

eDMR Service Activation Walkthrough

**Electronic Discharge Monitoring Report (e-DMR)
Reporting System**

February 7, 2017



Ohio EPA, Division of Surface Water
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Columbus, Ohio 43215
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About this Document

This document is intended to provide a graphical run-through of the new PIN application procedures set effective on 5/12/08 and the updated service activation process. These procedures are required in order to access the Division of Surface Water's Electronic Discharge Monitoring Reporting (e-DMR) System. Graphics display the Ohio EPA eBusiness Center screens and documents all processes from the beginning steps all of the way through to the final service activation. This document provides a general feel for the work flow by guiding the user with actual screen shots of the online system in a relatively sequential manner. Refer to the e-DMR All-in-One Document and all of its attachments for additional detail of the various individual aspects of the online application.

Recent Changes to this Document

2/2/15 Updated language & current system screenshots.

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About This Document


Recent Changes to this Document

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Section 1 - eBusiness Center Login

https://ebiz.epa.ohio.gov/login.html

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eBusiness Center

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:

Password:

[Forgot your password?](#)

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](#).

This will be your starting point each month. If you have not created an account, you must initially do so. Once you create your account User ID & password, you can return to this point and log on to the Ohio EPA eBusiness Center. Ohio EPA's eBusiness Center is a secure portal for online business and is the entry point for the regulated community & consultants to electronically complete and file reports and permit applications and to pay fees. Authorized users will be able to update their facility and contact information directly. The eBusiness Center began with offering capabilities for wastewater discharge monitoring reports, although has expanded to provide many other e-business services. All services will be accessed through Ohio EPA's eBusiness Center at the following web link: <https://ebiz.epa.ohio.gov/login.html>. Online reporting via this system is available to the entire State with no preregistration necessary!


eBusiness Center - Welcome Screen

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eBusiness Center

eBusiness Home My Account jrobert

 **Welcome to the Ohio EPA eBusiness Center**  **Need Help?**
Click this box for assistance.

Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
DMWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Facility Registration	Request	Inactive	view/edit	
DMWM Transporter Registration	Request	Inactive		
DSW Credible Data	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
DMWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
E2 Administration	Deactivate	Active	view/edit	view/edit
DMWM Compliance	Request	Inactive	view/edit	
DMWM Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Deactivate	Active		view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OOEF Grant Service (No PIN Required)	Request	Inactive		

My Tasks (1)			
Name	Status	Created	Action
PIN Activated	Active	03/30/2009 15:01:27	hide

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This is the opening screen that you will come to each month to access eDMR after you have completed the steps in this document. If you already have a PIN (i.e., your legal e-signature) you will notice under MY TASKS that it states that your PIN is “activated”. Under SERVICES, you have a listing of all Agency Divisions that you can conduct e-Business with, use any of them that you do business with all through this single account. As you gain access to them, the status will change to “Active”. If you want to submit, you must apply for a PIN and add your facility using the procedure defined in this document. If you are just going to be a report preparer (i.e., someone else will submit through a different account), you do not need to use this document. Refer to delegating rights in the “eDMR All-in-One” Document to gain access to prepare reports within seconds.

Section 2 - eBusiness Center – Service Activation

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Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
DMWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Facility Registration	Request	Inactive	view/edit	
DMWM Transporter Registration	Request	Inactive		
DSW Credible Data	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
DMWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
E2 Administration	Deactivate	Active	view/edit	view/edit
DMWM Compliance	Request	Inactive	view/edit	
DMWM Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Deactivate	Active		view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		

My Tasks (1)			
Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	hide

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Once your PIN is activated, you will notice that it will be listed under MY TASKS as being ACTIVE. At this point you will notice that under MY SERVICES you see “eDMR”. You will access eDMR to submit your NPDES monthly reports, general permit monthly data, and indirect discharge semi-annual reports. Click “View/Edit” under the Facility column to the right to view, add, and delete facilities from your list.

