Surface Water Tracking, Reporting, and Electronic Application Management System (STREAMS)

Dashboard Quick Guide

May 5, 2016

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About this Document

This document is intended to provide a quick summary of the primary functions of the Ohio EPA Division of Surface Water (DSW) Tracking, Reporting, and Electronic Application Management System (STREAMS). STREAMS is a self-service feature available through Ohio EPA's eBusiness Center for submittal of permit applications, make fee payments, conduct permit approvals, and for compliance and reporting. It will replace the paper-based permit application process with electronic applications and payments, provide permit approval process status to applicants electronically, and allow permit holders to submit monitoring reports electronically. The document is intended to provide quick on-the-fly assistance of the capabilities available within STEAMS. For a complete A-to-Z graphical walkthrough of the entire STREAMS system capabilities, download the "STREAMS Graphical Walkthrough" document from the Division of Surface Water Electronic Business Services website at http://epa.ohio.gov/dsw/ebs.aspx. – will be released late October 2015.

Recent Changes to this Document

1/11/16	-	Minor text updates.
10/6/15	-	Initial Release w/current screen shots.

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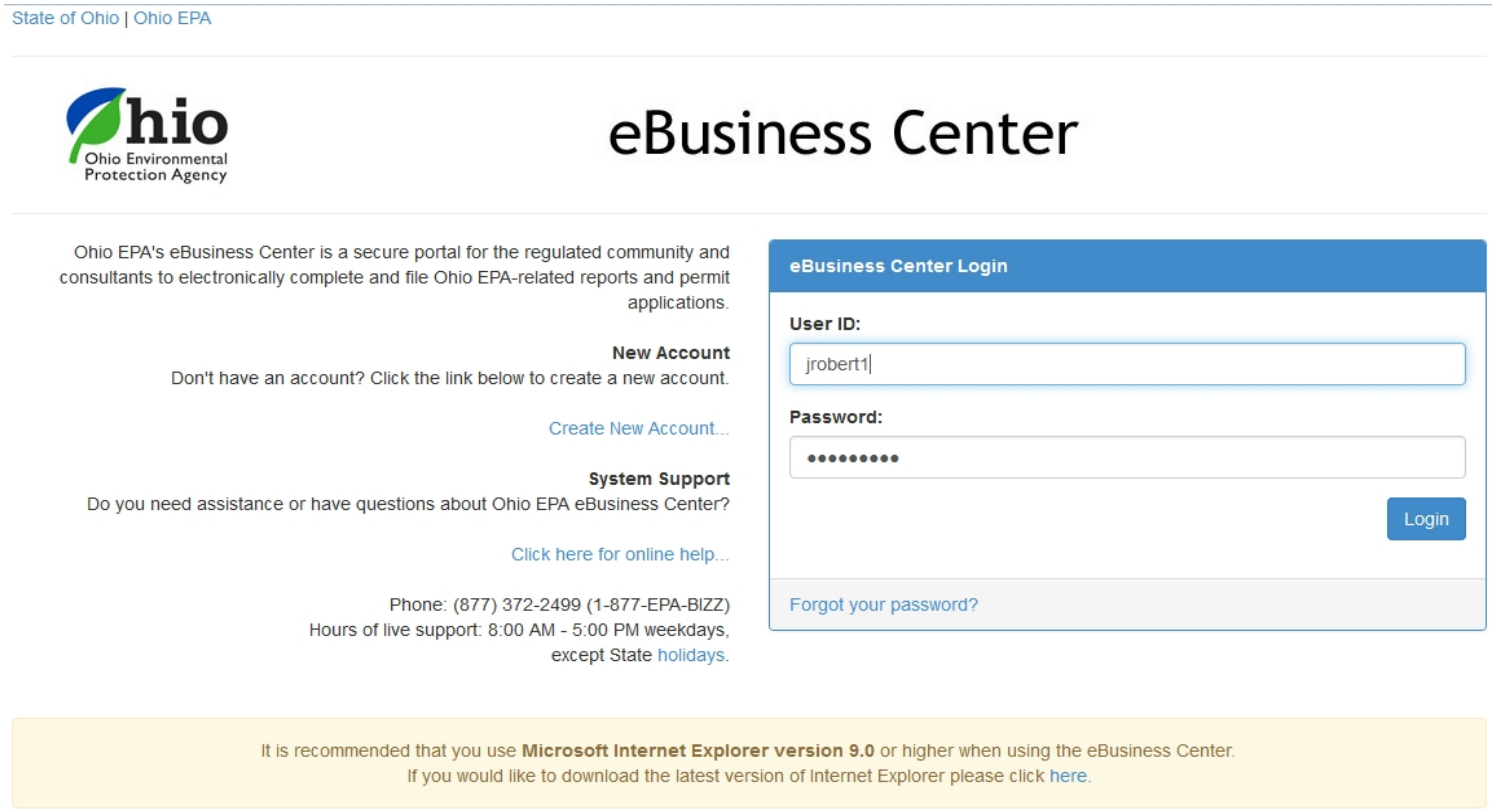
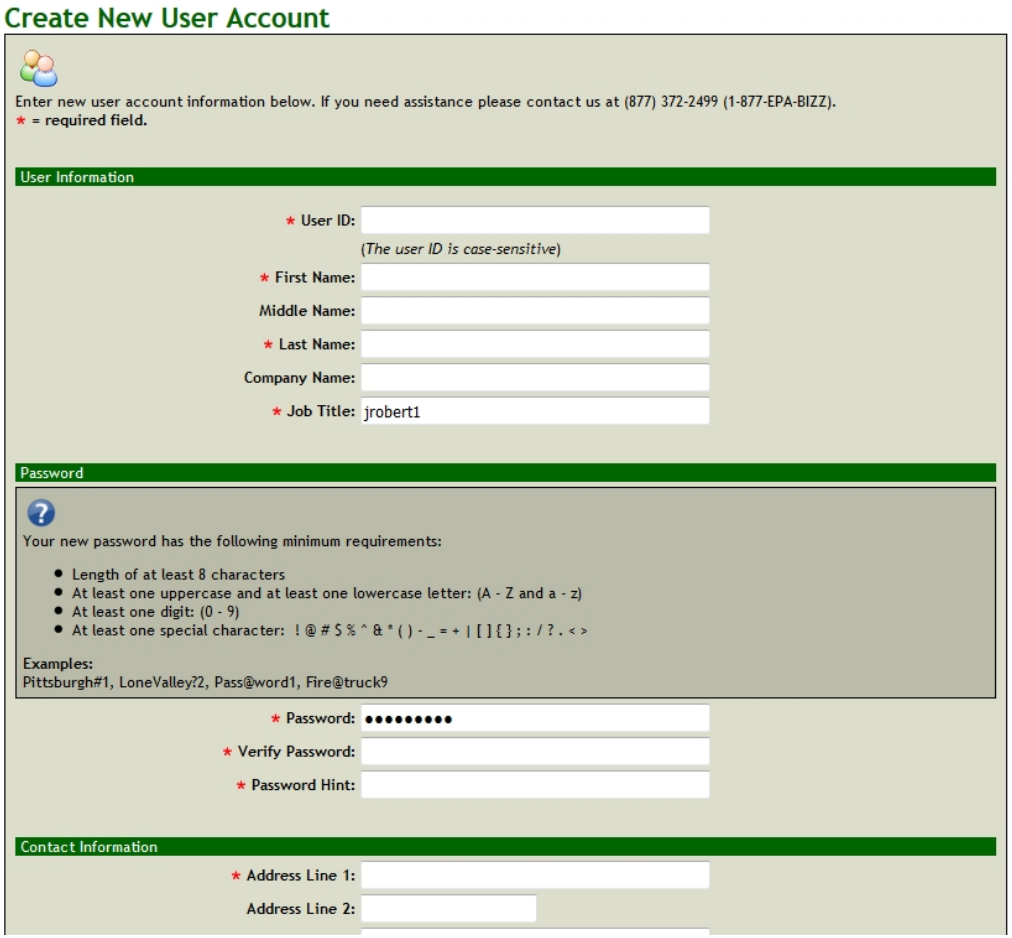
eBusiness Center Login



This is your starting point. If you currently have an account, you will use that to access all available Ohio EPA eBusiness Center services. If you have not created a personal account, you must initially do so by clicking the ***Create New Account*** link to the left of the screen – *only takes a minute!* Once you create your account User ID and password, you can immediately return to this point and log on to the Ohio EPA eBusiness Center.

Ohio EPA's eBusiness Center is an enhanced, secure portal for online business. This portal is the entry point for the regulated community and 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. All DSW Electronic Business Services will be accessed through Ohio EPA's eBusiness Center at the following web link: *https://ebiz.epa.ohio.gov/login.html*.

Creating a Personal Account



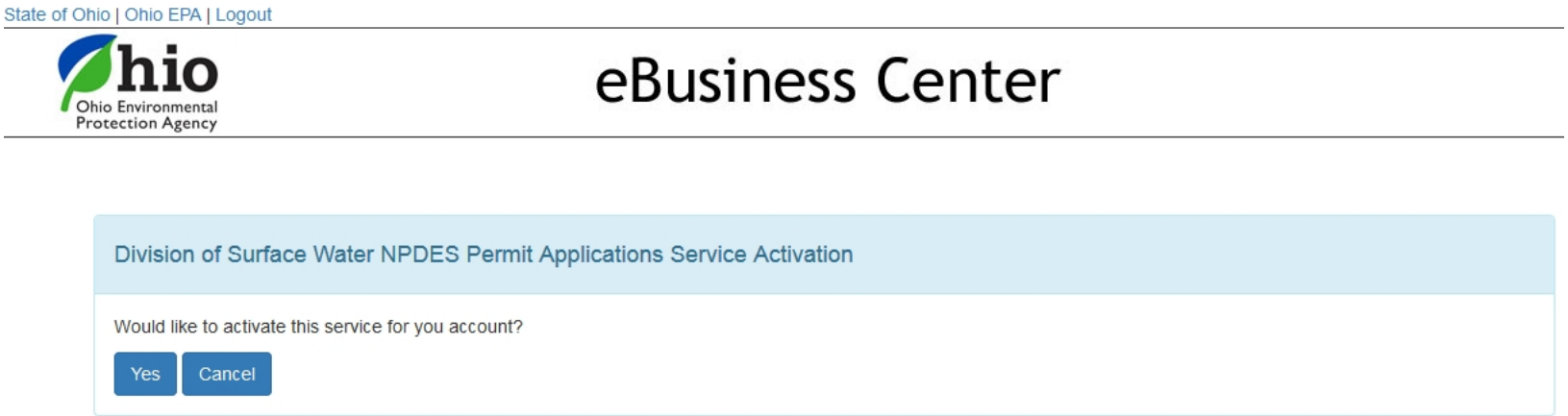
If you are new to Ohio EPA's eBusiness Center, create a personal account by filling in the ***User Information*** section by selecting a login User ID. This ID is your choice – you will enter it each time you log in so select a User ID that is easy to remember (ex. jmiller). Create a password adhering to the minimum requirements (ex. BlackCats-2). Finish the new account creation process by clicking the ***Submit*** button at the bottom of the screen – you will be directed to an ***Account Creation Successful*** screen, receive and email, and will be immediately directed back to the log in screen where you can enter your User ID and Password to log into your new personal account.

