![Ohio Environmental Protection Agency logo]

Instructions to Training Providers for scheduling courses

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 into your Training Provider account using your OHID and password.

State of Ohio | Ohio EPA

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eBusiness Center

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for our customers to electronically complete and file reports, make payments and submit permit and grant applications. See below for a complete list of services offered.

New State of Ohio OH|ID portal (OH|ID) login process as of November 6, 2020.

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***Do not use Microsoft Internet Explorer** - eBiz is supported in Google Chrome and Microsoft Edge.*

To access eBiz, you must have an account in OH|ID and click on the Ohio EPA eBusiness Center tile.

IMPORTANT: To access your eBiz account data, the email addresses in OH|ID and eBiz must match.

Please watch a short ❓ OH|ID portal login video.

Click here to log in.
🔒 OH|ID

❓ OH|ID Step-by-Step Instructions

Need Assistance? Start here!

❓ eBiz Help Wizard
• Login assistance
• Contacts for services
• Help with PIN

❓ OH|ID eBusiness Center FAQ

eBiz live help available
Weekdays 8AM - 5PM
except state holidays
ebizhelpdesk@epa.ohio.gov
(877) 372-2499 | (877) EPA-BIZZ

❖ If you do not have an e-Biz account, please follow the instructions at this link

2. Select the "Water/Wastewater Training Providers".

❖ If you do not have the Training Provider service, follow the instructions at this link.
❖ If you do not have a PIN, please follow the instructions at this link.

3. You should now see your Training Provider profile in the eBusiness Center Screen. Your course catalog will appear at the top of your screen. To schedule a course, you already have in your catalog, find the course approval number and title of the course you wish to schedule, follow across the screen to the right and click the blue Schedule link in the Action column.

4. The following window will open with course information. You will select an instructor from the drop down box, enter the course start and end dates, and enter the location and address information. All fields with * are required. When you are finished, click Save.

5. Once you have saved your course date, you will return to your Training provider profile. If you have entered an upcoming course date, you will see the course in the Courses Scheduled section. **Note:** you can delete a course that has not yet taken place by clicking the Red "X". You can then reschedule the new date.

If you have entered a date that occurred within the last 30 days, it will appear in your Courses Given section. **Note:** Courses Given cannot be deleted, so if you have a date that did not take place, you would simply not upload attendance for it.