How to Request the “Water/Wastewater Training Providers” 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.

   ❖ If you do not have an eBusiness Center account click the following link for instructions.

2. 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 Training Providers”. Click this link.
3. The following window will open. Fill out the application completely attach all necessary documentation and click the submit button.

4. Once you click the submit button you will be asked to provide you PIN and answer one of your security questions. Once you have completed this click the submit button.

5. If you are successful you should receive the following screen. 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.
6. Click the Blue continue button and you will receive the following screen. You can immediately begin requesting course approvals.