



# How to Submit a Delegated Application/Report in STREAMS

This quick reference guide is intended to assist a user (Responsible Official) create an eBusiness Center account, obtain a PIN, and submit a delegated application or report.

## Obtaining an Account and PIN

You must have an eBusiness Center account and PIN to submit an application or report.

1. Visit Ohio EPA's eBusiness Center log in page <https://ebiz.epa.ohio.gov/login.html> and click **Create New Account** link to the left.
  - Select a User ID (ex. bburns) and password (ex. BlackCats-1) that you will remember.



## eBusiness Center

2. To obtain a PIN, click on **My Account** > **Apply for PIN** and follow the on-screen steps. For the PIN help guide, click [here](#). Or visit [epa.ohio.gov/dsw/ebiz](http://epa.ohio.gov/dsw/ebiz) and click the Guidance/Training tab.

## Submitting a Delegated Application

1. Confirm that the delegation has taken place.
  - Make sure your email address is current. You will receive an email from [ebiz@epa.ohio.gov](mailto:ebiz@epa.ohio.gov) with the subject: Ohio EPA eBusiness Center - Privilege Delegation confirming that the application/report has been delegated to your account.

2. Log into your personal Ohio EPA eBusiness Center account at <https://ebiz.epa.ohio.gov>.
3. Click **Division of Surface Water NPDES Permit Applications (STREAMS)** link
  - The first time you select this service, a prompt will appear to activate the service – click **Yes**
4. Scroll to the Application List to locate the appropriate application. Click the **Actions** button, then **Edit Application** to open the application.
5. When the application opens, click **Submit** at the bottom of the page. A prompt will appear to answer a security question and enter your PIN (electronic signature).
  - Entering an incorrect security question answer or PIN will result in a red error message – carefully re-enter this information and click the **Submit** button again.
6. You will receive an email confirmation with a PDF of both the submission and if applicable, an invoice. If there is a fee associated with the submittal, the Fee Payment Options screen will appear.
7. You can pay immediately or later by logging back into your account and clicking **Pay EPA Fees Online** in the available service list.
  - To pay immediately, click the **Download Invoice** button to proceed with the online payment. The invoice information will appear on screen where the payer may select **Pay with Credit Card, Pay with ACH** or **Exit** (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check.