

ePayment Service

Graphical Walkthrough

Electronic Online Payment Options

October 30, 2015



Ohio EPA, Division of Surface Water
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About this Document

This document is intended to provide a graphical run-through of the Ohio EPA Electronic Payment Service in respect to the Division of Surface Water. Graphics display payment process from the beginning to end. This document provides a general feel for the work flow by guiding the user with actual screen shots of the online payment service in sequential manner. As of May 25, 2015, ePay can be utilized for all invoiced fee payments (ex. Annual Discharge Fee, Annual Sludge Fee, Storm Water Annual Discharge Fee). Near future enhancements to the ePay Service will include the ability to submit payment of fees that were not invoiced by Ohio EPA (ex. permit applications, miscellaneous renewal applications, etc.).

Recent Changes to this Document

- 10/30/15 - PIN information added / Reformat
- 6/25/15 - Initial Release w/current screen shots



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](#).

To begin, the payer simply needs to log into their personal eBusiness Center account. Ohio EPA's eBusiness Center is a secure portal for online business located at: <https://ebiz.epa.ohio.gov/login.html>. If you have not created an account, you must initially do so by clicking the **Create New Account** link to the left of the screen. Once you create your account you can return to this point and log into the Ohio EPA eBusiness Center. This log in is the entry point for the regulated community, consultants, laboratories, etc. to electronically complete and file reports and permit applications and to pay fees.



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](#).

There are two places to pay fees. Directly after submitting an application you will see a **Download Invoice** button and will see the **Pay with Credit Card** and **Pay with Electronic Check** buttons. You can also choose to pay at a later date by logging into your Ohio EPA eBusiness Center account and clicking the **Pay Ohio EPA Fees Online** link under the available services list.



eBusiness Center

eBusiness Home My Account ▾

▮ jrobert1

Payment Service

i 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:

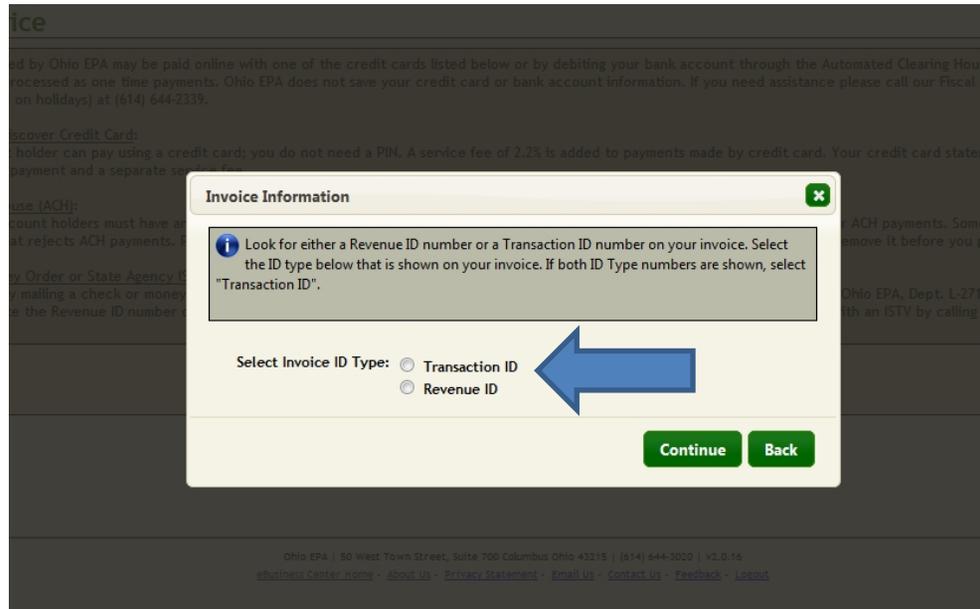
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.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