eBusiness Center – Service Activation

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Select and Manage Facilities Associated with Your Service

i 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: e-DMR

Facility Association Information (Total privileges: 8)

Facility Name ▾	Regulatory Program ID ▾	Agency Core ID ▾	Request Status	Action
Anthony Allega Cement Contractor Inc	3GR00263 OHGR00128	279887	ACTIVE	✗
Consumers Builder Supply Co Inc	3GR01542 OHGR00382	26140	ACTIVE	✗
Elkhorn Valley Christian Service Camp	OH0139530 3PR00454	23657	ACTIVE	✗
Le-O-Na Falls MHP	OH0133698 1PV00123	30842	ACTIVE	✗

Just click the ADD FACILITY button to add as many facility(s) that you want to be associated with and submit data for.

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Service Activation - Facility Search

Facility Search Criteria

The first step in activating a new service is to associate it with one or more facilities. Use this search to locate facilities for association. The search uses "contains" logic. For example, if the facility name is "Redbrick Enterprises Inc." you can enter "brick" in the "Name" field below. This will search for all facilities with "brick" in the name.

Searching by the Regulatory Program ID or Agency Core ID is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

Regulatory Program ID:

Agency Core ID:

Name:

Address Line 1:

Address Line 2:

City:

County:

Zip:

Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

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Use this screen to search for your facility from a master list of facilities that the Division of Surface Water and Ohio EPA has in its database. **TIP:** Do not fill out the entire form, just a single field to do a search on. An easy way is to just put your permit number (i.e., 3GR00733 without the *AG) in the regulatory ID field and click SEARCH...it pop right up!

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Service Activation - Facility Search Results

Service Activation - Facility Search Results

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.

Agency Core ID ▾	Name ▾	Address	Zip	Regulatory Program ID
40484	Lockheed Martin MS2	1210 Massillon Rd Akron OH	44315	- 3GR00733 (SNGEN)

[Search Again](#) [Cancel](#)

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Searching by permit number will bring up a single entry which will be yours. If you search for your facility by name, you may get multiple different records on your screen where you have to determine the appropriate one. Whichever way you perform the search, once you find your facility click on the Agency Core ID (i.e., blue numerical link to the left). This will select it.

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Select and Manage Facilities Associated with Your Service

i 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: e-DMR

Add Facility

Facility Association Information (Total privileges: 9)

Facility Name ▾	Regulatory Program ID ▾	Agency Core ID ▾	Request Status	Action
Lockheed Martin MS2	3GR00733 OHGR00493	40484	NEW	

Next Cancel

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If you only report for a single facility you will see it in the list, click NEXT. Although, if you need to add another permitted facility just click the ADD FACILITY button again to search and select it. You can do this as many times as you need. When you have selected all of them, click NEXT.

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e-DMR Service Request

e-DMR Service Request			
Facility Associations			
Facility ID	Facility	Responsible Official (Help)	Delegated Submitter (Help)
40484	Lockheed Martin MS2 1210 Massillon Rd Akron, OH 44315	<input type="checkbox"/>	<input type="checkbox"/>

i I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (EDMR) 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.

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.

I have read and agree with the above statement.

PIN:

●●●●●●

Please answer this security question:

Favorite NFL Team Mascot

Submit e-DMR Service Request

Cancel

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You will need to select a role to assign yourself...if you are the responsible official (i.e., permit holder), check it...if you are a delegated submitter (i.e., duly authorized representative submitting on behalf of the permit holder) put a check in the DELEGATED SUBMITTER box. Read the statement, check the statement verification box, enter your PIN, and answer your security question. Once you are complete, click the SUBMIT eDMR SERVICE REQUEST button at the bottom of the screen.

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Service Activation Request Complete



The e-DMR activation request was successfully received. You will receive an email notification when your service request has been processed.

If you have selected the Delegated Submitter you will need to download the PDF below and following the instructions in the PDF document.



