

## Process to apply for membership

Ctrl+click on the link to the GUPS website: <http://gups.dot.state.ga.us>

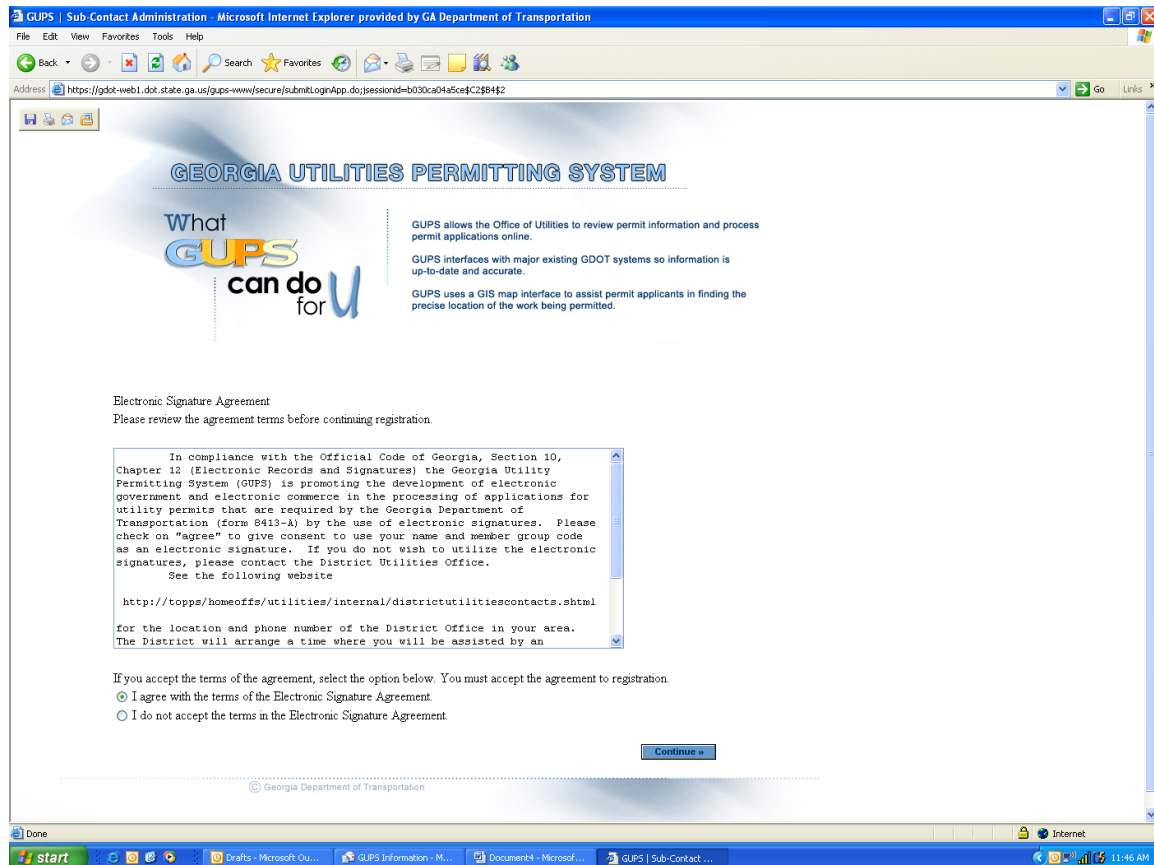
The following page will pop-up:



Select > **Register New Member Group**

**Note: This should only be done *once* for each Company by the GDOT contact only. If you are not going to be the Owner of the facility, please have the Owner apply for membership.**

The following page will pop-up:



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 use their name as a witness for anyone they create or setup to use their Member Group Code.

If the applicant does not agree to these terms, they cannot utilize GUPS and will have to schedule an appointment with the District to apply for a permit, then, fill out the permit on GUPS at the District, and sign for the permit.

