
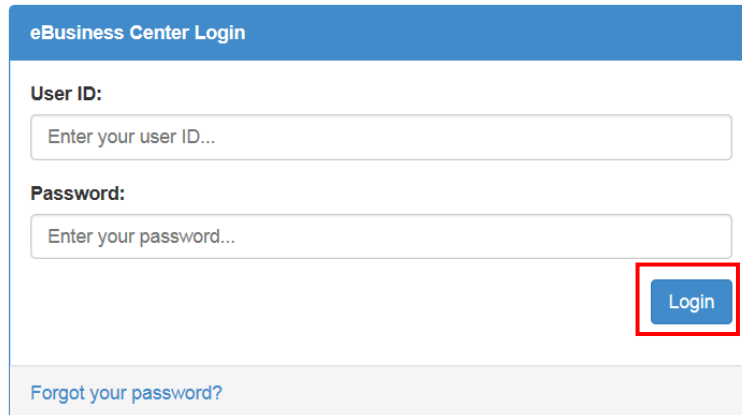


Instructions to Green Leaf for uploading monthly course schedules:

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the  icon. The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

1. Go to <https://ebiz.epa.ohio.gov/> and sign in to your Training Provider account. **If you have received Ohio EPA approval for courses prior to April 1, 2015, you already have an account.** Please use the account assigned to you and do not create a new account.



The image shows the 'eBusiness Center Login' form. It has a blue header with the text 'eBusiness Center Login'. Below the header, there are two input fields: 'User ID:' with a placeholder 'Enter your user ID...' and 'Password:' with a placeholder 'Enter your password...'. To the right of the password field is a blue 'Login' button, which is highlighted with a red rectangular box. At the bottom left of the form, there is a link that says 'Forgot your password?'.

❖ If you do not have an e-Biz account, please follow the instructions at this [link](#).

2. Select the “Water/Wastewater Training Providers”.



The screenshot shows the 'Welcome to the Ohio EPA eBusiness Center' page. At the top right, there is a 'Need Help?' button with a question mark icon and the text 'Click this box for assistance.' Below the header is a table titled 'Available Services (What is this?)'. The table has columns for Service, Action, Status, Facilities, and Delegations. The 'Water/Wastewater Training Providers' service is highlighted with a red box. Below the table is a 'My Tasks (1)' section with a table showing a task 'Request New PIN' with a status of 'New', a creation date of '07/17/2014 11:33:50', and an action of 'hide'.

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
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		Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
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	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Deactivate	Active		

Name	Status	Created	Action
Request New PIN	New	07/17/2014 11:33:50	hide

❖ If you do not have the Training Provider service, follow the instructions at this [link](#).

3. You should now see your Training Provider profile in the eBusiness Center Screen. If this is your first time and you do not have the Excel course schedule sheet completed, you will

need to download it, fill it in, and save it to your computer. To download the course schedule Excel sheet, click on “Download Course Schedule Spreadsheet”.

*If you already have your course schedule spreadsheet completed, proceed to Step 6.



eBusiness Center

eBusiness Home My Account tp_user

Training Provider Service

This screen can be used to edit your contact information, apply for new contact hour courses, schedule upcoming courses and add attendance for completed courses.

tp_user Training Provider (67)
50 West Town Street
Columbus, OH 43215
USA

Test Account
Prefix:
Suffix:
Business Phone: (614) 555-5555
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.

[Download Attendance Spreadsheet](#)

[Download Course Schedule Spreadsheet](#)

Edit

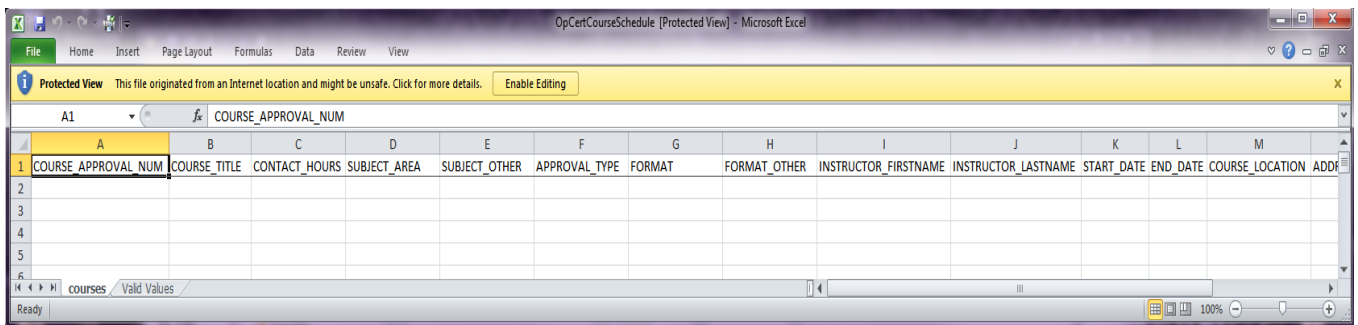
Course Catalog Filter Reset Upload Course Schedules Course Application

