Request a PIN (electronic signature):

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. Log into the eBusiness center at https://ebiz.epa.ohio.gov/ using your OHID and password.

❖ If you do not have an OHID, click the following link for instructions.

2. In the My Tasks section, click on the blue link labeled "Request New PIN".

eBusiness Center

eBusiness Home	My Account ▾		opcert_user2

Welcome to the Ohio EPA eBusiness Center

Need Help? Click this box for assistance.

Available Services (What is this?)

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

My Tasks (1)

Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	08/07/2015 10:37:36	hide

1

My Tasks (1)

Name ▼	Status ▼
Request New PIN	New
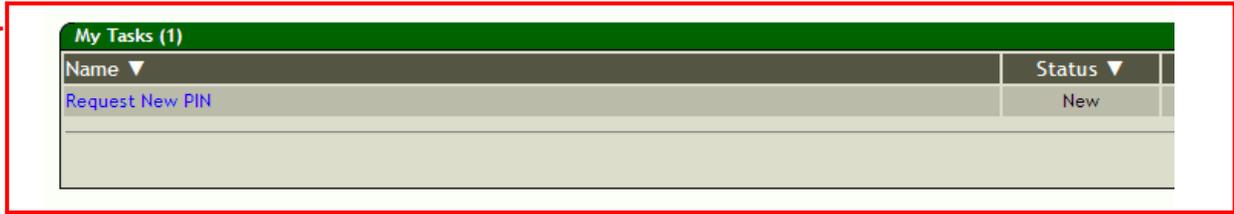
3. Verify your name, address, email address, and phone number.

PIN Request

PIN Holder Information

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. However, for your Identity Verification, PLEASE make sure this is your personal information â i.e. home address and personal phone number.

Your PIN will be generated automatically using the LexisNexis online verification process. If we are unable to verify your identity online, your PIN will be mailed by US Postal Service after using the notarized hardcopy application form (available at the end of this section).

First Name	Kevin
Middle Name	
Last Name	Jarrell
Home Address Line 1	Real address here
Home Address Line 2	(optional)
City	Columbus
State	OH	Zip	44444
Personal Phone Number	(614) 728-1226
Email Address	kevin.jarrell@epa.ohio.gov
Verify Email Address	kevin.jarrell@epa.ohio.gov

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4. Create Five Security Questions and Answers. Make sure to remember your security answers as this information cannot be retrieved by anyone at Ohio EPA. You will use these security questions as you activate your PIN and use your PIN to submit information to Ohio EPA.

Both questions and answers are spelling and punctuation sensitive, but are not case sensitive. You can have mixed case or all lower or all upper case. The system will not lock you out if you change case later. However, whatever punctuation or spelling you use must be repeated exactly or you will be locked out.

Each security question and answer must be unique. For example, you can't enter the security question, "What was my favorite car?" more than once and you can't use the answer, "Corvette" more than once. Remember to create non-easily guessable questions. For example: "What high school did you attend?" may be guessable by someone who knows you. A better question might be: "Who was my favorite elementary school teacher?"

Keep any record of security questions and answers to those questions in a secure place separate from your Account-related information. Remember, the PIN and the security questions and answers represent your personal signature - keep it secret - keep it safe.

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Security Question 1	what color is red
Security Answer 1	red
Security Question 2	what color is yellow
Security Answer 2	yellow
Security Question 3	what color is blue
Security Answer 3	blue
Security Question 4	what color is orange
Security Answer 4	orange
Security Question 5	what color is purple
Security Answer 5	purple

5. Enter in your Date of Birth and Last Four Digits of Your Social Security Number. Once you have reviewed the information check the box prior to proceeding to step 5.

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify your ide[4]ugh the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "Request [4] PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized form ailed to Ohio EPA. Your PIN will be processed and mailed back to you through the US Postal Service.

Date of Birth (mm/dd/yyyy): 02/14/1992

Last Four Digits of Your Social Security Number: 0000

LexisNexis ☑ I have reviewed the above information and would like to proceed with LexisNexis identity verification.

[5] Verify Identity

Hardcopy Notarized Identity Verification
Use Only if Identity Verification fails after 3 attempts OR you donât wish to use the LexisNexis online verification service.

☐ Check to get PIN via hardcopy notarized application. This will take 1 - 2 weeks.

Request Hardcopy PIN   Cancel

6. Click on "Verify Identity."

If after three attempts, you are unable to verify your identity using the LexisNexis service you must follow steps 12-13 and then 7-11 to view and activate the PIN. Otherwise, proceed to step 6.

7. Read the information and click Continue

PIN Request

Your PIN Request has been approved.

Congratulations -
Your PIN request has been Approved and is ready for Activation.

To Activate your PIN, follow the instructions below:

Select the "Continue..." button below to return to the eBusiness Center home page and follow these instructions:

1. On the eBusiness Center Home Page, select the "My Account" menu.
2. Click on the "View PIN" link to access your PIN (you will need to answer a security question before viewing your PIN) and record the PIN in a safe location. Once you have the PIN, select the "Continue..." button to return to the eBusiness Center Home page.
3. Again, select the "My Account" menu and click on the "Activate PIN" link. You will be prompted to enter your case sensitive PIN and to provide the answer to one of the five PIN security questions you created when first requesting a PIN. Upon providing the correct answer, you will be informed that your PIN is activated. An email confirming that your PIN has been activated will be sent to the email account you specified in your PIN request.

