

## Instructions to Green Leaf Providers for uploading course attendance:

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the  icon. The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

1. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account. **If you have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.

**eBusiness Center Login**

**User ID:**

**Password:**

[Forgot your password?](#)

❖ If you do not have an e-Biz account, please follow the instructions at this [link](#).

2. Select “Water/Wastewater Training Providers”.



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>					
Service	Action	Status	Facilities	Delegations	
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
Division of Surface Water Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive			
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive			
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive			
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
DSW 401 Certification and Isolated Wetlands Permit		Inactive	<a href="#">view/edit</a>		
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
Generic File Upload	<a href="#">Request</a>	Inactive			
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive			
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>		
Water/Wastewater Exam Providers	<a href="#">Request</a>	Inactive			
Water/Wastewater Operators	<a href="#">Request</a>	Inactive			
Water/Wastewater Training Providers	<a href="#">Deactivate</a>	Active			

My Tasks (1)				
Name ▼	Status ▼	Created ▼	Action	
<a href="#">Request New PIN</a>	New	07/17/2014 11:33:50	<a href="#">hide</a>	

❖ If you do not have the Training Provider service, follow the instructions at this [link](#).

- You should now see your Training Provider profile in the eBusiness Center. There are two ways to load attendance: MULTIPLE persons/courses at once, and SINGLE entries, entering the Core Person ID number one at a time for a single course at a time. The spreadsheet works well for large trainings or large conferences where multiple courses are offered. The Single entries will work best for most Training Providers and courses. To load MULTIPLE course attendance, proceed to Step 4. To load SINGLE course attendance, proceed to Step 11.
- To load attendance for MULTIPLE courses/persons at once, you will need to use the Attendance Spreadsheet provided in your Training Provider profile in eBusiness. If you do not have the Excel attendance sheet completed, or if this is your first time attempting to download it, you should download the “attendance sheet” by clicking on the “Download Attendance Spreadsheet” button and saving it to your computer.

\*If you have already downloaded the “attendance sheet”, or if this is not your first time uploading attendance sheets, proceed to Step 6 for instructions for completing the spreadsheet. The upload of a completed sheet begins on Step 8.



# eBusiness Center

eBusiness Home | My Account ▾ | tp\_user

## Training Provider Service

**Training Provider Service**

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

tp\_user Training Provider (67)  
50 West Town Street  
Columbus, OH 43215  
USA

Test Account  
Prefix:  
Suffix:  
Business Phone: (614) 555-5555  
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.

[Download Attendance Spreadsheet](#)

[Download Course Schedule Spreadsheet](#)

**Edit**

**Course Catalog** Filter Reset

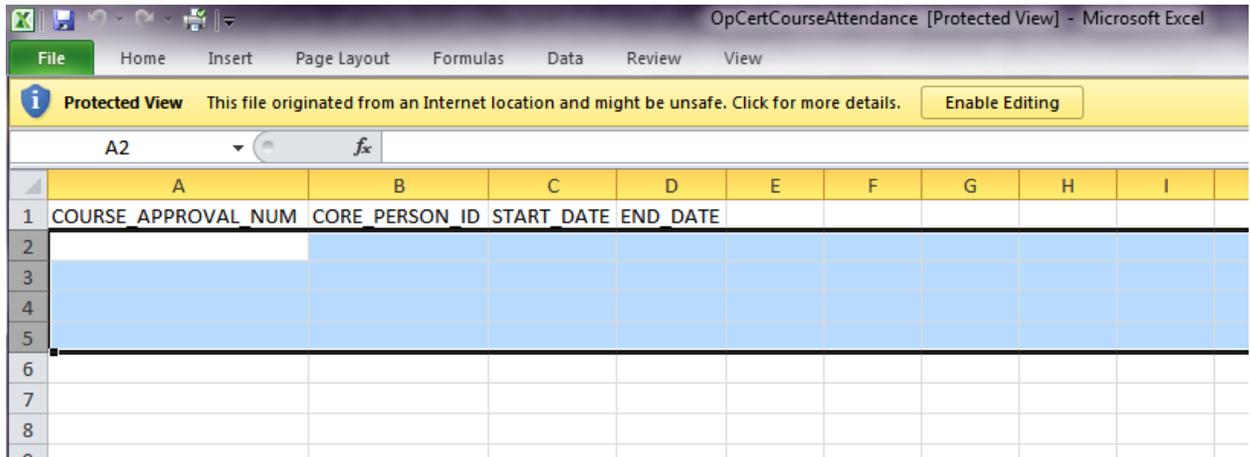
**Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>

- In Internet Explorer, click “Open” in the following window, which will open at the bottom of the screen:



6. Excel will open with the following spreadsheet:



Here is where you will enter your course approval number, Core Person ID number of the operator whom attended your course, the start date of the course, and the end date of the course. PLEASE DO NOT MODIFY THIS SHEET. Modifications could result in an error during the upload process.

