

Overview

The Division of Materials and Waste Management (DMWM) Scrap Tire Transporter Registration service is provided as part of the Ohio Environmental Protection Agency's (EPA) eBusiness Center (eBiz). eBiz is a secure Internet-based site that enables authorized users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

The DMWM Scrap Tire Transporter Registration service enables users to electronically register organizations that transport scrap tires. Users can create, edit and submit registration applications anywhere there is access to the Internet and a printer.

This user guide includes information about:

- Establishing an account
- Obtaining a personal identification number (PIN)
- Creating, editing and submitting Scrap Tire Transporter Registration applications

The eBiz DMWM Scrap Tire Transporter Registration service ensures a faster and more accurate registration filing process. Filing electronically guarantees that all information in an application is consistent and complete.

Additional benefits include:

- Reduced paperwork requirements
- Access application records at any time
- Automatic notifications by email
- Decreased time between submitting an application and receiving the registration

Users must have an eBiz account to use the DMWM Scrap Tire Transporter Registration service. If the user will be signing (submitting) registration applications, a PIN is needed. The PIN serves as an electronic signature and requires completion of a notarized mail-in Subscriber Agreement form.

Registration applications are securely and safely stored in the eBiz on Ohio EPA's protected data servers. Only authorized personnel with a valid user name and PIN can log into eBiz at any time to submit, view, modify or print registration applications.

Note: For information about obtaining user names and PINs, refer to the **eBiz User's Guide** available on the eBiz home page, www.ebiz.epa.ohio.gov.



DMWM Scrap Tire Transporter Registration Service-User Guide

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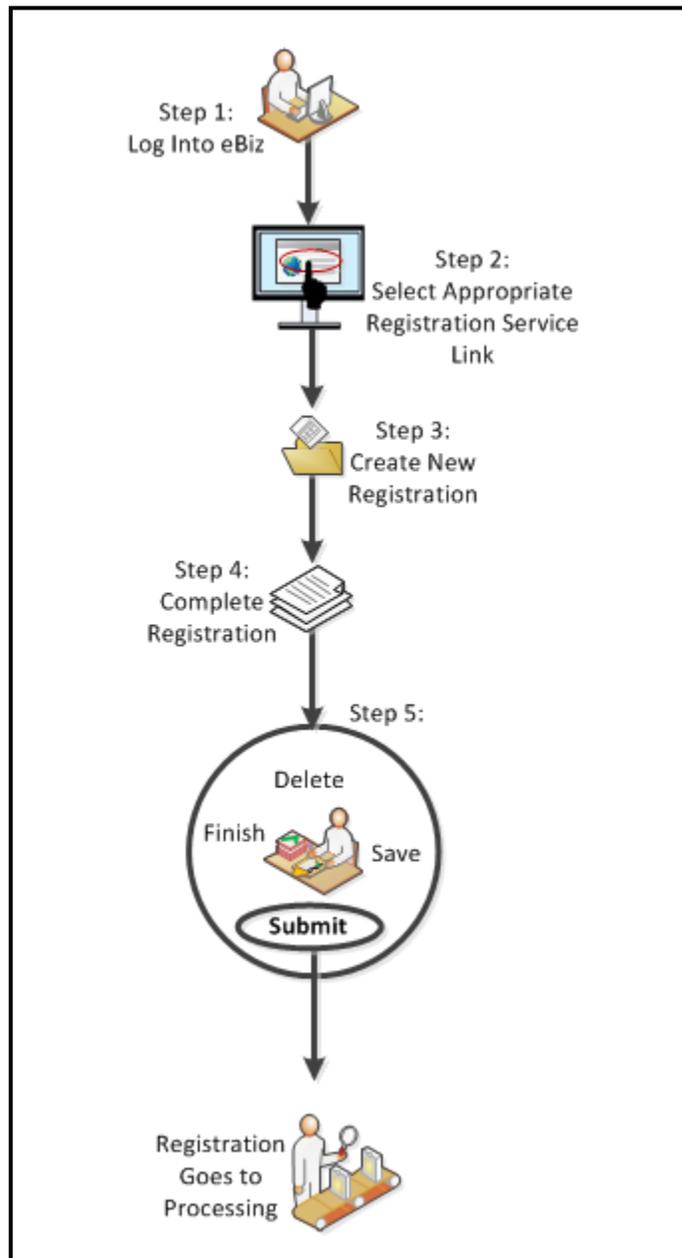
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Registration Process Flow Chart



