



State of Ohio Environmental Protection Agency

STREET ADDRESS:

Lazarus Government Center
50 W. Town St., Suite 700
Columbus, Ohio 43215

TELE: (614) 644-3020 FAX: (614) 644-2329
www.epa.state.oh.us

MAILING ADDRESS:

P.O. Box 1049
Columbus, OH 43216-1049

May 19, 2008

«AddressBlock»

Re: eBusiness Center: Air Services

Dear Air Services Customer,

The new eBusiness Center: Air Services software will soon be released. We would like to take this opportunity to give you important information on these topics:

- **Upcoming dates to remember**
- **How to gain access to this tool**
- **Air Services Available, June 30th, 2008!**

Upcoming dates to remember

Please refer to the column on the right for important dates to remember. STARShip submittals will not be accepted after June 13th. If you are required to submit something electronically after June 13, but before June 30, please contact Erica Engel-Ishida at (614) 644-2835. She will assist you with that matter.

How to gain access to this tool

Enclosed is a Quick Reference Guide on how to create a user account, get a PIN, and gain access to your facility data. Please refer to that document to learn more about this very important process.

Air Services Available, June 30th, 2008!

We have been working hard to provide you with a comprehensive and easy to use tool to prepare and submit requests as well as track our progress in processing them. A detailed user guide has been developed and is accessible on every screen, in addition to our posting common questions/answers on the Ohio EPA Answer Place. Similar to online banking we want you to be able to use this software without needing in-depth training. However, if you find after exploring this new system that you do need training, we will begin posting training dates this fall. We will notify users via the eBusiness Center Alert system, as well as the Air Services web page when those dates are available. Please check back to the Air Services web page often because we will be posting more graphical guidance documents to help you.

This is a new system. We have done all we can to ensure a smooth implementation, however, there are bound to be unforeseen challenges we will face. We appreciate your patience and look forward to serving your needs more efficiently.

Sincerely,

Chris Korleski
Director

Ted Strickland, Governor
Lee Fisher, Lieutenant Governor
Chris Korleski, Director

Dates to Remember

May 12 - New PTI/PTIO permit application made available for use.

June 2 - Get ready to use Air Services!

- Create your user account
- Request your PIN

June 6 - Title V and Synthetic Minor Title V fee emissions reports due

June 13 - Last day to use STARShip

June 30 - Air Services Available!

- Request access to your facility data
- PTIO Implemented
- Take a look at Air Services!

Enclosed References

eBusiness Center: Air Services Quick Reference Guide
Fact Sheet: eBusiness Center Ohio EPA's Business Portal
Fact Sheet: Ohio EPA's eBusiness Center Personal Identification Number Purpose and Security Requirements

Important Web Pages & Links

eBusiness Center
<https://ebiz.epa.ohio.gov>

Ohio EPA
www.epa.state.oh.us

Links:
Air -> Air Services Answer Place



eBusiness Center: Air Services

<https://ebiz.epa.ohio.gov>

Quick Reference Guide

Air Facility ID: «fac_id»

«place_name»

We want to keep you informed on the upcoming important dates and milestones for the transition to the new eBusiness Center: Air Services software. The following is a quick reference guide which outlines when you can begin performing certain functions in the eBusiness Center. Although we do encourage you to get into the software and get acquainted as soon as possible, please be aware that we will be making some hardware upgrades to accommodate the growing number of users. If you experience extensive delays in your experience, try again at a later time and if you still are experiencing delays, let us know by calling the eBusiness Center Help Line at (614) 644-3011. In addition, we have included information that will help you make decisions on how and when to get acquainted with this new tool. A very detailed user guide has been developed for the eBusiness Center and is available from every screen you access. Sections of the guide along with user-community questions have also been posted to the Ohio EPA Answer Place.



