



November 2020

Accessing the eBusiness Center through the State of Ohio's OH|ID Portal

The eBusiness Center must be accessed through the State of Ohio's OH|ID portal as of November 6, 2020. This document contains instructions on how to create an OH|ID account, log in, and access the eBusiness Center.

Background

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. The eBusiness Center is the Ohio EPA's hub for our customers to electronically complete and file reports, make payments, and submit permit and grant applications. On November 6, 2020, access to eBiz was made available through the OH|ID portal. Customers with eBiz accounts existing prior to that date can continue to access them with the same privilege and service delegations. An OH|ID account is associated with an existing eBiz account using each account's email address. New users for eBiz will also be able to create accounts.

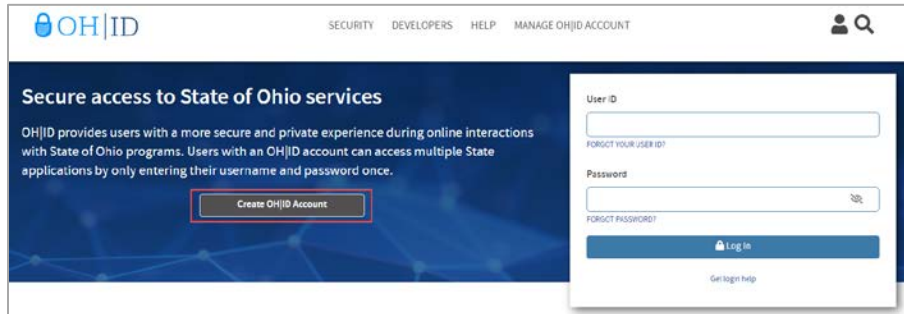
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Accessing the eBusiness Center through the State of Ohio's OH|ID Portal

Create an OH|ID Account

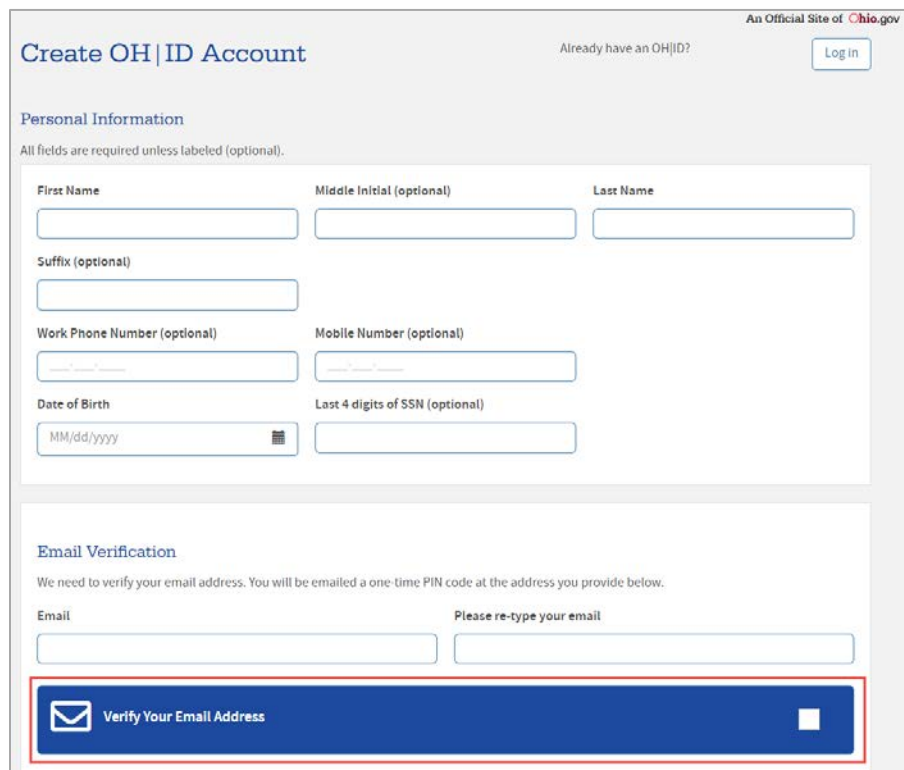
If you do not have an OH|ID account, or you need to create an additional OH|ID account, go to ohid.ohio.gov. Click the **Create OH|ID Account** button.



The screenshot shows the OH|ID portal homepage. At the top, there is a navigation bar with links for SECURITY, DEVELOPERS, HELP, and MANAGE OH|ID ACCOUNT. The main content area features a dark blue banner with the text "Secure access to State of Ohio services" and a sub-header "OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once." A red box highlights the "Create OH|ID Account" button. To the right, there is a login form with fields for User ID and Password, and a "Log In" button.

IMPORTANT: When you create your OH|ID, use the email address associated with your eBiz account. This will ensure your profile history remains intact.

