

Process for Gaining Access To eBusiness Center – Air Services

Step 1 – The company responsible official and the site environmental manager create a User Account. *Record your entries and store them in a secure location.* You will need this information later.

1. Go to <http://ebiz.epa.ohio.gov> and click the "Create New Account" button.
2. Create a User ID and enter your name.
3. Create a password. The password must be at least 8 characters. It must contain at least one uppercase and one lowercase letter. It must contain 1 digit (0-9). It must contain at least 1 special character (!, @, #, \$, %, ^, &, *, (,), -, +, =, etc.).
4. Enter a password hint. This is used as a prompt if you forget your password.
5. Enter your phone number, address, and e-mail address.
6. Choose a security question (mother's maiden name, pet's name, etc.) and provide the answer. This is used in the event you forget your password and your password hint does not help you remember.
7. Step 2 can be completed now; continue on.

Step 2 – The company responsible official and the site environmental manager request a PIN. PIN stands for "Personal Identification Number," which is simply an electronic signature. A person needs a PIN if he/she will be performing either of the following functions: (1) Submitting information to Ohio EPA or (2) Managing access for the users who will need privileges to view, prepare, or submit information for the facility. Permanent PINs already obtained for the eBusiness Center: eDMR Program can also be used in the Air Services; there is no need to obtain a different one.

1. Go to <http://ebiz.epa.ohio.gov> and open your account (if not already in the program from Step 1).
2. Click My Account, and choose Request a PIN.
3. Fill in the requested data. You will be required to enter questions and answers to be used to verify your electronic signature. Suggestions such as mother's maiden name or pet's name will be provided. Consider these carefully as one or more of these will be asked of you each time you certify a document. Make sure the questions are basic and have one discrete answer, taking note of capitalizations, etc. Click Request PIN at the bottom of the page.
4. The next screen will say PIN Request Complete at top. Click Subscriber Agreement Form at bottom and print it. Click Continue and then Logout.
5. Take the form to a notary along with proof of identification, sign it and have it notarized, and mail it to OEPA (address is on the Subscriber Agreement Form instruction).
6. Your PIN will be returned via U.S. mail in 3-5 days. *Keep this paper in a secure location.*

Step 3 – The responsible official must activate his/her PIN and request access to the facility.

1. Go to <http://ebiz.epa.ohio.gov> and open your account.
2. Under My Tasks, choose Activate PIN. Enter your PIN from the letter from OEPA and answer the security question. Click Activate PIN. Go back to My Account.
3. Under Available Services, on the Air Services line, choose Request.
4. Add a facility to your service profile by clicking "Add Facility" button. You can search for your facility using several parameters. Although the webpage indicates the facility ID is the best way to search, it does not seem to be functioning currently. Using part of the company name and the city works. Verify the site's OEPA ID number when choosing. There may be more than one facility record in the database for a site due to OEPA's inability to merge some of its older files. Be sure the correct facility record is selected.
5. Click the Agency Core ID of the facility you want to activate. On the next page, choose the box indicating you want Certifier/Submit/Manage Access privileges. Certify that you meet the requirements for these privileges, enter PIN and answer security question, and submit.
6. An OEPA representative will call you to verify that you meet the definition of responsible official (generally the same day), and then you will receive an e-mail noting you are authorized.

Step 4 – The responsible official can then delegate the authority to manage the account and prepare/review submissions to the site environmental manager and/or delegate the authority to prepare/review submissions to the EQ contact.

1. Go to <http://ebiz.epa.ohio.gov> and open your account.
2. Under Air Services at the far right, choose View/Edit.
3. Choose Add User. You can search for User using their name, e-mail address, User ID, or company name. Select appropriate person and click Next.
4. Choose Delegate, and choose the authority you wish to delegate. Both the site manager and the consultant will need Prepare/Review authority. Per OEPA, you can also delegate managerial authority to the Site Environmental Manager so that you (the responsible official) do not have to do future delegations. Choose Submit.
5. Enter your PIN and answer the security question, and choose Continue.
6. When all delegations are completed, log off.