Adding a Scrap Tire Transporter Facility

Before a Scrap Tire Transporter registration can occur, the transporting facility must be added to your Service Profile.

Step	Instruction
1	<p>Log on to eBiz. The Welcome to the Ohio EPA Business Center screen displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
2	<p>Click on DMWM Scrap Tire Transporter Registration. The Select and Manage Facilities Associated with Your Service screen displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>Note: If there are existing facilities attached to your profile, select a facility from the displayed list below Facility Association Information. If you do not see the applicant you want in the list, you must then add an applicant to your service profile by clicking the Add Facility button.</p>
3	<p>Click Add Facility. The Service Activation Facility Search screen displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>

Step	Instruction										
4	<p>Enter search criteria and then click Search. The Service Activation-Facility Search Results screen displays with the facility information captured from the search.</p> <p>Note: Searching by the agency Core ID (if known) is the quickest and most accurate way to find a facility. Searching individual fields at a time returns the best results.</p> <div data-bbox="402 443 1344 890" data-label="Image"> <p>Service Activation - Facility Search Results</p> <p>Your search criteria returned 1 facility. To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.</p> <table border="1"> <thead> <tr> <th>Agency Core ID</th> <th>Name</th> <th>Address</th> <th>Zip</th> <th>Regulatory Program ID</th> </tr> </thead> <tbody> <tr> <td>3916</td> <td>Brown County Sanitary Landfill/Scrap Tire Collection</td> <td>9427 Beyers Rd Georgetown OH</td> <td>45121</td> <td>- 4650 (CLFAC) - ST018299 (SCRPT) - 1DP00033 (SNIDP) - OHP000020 (FNIDP) - OHR000017103 (RCRA) - 32 (STSEQ) - 08-00-01 (SOLWA) - 1IN00142 (SNPDE) - OH0109193 (FNPDE) - 0708000033 (AIRFI) - MSWL018788 (MSWLF)</td> </tr> </tbody> </table> <p>Search Again Cancel</p> </div>	Agency Core ID	Name	Address	Zip	Regulatory Program ID	3916	Brown County Sanitary Landfill/Scrap Tire Collection	9427 Beyers Rd Georgetown OH	45121	- 4650 (CLFAC) - ST018299 (SCRPT) - 1DP00033 (SNIDP) - OHP000020 (FNIDP) - OHR000017103 (RCRA) - 32 (STSEQ) - 08-00-01 (SOLWA) - 1IN00142 (SNPDE) - OH0109193 (FNPDE) - 0708000033 (AIRFI) - MSWL018788 (MSWLF)
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	<p>Click on the numeric link in the Agency Core ID column. The Select and Manage the Applicant Associated with Your Service screen displays.</p> <div data-bbox="402 1052 1344 1369" data-label="Image"> <p>Select and Manage Facilities Associated with Your Service</p> <p>Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.</p> <p>Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.</p> <p>Service: DMWM Scrap Tire Transporter Registration Add Facility</p> <p>Facility Association Information (Total privileges: 1)</p> <table border="1"> <thead> <tr> <th>Facility Name</th> <th>Regulatory Program ID</th> <th>Agency Core ID</th> <th>Request Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Brown County Sanitary Landfill/Scrap Tire Collection</td> <td>ST018299 MSWL018788</td> <td>3916</td> <td>NEW</td> <td>X</td> </tr> </tbody> </table> <p>Next Cancel</p> </div>	Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action	Brown County Sanitary Landfill/Scrap Tire Collection	ST018299 MSWL018788	3916	NEW	X
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Brown County Sanitary Landfill/Scrap Tire Collection	ST018299 MSWL018788	3916	NEW	X							