Personal ID Number (PIN)

A Personal Identification Number (PIN) is a number assigned to the account holder which represents their legal signature. To be able to submit data, an application, and/or pay fees via electronic check the account holder needs a PIN. (Those preparing reports/applications or paying fees via credit card do not need a PIN.) An account holder only needs a single PIN to do all business with the agency – so if you don't have a PIN simply click on the ***Request New PIN*** link under MY TASKS and fill out the simple onscreen PIN application. It may be advantageous to get a PIN even though you may not need it at the moment – that way you are all setup in case you need to submit a future report, application, or electronic check fee payment.

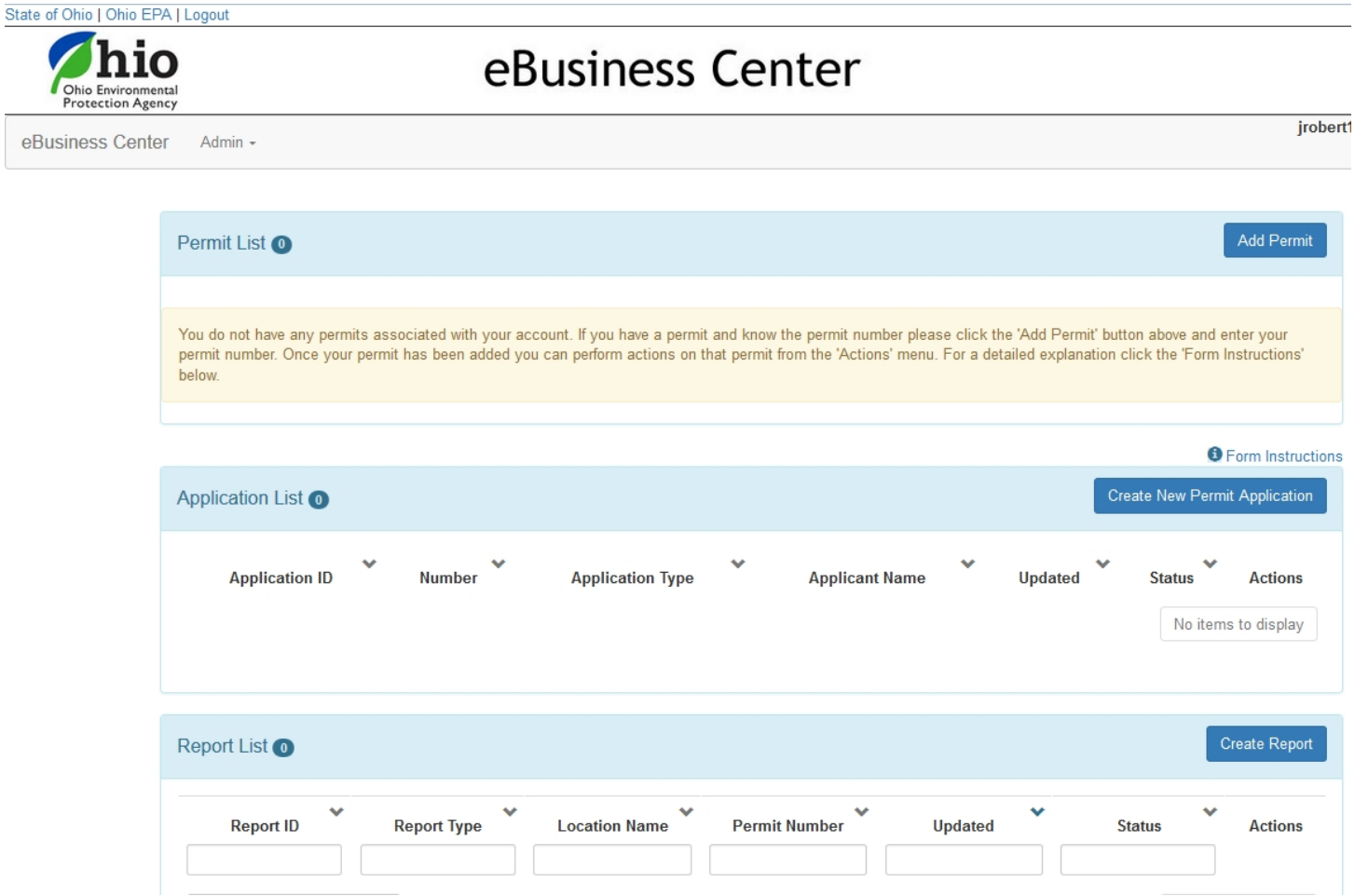
Service Selection

A *service* is a division within Ohio EPA that offers electronic services. To access STREAMS, click on ***Division of Surface Water NPDES Permit Applications (i.e., STREAMS)*** to select the service – you will be directed immediately.



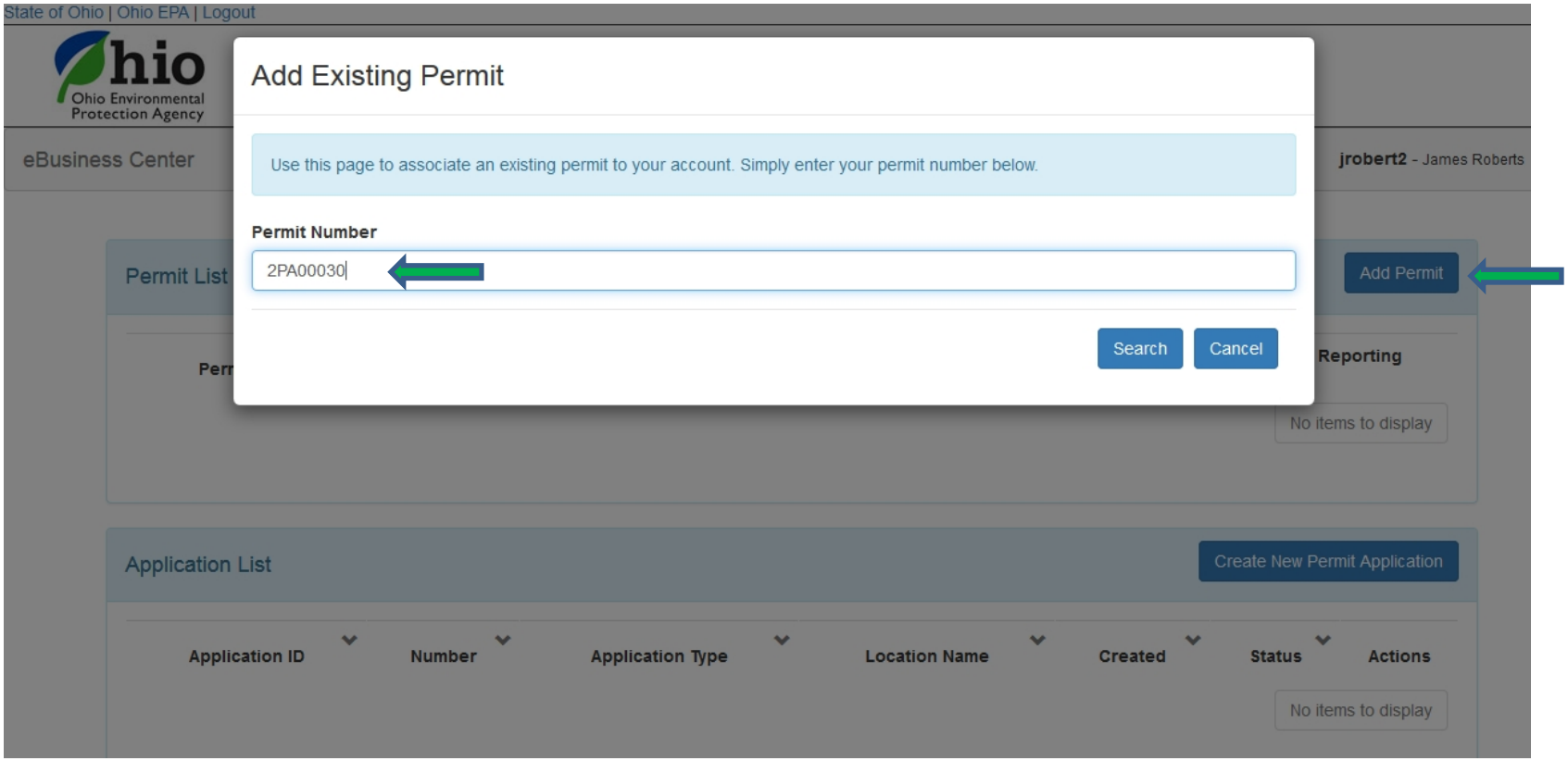
The first time you select this service you will be prompted to activate it – simply click ***Yes***. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

