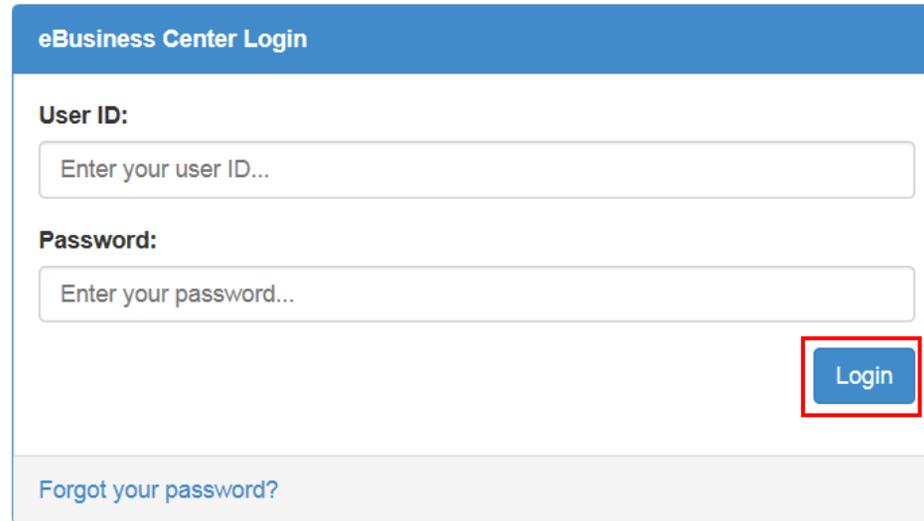


Instructions for changing contact information:

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. 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.



The screenshot shows a login form titled "eBusiness Center Login". It features two input fields: "User ID:" with the placeholder text "Enter your user ID..." and "Password:" with the placeholder text "Enter your password...". A blue "Login" button is positioned to the right of the password field and is highlighted with a red rectangular border. At the bottom left of the form, there is a link that says "Forgot your password?".

- 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 <small>(What is this?)</small>				
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	Deactivate	Active		
Water/Wastewater Training Providers	Request	Inactive		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
Request New PIN	New	08/07/2015 10:37:36	hide

3. This will open the Certified Operator Service window. Click on the button labeled EDIT at the top left corner.

Certified Operator Service

Certified Operator Service Management

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barjenbrock
50 West Town Street
Columbus OH, 43215

[Edit](#)

Exam Applications [Apply for New Exam](#)

Type	Certification Type	Class	Status	Exam Date	Action
Ohio EPA (39257)	Water Supply	A	EDIT		
Reciprocity (39259)	Wastewater Treatment	D	EDIT	11/09/2016	
Third Party (39471)	Water Supply	3	EDIT		

Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action
WC2-1135322-15	Wastewater Collection 2	09/09/2013	11/30/2015	12/31/2015	EXPIRED	renew

Contact Hours [Apply for Contact Hours](#)

Course Approval No.	Course Name	Approval Type	Training Provider	Date	Subject	Hours	Hours Available	Hours Applied	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	Both	tp_user Training Provider	08/09/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-B556436-X	Confined Space Entry	Both	Montgomery County Environmental Services	10/09/2013	OTHER	1.0	1.0	0.0	APPROVED	
OEPA-B557335-X	Bucket Truck Rescue	Both	Village of Milan	10/09/2013	OTHER	2.0	2.0	0.0	APPROVED	
OEPA-B8823-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-B8831-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-D887-OM	Test	Drinking Water	tp_user Training Provider	11/01/2014	OM	10.0	10.0	0.0	APPROVED	
OEPA-B8823-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-B8831-OM	Course Title-08/08/2014	Both	tp_user Training Provider	08/08/2014	OM	25.0	25.0	0.0	APPROVED	
HACH-WL003-OM	Nutrients & Other Wastewater Parameters	Wastewater	tp_user Training Provider	04/21/2015	OM	6.5	6.5	0.0	APPROVED	
OEPA-B8818577-OM	big test	Both	tp_user Training Provider	08/28/2015	OM	1.0	1.0	0.0	APPROVED	
OEPA-B8818964-OM	internet course	Both	tp_user Training Provider	08/03/2015	OM	4.0	4.0	0.0	APPROVED	
OEPA-B8868-OM	Course Title-08/09/2014	Both	tp_user Training Provider	08/09/2014	OM	25.0	25.0	0.0	APPROVED	
OEPA-D8815289-OM	blah	Drinking Water	tp_user Training Provider	08/03/2015	OM	1.0	1.0	0.0	APPROVED	

[Cancel](#)

4. This will open the Certified Operator Information window.

The screenshot shows a web-based form titled "Certified Operator Information". At the top, there is a close button (X) and an information icon (i) with the text "This screen can be used to edit your contact information." Below this, the form displays the following fields and values:

- Core Person ID : 1132459
- Last 4 SSN: 1111
- * First Name: Tab
- Middle Name: (empty)
- * Last Name: Brewster
- Prefix: (empty)
- Suffix: (empty)
- * E-mail: tanushree.courlas@epa.ohio.gov
- * Home Phone: (614) 644-2764 (xxx) xxx-xxxx
- * Work Phone: (614) 644-2764 (xxx) xxx-xxxx
- Cell Phone: (empty) (xxx) xxx-xxxx
- * Address Line 1: 50 Town St
- Address Line 2: (empty)
- * Address City: Columbus
- * Address State: OH (dropdown)
- * Address Zip: 43215
- Address County: Franklin (dropdown)
- * Address Country: USA (dropdown)

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Update your information and Save.