Step	Instruction										
5	<p>Click Next. The Solid and Infectious Waste Transporter Service Request screen displays. Select the I have read and agree with the above statement check box. Enter your PIN and answer the security question that was setup when the PIN was requested.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: green; font-weight: bold;">Solid and Infectious Waste Transporter Registration Service Request</p> <p style="font-size: small;">For the facility listed above, I certify that I am an applicant, registrant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.</p> <p style="font-size: small;">By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.</p> <p><input type="checkbox"/> I have read and agree with the above statement.</p> <p>PIN: <input style="width: 100px;" type="text"/></p> <p>Please answer this security question: What color is red? <input style="width: 100px;" type="text"/></p> <p style="text-align: right;"> Submit Solid and Infectious Transporter Registration Service Request Cancel </p> </div>										
6	<p>Click Submit Solid and Infectious Waste Transporter Registration Service Request. The Service Activation Request Complete screen displays.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: green; font-weight: bold;">Service Activation Request Complete</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>The DMWM Scrap Tire Transporter Registration activation request was successfully received. You will receive an email notification when your service request has been processed.</p> </div> <p style="text-align: right; color: blue; font-weight: bold; border: 1px solid red; padding: 2px;">Continue...</p> </div> <p>Note: An email notification is also sent to you when the service request is processed.</p>										
7	<p>Click Continue. The Select and Manage the Applicant Associated with Your Service screen displays with the new applicant added in the Applicant Association Information section of the screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center; color: green; font-weight: bold;">Select and Manage Facilities Associated with Your Service</p> <p style="font-size: small;">Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.</p> <p style="font-size: x-small;">Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.</p> <p style="text-align: right; color: green; font-weight: bold;">Add Facility</p> <hr/> <p style="color: green; font-weight: bold;">Service: DMWM Scrap Tire Transporter Registration</p> <p style="font-size: small; color: green;">Facility Association Information (Total privileges: 1)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Facility Name</th> <th style="text-align: left;">Regulatory Program ID</th> <th style="text-align: left;">Agency Core ID</th> <th style="text-align: left;">Request Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td style="color: blue; text-decoration: underline;">Brown County Sanitary Landfill/Scrap Tire Collection</td> <td>ST018299 MSWL018788</td> <td>3916</td> <td>ACTIVE</td> <td style="text-align: center; color: red;">✕</td> </tr> </tbody> </table> <p style="text-align: right; color: green; font-weight: bold;">Cancel</p> </div>	Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action	Brown County Sanitary Landfill/Scrap Tire Collection	ST018299 MSWL018788	3916	ACTIVE	✕
Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action							
Brown County Sanitary Landfill/Scrap Tire Collection	ST018299 MSWL018788	3916	ACTIVE	✕							
8	<p>Do one of the following:</p> <ul style="list-style-type: none"> Click Add Facility to add another applicant. Click on the name listed under the Facility Name column to create a new or modify an existing transporter registration application. See Creating a Scrap Tire Transporter Registration for additional information. Click Cancel to return to the eBiz home page. 										

Creating a Scrap Tire Transporter Registration

The **Transporter Registration Service** home page serves as the starting point for managing registrations associated with a user's account. First, logon to eBiz. The **Welcome to the Ohio eBusiness Center** screen displays.

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Deactivate	Active		view/edit
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Deactivate	Active	view/edit	view/edit
DSW 401 Certification/Wetlands Permit Service	Request	Inactive		
DSW Credible Data	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Hazardous Waste Report (eDRUMS)	Deactivate	Active	view/edit	view/edit
OEEF Grant Service	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request	Inactive		

Click **DMWM Scrap Tire Transporter Registration**. The **Select and Manage Facilities Associated with Your Service** screen displays.

