
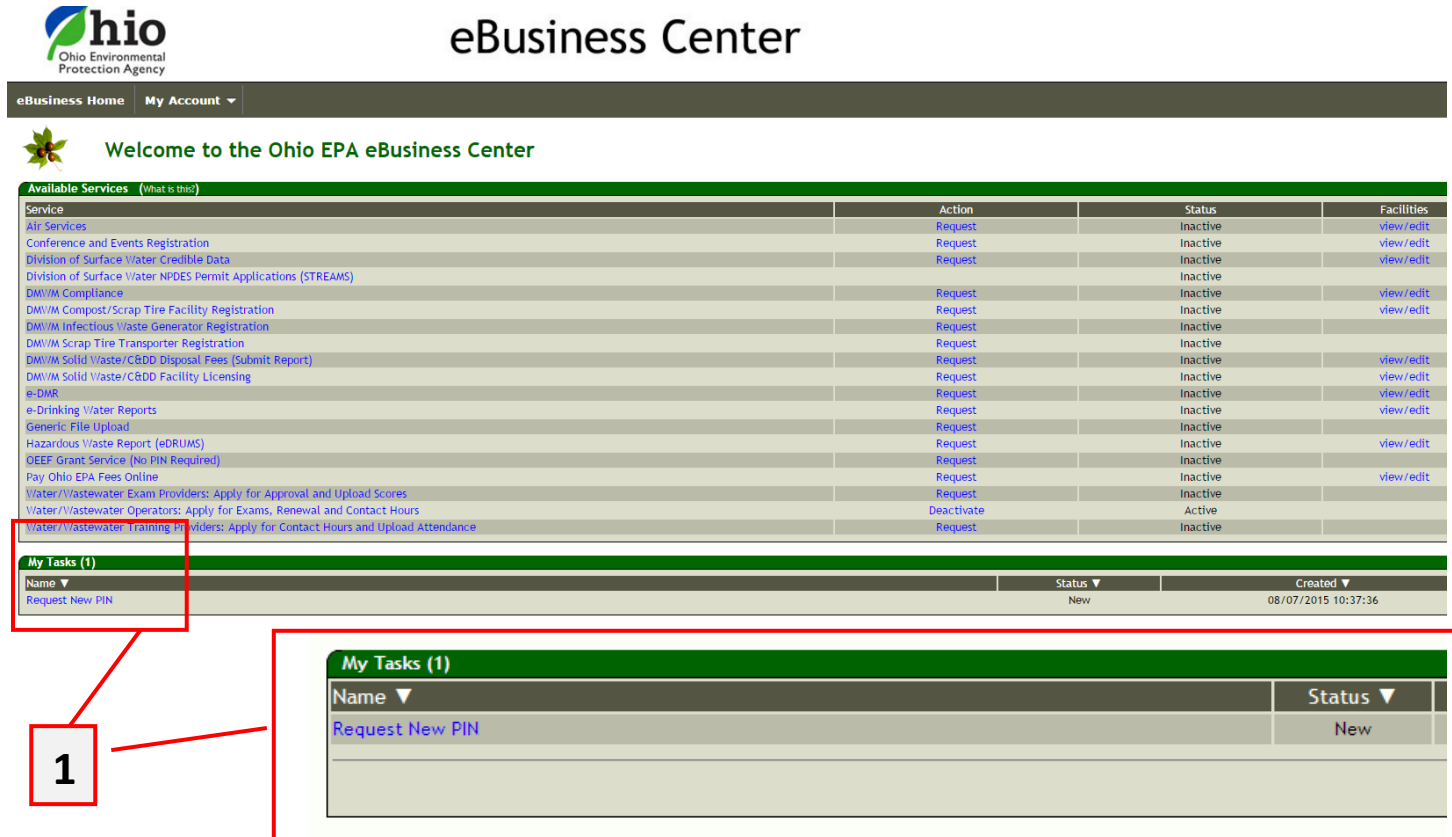


## Request a PIN (electronic signature):

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. Log into the eBusiness center at <https://ebiz.epa.ohio.gov/> using your user ID and password. In the My Tasks section, click on the blue link labeled "Request New PIN".



The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio Environmental Protection Agency logo. The main header reads "eBusiness Center". Below the header is a navigation bar with "eBusiness Home" and "My Account". A green banner says "Welcome to the Ohio EPA eBusiness Center".

