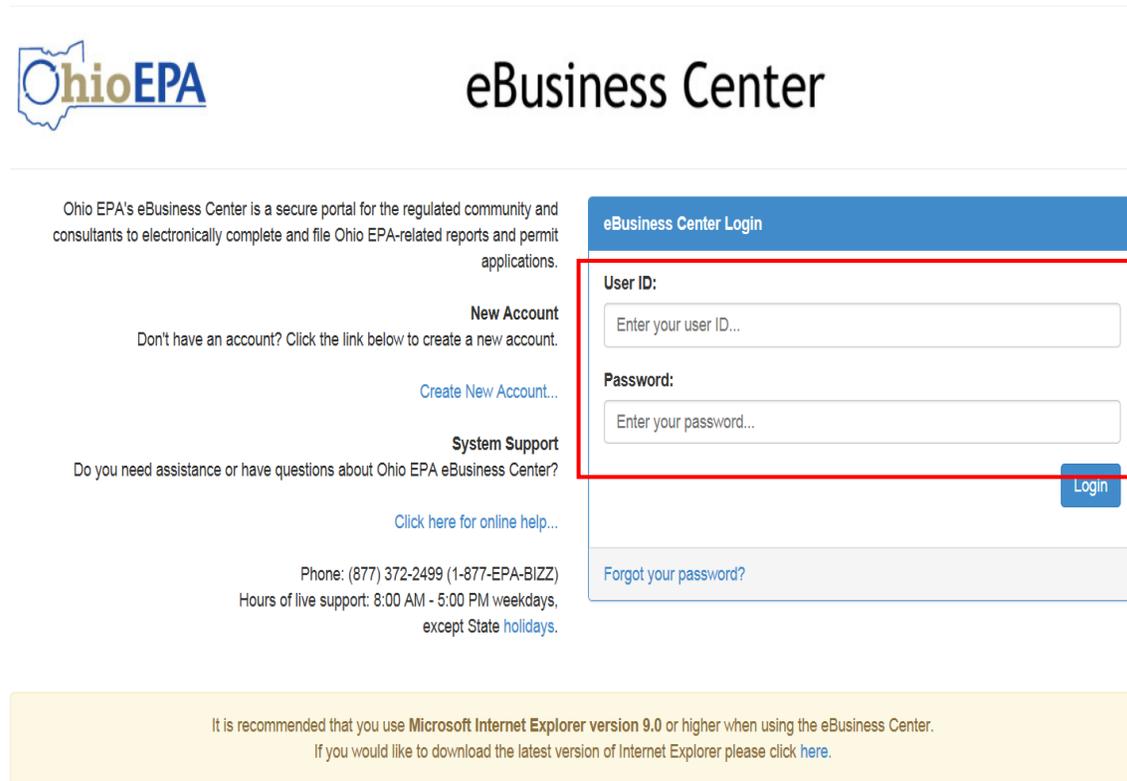


## Instructions to Training Providers for uploading OEPA course schedules:

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 in to your Training Provider account. **If you have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.

State of Ohio | Ohio EPA



Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

**New Account**  
Don't have an account? Click the link below to create a new account.  
[Create New Account...](#)

**System Support**  
Do you need assistance or have questions about Ohio EPA eBusiness Center?  
[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)  
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State holidays.

**eBusiness Center Login**

**User ID:**  
Enter your user ID...

**Password:**  
Enter your password...

[Forgot your password?](#)

[Login](#)

It is recommended that you use Microsoft Internet Explorer version 9.0 or higher when using the eBusiness Center.  
If you would like to download the latest version of Internet Explorer please click [here](#).

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

2. Select the “Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance” service.



Welcome to the Ohio EPA eBusiness Center



**Announcements**  
 Attention All eBusiness Center Users: The eBusiness Center will be unavailable due to maintenance beginning Friday evening at 5pm October 24th. Normal service will resume by 6PM Saturday October 25th. Please do not attempt to use the Center during this period while this message remains posted. Thanks in advance for your patience.

**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>	
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	<a href="#">Request</a>	Inactive		
DSW Credible Data	<a href="#">Request</a>	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>	
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: Apply for Approval and Upload Scores	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Deactivate</a>	Active		

**My Tasks (1)**

Name	Status	Created	Action
Request New PIN	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](#).

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.

State of Ohio | Ohio EPA | Logout



# eBusiness Center

eBusiness Home My Account tp\_user

**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  
 Prefix:  
 Suffix:  
 Business Phone: (614) 555-5555  
 Cell Phone:

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](#)

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

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-B8868-OM	Course Title-08/09/2014	25.0	APPROVED	<a href="#">Schedule</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>
OTHER-B08292014-OM	Course-OTHER-B08292014-OM	35.0	APPROVED	<a href="#">Schedule</a>

**Courses Scheduled**

Approval Number	Course Name	Contact Hours	Start Date	End Date	Document	Action
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/04/2014	11/04/2014		<a href="#">X</a>
OEPA-B08292014-OM	Course-OEPA-B08292014-OM	35.0	11/06/2014	11/06/2014		<a href="#">X</a>

- 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** ✕

**i** 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:**

\* **Start Date:**

\* **End Date:**

\* **Course Location:**

\* **Address Line 1:**

**Address Line 2:**

\* **Address City:**

\* **Address State:**

\* **Address Zip:**

**Course Schedule Information:**

Save
Cancel

- 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		✕

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 <a href="#">Filter</a> <a href="#">Reset</a>					Upload Attendance For Multiple Courses
OEPA-B8868-OM	Course Title-08/09/2014	25.0	09/19/2013	09/19/2013	Attendance