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click 'Next' to submit your request.

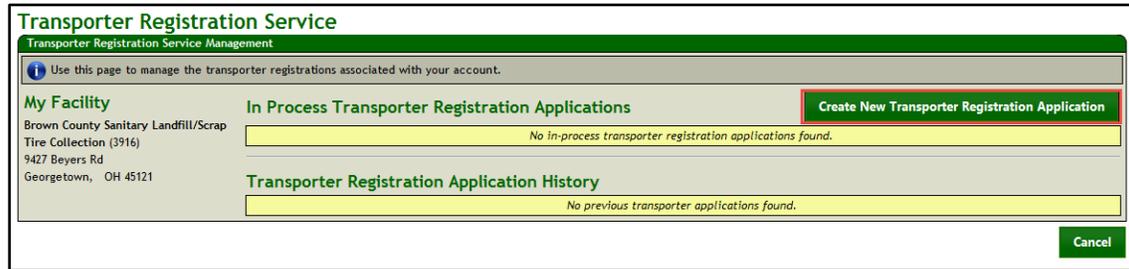
Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: **DMWM Scrap Tire Transporter Registration** [Add Facility](#)

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
Brown County Sanitary Landfill/Scrap Tire Collection	ST018299 MSWL018788	3916	ACTIVE	✖

[Cancel](#)

Click on the facility you wish to register in the **Facility Name** column. The **Transporter Registration Service** screen displays. The page is divided into two sections: **In Process Registrations** and **Application History**.



Note: There is no application history until the user submits a registration application and the application is then processed by the Ohio EPA.

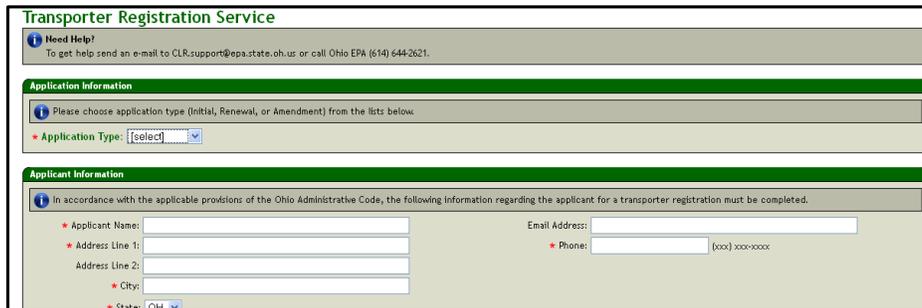
Click  to create a new registration application or select one of the following for existing registrations:

-  Edit in-process registrations
-  Delete in-process registration
-  Copy the most recently issued application—used for amendments or renewals.
-  View a copy of the invoice for a submitted registration

Registration Application Form

Click  to display the **Scrap Tire Transporter Registration Service** page. The **Scrap Tire Transporter Registration Service** page is divided into the following sections:

- Application Information
- Applicant Information
- Financial Assurance
- Business Information
- Business Owner Information

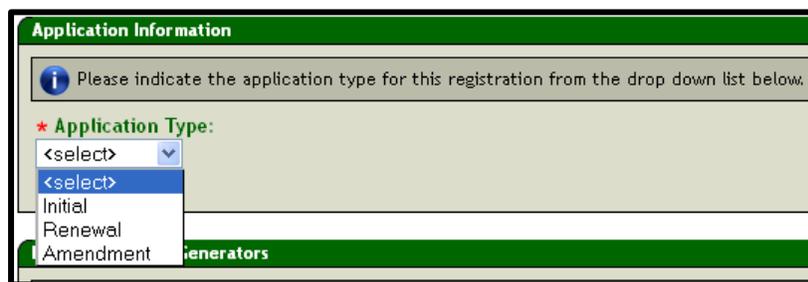


The screenshot shows the 'Transporter Registration Service' form. It includes a 'Need Help?' section with contact information, an 'Application Information' section with a dropdown for 'Application Type', and an 'Applicant Information' section with fields for name, address, city, state, email, and phone.