Complete the Create OH|ID Account screen by entering the personal information of the account holder. Once complete, please click **Verify Your Email Address** button to send a verification code to the email address you provided. The email will come from *NOREPLY-Enterpriseldentity@ohio.gov*



The screenshot shows the "Create OH|ID Account" form. The top right corner indicates "An Official Site of Ohio.gov" and "Already have an OH|ID?" with a "Log In" button. The form is divided into two main sections: "Personal Information" and "Email Verification".

Personal Information
All fields are required unless labeled (optional).

First Name	Middle Initial (optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix (optional)	<input type="text"/>	
Work Phone Number (optional)	Mobile Number (optional)	
<input type="text"/>	<input type="text"/>	
Date of Birth	Last 4 digits of SSN (optional)	
<input type="text" value="MM/dd/yyyy"/>	<input type="text"/>	

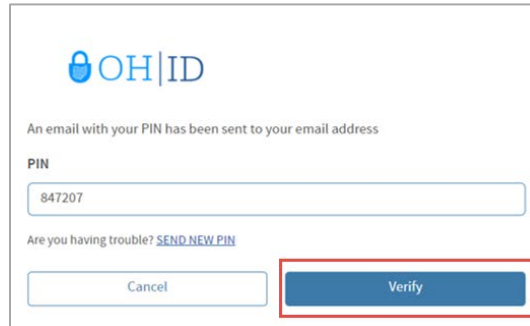
Email Verification
We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email	Please re-type your email
<input type="text"/>	<input type="text"/>

A red box highlights the "Verify Your Email Address" button at the bottom of the form.

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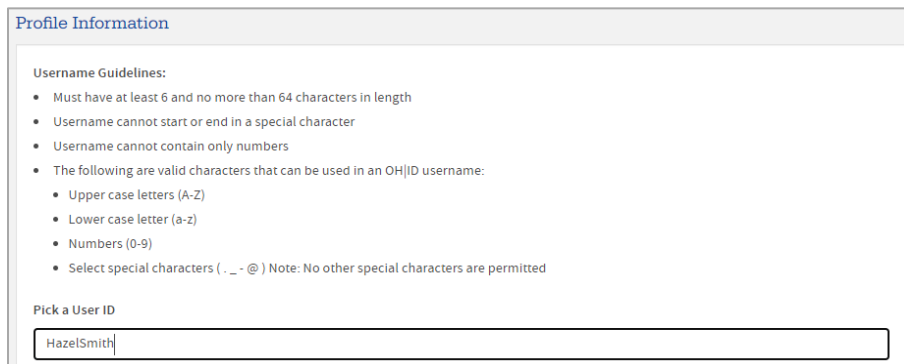
Enter the PIN code you received in the pop-up window and click **Verify**. For greater success, we recommend you copy and paste the PIN code into the pop-up window.



The screenshot shows the OH|ID verification interface. At the top is the OH|ID logo. Below it, a message states: "An email with your PIN has been sent to your email address". A "PIN" input field contains the number "847207". Below the input field is a link: "Are you having trouble? [SEND NEW PIN](#)". At the bottom are two buttons: "Cancel" and "Verify". The "Verify" button is highlighted with a red rectangular border.

Did not receive an email? Double-check your email address is typed correctly and search your junk/spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click **Send New PIN** to invalidate the previous PIN code and get a new one.

Once your email account is verified you will be asked to enter a User ID. This will be used each time you log in to OH|ID.

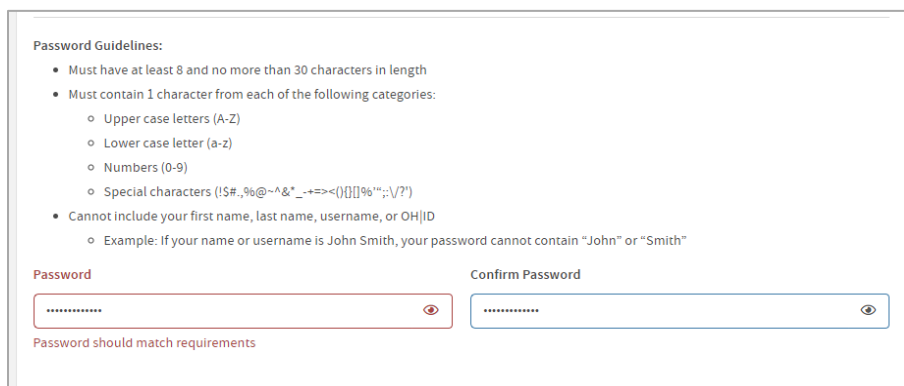


The screenshot shows the "Profile Information" section. It includes "Username Guidelines" with the following bullet points:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Below the guidelines is a "Pick a User ID" input field containing the text "HazelSmith".

