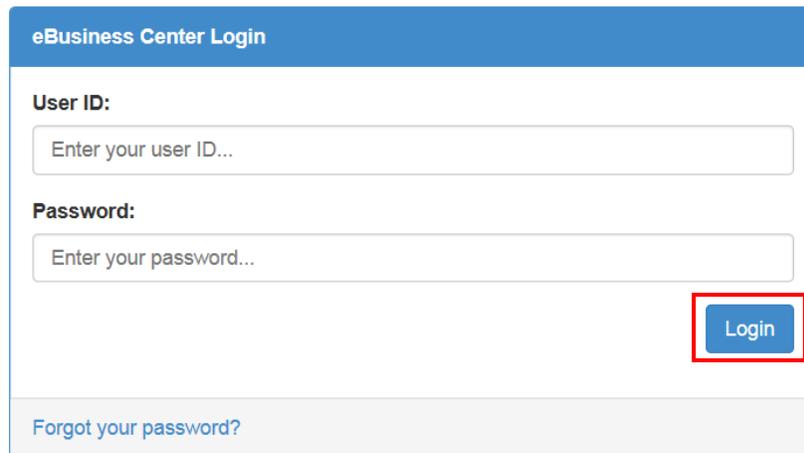


Instructions for Training Providers Switching Contact Individual:

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.

❖ The individual that will no longer be the contact for the Training Provider account will complete steps 1-4 and the new contact individual should complete steps 7-24. Steps 5-6 will require the current password for the account and a new password created.

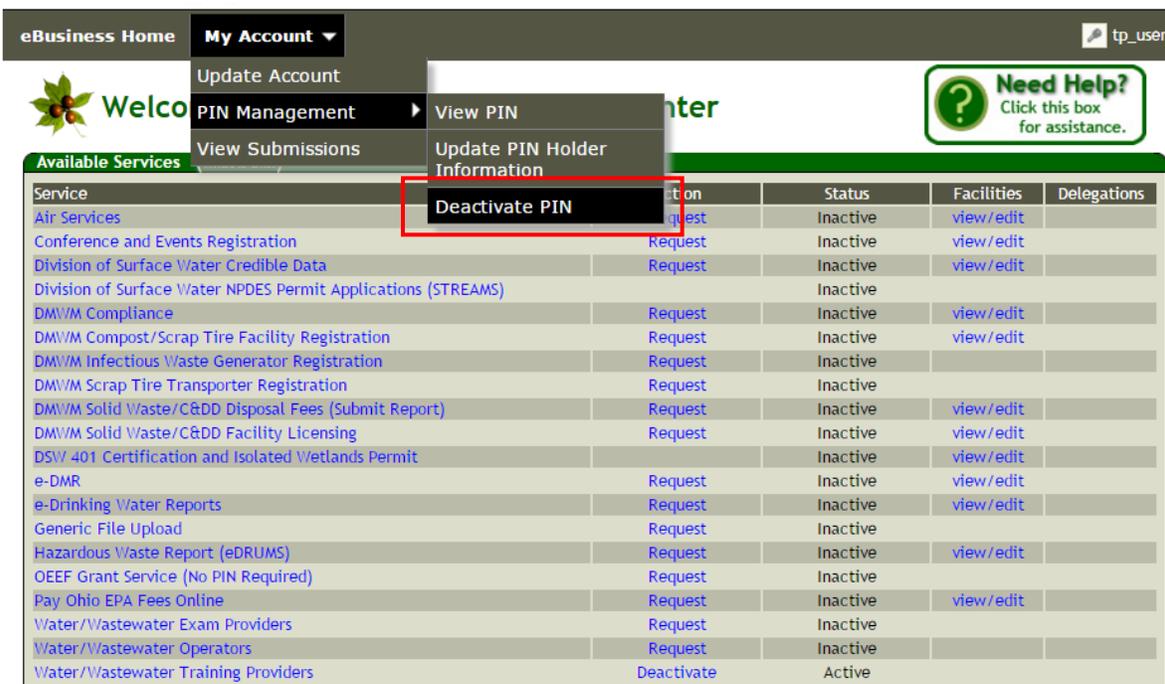
1. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account.