Personal Dashboard

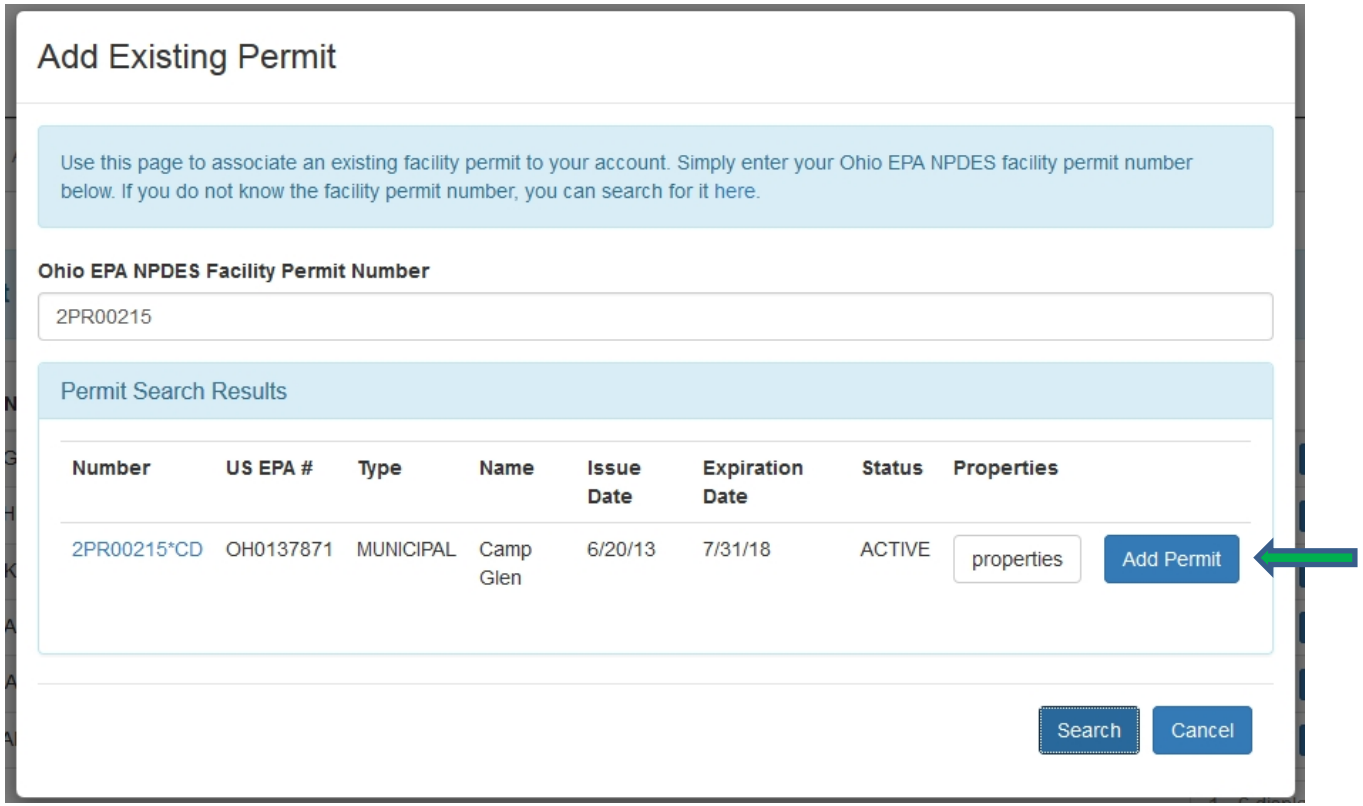


This opening screen is your personal dashboard to the STREAMS application. ***Permit List*** is a place you can add and list all of your permits in. ***Application List*** will house all of your applications – it acts as an archive for all processed applications as well as a working location for all applications you are still working on. The ***Report List*** is houses all reports that you are working on or have submitted in the past (NOTE: The ***Report List*** will be deployed and made available in November/December 2015.)

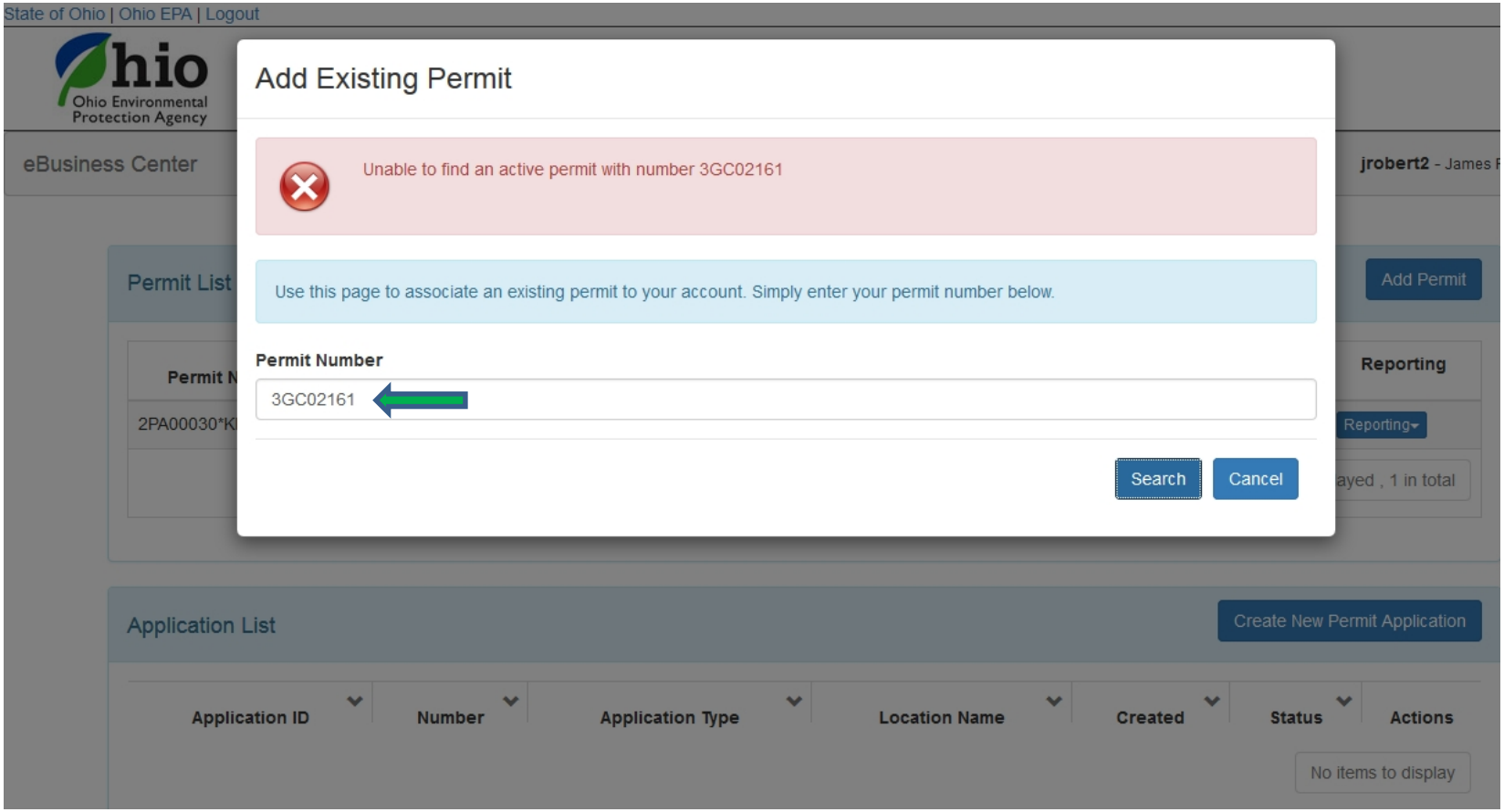
Adding Permits



Click the ***Add Permit*** button on the right to add the permits that you want in your permits list. Type the permit number inside the field provided and click the ***Search*** button to have the system return the permit information.

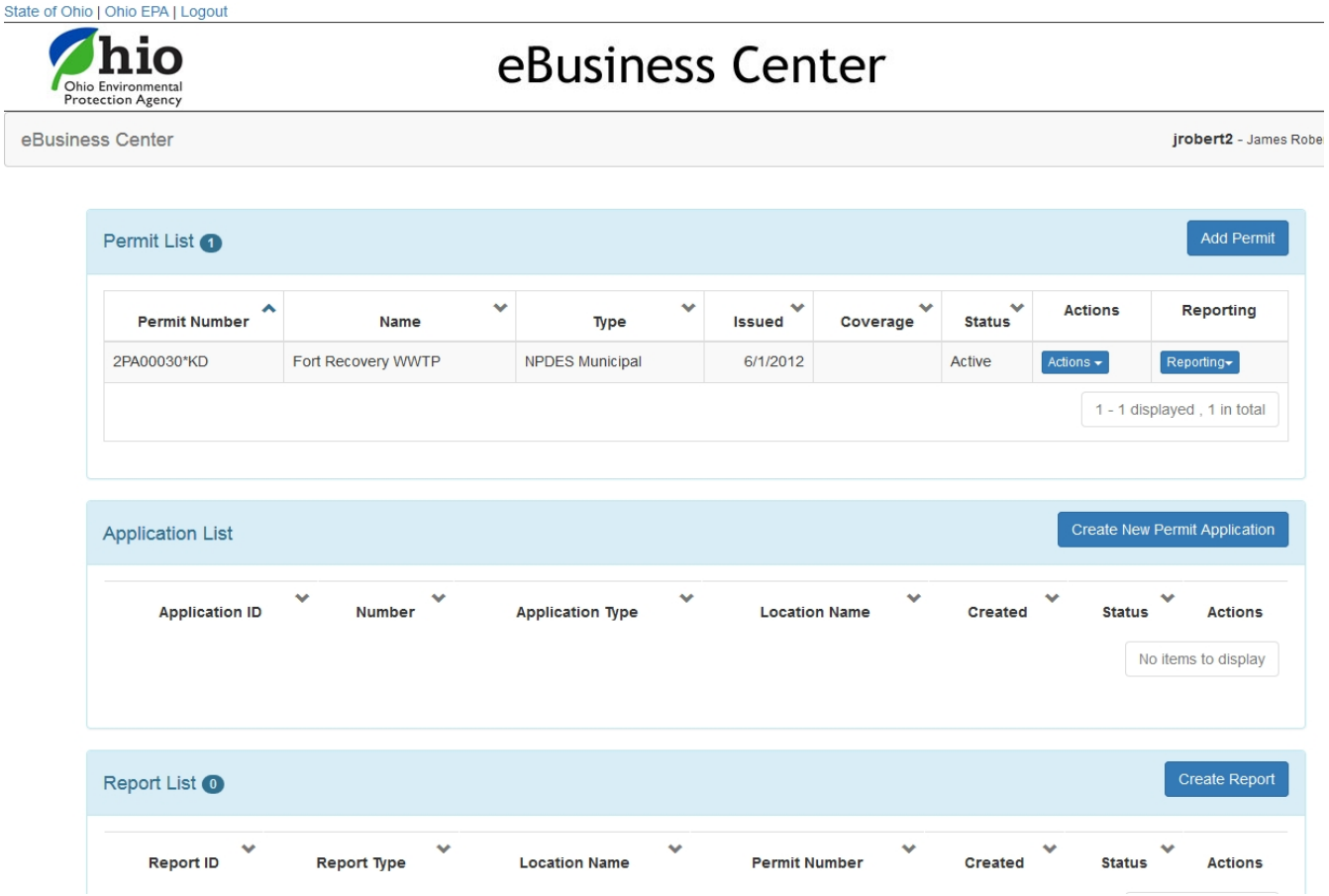


Once the permit record is returned, click the ***Add Permit*** button to the right to select it – this permit is now in your list. Click ***Cancel*** to return to your personal dashboard. Any number of permits can be added to your account within seconds. Once you have access you then have the ability to conduct various actions as well as have access to various forms and reports that are associated with the particular permit.