Application Information Section

Use the **Application Information** section to select one of three application types:

- Initial
- Renewal
- Amendment



This close-up shows the 'Application Information' section with the 'Application Type' dropdown menu open, displaying the options: Initial, Renewal, and Amendment.

Note: If the application type for the registration is a renewal or an amendment, a field for the current registration number displays (XX-G-XXXX).



This close-up shows the 'Application Type' dropdown menu set to 'Renewal'. Below it, the 'Current Registration Number' field is visible and highlighted with a red circle and an arrow.

Applicant Information Section

Use the **Applicant Information** section to record basic applicant information such as name, address and phone number.

Applicant Information

i In accordance with the applicable provisions of the Ohio Administrative Code, the following information regarding the applicant for a transporter registration must be completed.

* Applicant Name: Email Address:

* Address Line 1: * Phone: (xxx) xxx-xxxx

Address Line 2:

* City:

* State: OH

* Zip:

* Country: USA

* Is the applicant a licensed motor vehicle salvage dealer under ORC 4738?

* Is the applicant a licensed retail tire dealer of retreader under OAC 3745-27-54?

If the applicant is a licensed motor vehicle salvage dealer, enter the:

- MVSD License
- MVSD Date
- MVSD Name

* Is the applicant a licensed motor vehicle salvage dealer under ORC 4738?
Yes

* MVSD License:

* MVSD Date:

* MVSD Name:

If the applicant is a licensed retail dealer that can retread tires, enter the:

- Vendor License
- Vendor Date
- Vendor Name

* Is the applicant a licensed retail tire dealer of retreader under OAC 3745-27-54?
Yes

* Vendor License:

* Vendor Date:

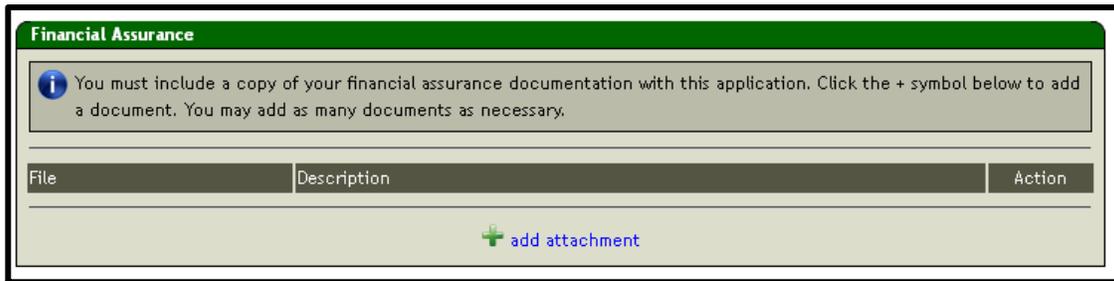
* Vendor Name:

Financial Assurance

Use the Financial Assurance section to attach documents providing evidence that funds are available to cover final closure costs. Such evidence may include:

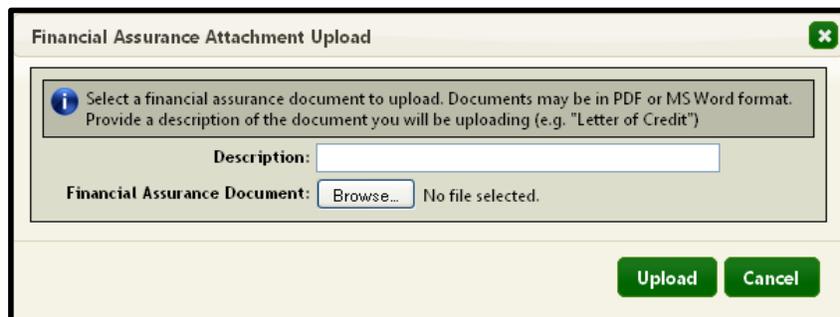
- Trust Agreement
- Surety Bond and Standby Trust Agreement
- Letter of Credit and Standby Trust Agreement
- Insurance
- Financial Test

Scrap tire transporters are required to maintain fiscal resources to adequately pay for any cost related to closure.