Choose a password that meets or exceeds the password requirements.



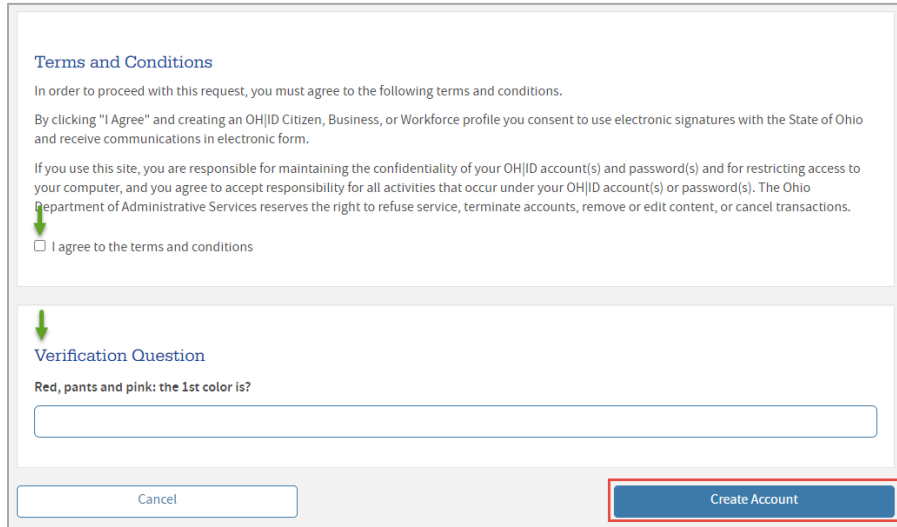
The screenshot shows the "Password Guidelines" section with the following bullet points:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#,%@-^&* _-=><(){}[]%";\/?')
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Below the guidelines are two input fields: "Password" and "Confirm Password". Both fields contain masked characters (dots) and have an eye icon to toggle visibility. Below the "Password" field is a red error message: "Password should match requirements".

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Finally, read and accept the Terms and Conditions, answer the verification question, and click **Create Account**. You will receive an email notification confirming your account was created. This email includes the username you selected. You may wish to save it for future reference.



Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

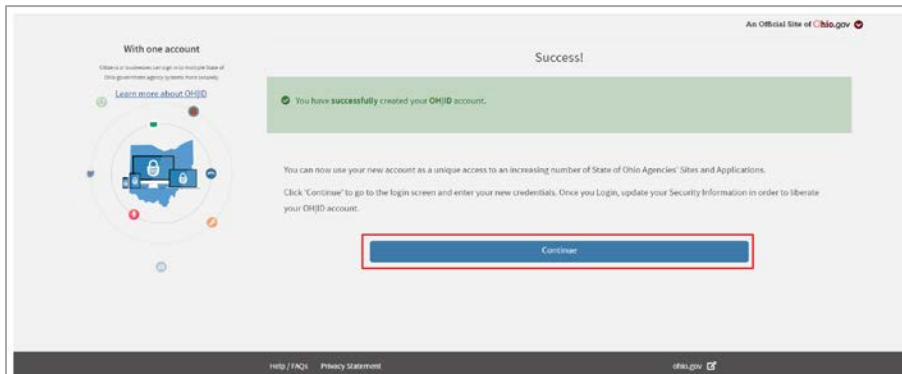
I agree to the terms and conditions

Verification Question

Red, pants and pink: the 1st color is?

Cancel **Create Account**

You will see a confirmation screen. Click **Continue** and log in to your new account.



An Official Site of ohio.gov

Success!

You have successfully created your OH|ID account.

You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications.

Click "Continue" to go to the login screen and enter your new credentials. Once you Login, update your Security Information in order to liberate your OH|ID account.

Continue

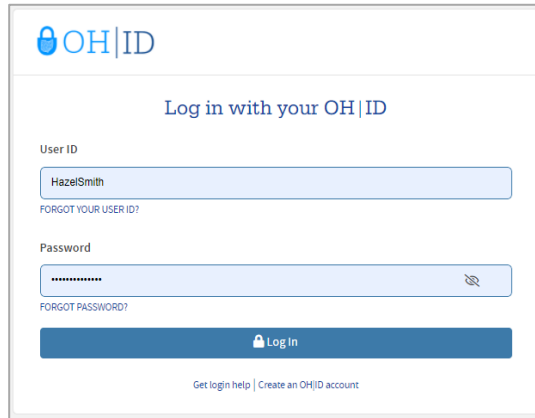
[With one account](#)
Ohio's eBusiness can sign in to multiple State of Ohio government agency systems from one account.
[Learn more about OH|ID](#)

[Help / FAQ](#) [Privacy Statement](#) ohio.gov

Accessing the eBusiness Center through the State of Ohio's OH|ID Portal

Log In, Find, and Launch the eBusiness Center Tile

Log into OH|ID by entering your user ID and password on the OH|ID portal at ohid.ohio.gov . If you have forgotten your password or user ID, please follow the help links provided.