Click on "Continue"

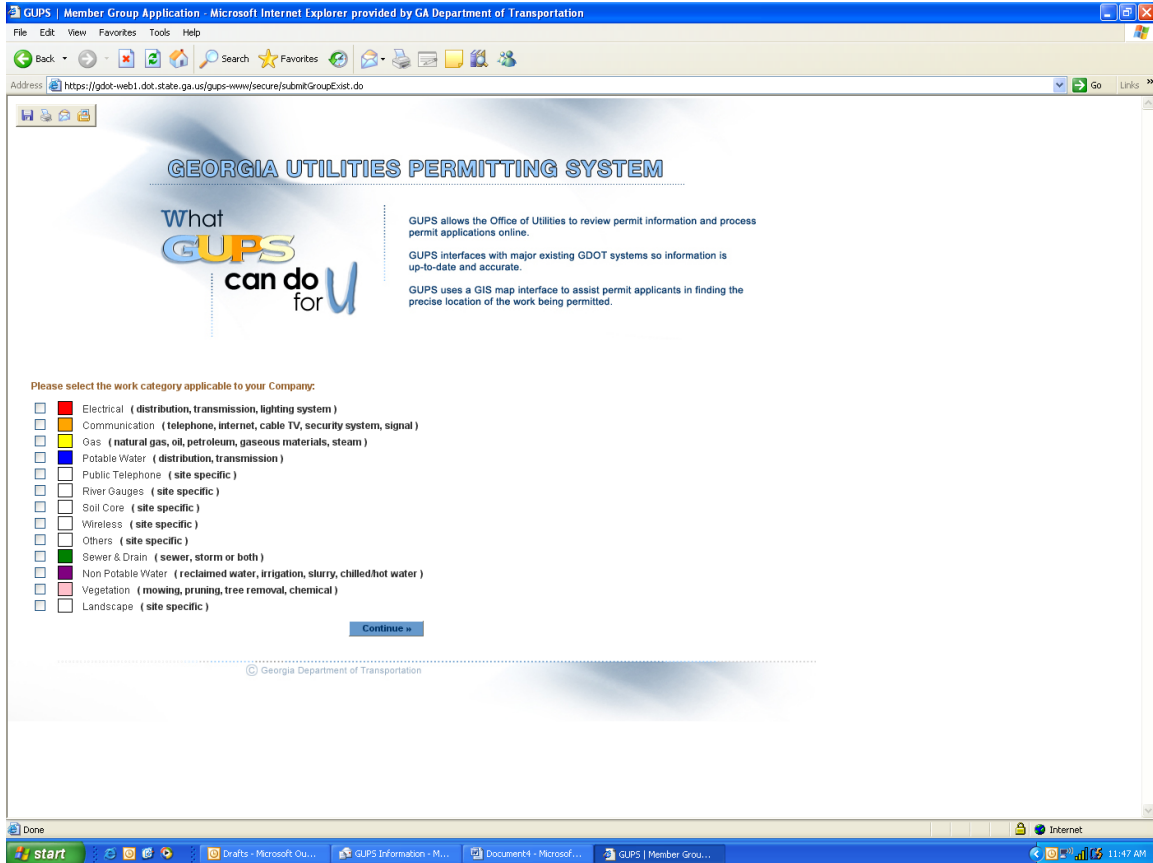
The following page will pop-up:

Select > **Member Type** (Use 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”

The following page will pop-up:



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”

The following page will pop-up:

The screenshot shows a web browser window titled "GUPS | Member Group Application - Microsoft Internet Explorer provided by GA Department of Transportation". The address bar shows the URL: <https://gdot-web1.ddot.state.ga.us/gups-www/secure/submitMemberGroupUtilitySelect.do>. The page content includes a logo for "What GUPS can do for U" and a brief description of the system. Below this is the "Application form to obtain a new Member Group".

**Application form to obtain a new Member Group**

Mobile Phone #:  (ex. 123-456-7890)      Office Phone #:  (ex. 123-456-7890)      Ext:

User ID: \*       Password: \*       Fax Number:

First Name: \*       Last Name: \*       Email Address: \*

Title:

Responsibility:

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Billing Address 1: \*       Payee Address 1: \*        Same as Billing Address

Billing Address 2:       Payee Address 2:

Billing City: \*       Payee City: \*

Billing State: \*       Payee State: \*

Billing Zip: \*       Payee Zip: \*

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Plan Mailing Address 1: \*       Mailing Address 1: \*

Plan Mailing Address 2:       Mailing Address 2:

Plan Mailing City: \*       Mailing City: \*

Plan Mailing State: \*       Mailing State: \*

Plan Mailing Zip: \*       Mailing Zip: \*

Fill out the information on this screen. Remember: you are establishing your own user name and password and the system is case sensitive.

Note: On the billing section, if all of the addresses are the same, fill out the Billing address then click > **Same as Billing Address** and all of the other addresses will automatically fill in.

Once you fill in all of the information click > Submit.

This will send your application for membership to the Department for review and acceptance. You will then wait for an e-mail notice that will give you your Membership Group Code and other information about your account. 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.