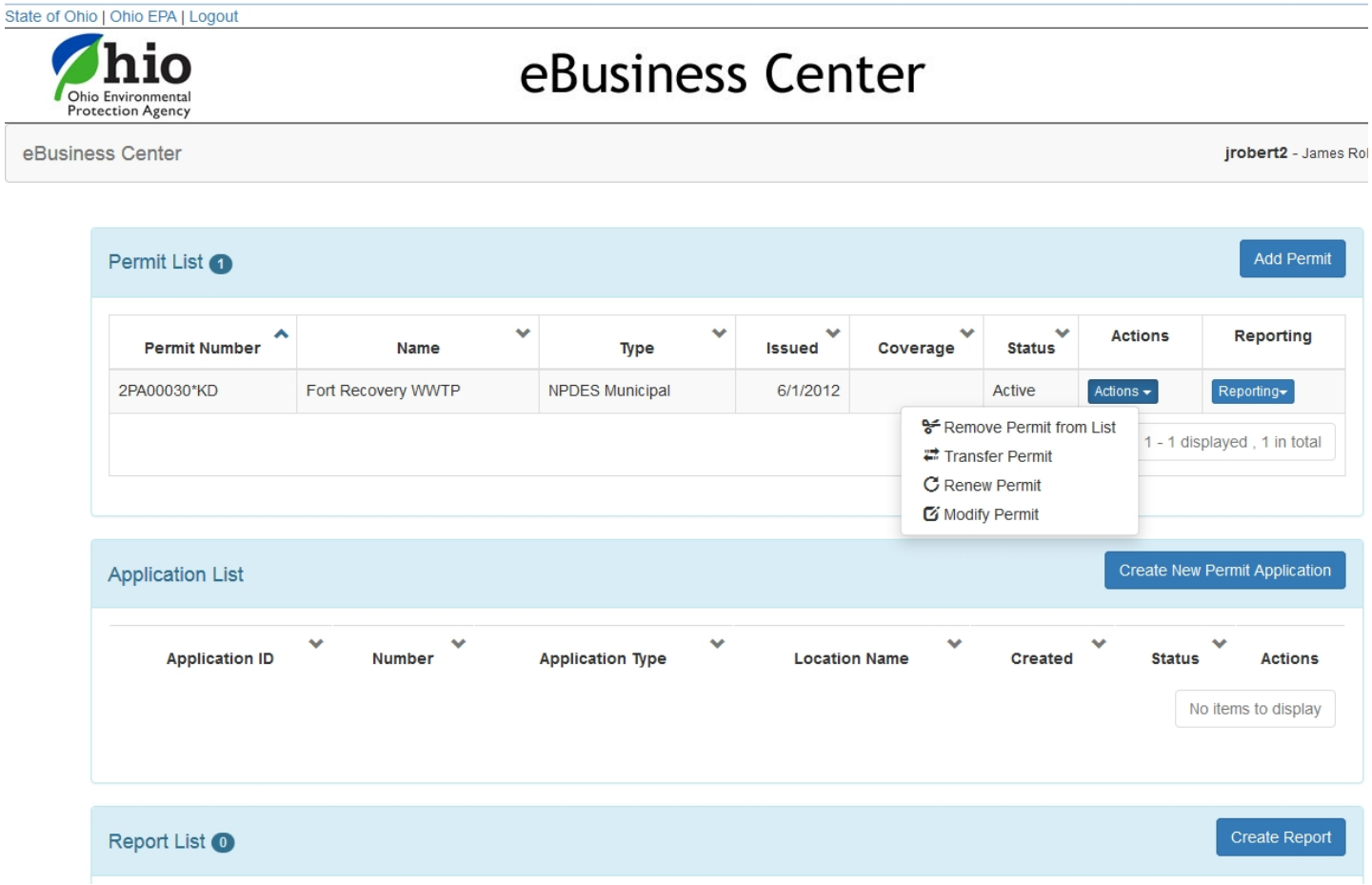


If the permit you have attempted to add is not a valid permit number in the system you will receive the above message. You can re-attempt to enter a valid permit number or if you do not know the correct number you can contact James.Roberts@epa.ohio.gov, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

Performing Actions

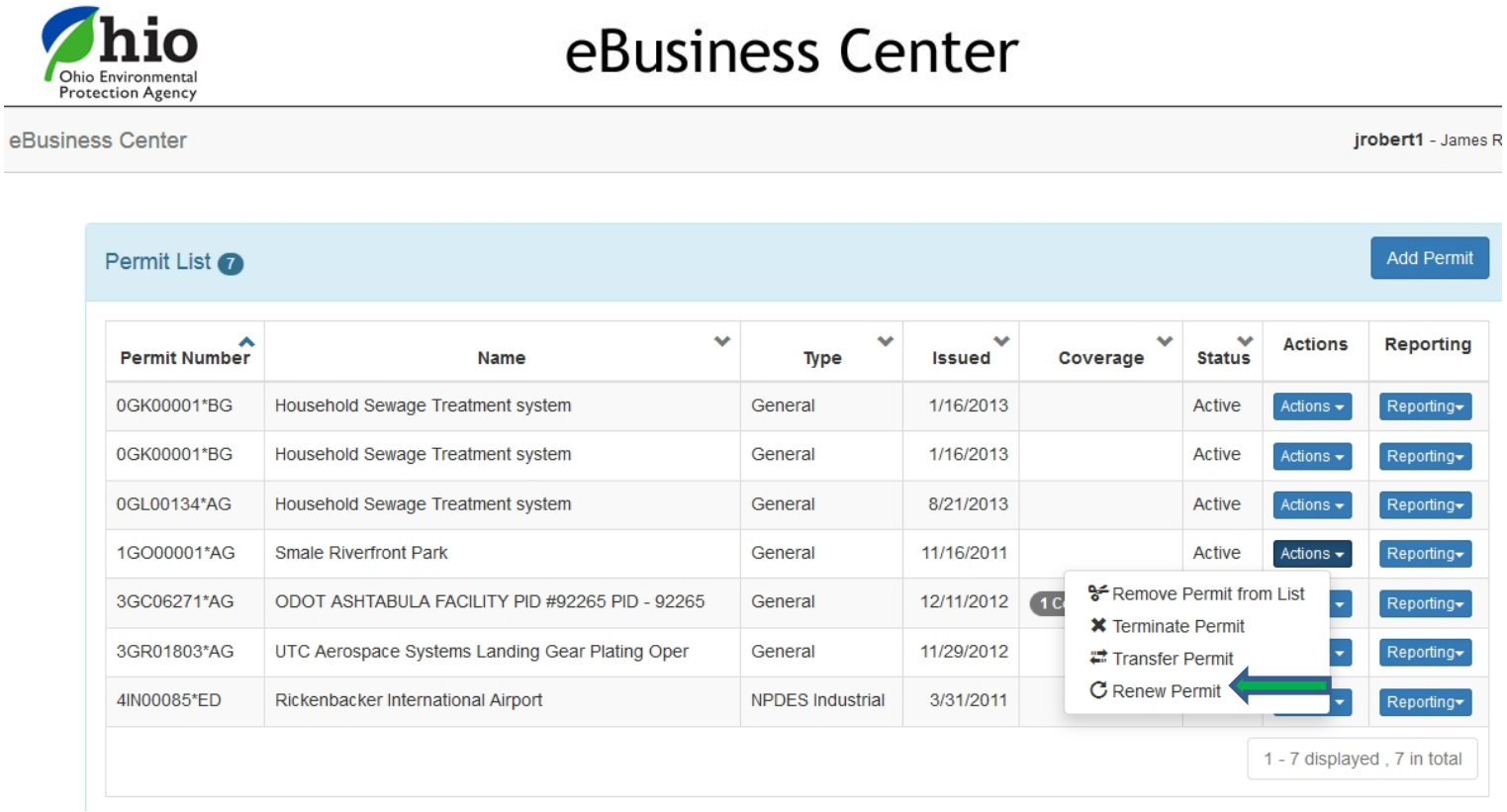


Once you have added the permit to your list you can add another permit or click the ***Actions*** or ***Reporting*** dropdown buttons to perform available actions on the particular permit. The ***Actions*** button can include Transfer, Terminate, Renew, Modify, or simply remove the permit from your personal dashboard. The ***Reporting*** button provides access to various reports associated to the type of permit that you added. Examples include: Non-compliance report, sanitary sewer overflow annual report, annual sewage sludge report, priority pollutant report, baseline monitoring report…and many more. (NOTE: The reporting section does not include and is not related to the eDMR discharge data reporting system)



By clicking the ***Actions*** button, a dropdown will appear of the available actions that you can take based on the type of permit and its status. Click on an action and be directed to the corresponding electronic fillable form. These forms will be pre-populated where appropriate with information from our database. You will be able to save the forms, edit, delete, download a PDF of a completed form, and even immediately delegate the form to the appropriate submitter within a couple button clicks.

