



## Instructions to Training Providers for scheduling courses

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. Go to <https://ebiz.epa.ohio.gov/> and sign into your Training Provider account using your OHID and password.

State of Ohio | Ohio EPA



## eBusiness Center

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for our customers to electronically complete and file reports, make payments and submit permit and grant applications. See below for a complete list of services offered.

New State of Ohio OH|ID portal (OH|ID) login process as of November 6, 2020.



**Do not use Microsoft Internet Explorer - eBiz is supported in Google Chrome and Microsoft Edge.**

To access eBiz, you must have an account in OH|ID and click on the Ohio EPA eBusiness Center tile.

**IMPORTANT:** To access your eBiz account data, the email addresses in OH|ID and eBiz must match.

Please watch a short  OH|ID portal login video.



 [OH|ID Step-by-Step Instructions](#)

### Need Assistance? Start here!

-  [eBiz Help Wizard](#)
  - Login assistance
  - Contacts for services
  - Help with PIN

 [OH|ID eBusiness Center FAQ](#)

### eBiz live help available

Weekdays 8AM - 5PM

except state holidays

[ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov)

(877) 372-2499 | (877) EPA-BIZZ

- ❖ If you do not have an e-Biz account, please follow the instructions at this [link](#)

2. Select the "Water/Wastewater Training Providers".



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Generic File Upload	<a href="#">Request</a>	Inactive		
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers	<a href="#">Deactivate</a>	Active		

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
<a href="#">Request New PIN</a>	New	07/17/2014 11:33:50	<a href="#">hide</a>

- ❖ If you do not have the Training Provider service, follow the instructions at this [link](#).
- ❖ If you do not have a PIN, please follow the instructions at this [link](#).

3. You should now see your Training Provider profile in the eBusiness Center Screen. Your course catalog will appear at the top of your screen. To schedule a course, you already have in your catalog, find the course approval number and title of the course you wish to schedule, follow across the screen to the right and click the blue Schedule link in the Action column.

Training Provider Service

**Training Provider Service**

*This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.*

tp_user Training Provider (67) 50 West Town Street Columbus, OH 43215 USA	Test Account <b>Prefix:</b> <b>Suffix:</b> <b>Business Phone:</b> (614) 555-5555 <b>Cell Phone:</b>
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**Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.**

[Download Attendance Spreadsheet](#)

[Download Course Schedule Spreadsheet](#)

[Edit](#)

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**Course Catalog** [Filter](#) [Reset](#) [Upload Course Schedules](#) [Course Application](#)

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	<a href="#">Schedule</a>

4. The following window will open with course information. You will select an instructor from the drop down box, enter the course start and end dates, and enter the location and address information. All fields with \* are required. When you are finished, click Save.

**Training Provider - Schedule Course**

Fill in the appropriate information for the course you are scheduling. Please note:

- If the Approval Number starts with OEPA: End Date can only go back 30 days from today.
- If the Approval Number does not start with OEPA: Start Date must be a future date; and cannot be in the current month, unless today is the first day of the month.

Course ID: 7  
 Approval Number: OEPA-D887-OM  
 Course Name: Test  
 Contact Hours: 10.0  
 \*Instructor Name: [Select Instructor] v  
 \* Start Date:   
 \* End Date:   
 \* Course Location:   
 \* Address Line1:   
 Address Line2:   
 \* Address City:   
 \* Address State: OH v  
 \* Address Zip:   
 Course Schedule Information:  upload

Save Cancel

5. Once you have saved your course date, you will return to your Training provider profile. If you have entered an upcoming course date, you will see the course in the Courses Scheduled section. **Note:** you can delete a course that has not yet taken place by clicking the Red "X". You can then reschedule the new date.

**Courses Scheduled**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-D887-OM	Test	10.0	10/09/2015	10/09/2015		X

If you have entered a date that occurred within the last 30 days, it will appear in your Courses Given section. **Note:** Courses Given cannot be deleted, so if you have a date that did not take place, you would simply not upload attendance for it.

**Courses Given** Filter Reset Upload Attendance For Multiple Course

OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance
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