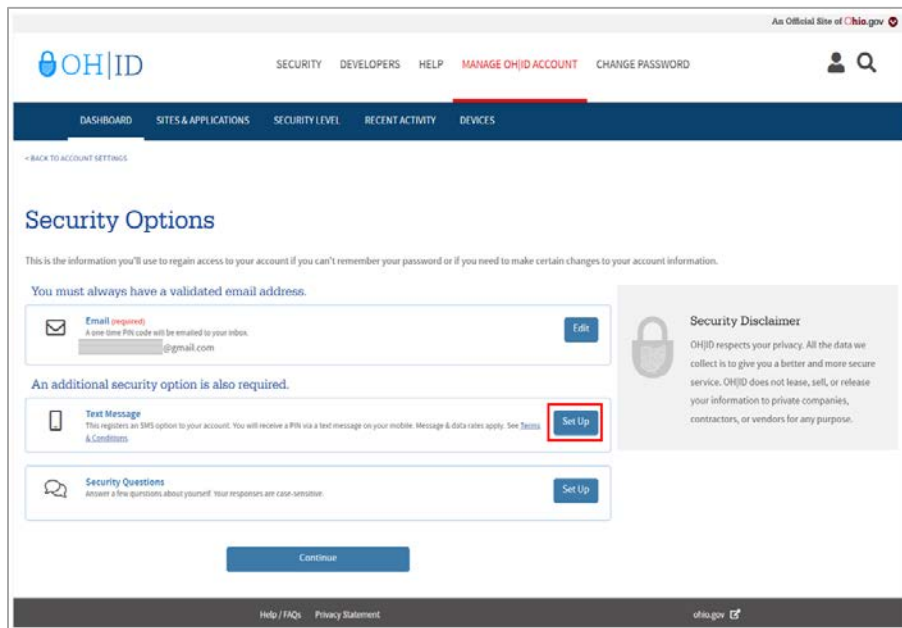
The screenshot shows the OH|ID login interface. At the top left is the OH|ID logo. Below it, the text "Log in with your OH|ID" is centered. There are two input fields: "User ID" containing "HazelSmith" and "Password" containing masked characters. Below each field is a link: "FORGOT YOUR USER ID?" and "FORGOT PASSWORD?". A blue "Log In" button is at the bottom, with "Get login help | Create an OH|ID account" below it.

Setup Security Options (First Time Log In)

When you log in to your OH|ID account for the first time, you will see a Security Options screen. The email address used to create the account will be listed in the Email Address field. You need to enable another Security Option, either **Text Message** or **Security Questions**, to proceed.

Click **Set Up** next to the option(s) you wish to enable and follow the on-screen prompts. Both are shown below.

Text Message Option:



The screenshot shows the "Security Options" page in the OH|ID portal. The top navigation bar includes "SECURITY", "DEVELOPERS", "HELP", "MANAGE OH|ID ACCOUNT", and "CHANGE PASSWORD". Below the navigation bar, there are tabs for "DASHBOARD", "SITES & APPLICATIONS", "SECURITY LEVEL", "RECENT ACTIVITY", and "DEVICES". The main content area is titled "Security Options" and includes a "BACK TO ACCOUNT SETTINGS" link. A "Security Disclaimer" is on the right. Three security options are listed: "Email (required)", "Text Message", and "Security Questions". The "Text Message" option has a red box around its "Set Up" button. A "Continue" button is at the bottom.

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When prompted, click **Setup Mobile Number** to confirm you want to set up a mobile number.

Are you sure you want to edit your Mobile Number?

If you change your mobile number, your current registered number will be replaced with the new one. Make sure you have access to the new mobile number before making any changes.

Enter your mobile number and click **Save Changes**.

The screenshot shows the OH|ID 'Security Options' page. At the top, there are navigation links for SECURITY, DEVELOPERS, HELP, MANAGE OH|ID ACCOUNT, and CHANGE PASSWORD. Below this is a sub-navigation bar with DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main heading is 'Security Options' with a sub-heading: 'This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.' There are three main sections: 'Email (required)', 'Text Message & Conditions', and 'Security Questions'. The 'Text Message' section is active, showing a field for 'Type a new Mobile Phone Number' with the value '123-456-7890'. The 'Save Changes' button in this section is highlighted with a red box. A 'Security Disclaimer' is visible on the right side of the page.

A 6-digit PIN code will be sent to your mobile number. **Enter** it when prompted and click **Verify**.