The "Available Services" section contains a table with the following data:

Service	Action	Status	Facilities
Air Services	Request	Inactive	<a href="#">view/edit</a>
Conference and Events Registration	Request	Inactive	<a href="#">view/edit</a>
Division of Surface Water Credible Data	Request	Inactive	<a href="#">view/edit</a>
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive	
DMV/M Compliance	Request	Inactive	<a href="#">view/edit</a>
DMV/M Compost/Scrap Tire Facility Registration	Request	Inactive	<a href="#">view/edit</a>
DMV/M Infectious Waste Generator Registration	Request	Inactive	
DMV/M Scrap Tire Transporter Registration	Request	Inactive	
DMV/M Solid Waste/CRDD Disposal Fees (Submit Report)	Request	Inactive	<a href="#">view/edit</a>
DMV/M Solid Waste/CRDD Facility Licensing	Request	Inactive	<a href="#">view/edit</a>
e-DMR	Request	Inactive	<a href="#">view/edit</a>
e-Drinking Water Reports	Request	Inactive	<a href="#">view/edit</a>
Generic File Upload	Request	Inactive	
Hazardous Waste Report (eDRUMS)	Request	Inactive	<a href="#">view/edit</a>
OEEF Grant Service (No PIN Required)	Request	Inactive	
Pay Ohio EPA Fees Online	Request	Inactive	<a href="#">view/edit</a>
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request	Inactive	
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Deactivate	Active	
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request	Inactive	

The "My Tasks (1)" section contains a table with the following data:

Name	Status	Created
<a href="#">Request New PIN</a>	New	08/07/2015 10:37:36

A red box highlights the "Request New PIN" link in the "My Tasks" table. A red box with the number "1" points to this link.


2. 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).

<b>First Name</b>	<input type="text" value="Kevin"/>	
<b>Middle Name</b>	<input type="text"/>	
<b>Last Name</b>	<input type="text" value="Jarrell"/>	
<b>Home Address Line 1</b>	<input type="text" value="Real address here"/>	
<b>Home Address Line 2</b>	<input type="text" value="(optional)"/>	
<b>City</b>	<input type="text" value="Columbus"/>	
<b>State</b>	<input type="text" value="OH"/> <input type="checkbox"/>	<b>Zip</b> <input type="text" value="44444"/>
<b>Personal Phone Number</b>	<input type="text" value="(614) 728-1228"/>	
<b>Email Address</b>	<input type="text" value="kevin.jarrell@epa.ohio.gov"/>	
<b>Verify Email Address</b>	<input type="text" value="kevin.jarrell@epa.ohio.gov"/>	

3. 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.

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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"/>

4. 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 5.

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

**4** Date of Birth (mm/dd/yyyy): 02/14/1992

Last Four Digits of Your Social Security Number: 0000

**5**

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

Verify Identity

5. Click on "Verify Identity."

If after three attempts, you are unable to verify your identity using the LexisNexis service, you must follow steps 12-13 and then 7-11 to view and activate the PIN. Otherwise, proceed to step 6.

## 6. 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.

6 [Continue...](#)

## 7. 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.

**hio** Ohio Environmental Protection Agency

# eBusiness Center

eBusiness Home **My Account** 7

- Update Account
- View PIN**
- Activate PIN
- View Submissions

Well EPA eBusiness Center

**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

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

## View PIN

View PIN for Account:

In order to view your PIN, please answer this security question:

yellow

**8**

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

## View PIN

View PIN for Account:

The PIN for your account is:

R8uh&ngx

An email notification confirming that your PIN has been viewed has been sent to the email account associated with this PIN.

**9**

10. Now you will activate the PIN using “My Account” and selecting “Activate PIN.”

The screenshot shows the Ohio Environmental Protection Agency (Ohio EPA) eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Below this is a navigation bar with "eBusiness Home" and "My Account". The "My Account" dropdown menu is open, showing options: "Update Account", "View PIN", "Activate PIN", and "View Submissions". The "Activate PIN" option is highlighted with a red box, and a red arrow points from a box containing the number "10" to it. Below the navigation bar is a "Welcome" message and the text "Ohio 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)".

11. Read the statement and if you agree, check the box before proceeding. Enter your PIN that you previously viewed. If you do not remember it, you can view it again. Enter in the answer to your security question and click submit. After the system is done processing, click “Continue” to return to the eBusiness Center Home.


The screenshot shows the PIN activation form. At the top, it says: "Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question." Below this is a statement: "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." Below the statement is a checkbox labeled "I have read and agree with the above statement." which is checked. A red box with the number "11" is positioned to the right of the checkbox, with a red arrow pointing from it to the "Submit" button at the bottom right of the form. The form includes two input fields: "PIN:" with a masked input field containing "....." and "Please answer this security question:" with a masked input field containing "....". At the bottom right, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box.

12. 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."


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

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.

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13. 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 7 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.

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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:

<u>Mailing Address</u>	<u>Overnight Delivery Address</u>
Ohio EPA	Ohio EPA
ATTN: ITS PIN Management	ATTN: ITS PIN Management
PO Box 1049	50 West Town Street, Suite 700
Columbus, OH 43216-1049	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](mailto: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](mailto:ebizhelpdesk@epa.ohio.gov).

Technical and PIN support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Continue...

## 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