[Delegation of Authority Form](#)

To download the document listed above 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...](#)

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If you selected a role, checked the certification statement, entered the correct PIN, and provided the correct response to your security question, your request will be completed and will wait processing from the eDMR Administrator. You will receive an error message if you have entered an incorrect PIN or did not fill out the form correctly. If this happens, just type in the correct info and click the SUBMIT eDMR SERVICE REQUEST button again.

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Service Activation Request Complete



The e-DMR activation request was successfully received. You will receive an email notification when your service request has been processed.

If you have selected the Delegated Submitter you will need to download the PDF below and following the instructions in the PDF document.



[Delegation of Authority Form](#)

To download the document listed above 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.



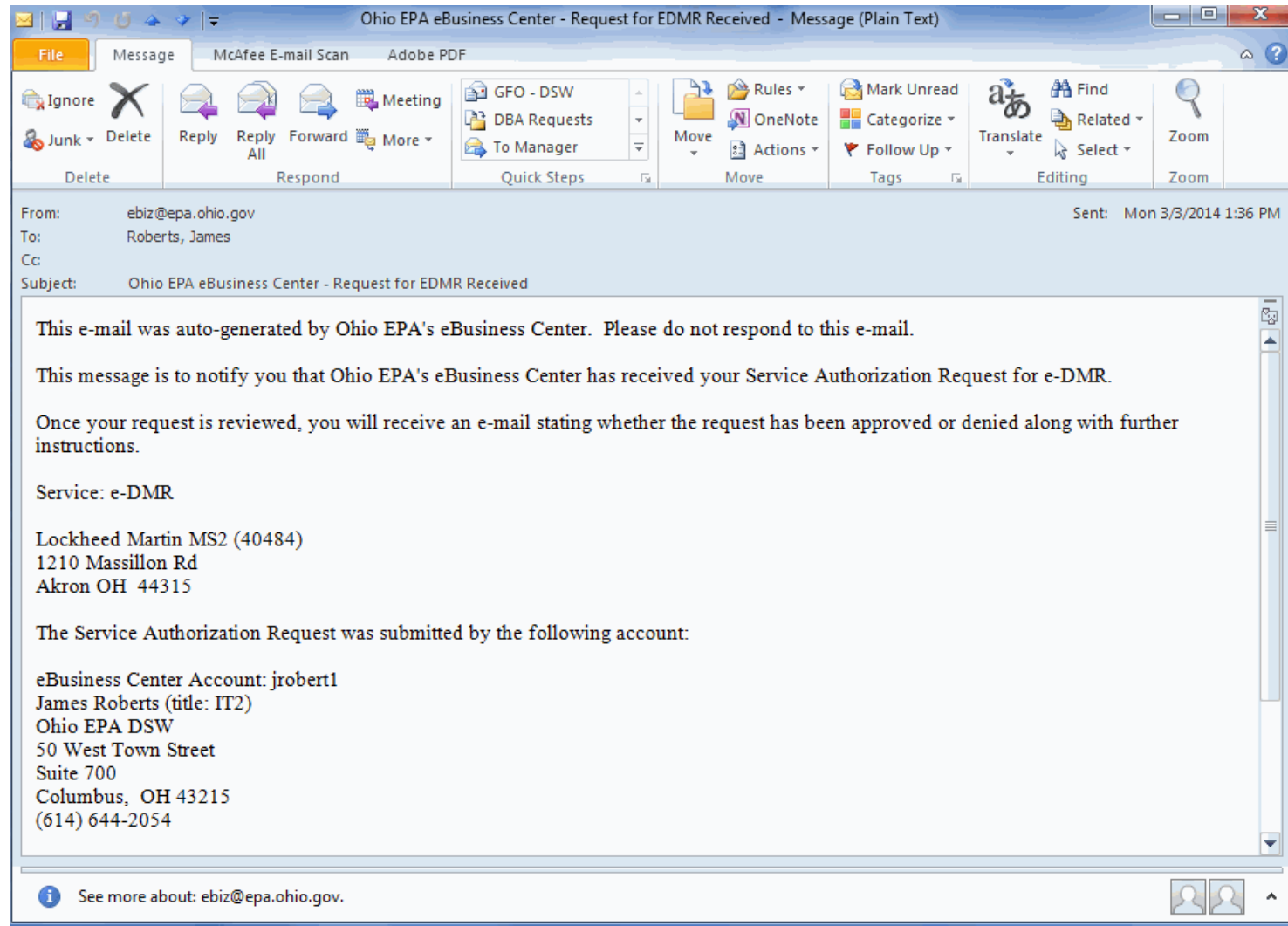
[Continue...](#)