OH|ID

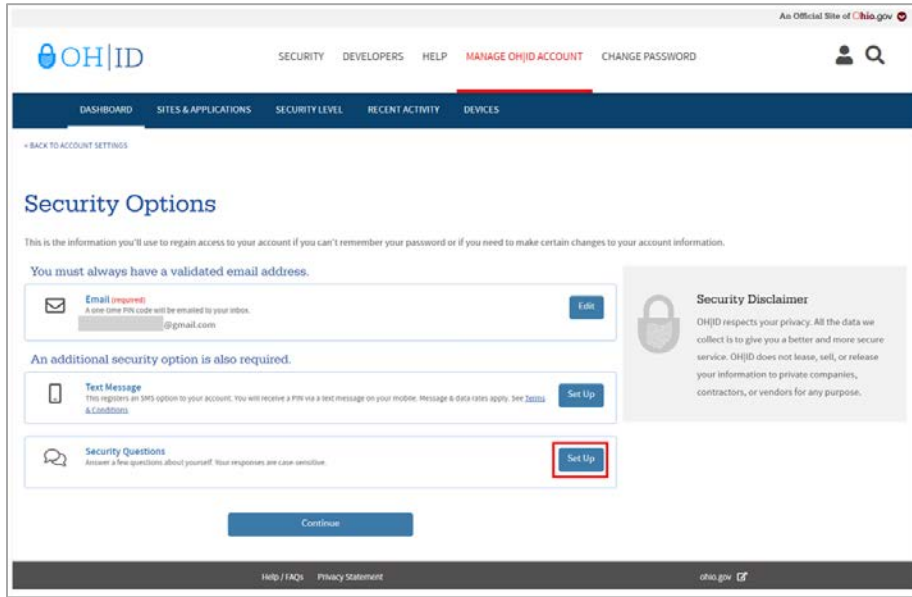
An SMS with your PIN has been sent to your phone number

PIN

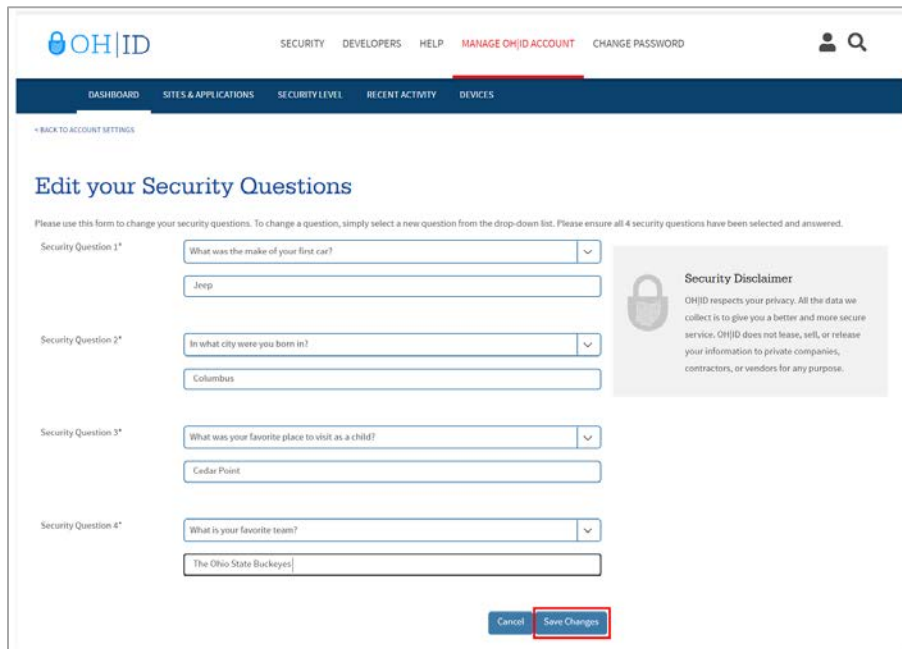
Are you having trouble? [SEND NEW PIN](#)

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Security Questions Option:

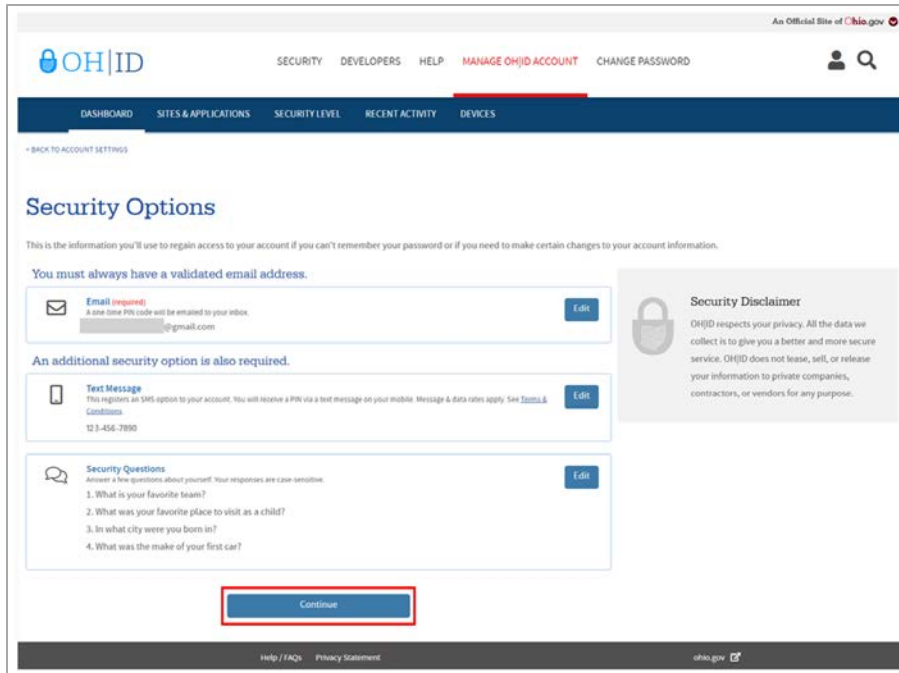


Select questions from each of the drop-down boxes and type your answers. Your answers are case-sensitive. When you are finished, click **Save Changes**.



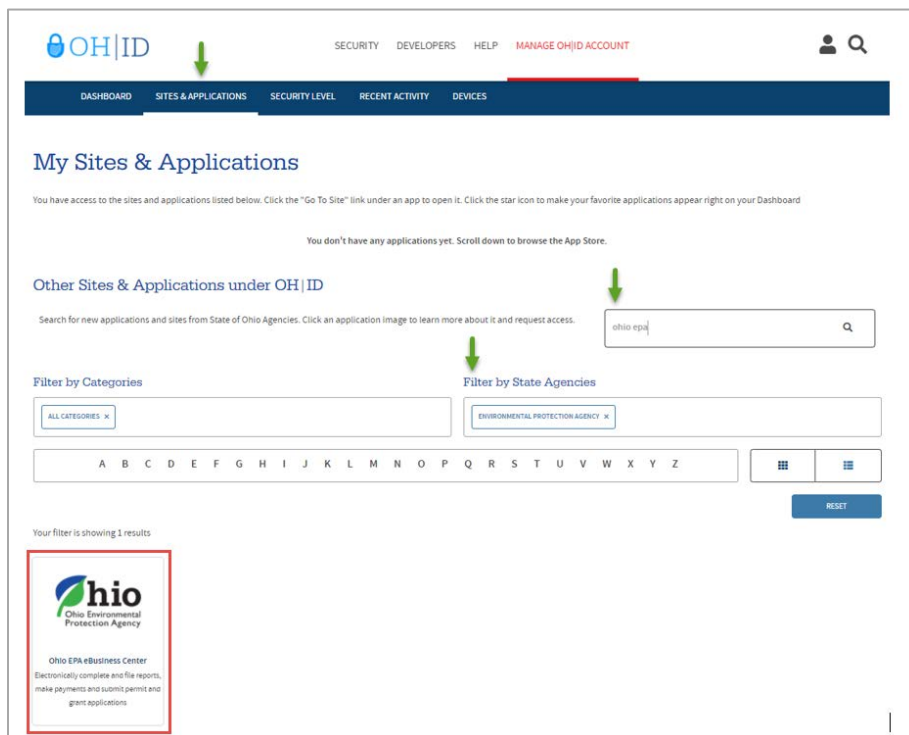
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Once you have set up (at least) two security options, click **Continue** to go to your Account Dashboard.



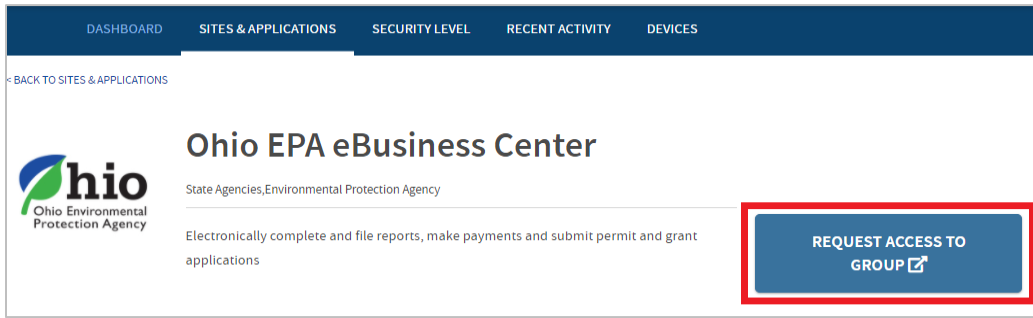
Locate and Launch the eBusiness Center Tile

From your Account Dashboard, click on the **Manage OH|ID Account** section, then click the **Sites & Applications** tab. In the search field, enter **"Ohio EPA"** or use the Filter by State Agencies to filter to the **"Environmental Protection Agency"**. This will locate the eBusiness Center tile.