Available June 2, 2008 - Get Ready to Use Air Services

Create Your User Account

If you would like to use Air Services to view, prepare, or submit information for any facility, you must gain access to your facility data. In addition, if you are in a position where you have staff or a consultant you would like to delegate access in order for them to perform any of those functions; you must also set up your account and access privileges to do so. The first step is to go to <https://ebiz.epa.ohio.gov> and click the "[Create New Account...](#)" link. Then follow the instructions.

Request Your PIN

PIN stands for "Personal Identification Number" which is simply an electronic signature of the person who applied for the PIN; no one has it except you. You will need a Personal Identification Number (PIN) if you will be performing either of the following functions: (1) Submitting information to Ohio EPA; or (2) Managing access for the users that will need privileges to view, prepare or submit information for your facility. You will start the PIN application electronically via the eBusiness Center. It will then be printed, signed, notarized, and mailed in to the Agency. A PIN will be mailed to you, you then will return to the eBusiness Center to activate it and you'll then be good to go. This PIN will represent your legal signature and will not only be used for the Division of Air Pollution Control, but will be your PIN that you will use for any Division that you conducts business with via the eBusiness Center (i.e., eDMR).

At least one person at a facility must have privileges that require a PIN before anyone can begin preparing or viewing information for the facility. **Put simply, if you will only be preparing applications and reports prior to submittal, you do not need a PIN. However, you cannot gain access to any facility data, unless a Responsible Official with a PIN (or a person authorized to manage access to Air Services for the facility, see below) has access to the facility data and delegates access to you.**

NOTE: It will take up to 5 days for a PIN to be assigned and mailed to you, plan ahead.



Available June 30, 2008 - Air Services Available!

Request Access to Your Facility Data

In order to protect your data we are requiring users to complete an online form to gain access to any facility. Before you can get into the Air Services software your account (you) need to gain access to your facility data by filling out the online form and submitting the request electronically. Once you have your account established, you'll see a link, click "activate service / Air Services". You will enter in your 10 digit facility ID and PIN to request access to the data for the facility you entered. This will acknowledge that you meet the qualifications required. DAPC will contact you if there are any questions about the request. Once the request has been granted it will indicate such on the eBusiness Center and an e-mail notification will be sent to the account holder.

There are two levels of facility data access currently available:

- Certify/Submit/Manage Access - A user granted this access will be able to edit information and submit it to Ohio EPA, DAPC. In addition, this user will be able to delegate access at any of the levels to other users. For example, a company president that does not want to perform any work in the eBusiness Center: Air Services, can delegate this level of access to another user.
- Preparer/Reviewer - User has the capability to add or update data and save it to Air Services, but not submit to Ohio EPA. This level of access must be delegated, see paragraph below.
- Read Only -Currently unavailable, but Coming Soon!

The process by which eBusiness Center users are assigned the privileges of Certify/Submit/Manage Access or Preparer/Reviewer is called Delegation Management. Once the Responsible Official obtains access to your facility data, he/she can delegate data access privileges via the simple to use eBusiness Center Delegation Management features. The person(s) to whom you are delegating must already have established an account in the eBusiness Center.

Search for your facility on the eBusiness Center using Air Facility ID number:

«fac_id»



For questions on the eBusiness Center (i.e., creating a user account, requesting your PIN or requesting access to your facility data), contact the Office of Information Technology Services Helpdesk by e-mail at Helpdesk.ITS@epa.state.oh.us or phone at (614) 644-3011.

Take a Look at Air Services!

Once you have acquired the access needed through the steps described above (more detailed help will be posted online prior to June 30th) you can begin taking a look at the data for your facility and submitting updates to it. We have migrated all of the data we have on your facility related to the business processes in the software. You will find previously submitted permit applications, issued permits, fee emissions reports, and much more.

Most importantly we want you to thoroughly review the new Air Facility Profile and the data that we have for you. You must update and make any corrections necessary prior to the next time you must submit an application or emissions report to DAPC. It would be wise to get started early.



For questions on Air Services (i.e., Air Facility Profile, permit applications, etc.) contact the Division of Air Pollution Control at linda.lazich@epa.state.oh.us or (614) 644-3626.