



Paying Fees Online



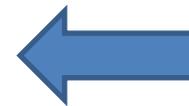
Office of Fiscal Administration

June 2015

➤ Payer goes to Ohio EPA web site: www.epa.ohio.gov and selects “Do Business” and then “eBusiness Center”



- Online Services
- [eBusiness Center](#)
- [Answer Place](#)
- [Permit Wizard](#)
- [eDocument Search](#)
- [Electronic Data Reporting](#)
- [Publication Catalog](#)



Paying Ohio EPA Fees Online

- Payer enters User ID and Password to log into eBusiness Center. Users who do not have an account can create one from this page by selecting "Create New Account"

State of Ohio | Ohio EPA



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:

Login

[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](#).

Paying Ohio EPA Fees Online

➤ Payer selects “Pay Ohio EPA Fees Online”

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account ▾

jrobert1



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)

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	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit	Deactivate	Active		view/edit
DSW Credible Data	Deactivate	Active	view/edit	view/edit
e-DMR	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	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		



My Tasks (1)

Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	hide

For the latest Ohio EPA news check out our [home page](#).

Paying Ohio EPA Fees Online

- *There is a 2.2% service fee for payments made by VISA, MasterCard and Discover credit card. Ohio EPA does not accept American Express.*
- *There is no service fee for ACH payments (electronic check) but the payer must have an eBusiness Center PIN.*
- *Payer selects “Request a PIN” (requires completing and sending a notarized form to Ohio EPA) or “Lookup Invoices to Pay Online”.*

Payment Service

 Most invoices issued by Ohio EPA may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

Master Card, VISA or Discover Credit Card:
Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 2.2% is added to payments made by credit card. Your credit card statement will show two payments, the invoice payment and a separate service fee.

Automated Clearing House (ACH):
Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

US Mail Check or Money Order or State Agency ISTV:
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.



Request PIN

Lookup Invoice to Pay Online



Exit

Paying Ohio EPA Fees Online

- Payer finds either the Revenue ID or Transaction ID number on their invoice
- Payer selects either "Transaction ID" or "Revenue ID", enters the number from their invoice and then selects "Continue"

Invoice Information ✕

i Look for either a Revenue ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: Transaction ID
 Revenue ID

Revenue ID #: 12345

Re-enter Revenue ID #: 12345

Paying Ohio EPA Fees Online

- The below message will appear if the invoice is for a Revenue Type Code that is not payable online
- If this message is received the fee should be paid by US mail

Invoice Information ✕

**There was a problem processing your invoice request:**
- The revenue code FOAPC is not currently active. Please pay the invoice by US postal mail with a check or money order.

 Look for either a Revenue ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: Transaction ID
 Revenue ID

Revenue ID #:

Re-enter Revenue ID #:

[Continue](#) [Back](#)

Paying Ohio EPA Fees Online

- *The below message will appear if the invoice has been certified to the Attorney General for collection or is otherwise not payable online*
- *If this message is received the fee should be paid by US mail or the payer should call the Fiscal Office and ask for the Revenues section*

Invoice Information ✕

**There was a problem processing your invoice request:**
- This revenue can't be paid online at this time. Please pay by postal mail or contact our Fiscal Office at (614) 644-2339.

 Look for either a Revenue ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: Transaction ID
 Revenue ID

Revenue ID #:

Re-enter Revenue ID #:

[Continue](#) [Back](#)

Paying Ohio EPA Fees Online

- *The below message will appear if the current date is 90 – 365 days past the due date*
- *If this message is received the fee should be paid by US mail*

Invoice Information 

 **There was a problem processing your invoice request:**
- The revenue due date is over 90 days from the current date. Please pay the invoice by US Postal Mail with a check or money order.

 Look for either a Revenue ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: Transaction ID
 Revenue ID

Revenue ID #:

Re-enter Revenue ID #:

Paying Ohio EPA Fees Online

➤ *The below message will appear if the invoice has already been paid*

Invoice Information 

 **There was a problem processing your invoice request:**
- This revenue has already been paid.

 Look for either a Revenue ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: Transaction ID
 Revenue ID

Revenue ID #: 933388
Re-enter Revenue ID #: 933388

Back

Paying Ohio EPA Fees Online

When the invoice is located the payer views the selected invoice and has 4 selections:

- “Select an additional Invoice to Pay Online” (must be the same fee type)
 - “Pay” to proceed with paying this one invoice
 - “Start Over” to search for another invoice
 - “Exit” to return to eBusiness Center
- If multiple fees are selected they can be removed by selecting the red “x” under “Action”

Payment Service

Invoice(s) Selected for Payment					
Revenue ID	Fee Description	Payment Owner	Amount Due	Due Date	Action
1001315	Title V Emissions Fee 2013 (TVE13)	Facility: Mondl LLC (13548)	\$745.65	10/17/2014	X

Total Amount Due: \$745.65

[Select an additional Title V Emissions Fee 2013 \(TVE13\) Invoice to Pay Online](#)
If you are paying after the due date a late fee may be included in the amount due.