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Click the **OEPA Tile** then click the **Request Access to Group** button.



You will be prompted to review and **agree to terms and conditions**, then click the **Request Access to Group** button.



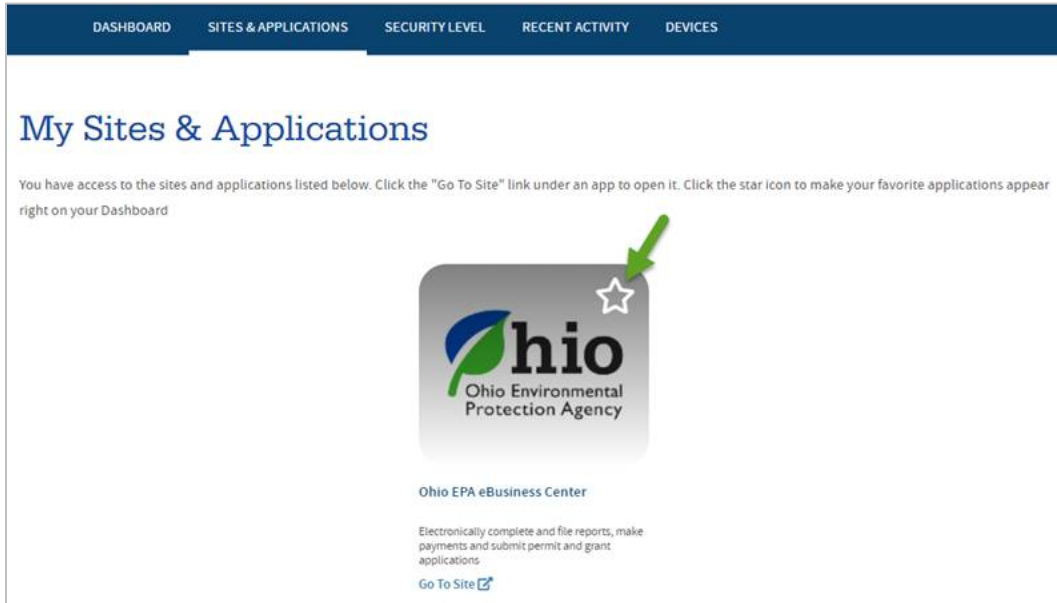
Click the **Launch** button to proceed to eBiz.



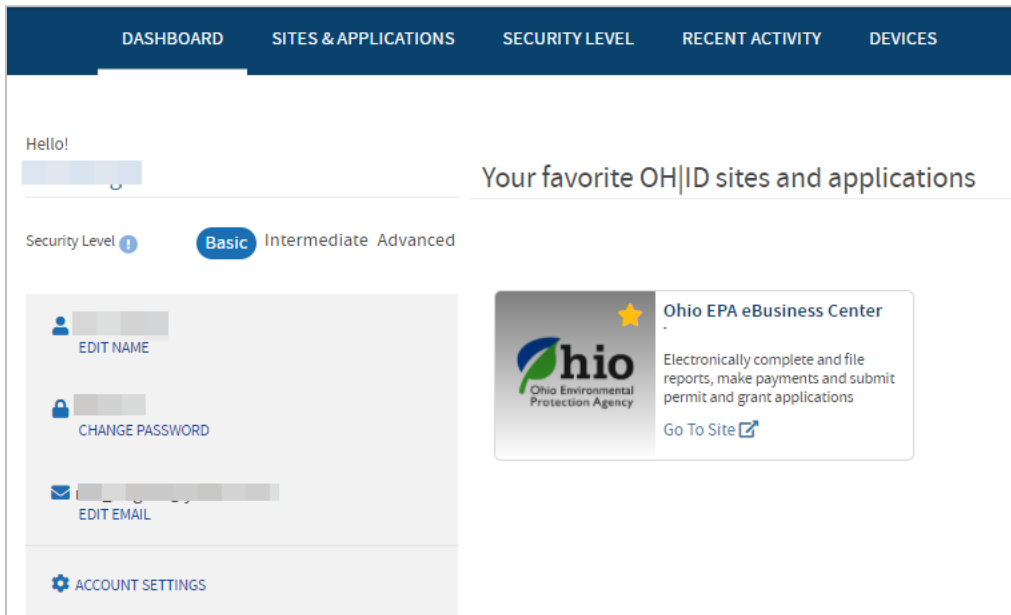
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“Favorite” the Tile on the Dashboard

Once you have successfully requested access to the tile, the next time you go to the **Sites & Applications** tab, the tile will appear under **My Sites & Applications**. To anchor the tile to your **Dashboard**, click on the star icon to select it as a favorite application.