The screenshot shows a web interface titled "Financial Assurance". It contains an information box with a blue 'i' icon and the text: "You must include a copy of your financial assurance documentation with this application. Click the + symbol below to add a document. You may add as many documents as necessary." Below this is a table with three columns: "File", "Description", and "Action". At the bottom of the table area, there is a green plus sign icon followed by the text "add attachment".

Select + **add attachment** to upload the financial assurance documentation. Valid file types are PDF or MS Word.



The screenshot shows a dialog box titled "Financial Assurance Attachment Upload" with a close button (X) in the top right corner. It contains an information box with a blue 'i' icon and the text: "Select a financial assurance document to upload. Documents may be in PDF or MS Word format. Provide a description of the document you will be uploading (e.g. 'Letter of Credit')." Below this is a "Description:" label followed by a text input field. Underneath is a "Financial Assurance Document:" label followed by a "Browse..." button and the text "No file selected." At the bottom right of the dialog box are two buttons: "Upload" and "Cancel".

Notes:

- Refer to

- **Appendix A: Downloading and Uploading** Documents for information on how to upload documents to registration applications.
- Add as many documents as needed.

Business Information

Use the Business Information section to record information about the scrap tire facility including name, address and phone number. The business information may be different than the application information.

Business Information

i Please provide the following information concerning the scrap tire transportation business. The business information may be different than the application information.

Ohio Revised Code (ORC) 3734.83, in pertinent part, states; "no person shall transport scrap tires anywhere in this state unless the business or governmental entity that employs the person first registers with and obtains a registration certificate from the director of environmental protection. No more than one registration certificate shall be required of any single business or governmental entity".

Therefore, the practice of loaning out registration certificates is not permissible. If you loan registration certificates to individuals not employed by your business (e.g. subcontractors), you may be in violation of applicable laws and regulations. You should request ONLY the exact number of certificates you will need for vehicles being used by the business's own employees.

* Business Name:	<input type="text"/>	* Phone:	<input type="text"/> (xxx) xxx-xxxx
* Business Address:	<input type="text"/>	* Manager Name:	<input type="text"/>
* Business City:	<input type="text"/>	* Manager Phone:	<input type="text"/> (xxx) xxx-xxxx
* State:	<input type="text"/>	Manager Email:	<input type="text"/>
* Zip:	<input type="text"/>		
* Country:	<input type="text"/> USA		

* **Number of Certificates:**

0

* Will company be removing tires from transport vehicles for any reason (sorting, grading, load consolidation, etc.) or storing tires in covered containers at any location which is not currently licensed by Ohio EPA or specifically exempted by OAC 3745-27-61?

No

* Will your company be operating portable equipment used for load consolidation (i.e. bailers, etc.)?

No

If **OH** is selected as the state, the **Health District** and **County drop-down lists** display. Users can select a specific health district from this list.

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A screenshot of a registration form with various fields. A red circle highlights the 'State' dropdown menu, which is set to 'OH'. A red arrow points from this circle to the 'Health District' dropdown menu, which is currently set to '<select>'. Other fields include Business Name, Business Address, Business City, Zip, County (Adams), Country (USA), Phone, Manager Name, Manager Phone, and Manager Email.

If your company is removing tires from the transport vehicles for any reason, select **Yes** from the drop down list, and then use the **Sorting Location** section to indicate where the company will be removing or storing scrap tires from transport vehicles.