Paying Ohio EPA Fees Online

- *If a payer completes an application or files a report through another eBusiness Service (DDAGW Op Cert; DMWM Disposal Fees; DMWM Licensing and Registration; OCAPP Conferences) they may elect to pay their fee at the same time*
- *Payers coming into ePay through another service must download and open their invoice before they can proceed with the online payment*
- *After the invoice is downloaded the payer may need to look for the Adobe popup box at the bottom of their screen to open and then close (or minimize) the invoice (not shown below)*

Ohio EPA Fee Payment Options

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

Master Card, VISA or Discover Credit Card:

Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 2.2% is added to payments made by credit card. The service fee covers Ohio EPA's processing cost. Service Fee Example: If you pay a \$100 invoice with a credit card the 2.2% service fee would be \$2.20. Your credit card statement will show two payments, the \$100 invoice payment and a separate \$2.20 service fee.

Automated Clearing House (ACH):

Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

Print Your Invoice



Download Invoice



To download 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.



Pay Electronically

To proceed to the electronic payment page you must [download your invoice](#). If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

Pay by Postal Mail with a Check or Money Order

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.

If you need assistance or have questions regarding Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Exit

Paying Ohio EPA Fees Online

- If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card
- The EPA amount due and the 2.2% service fee amount are displayed
- The payer may select “Pay with Credit Card”, “Request a PIN” or “Exit” (to return to the eBusiness Center home page)

Ohio EPA Fee Payment Options

Pay Electronically

Master Card, VISA or Discover Credit Card:

A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$745.65
Service Fee:	\$16.40
Total Amount Due:	\$762.05

Pay with Credit Card



PIN Request

If you would like to pay by ACH (electronic check) you will need to request a PIN. You can begin the PIN request process by clicking Request PIN.

Request PIN



Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

US Mail Check, Money Order or State Agency ISTV

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts

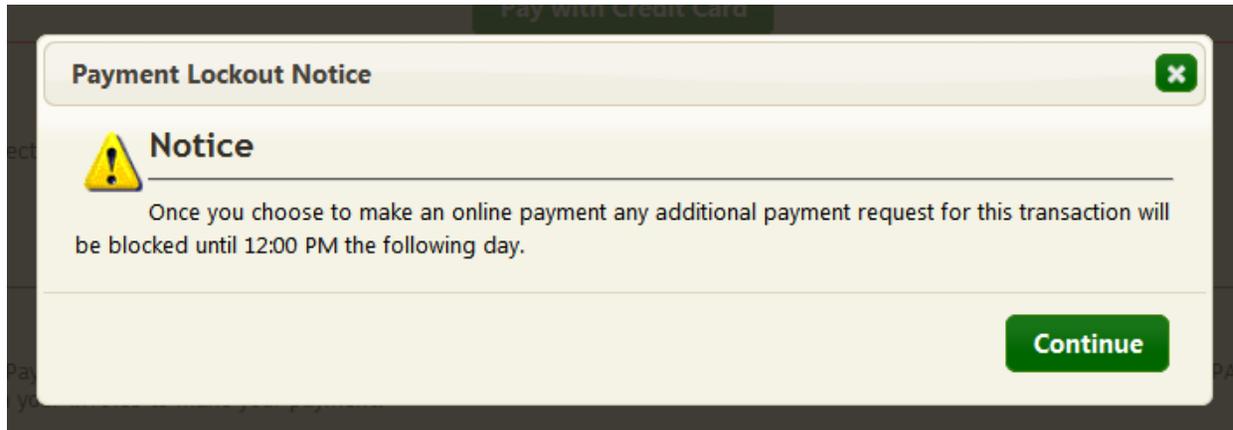
If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov . Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit



Paying Ohio EPA Fees Online

- *Only one payment may be attempted for each Revenue ID in a 24 hour period*
- *When a payment is made it is not recorded in Revenues until the following day (using an overnight file download)*
- *The lockout prevents the same revenue ID from being paid twice in one day*



Paying Ohio EPA Fees Online

- To pay by credit card the payer enters their credit card information and address
- Payer may enter an Email address and check the Email Receipt box to receive an Email receipt
- The charge will appear on their credit card statement with a description similar to the one shown in the Central Payment Portal and on their receipt - in the example below "EPA Title V" or "EPA TV FEE" will appear for the Title V fee and "EPA SERV FEE" will appear for the 2.2% service fee



eBusiness

Central Payment Portal

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

8278_OH_EPA_Title_V Payment Summary

Total: \$745.65

8283_OH_EPA_SERV_FEE Payment Summary

Total: \$16.40

Payment Information

* Credit Card Number: <input type="text"/>	* Credit Card Type: <input type="text"/>
* Expiration Month: <input type="text"/>	* Expiration Year: <input type="text"/>
* Card Security Code: <input type="text"/>	