Approval Number	Course Name	Contact Hours	Status	Action
OEPA-D887-X	Test	10.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule

4. In Internet Explorer, the following window will appear. Click “Open” and the screen displayed in Step 5 will appear:



5. Once you have clicked “Open” the following spreadsheet will appear:



Save this spreadsheet to your computer.

Course schedule information will be uploaded using the spreadsheet. Please make note of the following information when entering your courses into your spreadsheet:

- Column A: The course approval number should be in the correct format (e.g. OEPA-B000001-X) and not be broken up or separated by any additional spaces, dashes, or columns.
- Column B: The entire course title should be entered.
- Column C: The approved number of contact hours should be entered..
- Column D: The Subject area (Operations & Maintenance or Other).
- Column E: "Subject Other" should be completed if "Other" is selected in Column D. Column E should describe the "Other" designation (e.g. Safety, computer, Human Resources).
- Column F: Approval Type (Drinking Water, Wastewater, or Both).
- Column G: Format (e.g. Classroom, In-house Training, Correspondence, Video, Internet, or Other).
- Column H: "Format Other" should be completed if "Other" is selected in Column G. Column H should describe the "Other" Format (e.g. Field demonstration, Hands-on training, etc.).
- Column I: Enter the Instructor's First name (you will only be able to enter one instructor/moderator per date of training).
- Column J: Enter the Instructor's Last name (you will only be able to enter one instructor/moderator per date of training).
- Column K: Start date of the course (MM/DD/YYYY format).
- Column L: End date of the course (MM/DD/YYYY format, for courses not exceeding one day in length, or for single day courses held on a variety of dates, the start and end date will be the same. Each day a course is available must be listed separately on it's own line). New Internet or Correspondence courses should use the first day of the month. Internet or Correspondence courses that have been previously uploaded do not need to be entered.
- Column M: Course location (e.g. Ohio EPA, Division of Drinking and Ground Waters, Conference Room A.).
- Column N: The street location where the training will take place.
- Column O: Should be used for additional street location information (e.g. suite number, PO Box number, etc.) This line can be left blank if no additional street address information is necessary.
- Column P: The City where the course address is located.
- Column Q: The State where the training is located.
- Column R: The Zip code where the training is located.

PLEASE DO NOT MODIFY THIS SHEET. Modifications could result in an error during the data upload process. Once you have entered all of your courses for the next month, save this sheet to your computer, with a unique title you will remember.

6. Click on the Upload Course Schedules button.

Training Provider Service

tp_user Training Provider (67)
50 West Town Street
Columbus, OH 43215
USA

Test Account
Prefix:
Suffix:
Business Phone: (614) 555-5555
Cell Phone:

Use the link below to download a Microsoft Excel spreadsheet you can fill out to import data.
[Download Attendance Spreadsheet](#)
[Download Course Schedule Spreadsheet](#)

Edit

Course Catalog Filter Reset **Upload Course Schedules** **Course Application**

Approval Number	Course Name	Contact Hours	Status	Action
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OEPA-B8823-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule
OEPA-B8827-OM	Course Title-08/08/2014	25.0	APPROVED	Schedule

7. A pop-up window will appear requiring your action. Browse for the course schedule sheet that corresponds to the course(s) you wish to upload for the next month. Once you find the correct sheet, click upload.

Training Provider - Upload Course Schedules

Upload course schedules for courses to be given in the next month. Please use the valid values as defined on the second sheet in the spreadsheet.

* Upload Course Schedules:

Browse...

Upload **Cancel**

8. Once your record has uploaded successfully, you will receive the following screen. Click OK.

Upload Report

Your upload completed successfully.
Total records imported: 1

OK

9. If there are errors in your worksheet, you will receive an error message. Fix the errors and try to upload the data again. NOTE: Green Leaf Providers are required to upload course

schedules on or before the first of the month for each month training is being held. If you attempt to upload a course schedule for any course prefix (like your unique Green Leaf prefix) other than an OEPA prefix, after the first of the month, your upload will be denied. For those courses you need to add after the first of the month, you will need to submit a new course approval application to obtain an Ohio EPA number for the course. Once this is done, you will be able to schedule the course for the current month.