



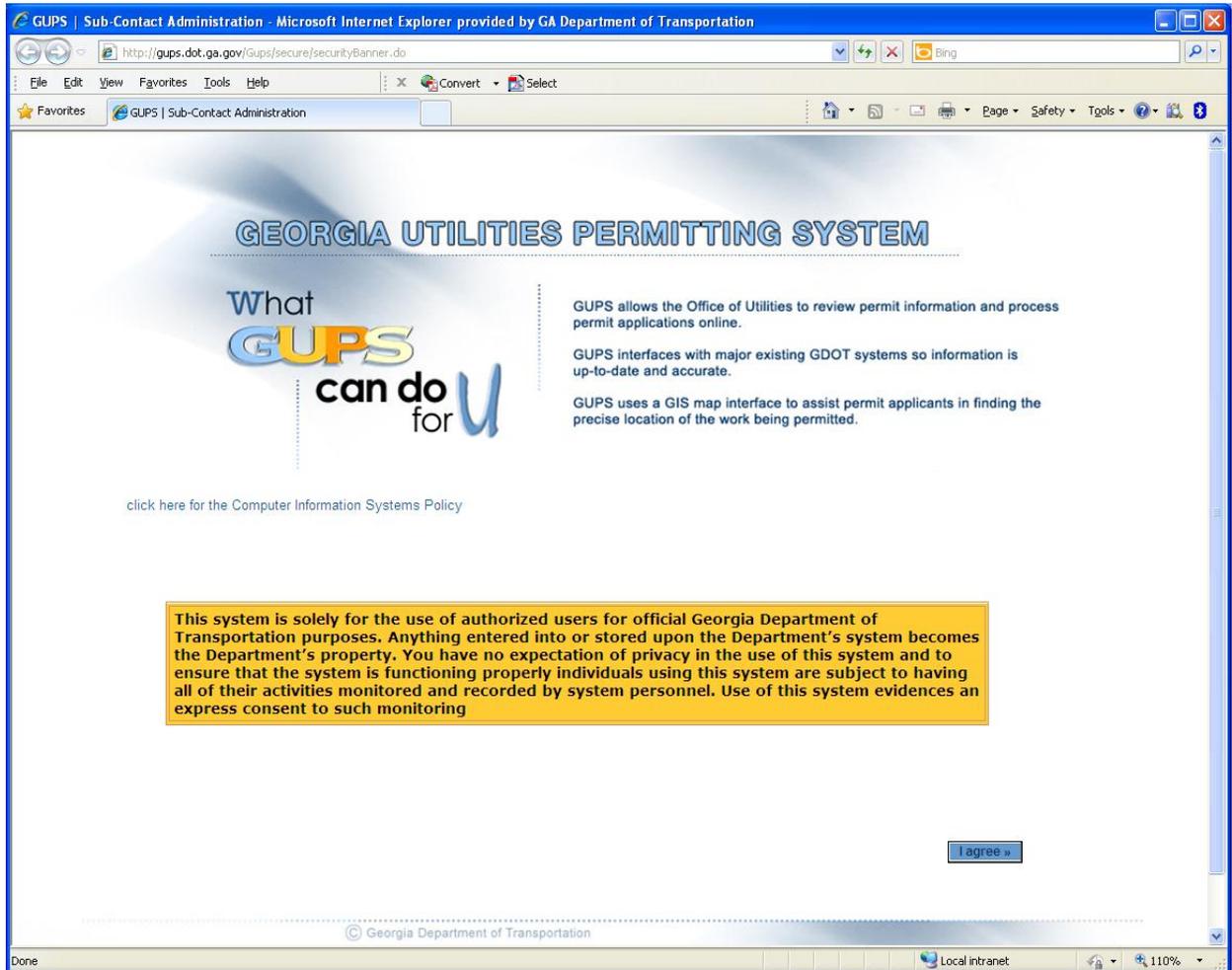
Georgia Department of Transportation

GUPS Membership Application Process

GUPS memberships are available on a per Company/Utility Owner basis. Each Company/Utility Owner will have one (1) person who will be the GDOT Contact and the Manager for the GUPS account. The GUPS Manager will be responsible for setting up the individual user accounts for their Company. If you are not the Owner of the facility or the GUPS Manager for your Company account, please have the Owner/Manager apply for your membership and create your account.