- Column A: Enter your course approval number with no spaces or extra dashes, including your Green Leaf prefix and the OM or X designation.
- Column B: Core Person ID numbers are the middle seven or eight digits of an Operator's certificate number.
- Column C: Course start date should be entered in MM/DD/YYYY format.
- Column D: Course end date should be entered in MM/DD/YYYY format.
- NOTE: For a one-day course, enter the same date in both Columns C and D. For single day courses that are held on multiple days, enter each date of training as a separate line of training. This will ensure you aren't giving an operator credit for attending three days of the same course when they only went to one day of an available three days.

Save this sheet, being sure to label it properly.

- Once you have completed the Excel attendance sheet for the course(s) you held, you will scroll down to the Courses Given section of your page.

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

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Columbus, OH 43215  
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Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.  
[Download Attendance Spreadsheet](#)  
[Download Course Schedule Spreadsheet](#)

**Edit**

**Course Catalog** Filter Reset **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>

**Courses Scheduled**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		

**Courses Given** Filter Reset **Upload Attendance For Multiple Courses**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/14/2014	08/19/2014	<a href="#">Attendance</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/04/2014	08/09/2014	<a href="#">Attendance</a>
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	<a href="#">Attendance</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	09/10/2013	09/10/2013	<a href="#">Attendance</a>
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	04/17/2013	04/17/2013	<a href="#">Attendance</a>
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/19/2013	08/19/2013	<a href="#">Attendance</a>

- Click Upload Attendance Spreadsheet.

**Course Attendance**

**Course Information**

Course Information for which attendance is being uploaded.

Course Approval Number: OEPA-B412891-OM Start Date: 08/14/2014  
 Course Name: Basic Electricity End Date: 08/19/2014  
 Contact Hours: 6.0  
 Instructor: instructorFirstName1 instructorLastName1  
 Location: 50 West Town Street Columbus, OH 43215

Use the link below to download an Microsoft Excel spreadsheet you can fill out to import course attendance data.  
[Download Attendance Spreadsheet](#)

**Course Attendance**

Add course attendance for the course above.

**Upload Attendance Spreadsheet**

Core Person ID	Certified Operator Name	Contact Hours	Course Date	Action
No attendance records currently exist for this course.				

[add course attendance](#) **Cancel**

- Browse for the attendance sheet that corresponds to the course you wish to upload. Once you find the correct sheet, click upload.

- Once your record has uploaded successfully, click OK.

Upload Report

Your upload completed successfully.  
Total records imported: 1

**OK**

If you receive an error message, fix the errors and try to upload the document again. NO uploads will be made until ALL uploads are entered successfully. If you need to add a single operator to the attendance you have previously loaded with a spreadsheet (i.e. a forgotten operator, a late entry, etc.) proceed to Step 11.

- For a SINGLE person/course attendance upload, look for the course line item in the Courses Given section. Verify the course approval number, course name, number of contact hours, and date of training to be sure you are selecting the correct course for the upload. When you find the appropriate line, click Attendance.

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

tp\_user Training Provider (67)  
50 West Town Street  
Columbus, OH 43215  
USA

Test Account  
Prefix:  
Suffix:  
Business Phone: (614) 555-5555  
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Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.  
[Download Attendance Spreadsheet](#)  
[Download Course Schedule Spreadsheet](#)

**Edit**

**Course Catalog** Filter Reset **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>
OTHER-B08292014-OM	Course-O THER-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>

**Courses Scheduled**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		

**Courses Given** Filter Reset **Upload Attendance For Multiple Courses**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/14/2014	08/19/2014	<a href="#">Attendance</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	08/04/2014	08/09/2014	<a href="#">Attendance</a>
OEPA-B8868-OM	Course Title-08/09/2014	25.0	08/09/2014	08/09/2014	<a href="#">Attendance</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	09/10/2013	09/10/2013	<a href="#">Attendance</a>
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	04/17/2013	04/17/2013	<a href="#">Attendance</a>
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/10/2013	09/10/2013	<a href="#">Attendance</a>

- The course you have selected will open in the Attendance view. Click “+add course attendance” to add a attendance one person at a time using their Core Person ID number.

**Course Attendance**

Course Information

Course information for which attendance is being uploaded.