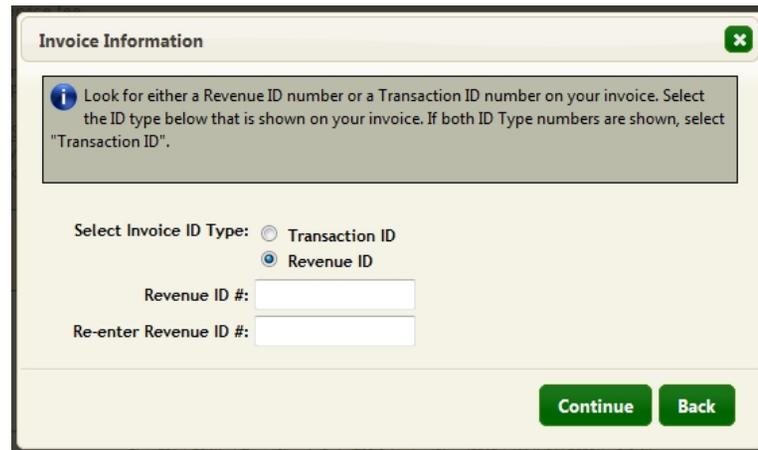
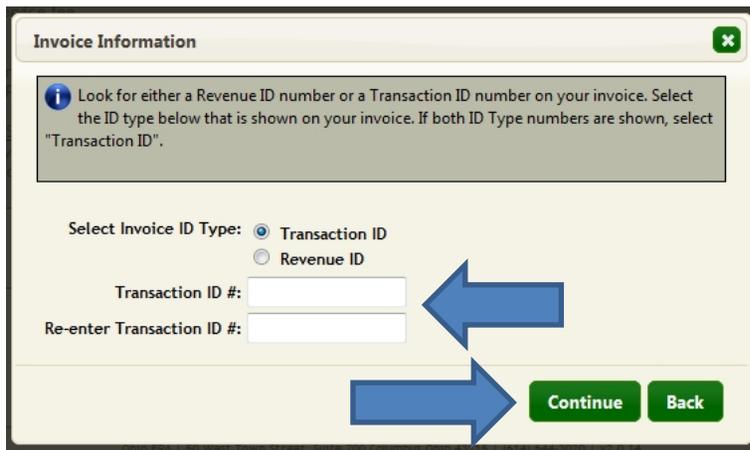
Exit