The image shows the 'eBusiness Center Login' form. It has a blue header with the text 'eBusiness Center Login'. Below the header, there are two input fields: 'User ID:' with the placeholder text 'Enter your user ID...' and 'Password:' with the placeholder text '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, there is a link that says 'Forgot your password?'.

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

2. Select “My Account” and navigate to deactivate PIN.



The image is a screenshot of the eBusiness Center interface. At the top, there is a navigation bar with 'eBusiness Home' and 'My Account' (with a dropdown arrow). The 'My Account' dropdown menu is open, showing options: 'Update Account', 'PIN Management', 'View Submissions', and 'View PIN'. The 'PIN Management' option is selected, and its sub-menu is also open, showing 'View PIN', 'Update PIN Holder Information', and 'Deactivate PIN'. The 'Deactivate PIN' option is highlighted with a red rectangular box. Below the navigation bar, there is a 'Need Help?' button with a question mark icon and the text 'Click this box for assistance.'. Below that, there is a table titled 'Available Services' with columns for Service, Action, Status, Facilities, and Delegations. The table lists various services such as 'Air Services', 'Conference and Events Registration', 'Division of Surface Water Credible Data', etc., with their respective actions and statuses.

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		
DMV/M Compliance	Request	Inactive	view/edit	
DMV/M Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMV/M Infectious Waste Generator Registration	Request	Inactive		
DMV/M Scrap Tire Transporter Registration	Request	Inactive		
DMV/M Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMV/M 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	Deactivate	Active		

3. Enter your PIN and security questions. Click "Submit".

PIN Deactivation for Account: tp_user

If you have lost your PIN and do not wish to deactivate your PIN, you can view your PIN from the "My Account" - "View PIN" menu option.

To continue deactivation of your PIN, enter your existing PIN and answer the security question below.

If you wish to obtain a new PIN after you deactivate your existing PIN, you will need to go through the online PIN request process.

 WARNING! Once you deactivate your PIN it will be permanently destroyed!

PIN:

Please answer this security question:
What color is red?

4. Click "Continue".

PIN Deactivation

PIN Deactivation Complete

Your PIN was successfully deactivated. You will also receive an email notification.

5. Select “My Account” and navigate to “Update Account”.

hio
Ohio Environmental Protection Agency

eBusiness Center

eBusiness Home **My Account** tp_user

Welcome PA eBusiness Center

Need Help?
Click this box for assistance.

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	

6. Here you should navigate to the “Password” tab. Fill out the required information and click “Update”. Please note that that you must click “Update” for each tab that you update.

***Important: You must update your contact information in steps 22-24 regardless.**

Updating the contact information in steps 22-24 will automatically update the remainder of the contact details that are in these tabs.*

7

6

Account **Password** Primary Email Secondary Email Address Security Question

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: ! @ # \$ % ^ & * () - _ = + [] { } ; : / ? . < >

Examples:
Pittsburgh#1, LoneValley?2, Pass@word1, Fire@truck9

Current Password:

New Password:

Verify New Password:

Password Hint:

Update

7. After the update is processed, you will need to click “Continue” to return to the home page. Repeat step 5 and navigate to the “Security Question” tab. Update the security question. This security question will be used to reset the password for the account in the event the password is lost or forgotten.

8. Once the PIN is deactivated and the contact information is updated, please select “My Account” and select “Request New PIN”.

Available Services

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)		Active		
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	

9. 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).

9

First Name

Middle Name

Last Name

Home Address Line 1

Home Address Line 2

City

State Zip

Personal Phone Number

Email Address

Verify Email Address

10. 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.

10

Security Question 1	<input type="text" value="what color is red"/>
Security Answer 1	<input type="text" value="red"/>
Security Question 2	<input type="text" value="what color is yellow"/>
Security Answer 2	<input type="text" value="yellow"/>
Security Question 3	<input type="text" value="what color is blue"/>
Security Answer 3	<input type="text" value="blue"/>
Security Question 4	<input type="text" value="what color is orange"/>
Security Answer 4	<input type="text" value="orange"/>
Security Question 5	<input type="text" value="what color is purple"/>
Security Answer 5	<input type="text" value="purple"/>

11. 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 12.

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 you 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 of your ID to be mailed to Ohio EPA. Your PIN will be processed and mailed back to you through the US Postal Service.