Getting Help

If you do not receive the email notification with your PIN or are experiencing other problems, please contact us at (877) 372-2499 (1-877-EPA-BIZZ). Select Option 2 for Assistance.

6   Continue...

8. You will be returned to the eBusiness Center Homepage. Here you will click on "View Pin" to view your PIN. You can view your PIN at any time.

Ohio Ohio Environmental Protection Agency

eBusiness Center

| eBusiness Home | My Account |

7

Update Account
View PIN
Activate PIN
View Submissions

Wel... EPA eBusiness Center

Available Services

Service	A
Air Services	Re
Conference and Events Registration	Re
Division of Surface Water NPDES Permit Applications (STREAMS)	
DMWM Compliance	Re
DMWM Compost/Scrap Tire Facility Registration	Re
DMWM Infectious Waste Generator Registration	Re
DMWM License Registration	Re
DMWM Scrap Tire Transporter Registration	Re
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Re

9. Answer the security question and click "View PIN."

10. View your PIN and click "Continue." You will need to know your PIN for the following step.

11. Now you will activate the PIN using "My Account" and clicking "Activate PIN."

12. Read the statement and check the box before proceeding. Enter your PIN that you previously viewed. If you do not remember it you can view it again. Enter in the answer to your security question. Finally click submit. After the system is done processing click "Continue" to return to the eBusiness Center Home.

Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question.

I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.

☑ I have read and agree with the above statement.

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PIN: ••••••••

Please answer this security question:

blue   ••••

Submit   Cancel

13. If you were unable to verify your identity using the online service check the box to proceed with the hardcopy notarized application and click "Request Hardcopy PIN."

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify your identity through the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "Request Hardcopy PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized hardcopy form to be mailed to Ohio EPA. Your PIN will be processed and mailed back to you through the US Postal Service.

Date of Birth (mm/dd/yyyy):   02/14/1992   📅

Last Four Digits of Your Social Security Number: 0000

● LexisNexis·   ☑ I have reviewed the above information and would like to proceed with LexisNexis identity verification.   Verify Identity

Hardcopy Notarized Identity Verification

Use Only if Identity Verification fails after 3 attempts OR you do not wish to use the LexisNexis online verification service.

☑ Check to get PIN via hardcopy notarized application. This will take 1 - 2 weeks.

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Request Hardcopy PIN   Cancel

14. Print the Subscriber Agreement Form directly from the eBiz site, have the form notarized, and send the completed form to Ohio EPA at one of the addresses listed in the instructions. (NOTE: The following is a sample of the form. The sample form is <u>NOT</u> acceptable to mail to Ohio EPA to complete the PIN request.) Return to step 7 when you receive email notification from Ohio EPA that your PIN has been created and is ready to view. You will not be receiving your PIN in the mail.

The Following Action is Required to Establish Your PIN.

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Your PIN request was successfully submitted but additional steps are required.

1. Download and print the Subscriber Agreement form provided by clicking the link below. This form is also being e-mailed to you.

    📄 Subscriber Agreement Form

2. Sign the Subscriber Agreement in the presence of a notary after attesting to the statement on the Subscriber Agreement.
3. Send the original notarized hard copy of your Subscriber Agreement to the Ohio EPA at one of the following addresses:

<u>Mailing Address</u>
Ohio EPA
ATTN: ITS PIN Management
PO Box 1049
Columbus, OH 43216-1049

<u>Overnight Delivery Address</u>
Ohio EPA
ATTN: ITS PIN Management
50 West Town Street, Suite 700
Columbus, OH 43215

Once received and approved, the Ohio EPA will send an email to the email address you provided during the PIN application process. Once you receive your email, you must log in to the eBusiness Center (http://ebiz.epa.ohio.gov) to view your PIN first and then activate it before conducting business with your PIN. Instructions for activation will also be included in the email.

Getting Help

If you need assistance or have PIN-specific questions, please contact:
Information Technology Services front desk at 614-644-2990 or email at:
EPA.eBizPINs@epa.ohio.gov.

If you need assistance or have questions regarding the Ohio EPA eBusiness Center, please contact:
eBusiness Center Helpdesk at (877) 372-2499 (1-877-EPA-BIZZ) or email at:
ebizhelpdesk@epa.ohio.gov.

Technical and PIN support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Continue...

Subscriber Agreement

In accordance with the provisions of 40 Code of Federal Regulations Part III (Cross Media Electronic Reporting) part 3.2000 and Ohio Administrative Code Rule 123:3-1-01 (Use of Electronic Signatures and Records, Office of Information Technology), all individuals wishing to submit electronic data to the Ohio EPA shall obtain a personal identification number (PIN) and agree to the certification below prior to submitting information online.

Please read the certification below and sign in the presence of a notary. Please return the notarized Subscriber Agreement to the Ohio EPA per the "Subscriber Agreement Instructions".

Once approved, your PIN will be sent to you by regular U.S. Mail.

I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my password and PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.

I agree to select challenge questions that call for items of information that are not easily guessed or researched and which call for information that I have committed to long-term memory. I agree to keep any record of my challenge question answers secret and secure. I agree to promptly report any evidence of compromise to Ohio EPA.

Terri Tarver

_____
PIN Applicant Signature

Sworn before me and subscribed in my presence this _____ day of _____(month), _____(year).

_____
Notary Public Signature