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If you are the authorized official (RO), the eDMR Administrator will verify your information and hopefully approve your request within minutes to hours...no more paperwork required! If you selected DELEGATED SUBMITTER, you will need to download, print, have the RO sign, notarize, and mail in the Delegation of Authority form from the above screen. This lets us know you are going to be submitting the facilities reports on behalf of the permit holder. Once the Agency receives your form, you will hopefully be approved...usually the same day! (NOTE: the majority of users are delegated submitters on behalf of the RO (i.e., duly authorized representatives).

eBusiness Center – Service Activation



As always with the eBusiness Center, you will receive an email confirmation of your eDMR service activation request.

eBusiness Center – Service Activation

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Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
DMWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Facility Registration	Request	Inactive	view/edit	
DMWM Transporter Registration	Request	Inactive		
DSW Credible Data	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
DMWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
E2 Administration	Deactivate	Active	view/edit	view/edit
DMWM Compliance	Request	Inactive	view/edit	
DMWM Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Deactivate	Active		view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		

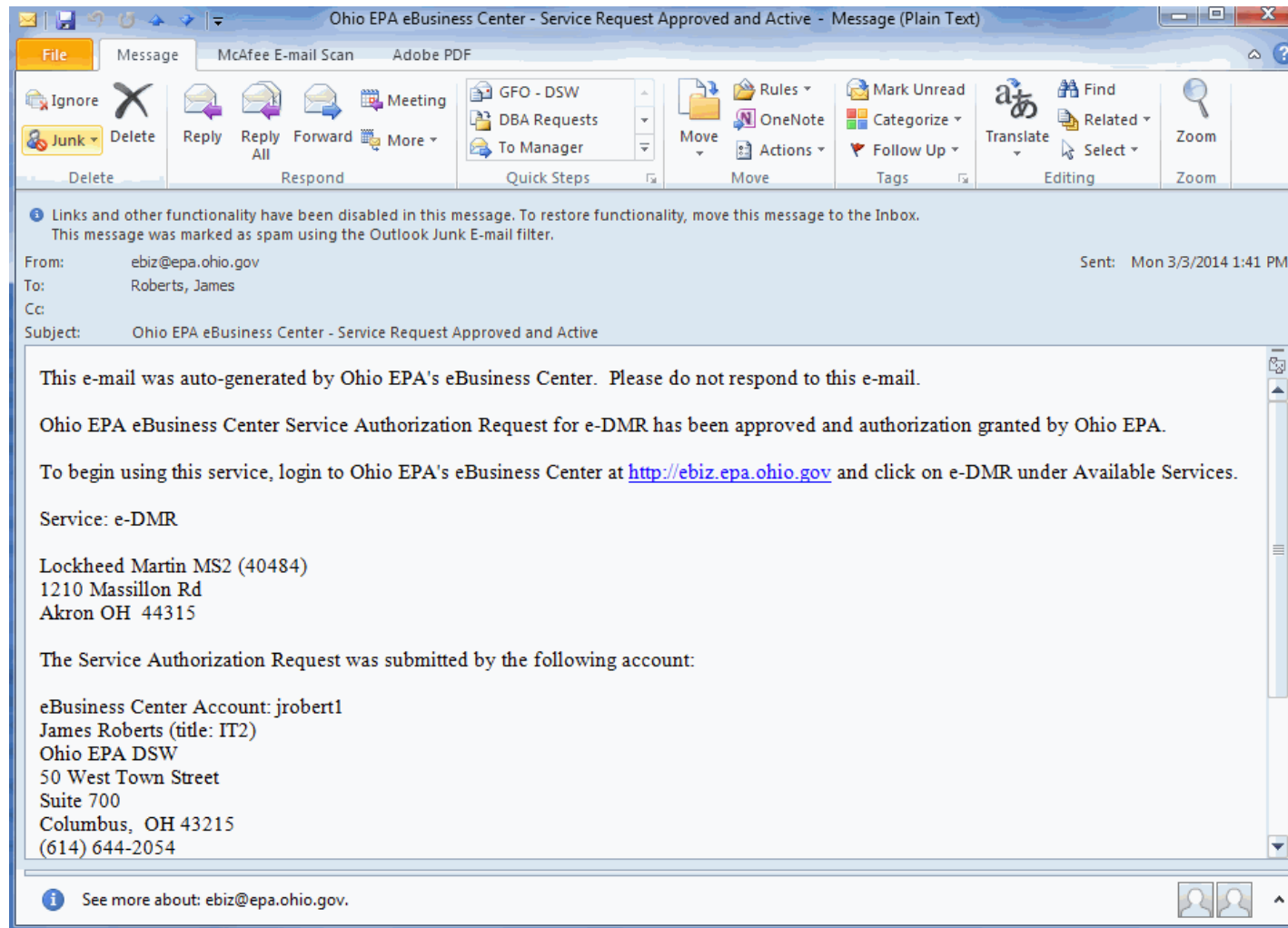
My Tasks (2)			
Name	Status	Created	Action
PIN Activated	Active	03/30/2009 15:01:27	hide
View e-DMR Service Request (75804) for Lockheed Martin MS2 (40484) with regulatory program ID (3GR00733, OHGR00493)	Pending	03/03/2014 13:37:08	hide

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After clicking the “Continue” link in the Activation Complete window, you will be directed back to the eBusiness Center main screen. You will notice that under MY TASKS you have a new task for each facility that you requested association with. The status will be PENDING until approved by the Division of Surface Water’s eDMR Administrator.