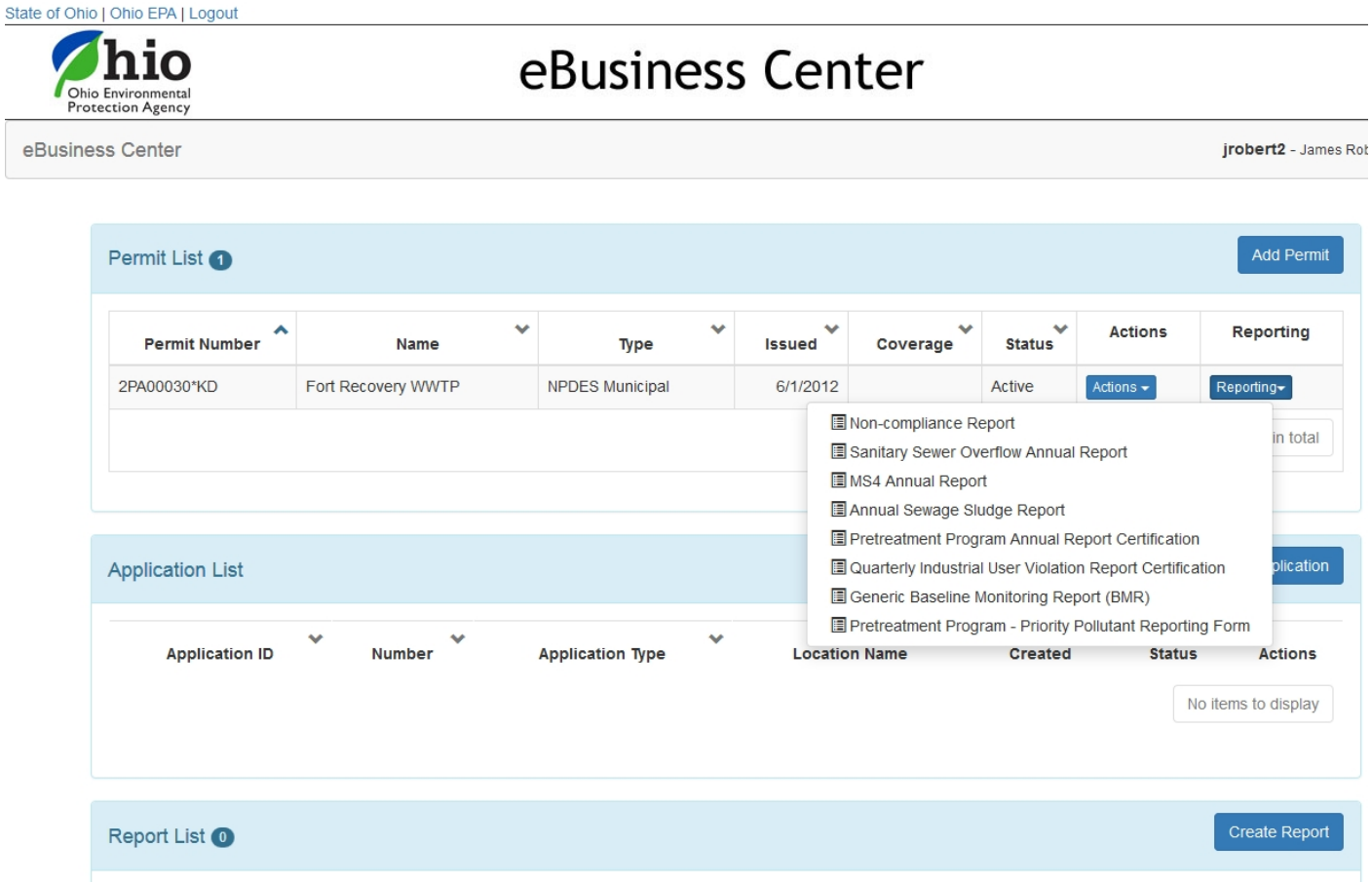
Renewing Permits



From your personal dashboard, click the Actions dropdown to access management tools which will allow you to ***Remove Permit from your List***, ***Terminate Permit***, ***Transfer Permit***, and ***Renew Permit***. *NOTE: You can also select the* ***Reporting*** *dropdown to access any number of reporting forms that can be submitted electronically within minutes – many of which apply to many of the other 20 permit types that can be instantly accessed within STREAMS.*

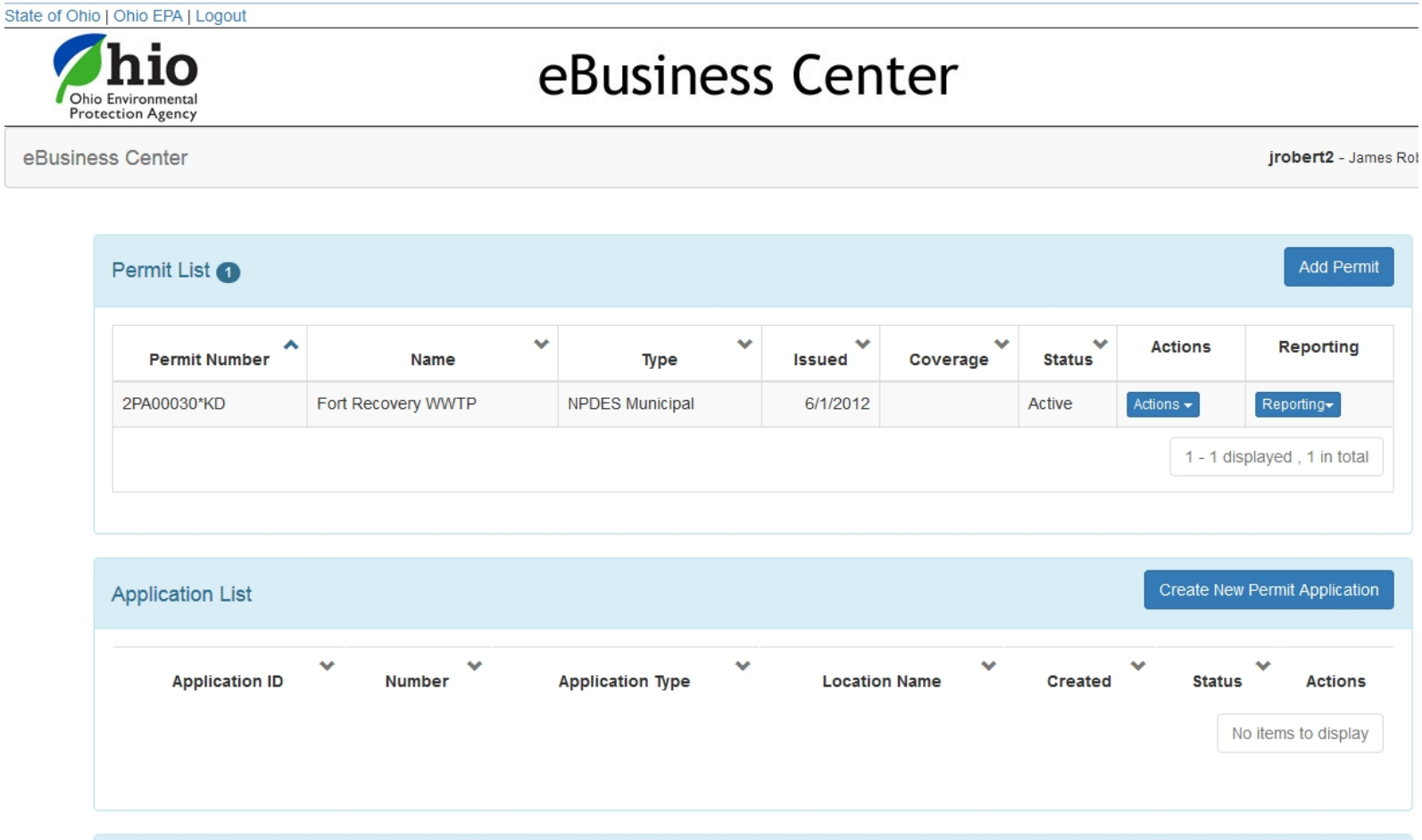
Click ***Renew Permit*** to renew your permit coverage. The application is the same as shown in the "Creating New Applications" section of this document but many of the fields are already populated with information from the Agency system.

Accessing Various Reporting Forms



By clicking the ***Reporting*** button, a dropdown will appear of the available reports that one would want to access over the life of the particular permit – specifically populated with reports based on the type of permit. Click on the desired report to be directed to the corresponding electronic fillable form. These reporting forms will be pre-populated where appropriate with information from our database. As with nearly everything in STREAMS, you will be able to save the reporting forms, edit, delete, download a PDF of a completed reporting form, and even immediately delegate the reporting form to the appropriate submitter within a couple simple button clicks.