A screenshot of the 'Sorting Locations' section of the registration form. The 'Yes' option in the first dropdown menu is circled in red. Below it, the 'No' option is selected in the second dropdown menu. The 'Sorting Locations' section has a green header and contains an information icon and text: 'All locations where the applicant will be removing tires from transport vehicles for sorting or consolidating tires must be included on this application. Please click on the + symbol below to add a sorting location to this application. You may add as many locations as necessary.' Below this text is a table with columns for 'Property Owner', 'Address', and 'Action'. At the bottom of the section is a green plus sign followed by the text 'add new sorting location'.

Select **+ to add new sorting location**. Provide the information for all Ohio locations where any sorting, grading, or temporary storage of scrap tires will occur. Add as many locations as necessary.

Sorting Location Information ✕

i Provide the following information for all Ohio locations where your business will be performing any sorting, grading, or temporary storage of scrap tires as permitted by ORC 3734.76(E)(2).

To obtain a single lat/long point for your facility, click the "view map" link. On the map page, right click on the red location symbol and choose "What's here?". The address's lat/long point will then display in the search box. Provide a physical description of the facility location, if needed in addition to the address, to find the facility.

* Property Owner Name:

* Address:

* City:

* State: **OH**

* Zip:

* County:

* Township:

* Phone Number:

* Latitude (degrees): [view map](#)

* Longitude (degrees):

* Plan Drawings: No file selected.

If a company will be operating portable equipment, enter equipment and method into the text fields.

* Will your company be operating portable equipment used for load consolidation (i.e. bailers, etc.)?

Yes

* Equipment:

* Methods:

Submit Registration Applications

The following section describes how to electronically sign the registration application once it has been submitted.

Once all information is complete, you have the option to select one of the following:

- to save changes that were made keeping the current registration displayed.
- to cancel any changes to the current registration since the last save and returns the user to the Scrap Tire Transporter Registration Service page.

DMWM Scrap Tire Transporter Registration Service-User Guide

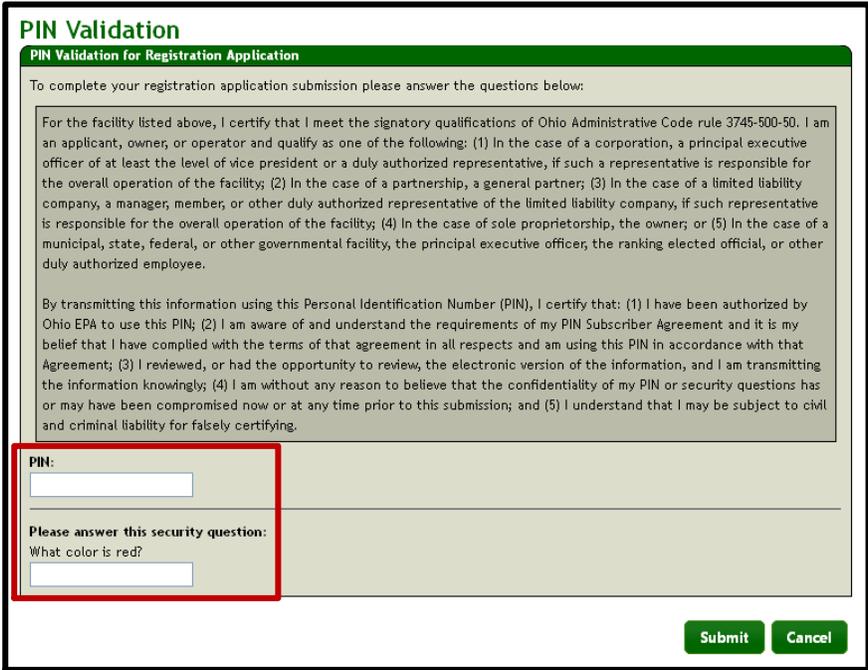


-  to save any changes that were made to the application since the last save and returns the user to the Scrap Tire Transporter Registration Service page.