The tile will then appear on your Dashboard the next time you log in.



If you do not have an existing eBiz account, go to the [Create a New eBiz Account](#) section below. If you do have existing eBiz account(s) continue to [Manage Existing eBiz Account\(s\)](#) section.

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Create a New eBiz Account

When you launch the eBusiness Center tile, you will see the Create New Account screen if the system does not find an eBiz account with a matching email address from OH|ID. If you need to create a new account in the eBusiness Center, complete the required information on the form and click the **Create** button.

If you have reached this screen but you have an existing eBiz account, the email address for either your OH|ID account, or your eBiz account must be changed so both account email addresses match. Follow this link to find instructions on how to [change your OH|ID account email address](#). In order to change your existing eBiz account email address, you must contact the helpdesk at (877) 372-2499 or ebizhelpdesk@epa.ohio.gov.

Ohio EPA
Ohio Environmental Protection Agency

eBusiness Center

Create New Account

Your OH|ID account does not have a primary email address matching an existing account in the eBusiness Center (eBiz). Please complete the additional information below and click "Create" to get started in eBiz.

What if I already have an eBiz account? You must do one of the following in order to access an existing eBiz account. Please review these options, then click Cancel below.

Option 1: Change your email address in the OH|ID portal to match your existing eBiz account. You must log in to ohid.ohio.gov to update this information.

Option 2: Modify the primary email address for your existing eBiz account. Contact the Ohio EPA eBiz Help Desk and request to update the primary email address to the address used in OH|ID.

Need assistance? Contact the eBiz Help Desk at ebizhelpdesk@epa.ohio.gov or (877) 372-2499. **Note:** You must provide your eBiz user ID and answers to security questions in order to acquire any account information.

Account Information

User ID*

First Name*

Middle Name

Last Name*

Company Name

Job Title*

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Manage Existing eBiz Account(s)

When you launch the eBusiness Center tile, you will see the Associate Accounts screen if one or more eBiz accounts have the same email address as the OH|ID account.

Use an Existing eBiz Account

To get to eBiz using an existing account's privileges and associations, you must select Use this Account from the Actions button to the right. You must provide a one-time verification that you are the owner of that account by providing your eBiz account password. After that password is provided, you will be taken to the eBiz home screen. You will not have to provide the eBiz account password the next time you use that eBiz account.

hio
Ohio Environmental Protection Agency

eBusiness Center

Account Information

Associated Accounts

The eBusiness Center (eBiz) account(s) listed below have the same primary email address as your account in OH|ID. To use or deactivate an account, you must provide the eBiz password.

Please choose an action for an account to proceed:

Use this account: Select this option to proceed to the eBiz home page using the selected account's privileges and associations. If only one account is listed, you will not see this screen again and will go directly to the eBiz home screen after logging into OH|ID. If you have more than one associated account, you will see this screen each time you navigate to eBiz.

Deactivate: If you have more than one associated account, you may deactivate any that are no longer in use. Please consider the following:

- We **strongly** advise that you review the account's service permissions and account history before you deactivate it. You can do so using the "use this account" action described above.
- You will no longer have access to any account history or data associated with the account once it is deactivated.

If you do not see your account listed, OR you see an account that you do not think is yours, please contact us.

Need help? eBusiness Center Help Desk: (877) 372-2499 | ebizhelpdesk@epa.ohio.gov

eBusiness Center User ID	Account Holder	Actions
ewangel	Elliott, Roger (OH ID)	Actions ▾ Use this account Deactivate
Bennings123	test	

If you have more than one eBiz account listed, you will see this screen each time you launch eBiz from OH|ID. You must select an account to use to proceed to the eBiz home screen.

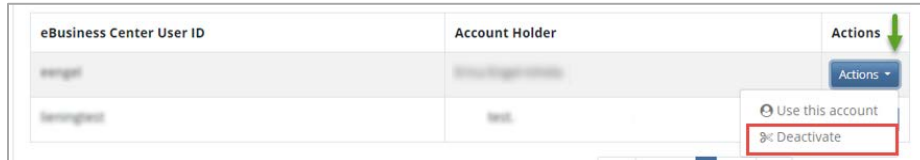
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Deactivate an Existing eBiz Account

If you have more than one associated account, you may deactivate any that you no longer wish to access. However, we strongly advise that you consider the following:

- Review the account's service permissions and account history before you deactivate. You can do so using the *Use this Account* action described above.
- You will no longer have access to any account history or data associated with the account once it is deactivated.

To deactivate an account select *Deactivate* from the Actions button. You must verify that you are the owner of that account by providing your eBiz account password.



Need Assistance?

For assistance, contact the eBusiness Center Help Desk at (877) 372-2499 or ebizhelpdesk@epa.ohio.gov.