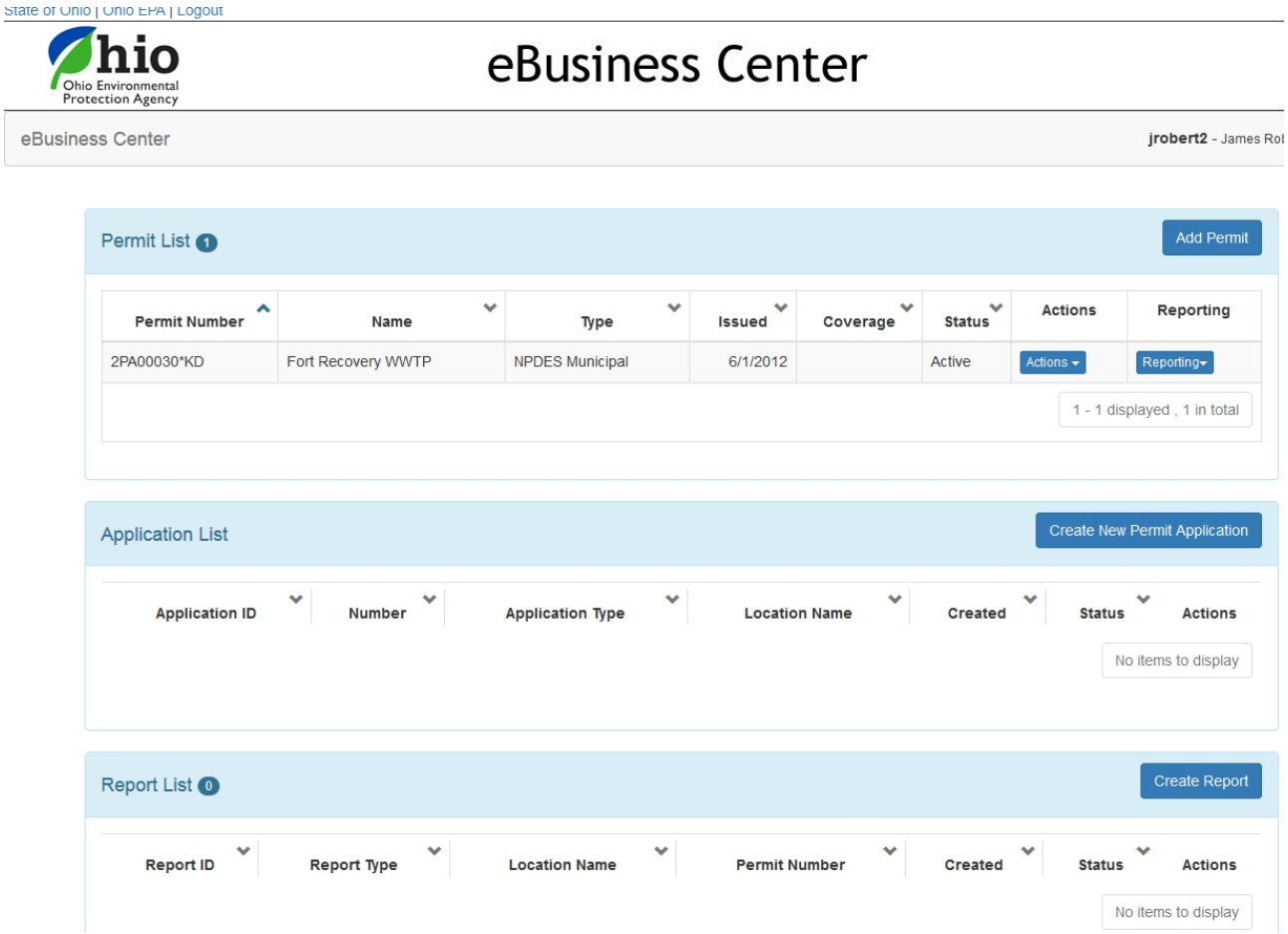
Creating Applications



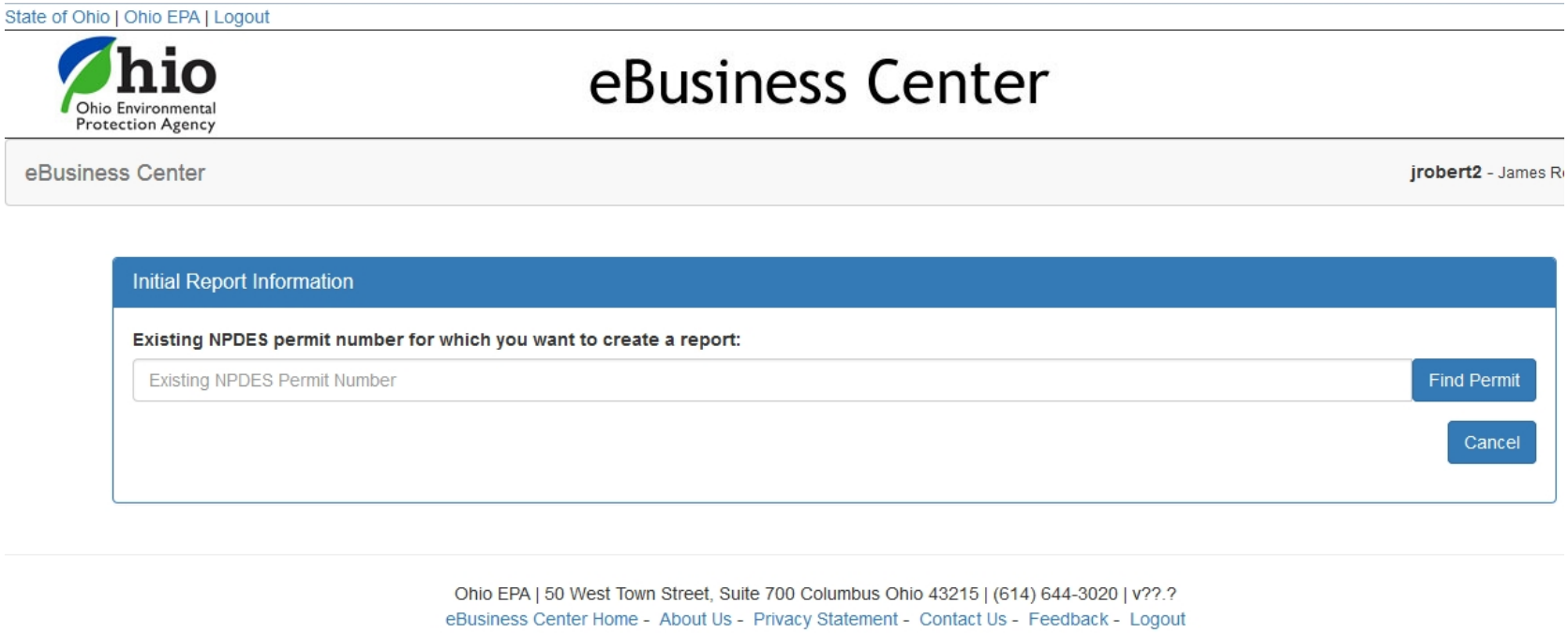
The center area of the main dashboard is a location that all applications that you are working on, submitted, or delegated to other system users will be housed. To access an extensive list of permitting application forms click the ***Create New Permit Application*** button on the right of the application list.

You will be prompted to select the type of permit application form you wish to create. Use the dropdown on the right of the screen and scroll through the list of available forms. There are currently 27 different NPDES general and individual application forms in the list – accessible by simply clicking on the one you want.

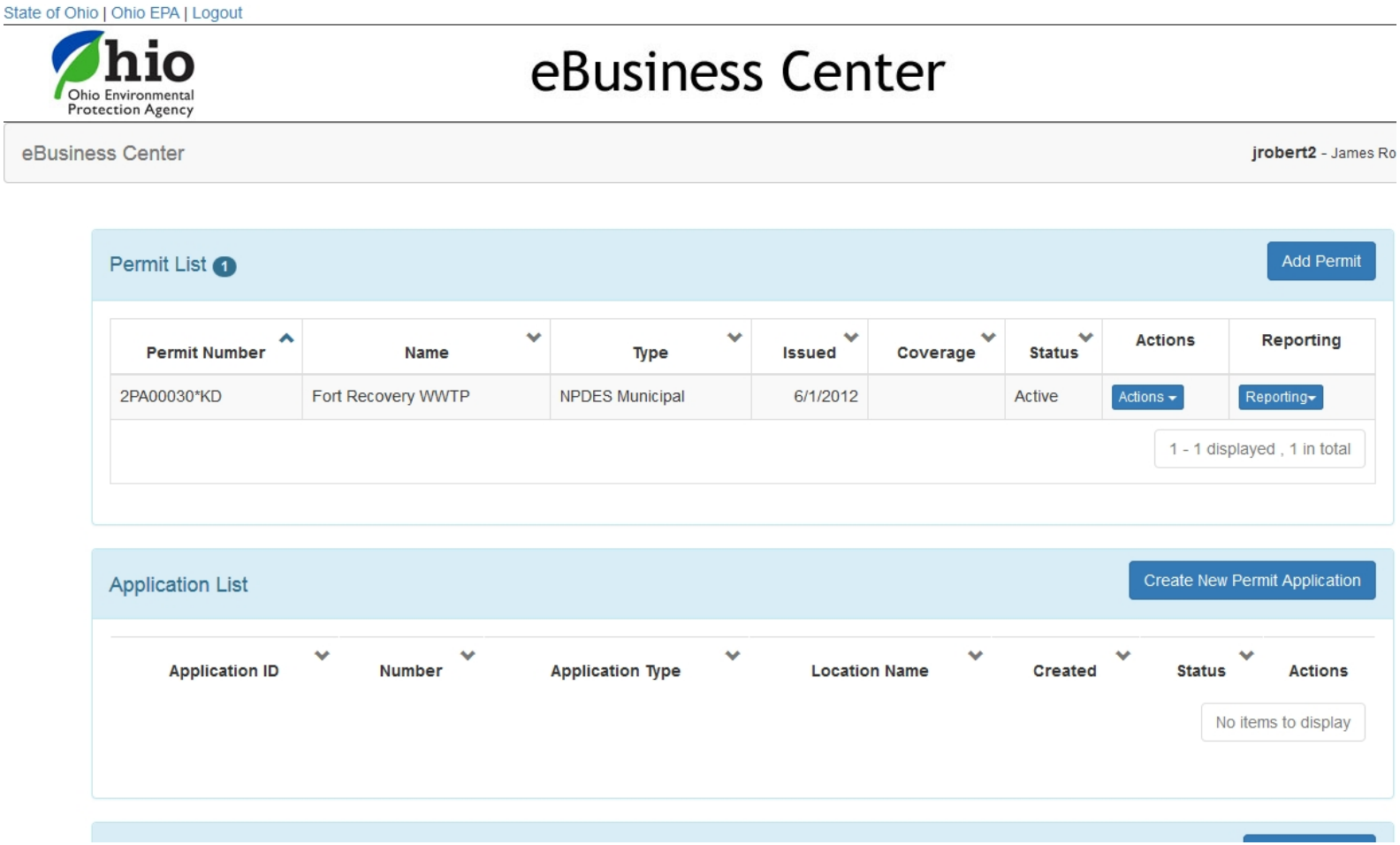
Creating Reports



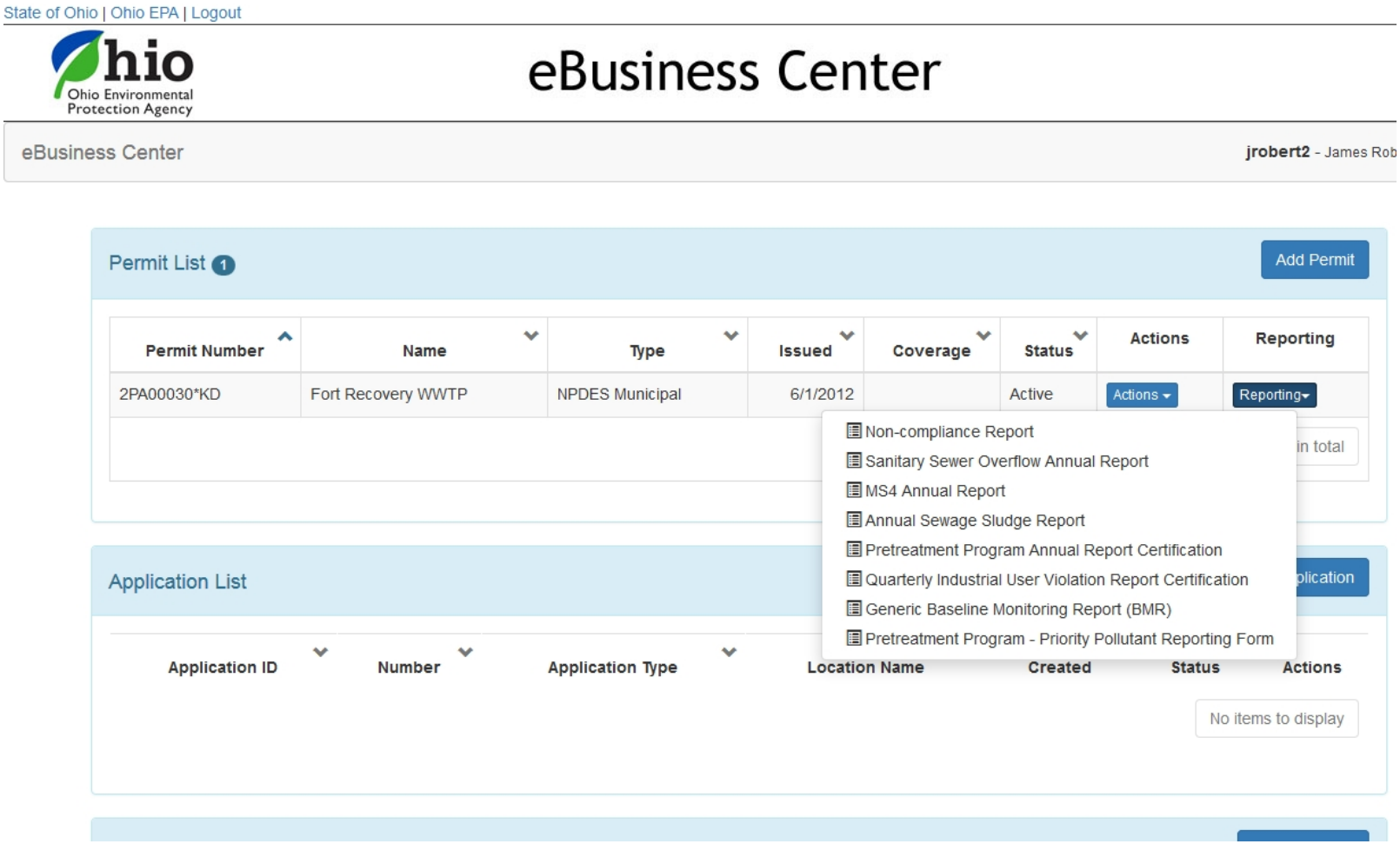
AVAILABLE NOVEMBER/DECEMBER 2015 - The lower section of the main dashboard is a location that all reports that you are working on, submitted, or delegated to other system users will be housed. To access an extensive list of applicable reports click the ***Create Report*** button on the right of the Report List. **NOTE:** *This section is not related to eDMR reporting; examples of available reports in this section include: non-compliance report, priority pollutant report, sanitary sewer overflow annual report, annual discharge report, and many other previously hard-copy only reports that are submitted to the Division of Surface Water.*