eBusiness Center – Service Activation



When approved by the eDMR Administrator, you will receive a confirmation via email. If you are a new user of the system you will receive a welcome email from the eDMR Administrator with a click-by-click on how to access and submit your reports. At this point you can log on to the eBusiness Center and begin reporting!

eBusiness Center – Service Activation

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eBusiness Home My Account jrobert1

Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
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Air Services	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
DMWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWM Facility Registration	Request	Inactive	view/edit	
DMWM Transporter Registration	Request	Inactive		
DSW Credible Data	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
DMWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
E2 Administration	Deactivate	Active	view/edit	view/edit
DMWM Compliance	Request	Inactive	view/edit	
DMWM Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Deactivate	Active		view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		

My Tasks (1)			
Name	Status	Created	Action
PIN Activated	Active	03/30/2009 15:01:27	hide

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Once approved, you will now notice that there are no PENDING tasks under MY TASKS. Click on “View/Edit” for eDMR and you will see your facility(s). You are now completely set up for submitting your DMRs via the internet! Each time you would like to submit a report, just click eDMR (under SERVICE) to launch the eDMR reporting system. Refer back to Attachment 1 of the All-in-One Document, the eDMR Graphical Walkthrough for a walkthrough on how to access your reports. They are already created and include everything that is required by your permit each month....just access them, type your data in, and click SUBMIT!