Course Approval Number: OEPA-B884-OM      Start Date: 02/10/2016  
 Course Name: Course Title-08/08/2014      End Date: 02/10/2016  
 Contact Hours: 25.0  
 Instructor: Bob Pfibsen  
 Location: 123 main columbus, OH 43215

Use the link below to download an Microsoft Excel spreadsheet you can fill out to import course attendance data.  
[Download Attendance Spreadsheet](#)

**Course Attendance**

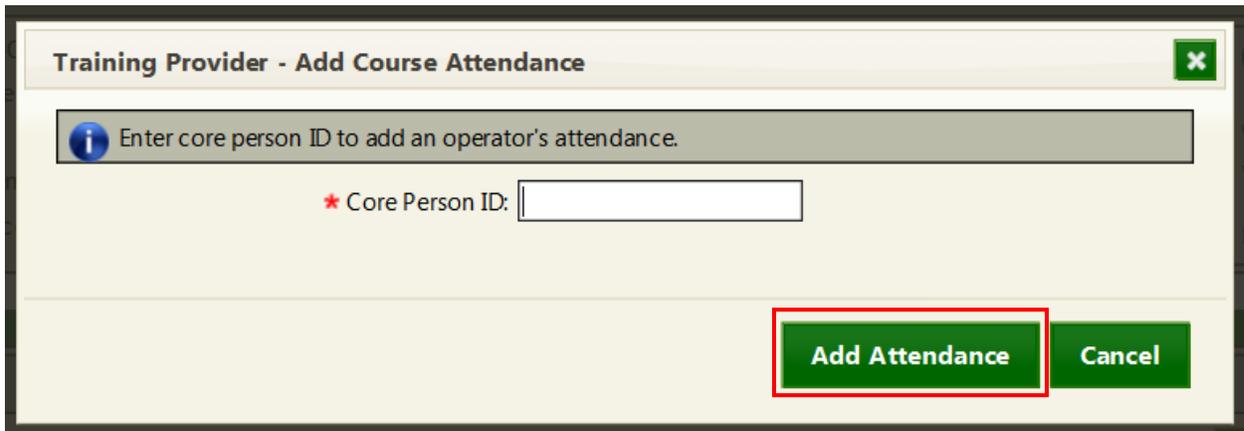
Add course attendance for the course above.

**Upload Attendance Spreadsheet**

Core Person ID	Certified Operator Name	Contact Hours	Course Date	Action
No attendance records currently exist for this course.				

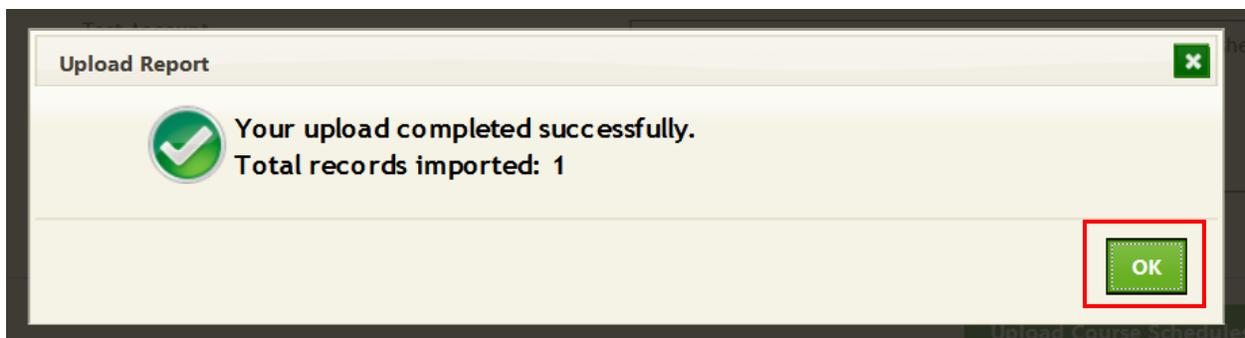
**+ add course attendance** **Cancel**

13. The following window will open. You will type the 7 or 8-digit Core Person ID number for the Operator you wish to add. Then click Add Attendance.



The screenshot shows a dialog box titled "Training Provider - Add Course Attendance" with a close button (X) in the top right corner. Below the title bar is a grey information bar with an 'i' icon and the text "Enter core person ID to add an operator's attendance." Below this is a red asterisk followed by the text "Core Person ID:" and an empty text input field. At the bottom right, there are two green buttons: "Add Attendance" (highlighted with a red border) and "Cancel".

14. If your record uploaded successfully, click OK.



The screenshot shows a dialog box titled "Upload Report" with a close button (X) in the top right corner. Below the title bar is a green checkmark icon followed by the text "Your upload completed successfully." and "Total records imported: 1". At the bottom right, there is a green button labeled "OK" (highlighted with a red border).

If your upload is unsuccessful, you will receive an error. Correct the Core Person ID number and load the record again.