Depending on the type of permit the reports available will differ. Enter your permit number and click ***Find Permit***. If the permit you have attempted to add is not a valid permit number in the system you will receive a red error message. You can re-attempt to enter a valid permit number or if you do not know the correct number you can contact James.Roberts@epa.ohio.gov, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

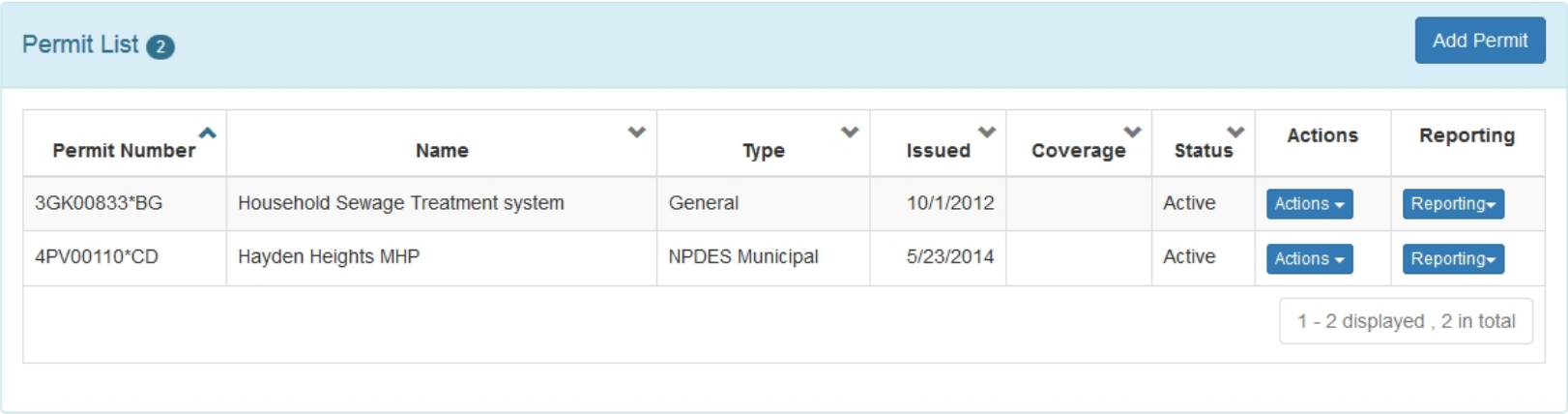


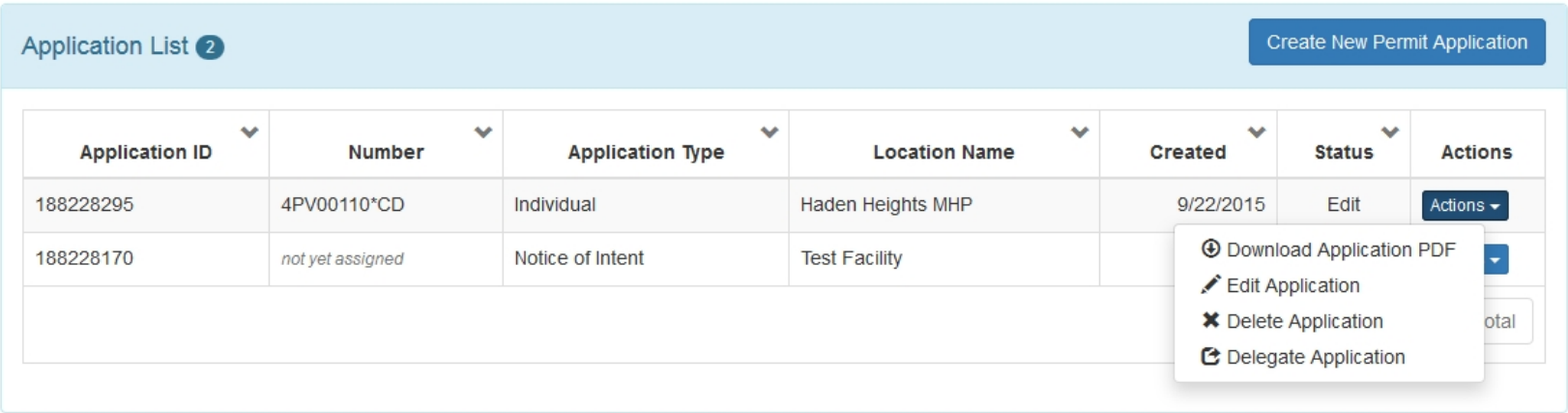
Reports can also be accessed for a particular permit by adding the permit to the Permit List. Once added, you can perform a variety of actions (by clicking ***Actions***) and access the specific reports (by clicking ***Reporting***) that are associated to the type of permit you added.



By clicking the ***Reporting*** dropdown a list of reports will appear. Click on the particular report that you are interested in creating and the appropriate report will open. Once you save the report it will be visible in the Report List at the bottom of the personal dashboard.

