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.

❖ 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.
3. Enter your PIN and security questions. Click “Submit”.

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”.

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

9. Verify your name, address, email address, and phone number.
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 look 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 your 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.

- **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
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.

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
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.

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

16. View your PIN and click “Continue.” You will need to know your PIN for the following step.
17. Now you will activate the PIN using “My Account” and clicking “Activate PIN.”

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.

*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.

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.
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”.

23. Click “Edit” to access the Training Provider information window.
24. Update the information and click Save.