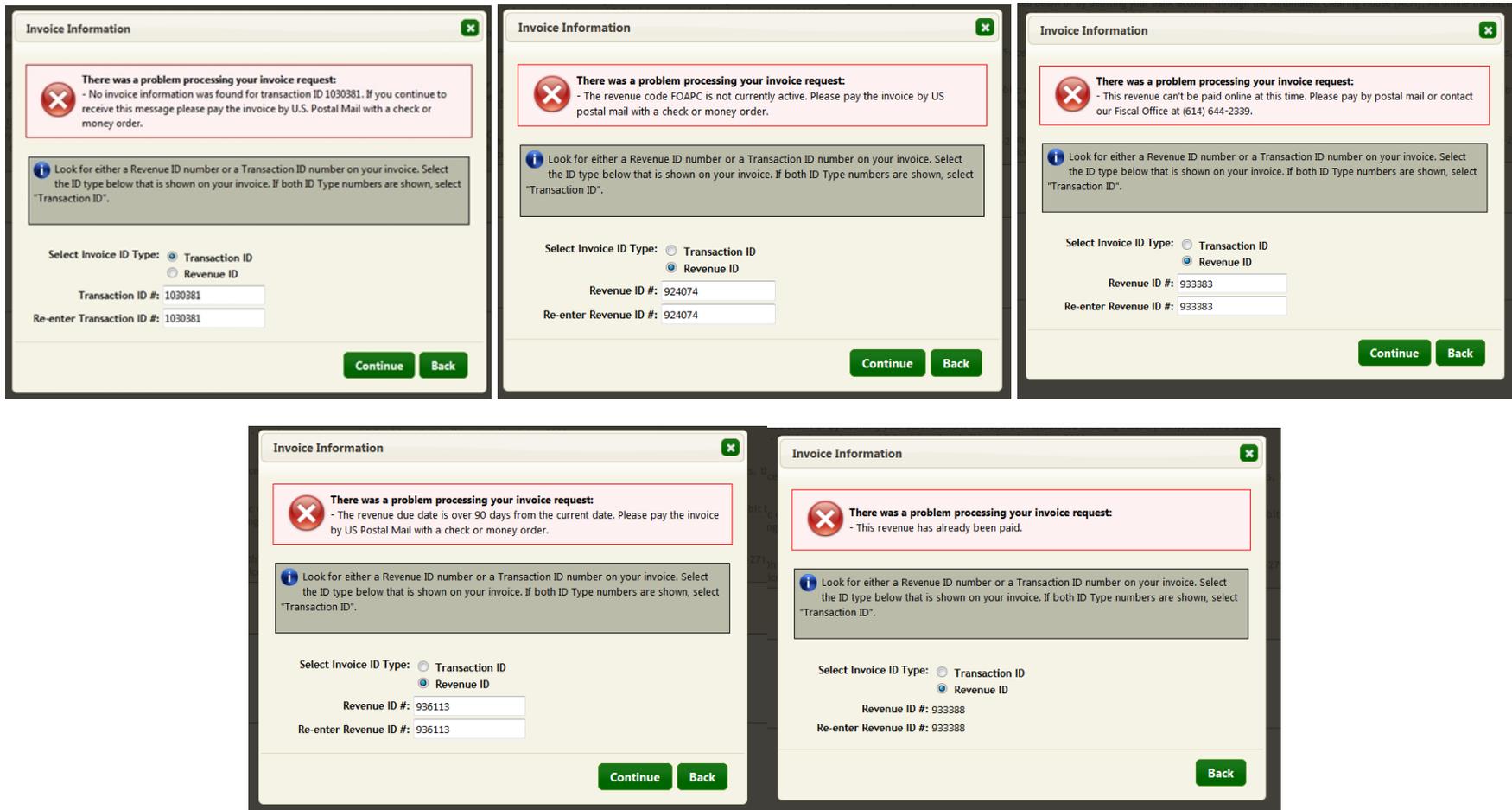
A summary of payment options is provided. Click ***Lookup Invoice to Pay Online*** to begin the quick and easy process.

- 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***.



- 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*.





You may receive any number of error messages; examples include: Invoice already paid, entry of an invalid ID, revenue type code not payable online, 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), or the current date is 90 – 365 days past the due date (If this message is received the fee should be paid by US mail)



eBusiness Center

eBusiness Home My Account jrobert1

Payment Service

Invoice(s) Selected for Payment

Revenue ID	Fee Description	Payment Owner	Amount Due	Due Date	Action
1030381	DDAGW PW- Water and Waste Water Op. Cert. Fees (WWWOC)	Facility: East Palestine WWTP (6666)	\$123.00	06/30/2015	✘

Total Amount Due: \$123.00

[Select an additional DDAGW PW- Water and Waste Water Op. Cert. Fees \(WWWOC\) Invoice to Pay Online](#)
If you are paying after the due date a late fee may be included in the amount due.

Pay
Start Over
Exit

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”. 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.

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 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.



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

Payers coming into ePay through a Divisional service (ex. STREAMS) must click **Download Invoice** to 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

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:	\$123.00
Service Fee:	\$2.71
Total Amount Due:	\$125.71