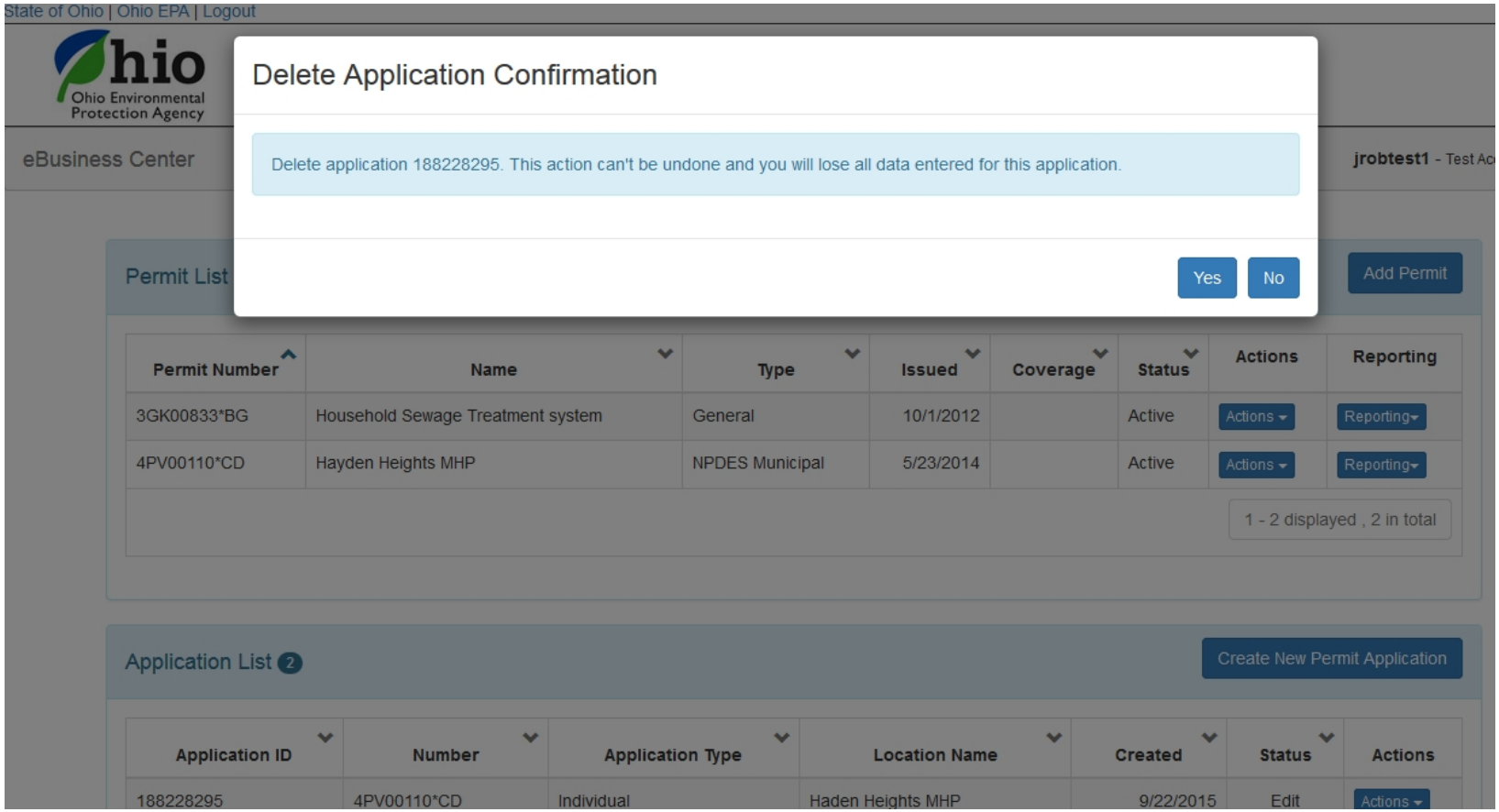
Editing Applications/Reports





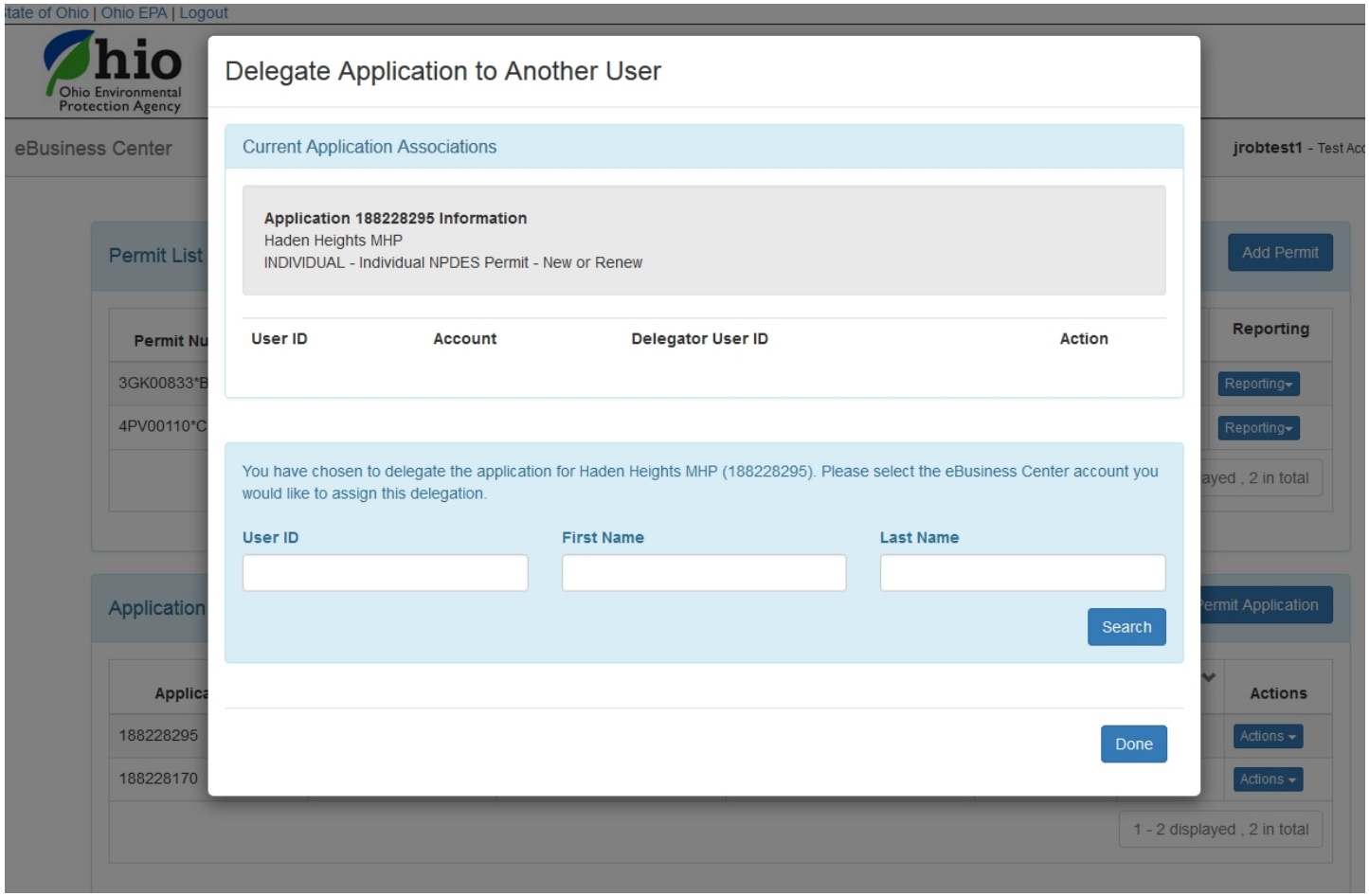
Once you create an application/report, you can submit it or save it. The application/report will now be housed in your Application List (or Report List) on the dashboard. If you saved the application/report, you can now perform the tasks under the ***Actions*** dropdown. You have the ability to ***Download a PDF copy*** of the application to print, open the application back up in ***Edit*** mode, ***Delete*** it, or ***Delegate*** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it).

Deleting Applications/Reports

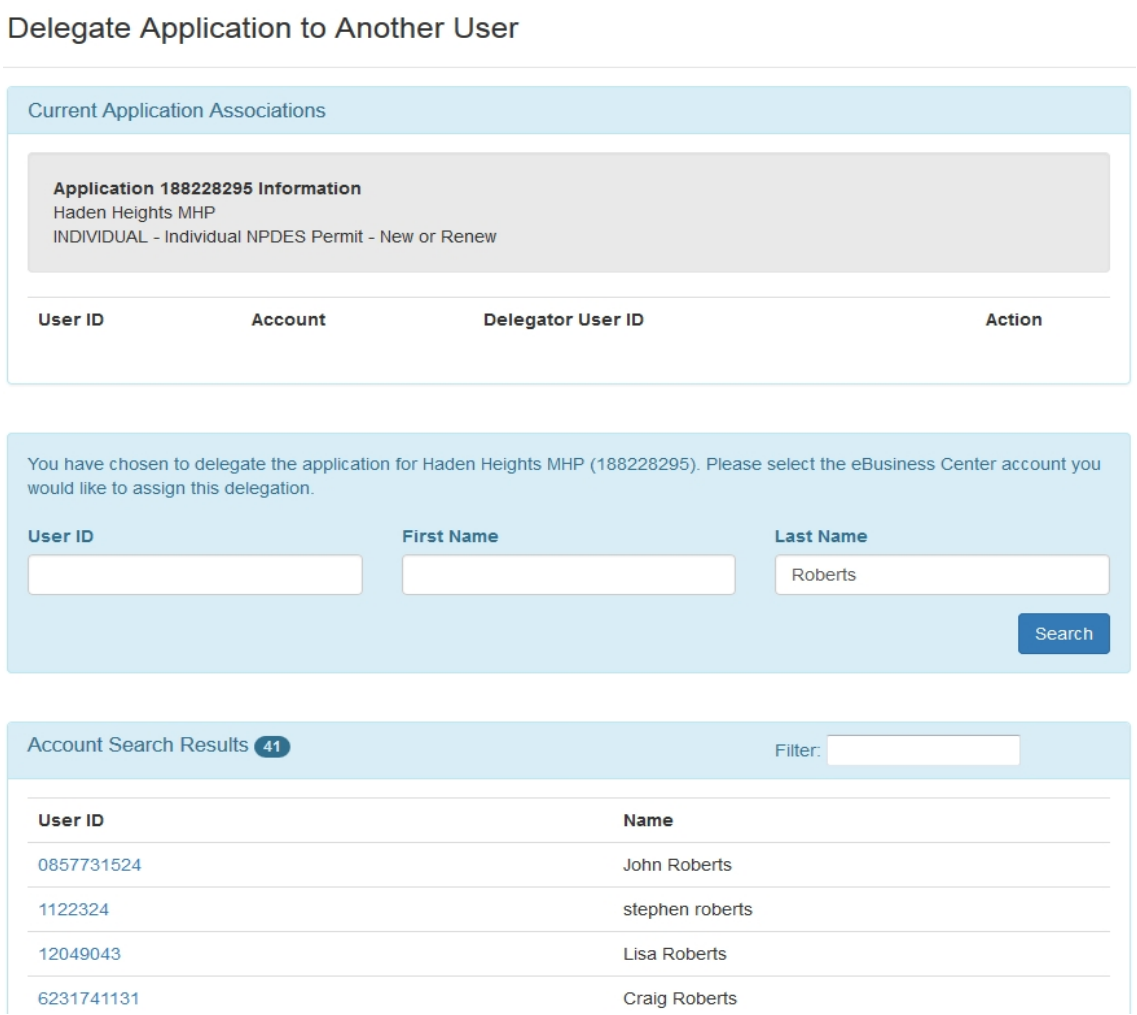


If you choose to delete an application or report that you have created, simply click on the ***Actions*** dropdown and select ***Delete Application (or Report).*** A confirmation window will prompt you to confirm the deletion. If confirmed, the application/report will no longer be present on your dashboard – you can now continue working in STREAMS or even create another application/report.

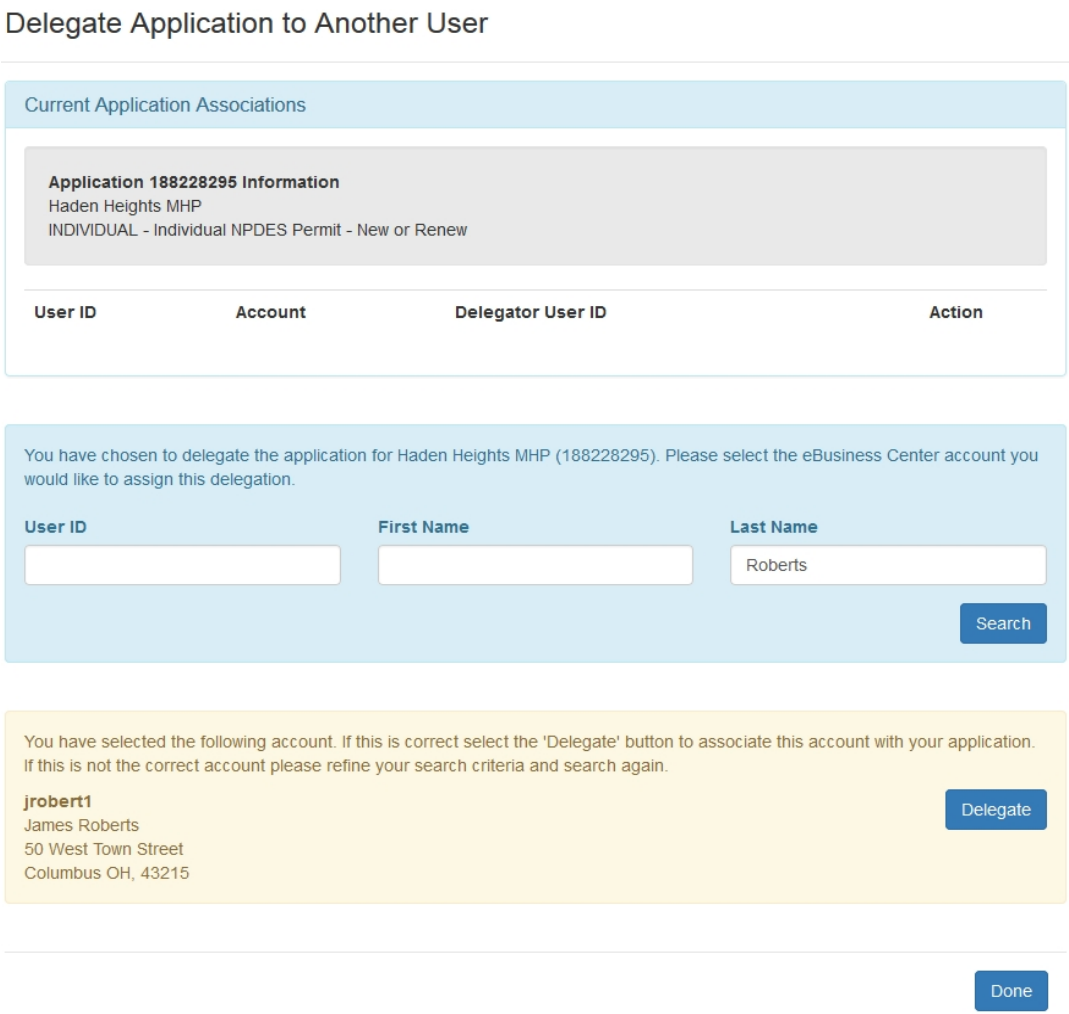
Delegating Applications/Reports



If you choose to delegate an application/report, simply click on the ***Actions*** dropdown and select ***Delegate Application (or Report).*** The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click ***Search***. TIP: Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click ***Search***.)



The example above is a search by the Last Name of “Roberts”. The system returns a list of all user names that match, simply click the User ID to the left to delegate access to the application/report that you have created and saved.



A confirmation will be shown of the account holder that you selected, simply click the ***Delegate*** button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.

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 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: 8:15 a.m. – 4:45p.m

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