operated during the reported fee calendar year.
	Subpart AAA - New Residential Wood Heaters
	☐ Natural gas fired steam generating units permitted to fire only natural gas, propane, or LPG that are subject to Subpart Dc.
	☐ Metal furniture surface coating operations which permitted to use less than 1000 gallons of coating (as applied) per year and are subject to Subpart EE.
	☐ Pressure sensitive tape and label surface coating operations which permitted to input less than 50,000 gallons of VOCs per year to the coating process and are subject to Subpart RR.
	☐ Magnetic tape coating operations that are permitted to use less than 10,000 gallons of solvent which are subject to Subpart SSS.
	☐ Coating operations and onsite coating mix preparation equipment for polymeric coating of supporting substrates which are permitted to use less than 95 Mega grams per 12-month period of VOC per year and are subject to Subpart VVV.
	☐ Municipal solid waste landfills with a design capacity of less than 2.5 million megagrams by mass of 2.5 million cubic meters by volume and are subject to Subpart WWW.
	☐ Stationary Compression Ignition Internal Combustion Engines which are subject to Subpart IIII
	☐ Steam-generating units that are subject to Subpart Dc and meet either of the following criteria: a) permitted to combust only fuels othe than coal, coal refuse, oil, or wood, or b) has a heat input capacity of less than 30 MMBtu/hr and is permitted to combust wood or mixtures of wood with other fuels (except coal, coal refuse, or oil)
	□ Volatile Organic Liquid Storage Vessels with a design capacity of less than 40 m3 (10,557 gallons) or less than 75 m3 (19,813 gallons) and storing a liquid with a maximum true vapor pressure less than 15.0 kPa (0.15 psia) or less than 151 m3 and storing a liquid with a maximum true vapor pressure less than 3.5 kPa (0.035 psia) which are subject to Subpart Kb.
	☐ Stationary Spark Ignition Internal Combustion Engines which are subject to Subpart 1111.
reason).	

13. Select the "Save Fee Calculations and Continue" button.

Save Fee Calculations and Continue \rightarrow

14. On the following screen, enter your name and title within the company then select "Save Signature and

	Name of Owner or Authorized Official: Title:
	the Continue button will take you to the final submission screen.
Continue".	Save Signature and Continue \rightarrow

15. Your last screen, you will select "Submit Fees Report", the site will ask if you are sure you want to make the final submission, select ok. Your invoice will then populate on screen (if you do not have a pop-up blocker) and you will be able to save and/or print.



a. Acceptable payment methods are check and credit card. Checks can be mailed to the remittance address on the invoice and credit card payments can be made with me, via phone.