Billing Information

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel

Paying Ohio EPA Fees Online

- A payer with a PIN will have the option to pay either by credit card or by ACH

Ohio EPA Fee Payment Options

Pay Electronically

Master Card, VISA or Discover Credit Card:

A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$105.00
Service Fee:	\$2.31
Total Amount Due:	\$107.31

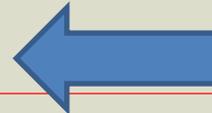
Pay with Credit Card

Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank [account number](#) and [routing number](#), you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the *billing name and address match the information for your bank account and make corrections if necessary.*

Total Amount Due: \$105.00

Pay with ACH (electronic check)



Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

US Mail Check, Money Order or State Agency ISTV

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts

If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit

Paying Ohio EPA Fees Online

- When a payer selects “Pay with ACH (electronic check)” they will be asked to enter their PIN and answer a security question

Pin Validation ✕

To complete your submission please enter your PIN and answer the security question below:

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?

Paying Ohio EPA Fees Online

- To pay by ACH payer enters their bank account information and address
- Payer may enter an Email address and check the Email Receipt box to receive an Email receipt
- The charge will appear on their bank statement with a description similar to the one shown in the Central Payment Portal and on their receipt - in the example below "EPA WW OPCERT" will appear



eBusiness Center

Central Payment Portal

Enter Payment Information

Please enter your electronic check payment and billing information below. All of the fields marked with an asterisk are required.

Your checking account number **SHOULD NOT** include the 4-digit check number that usually appears on your check either before or after the checking account number.

Check Number

John Doe 1234 Main Street Anytown, US 12345-1234	Date: _____	0123
Pay to the Order of _____	\$ _____	
	_____ Dollars	
For: _____		
⑆123456789⑆	1234567893210⑆	0123

Routing Number Account Number Check Number

8276_OH_EPA_WW_OPCERT Payment Summary

Total: \$105.00

Payment Information

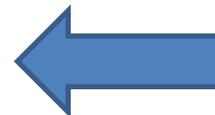
* Bank Routing Number: <input type="text"/>	* Confirm Routing Number: <input type="text"/>
* Bank Account Number: <input type="text"/>	* Confirm Account Number: <input type="text"/>

Billing Information

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel



Paying Ohio EPA Fees Online

- *After payer enters their credit card or bank account information they will need to confirm the payment on a confirmation screen*



eBusiness Center

Central Payment Portal

Confirm Payment Information

Please confirm that your electronic check payment and billing information below is correct.

8276_OH_EPA_WW_OPCERT Payment Summary

Total: \$105.00

Payment Information

* Bank Routing Number: 000110110

* Confirm Routing Number: 000110110

* Bank Account Number: 74123

* Confirm Account Number: 74123

Billing Information

First Name:

Middle Name:

* Last/Business Name: geyer

* Phone: 614 644-2347

* Address Line 1: 100 s front st

Address Line 2:

* City: columbus

* State/Province/Region: ohio

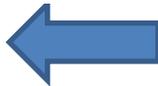
* Zip/Postal Code: 43215

Country: United States

Email: Fee.Payer@gmail.com

Email Receipt: Yes

Confirm



Back

Technical Support

If you need technical support for this online payment processing application, please send an email to cppsupport@cboss.com.

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Paying Ohio EPA Fees Online

- After the payment is confirmed, a receipt is displayed and may be printed by using the web browser "File" drop down and "Print" icons, usually found in the upper left hand corner of the web browser screen



eBusiness Center

Central Payment Portal

Print Receipt

Your electronic check payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.

Please print this page for your records and note the confirmation number below. This will serve as your receipt.

8276_OH_EPA_WW_OPCERT Payment Summary

Payment Status: Authorized

Confirmation Number: 343

Authorization Date: 10/8/2014 10:56:11 PM

Total: \$105.00

Payment Information

* Bank Routing Number: *****

* Confirm Routing Number: *****

* Bank Account Number: *****

* Confirm Account Number: *****

Billing Information

First Name:

Middle Name:

* Last/Business Name: geyer

* Phone: 614 644-2347

* Address Line 1: 100 s front st

Address Line 2:

* City: columbus

* State/Province/Region: ohio

* Zip/Postal Code: 43215

Country: United States

Email:

Email Receipt: Yes

Continue

Technical Support

If you need technical support for this online payment processing application, please send an email to cppsupport@cboss.com.

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