Notes:

- If you click **Finish** before **Save**, data you typed in will be saved, but data selected via menu, (e.g., a drop-down list), is lost.
- If you collapse the screen, ( located in the upper right corner of the window), prior to **Save** all data is lost.
- Click  to submit the registration application. The **PIN Validation** page displays.

Note: Once a registration is submitted, changes cannot be made.



PIN Validation
PIN Validation for Registration Application

To complete your registration application submission please answer the questions below:

For the facility listed above, I certify that I meet the signatory qualifications of Ohio Administrative Code rule 3745-900-50. I am an applicant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:

Please answer this security question:
What color is red?

Submit **Cancel**

Enter your **PIN** and the answer to the security question. If the PIN and security answer match, a submission confirmation screen displays. You can then download the registration application invoice. The confirmation of Receipt/Invoice is also emailed to the user. See

Appendix A: Downloading and Uploading Documents for information on downloading a document.

Registration Application Payment Options

 Your registration application was successfully submitted to Ohio EPA. Payment of any applicable fees is now due. You may download a copy of your registration application invoice from the link at the bottom of this page. An email has been sent to the email address associated with your account as confirmation of your report submission. You should save a copy of this invoice for your records.

Print Your Invoice

 [Download Invoice](#)

To download the your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



[Continue...](#)

Select **Continue** to return to the **Welcome to the Ohio EPA eBusiness Center** screen.

Appendix A: Downloading and Uploading Documents

When filing a registration application it may be necessary to download or upload files.

When downloading files, a user has a choice to open the file or save the file to a specific location.

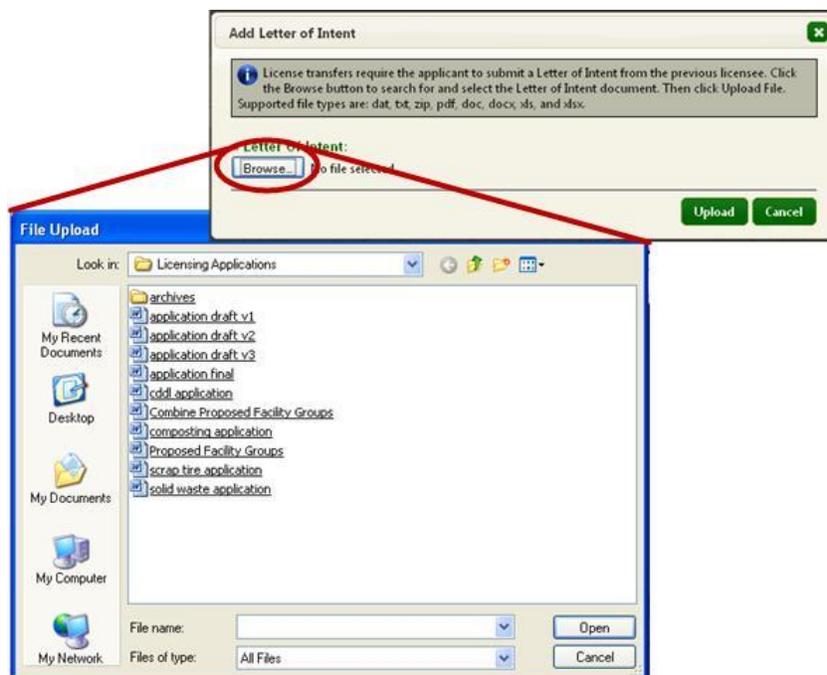


If the **Open with** option is selected, the document opens in the application of choice—the default is Adobe Acrobat.

If the **Save File** option is selected, the user can select a location on the computer's hard drive to save the file.

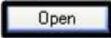
Note: The default location for saving the file is the Downloads folder.

When files can be uploaded, links enable users to browse the local hard drive. Click  to search for the appropriate file.





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Click  to open the browsing window, click on the file to upload and then click on the  button to attach the document to the application.

Approvals and Dates

This document was last updated on **07/28/2014**.