To Apply for Membership:

1. Access the GDOT Utility Permitting web page via the following link:
www.dot.ga.gov/doingbusiness/utilities/Pages/Permitting.aspx
2. Click on the first item on the web page: **Georgia Utilities Permitting System (GUPS)**
3. The Home Page to the GUPS **Production** website will open. Read the information in the yellow banner and click the “**I agree**” button in the lower right to open the Login screen:



4) **IMPORTANT:** The yellow banner on this screen scrolls through pertinent user information. Read all of the information prior to proceeding. Select > **Register New Member Group** to open the Electronic Signature Agreement screen.

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GEORGIA UTILITIES PERMITTING SYSTEM

What **GUPS** can do for U

GUPS allows the Office of Utilities to review permit information and process permit applications online.

GUPS interfaces with major existing GDOT systems so information is up-to-date and accurate.

GUPS uses a GIS map interface to assist permit applicants in finding the precise location of the work being permitted.

For technical difficulties with the GUPS System email or call the Solutions Center (404-631-1220 or 1-800-651-5010, solutionscenter@dot.ga.gov). Any procedural questions about how to fill out or use the GUPS System, please call your local District Utilities Office.

Please enter the account details:

Member Group Code:

User ID:

Password:

Forgot Password

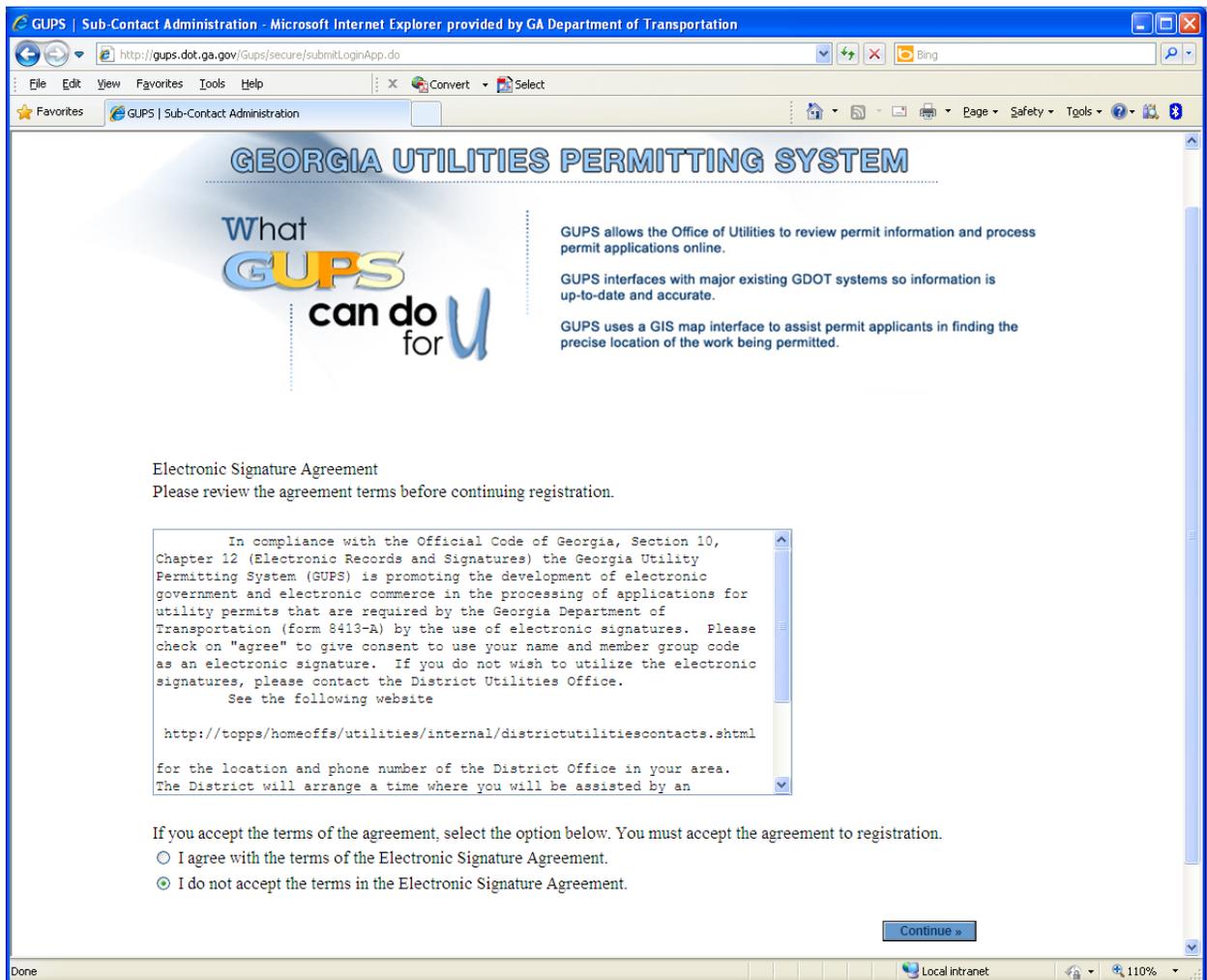
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Local intranet 110%