Section 4 – Delegating Preparer Rights

In eDMR, you can either submit reports (with your PIN), or you can simply prepare the reports for someone else who will be submitting them. (IMPORTANT: each person, whether submitter or preparing, needs their own personal eBusiness Center account). For preparers, just provide your User ID to the individual who will be accessing the report and submitting it. They will log into their personal account and clicking “View/Edit” delegations. The below screen will appear. Simply click the ADD USER link, type in the User ID of the person who will be entering the data, and click OK. It’s as simple and quick as that. The preparer can now log into their personal account and will have the facility that you delegated them to. They have all the rights to the reports, except SUBMIT. Once the preparer is finished entering in the data, the SUBMITTER can log into their own account, view the report that was prepared, and click SUBMIT.

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Privilege Delegation Management

Delegations for Service e-DMR														
Facility	Regulatory Program ID	Role	Delegated By	Accounts										
Anthony Allega Cement Contractor Inc (279887) 5585 Canal Rd Valley View, OH 44125	- 3GR00263	EDMR Submitter Role (ACTIVE)		<table border="1"> <thead> <tr> <th>Account</th> <th>Role</th> <th>Delegated By</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>KTHpolaris</td> <td>EDMR Submitter Role</td> <td></td> <td>Active</td> <td>delete</td> </tr> </tbody> </table>	Account	Role	Delegated By	Status	Action	KTHpolaris	EDMR Submitter Role		Active	delete
				Account	Role	Delegated By	Status	Action						
KTHpolaris	EDMR Submitter Role		Active	delete										
				Add User										
Consumers Builder Supply Co Inc (26140) 1254 Washington Ave Lorain, OH 44052	- 3GR01542	EDMR Submitter Role (ACTIVE)		<table border="1"> <thead> <tr> <th>Account</th> <th>Role</th> <th>Delegated By</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Consumers</td> <td>EDMR Submitter Role</td> <td></td> <td>Active</td> <td>delete</td> </tr> </tbody> </table>	Account	Role	Delegated By	Status	Action	Consumers	EDMR Submitter Role		Active	delete
				Account	Role	Delegated By	Status	Action						
Consumers	EDMR Submitter Role		Active	delete										
				Add User										
Elkhorn Valley Christian Service Camp (23657) 8200 Carnation Rd Bergholz, OH 43908	- OH0139530 - 3PR00454	EDMR Submitter Role (ACTIVE)		<table border="1"> <thead> <tr> <th>Account</th> <th>Role</th> <th>Delegated By</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BDENNIS</td> <td>EDMR Submitter Role</td> <td></td> <td>Active</td> <td>delete</td> </tr> </tbody> </table>	Account	Role	Delegated By	Status	Action	BDENNIS	EDMR Submitter Role		Active	delete
				Account	Role	Delegated By	Status	Action						
BDENNIS	EDMR Submitter Role		Active	delete										
				Add User										
Le-O-Na Falls MHP (30842) 8112 Rte 55 W Ludlow Falls, OH 45339	- OH0133698 - 1PV00123	EDMR Submitter Role (ACTIVE)		<table border="1"> <thead> <tr> <th>Account</th> <th>Role</th> <th>Delegated By</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>BDENNIS</td> <td>EDMR Submitter Role</td> <td></td> <td>Active</td> <td>delete</td> </tr> </tbody> </table>	Account	Role	Delegated By	Status	Action	BDENNIS	EDMR Submitter Role		Active	delete
				Account	Role	Delegated By	Status	Action						
BDENNIS	EDMR Submitter Role		Active	delete										
				Add User										

Technical Support

For permit specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. For technical assistance with eDMR, STREAMS or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, but can take up to 24 hours if the administrator is out of the office or away from the desk.

BUSINESS HOURS: Mon-Fri: 7:00 a.m. – 5:00 p.m

Whitney Works

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Jamie Roberts

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Phone: (614) 644-2054

eBusiness Center (PINS & Passwords): (877) 372-2499