



How to Request the “Water/Wastewater Operators” Service:

1. To begin the process of requesting the service you will need to log into the eBusiness Center <https://ebiz.epa.ohio.gov/>. You will enter your user ID and password and click the Login button.

 A screenshot of the "eBusiness Center Login" page. The page has a blue header with the text "eBusiness Center Login". Below the header are two input fields: "User ID:" with a placeholder "Enter your user ID..." and "Password:" with a placeholder "Enter your password...". To the right of the password field is a blue "Login" button, which is highlighted with a red rectangular box. At the bottom left of the form area is a link that says "Forgot your password?".

- ❖ If you do not have an eBusiness Center account, click the following [link](#) for instructions.

The eBusiness Center home will open. In the first box you will see a list of services that are available through the eBusiness Center. You will scroll down to the service called “Water/Wastewater Operators”. Click this link.

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	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

2. The following window will open. It will ask you if you have a core person ID. If Yes, follow instructions in a. If No, follow instructions in b.

- a. **If you have a certificate or if you have ever taken an exam with Ohio EPA, you have a core person ID.** So you will select "Yes" from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728). Once you enter your core person ID and the last four digits of your SSN, click on the Submit button.

Certified Operator Service Request

Certified Operator Lookup

Please enter the appropriate information in the space provided to retrieve your operator profile.

* Do you have an existing Core Person ID number from Ohio EPA?

NOTE: If you have a certification or if you have ever applied for an exam with Ohio EPA, you have a core person ID. So you will select "Yes" from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728). Please do not select "No" and create a new Core ID number unless you are certain you do not already have one.

Yes

* Core Person ID: 1132459

* Last 4 digits of your Social Security Number: 1111

Reset Submit Cancel

- i. If you received the following error message you will need to contact OpCert Unit at 1-866-411-OPCT (6728) before you can continue.
- “There was a problem with your request:**
- No Certified Operator was found with the given core person ID and the last four digits of the given social security number. Please check these numbers and try again. If you need assistance with your Core Person ID or the last 4 digits of your Social Security Number please contact Ohio EPA Certification Unit, at 1-866-411-OPCT (6728).
- ii. On the next screen you will need to enter the required personal (not business) information. Any field with a * is a required field and must be populated. Once you have completed the form click on the Submit button.

Certified Operator Service Request

Certified Operator Information

Enter the appropriate information in the space available. The address should be your home mailing address and not that of your place of employment. Failure to receive notifications from the Operator Certification Unit due to not keeping a current personal profile, including updated personal contact information, could result in expiration or invalidation of your certificate.

* First Name: Kevin

Middle Name:

* Last Name: Jarrell

Prefix:

Suffix:

* Last 4 digits of your Social Security Number: 9999

* Email Address: kevin.jarrell@epa.ohio.gov

* Address Line 1: 50 West Town

Address Line 2:

* Address City: Columbus

* County: Franklin

* Address State: OH

* Address Zip: 43215

* Home Phone: (614)728-1226

* Work Phone: (614)728-1226

Cell Phone:

Reset Submit Cancel

- iii. If you are successful, you should receive the following screen. At the bottom of this screen click on the blue link labeled “Continue...” If you don’t receive this screen that means you are missing data in one or more of the required fields. Please return to the above screen enter the data and click “Submit” again.

Certified Operator Activation Complete



Your Certified Operator service activation was completed successfully and is ready for use.

Your account is currently not associated with a PIN. A PIN is required to submit certification exam applications. If you would like to request a PIN click [here](#).

[Continue...](#)

- b. **If you are not a certified operator, if you have never applied for an exam or certificate through Ohio EPA in the past, or if EPA staff has verified you do not have a Core Person ID number, you will select “No” from the drop down list.** A window will appear for you to review your personal (not business) contact information. Please be sure to complete any space with a *, including the last 4 digits of your social security number. Once everything is correct and complete, click the Submit button.

Certified Operator Service Request

Certified Operator Information

Enter the appropriate information in the space available. The address should be your home mailing address and not that of your place of employment. Failure to receive notifications from the Operator Certification Unit due to not keeping a current personal profile, including updated personal contact information, could result in expiration or invalidation of your certificate.

<p>* First Name: <input type="text" value="Kevin"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text" value="Jarrell"/></p> <p>Prefix: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Last 4 digits of your Social Security Number: <input type="text" value="9999"/></p> <p>* Email Address: <input type="text" value="kevin.jarrell@epa.ohio.gov"/></p>	<p>* Address Line 1: <input type="text" value="50 West Town"/></p> <p>Address Line 2: <input type="text"/></p> <p>* Address City: <input type="text" value="Columbus"/></p> <p>* County: <input type="text" value="Franklin"/></p> <p>* Address State: <input type="text" value="OH"/></p> <p>* Address Zip: <input type="text" value="43215"/></p> <p>* Home Phone: <input type="text" value="(614)728-1226"/></p> <p>* Work Phone: <input type="text" value="(614)728-1226"/></p> <p>Cell Phone: <input type="text"/></p>
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[Continue...](#)

3. Congratulations. You have activated the Operator Service.