5) Select > ***I agree with the terms of the Electronic Signature Agreement.*** This is to allow the Department to place the applicant's name on the permit and also to use their name as a witness for any users who have permission to use their Company's Member Group Code.

Note: If the applicant does not agree to these terms, they cannot proceed. These applicants will be required to schedule an appointment with the District Utility Office in order to apply for membership, then, fill out and sign for the permit in person.

Click on “Continue” to open the application screen.



6) Fill in all available fields as applicable. Select > **Member Type** (Use the pull down to select Company background, i.e. Company, City, County, Individual etc.). Fill in **Organization Name, Federal Tax ID, PSC** and **Secretary of State** if applicable. Click on “**Continue**” to open the Facility Type(s) selection screen.

The screenshot shows a web browser window titled "GUPS | Sub-Contact Administration - Microsoft Internet Explorer provided by GA Department of Transportation". The address bar shows the URL "http://gups.dot.ga.gov/Gups/secure/submitelectronicsignature.do?process=new". The page content includes the "GEORGIA UTILITIES PERMITTING SYSTEM" logo and a section titled "What GUPS can do for U". Below this, there is a form with the heading "Please enter the following information:". The form fields are: "Member Type" (a dropdown menu with "- Select -" selected), "Organization Name" (a text input field), "Federal Tax ID (NN-NNNNNN):" (a text input field), "Public Service Commission Certification No.: (if applicable)" (a text input field), and "Secretary of State Entity Control No.: (if applicable)" (a text input field). A "Continue" button is located below the fields. At the bottom of the form, there is a "Required fields" label. The footer of the page reads "© Georgia Department of Transportation".

7) On the “Facility Type(s)” screen, select **all** the types of permits your business may require. For example: A gas company might select gas, soil cores, others, vegetation and landscaping, as all of these could be necessary for future permits.

Note: In all cases “Others” should always be checked.

Click on “**Continue**” to open the User Account screen

8) On the “User Account” screen Fill out the information on this screen. Remember, you are establishing your own user name and password. The system is case sensitive.

Note: In the billing section, if the main address and the billing addresses are the same, fill out the billing address and choose Same as Billing Address. All of the other address fields will automatically populate.

Once all of the appropriate fields have been populated, click **Submit**.

Your application for membership will be sent to the Department for review and acceptance. An e-mail notice containing your Membership Group Code and other information about your account will be sent to the email address submitted in the application. **Please print and save a copy of this document for your records.** You will then be ready to setup your company’s hierarchy of command. The GDOT contact can set up an administrator(s), manager(s), and user(s), who then can apply for a Utility Permit.