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: \$123.00

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

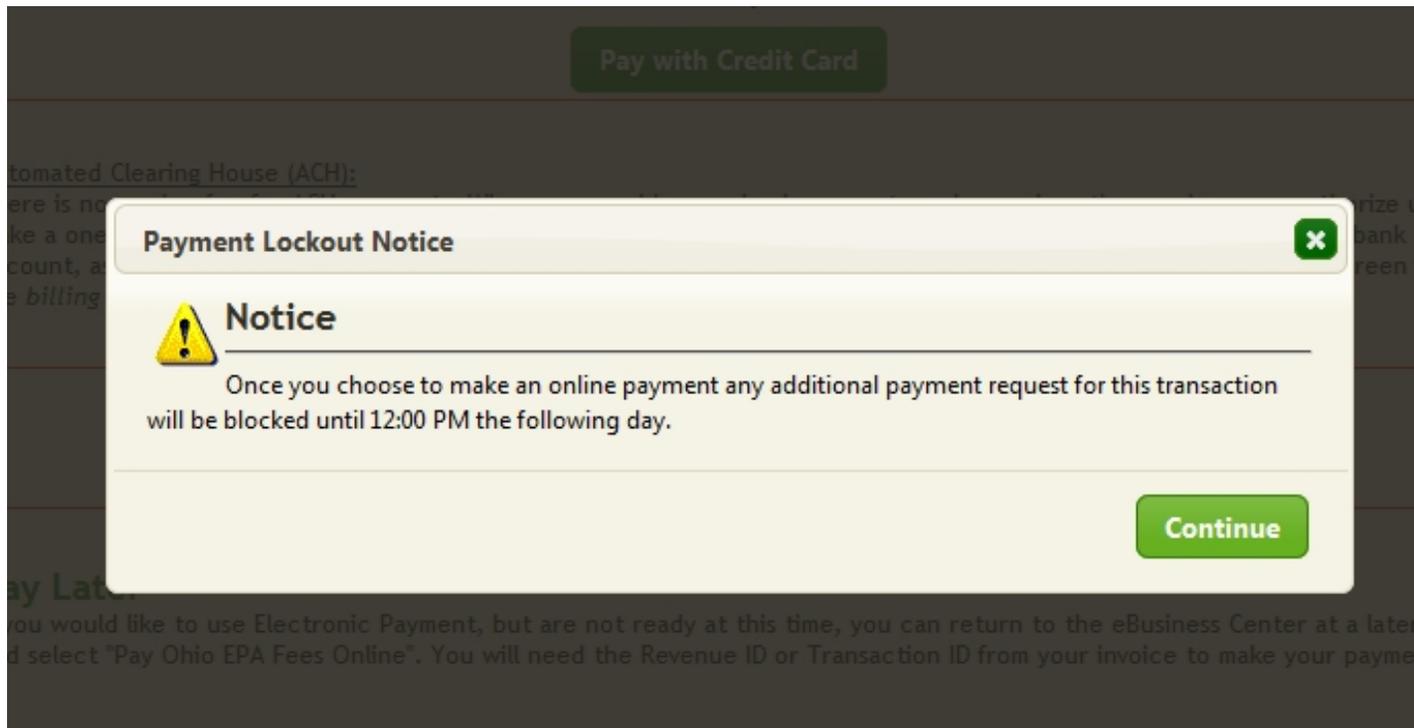
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.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

- 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*, *Pay with ACH* or *Exit* (to return to the eBusiness Center home page)



- 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

- 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

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: * Credit Card Type:

* Expiration Month: * Expiration Year:

* Card Security Code:

Billing Information

First Name: Middle Name:

* Last/Business Name: * Phone:

* Address Line 1: Address Line 2:

* City: * State/Province/Region:

* Zip/Postal Code: Country:

Email: Email Receipt:

Continue

Cancel



- 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

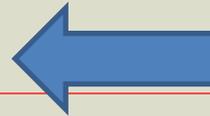
Pay with Credit Card

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

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

NOTE: To submit via ACH the user must have a PIN. To obtain a PIN, simply click on the *Apply for PIN* link at the service selection screen and follow the on screen instructions. Print the form the system provides and mail it to the address on it – the Agency upon receipt will immediately process your request and mail you a PIN – in most instances same day.

Ohio EPA Fee Payment Options

Pay

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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

Pin Validation ✕

 **There was a problem processing your payment request:**
- The PIN entered does not match the existing PIN for account jrobert1

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:
Mothers Maiden

Submit **Cancel**

- When a payer enters an invalid PIN and/or answer a security question, the system will prompt them to enter valid information.

- 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

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.

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

\$276_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

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

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

Fee.Payer@gmail.com

Address Line 2:

* City: columbus

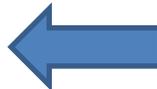
* State/Province/Region: ohio

* Zip/Postal Code: 43215

Country: United States

Email:

Email Receipt: Yes



Technical Support

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

- 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.

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.

\$276_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.