11

Date of Birth (mm/dd/yyyy):

Last Four Digits of Your Social Security Number:

12

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

Hardcopy Notarized Identity Verification

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

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

12. Click on "Verify Identity."

If after three attempts you are unable to verify your identity using the LexisNexis service you must follow steps 19-21 and then 13-18 to view and activate the PIN. Otherwise, proceed to step 13.

13. 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.

13

14. 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.

The screenshot shows the top navigation bar of the EPA eBusiness Center. The 'My Account' menu is open, and the 'View PIN' option is highlighted. A red box labeled '14' points to the 'View PIN' option. Below the navigation bar, there is a list of available services.

Service	
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

15. Answer the security question and click “View PIN.”

View PIN

The screenshot shows the 'View PIN for Account' screen. It prompts the user to answer a security question. The question is 'yellow' and the answer field contains '.....'. A red box labeled '15' points to the answer field. At the bottom right, there are 'View PIN' and 'Cancel' buttons, with a red box around them.

16. View your PIN and click “Continue.” You will need to know your PIN for the following step.

View PIN

The screenshot shows the 'View PIN for Account' screen after the security question is answered. It displays the PIN 'R8uh&ngx'. A red box labeled '16' points to the PIN. Below the PIN, there is a message: 'An email notification confirming that your PIN has been viewed has been sent to the email account associated with this PIN.' At the bottom right, there is a 'Continue...' button, with a red box around it.

17. Now you will activate the PIN using “My Account” and clicking “Activate PIN.”

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left is the Ohio Environmental Protection Agency logo. The main header reads "eBusiness Center". A navigation bar contains "eBusiness Home" and "My Account". Under "My Account", a dropdown menu is open, showing options: "Update Account", "View PIN", "Activate PIN", and "View Submissions". A red box labeled "17" highlights the "Activate PIN" option. Below the navigation bar, there is a "Welcome" message and a link to "EPA eBusiness Center". A section titled "Available Services" lists various services such as "Air Services", "Conference and Events Registration", "Division of Surface Water NPDES Permit Applications (STREAMS)", "DMWM Compliance", "DMWM Compost/Scrap Tire Facility Registration", "DMWM Infectious Waste Generator Registration", "DMWM License Registration", "DMWM Scrap Tire Transporter Registration", and "DMWM Solid Waste/C&DD Disposal Fees (Submit Report)".

18. 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 the answer to your security question. Finally click submit. After the system is done processing click “Continue” to return to the eBusiness Center Home.

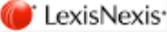
The screenshot shows a form for activating the eBusiness Center PIN. At the top, a light blue box contains the text: "Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question." Below this, a paragraph states: "I understand and 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." A checkbox labeled "I have read and agree with the above statement." is checked. A red box labeled "18" highlights this checkbox. Below the statement, there are two input fields: "PIN:" followed by a field containing ".....", and "Please answer this security question:" followed by a field containing "blue" and "....". At the bottom right, there are two buttons: "Submit" and "Cancel". A red box highlights the "Submit" button.

*If you were able to verify your identity using the LexisNexus service please proceed to step 22.

19. 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." **Otherwise** proceed to step 22.

Date of Birth (mm/dd/yyyy): 

Last Four Digits of Your Social Security Number:

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

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.

19

Request Hardcopy PIN

20. 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 NOT acceptable to mail to Ohio EPA to complete the PIN request.) Return to step 14 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.

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:

Mailing Address	Overnight Delivery Address
Ohio EPA ATTN: ITS PIN Management PO Box 1049 Columbus, OH 43216-1049	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.

20

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

22. After the PIN is activated, the contact information needs updated. Log into your eBusiness Account and select “Water/Wastewater Training Providers”.



Welcome to the Ohio EPA eBusiness Center



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	Deactivate	Active		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	07/17/2014 11:33:50	hide

23. Click “Edit” to access the Training Provider information window.

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	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule

24. Update the information and click Save.

Training Provider Information ✕

i Please complete this section by providing the information regarding the training provider in the space provided. Please keep this information current.

* Business Name:

* First Name:

Middle Name:

* Last Name:

Prefix:

Suffix:

* E-mail:

* Business Phone: (xxx) xxx-xxxx

Cell Phone: (xxx) xxx-xxxx

* Address Line 1:

Address Line 2:

* City:

* State: ▼

* Zip Code:

* Country: ▼