Instructions to Green Leaf Providers for uploading course attendance:

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.

   ### eBusiness Center Login

   User ID:

   Enter your user ID...

   Password:

   Enter your password...

   Login

   Forgot your password?

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

2. Select "Water/Wastewater Training Providers".

   ### 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	
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		

   My Tasks (1)

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. There are two ways to load attendance: MULTIPLE persons/courses at once, and SINGLE entries, entering the Core Person ID number one at a time for a single course at a time. The spreadsheet works well for large trainings or large conferences where multiple courses are offered. The Single entries will work best for most Training Providers and courses. To load MULTIPLE course attendance, proceed to Step 4. To load SINGLE course attendance, proceed to Step 11.

4. To load attendance for MULTIPLE courses/persons at once, you will need to use the Attendance Spreadsheet provided in your Training Provider profile in eBusiness. If you do not have the Excel attendance sheet completed, or if this is your first time attempting to download it, you should download the "attendance sheet" by clicking on the "Download Attendance Spreadsheet" button and saving it to your computer.

   *If you have already downloaded the "attendance sheet", or if this is not your first time uploading attendance sheets, proceed to Step 6 for instructions for completing the spreadsheet. The upload of a completed sheet begins on Step 8.

5. In Internet Explorer, click "Open" in the following window, which will open at the bottom of the screen:

6. Excel will open with the following spreadsheet:
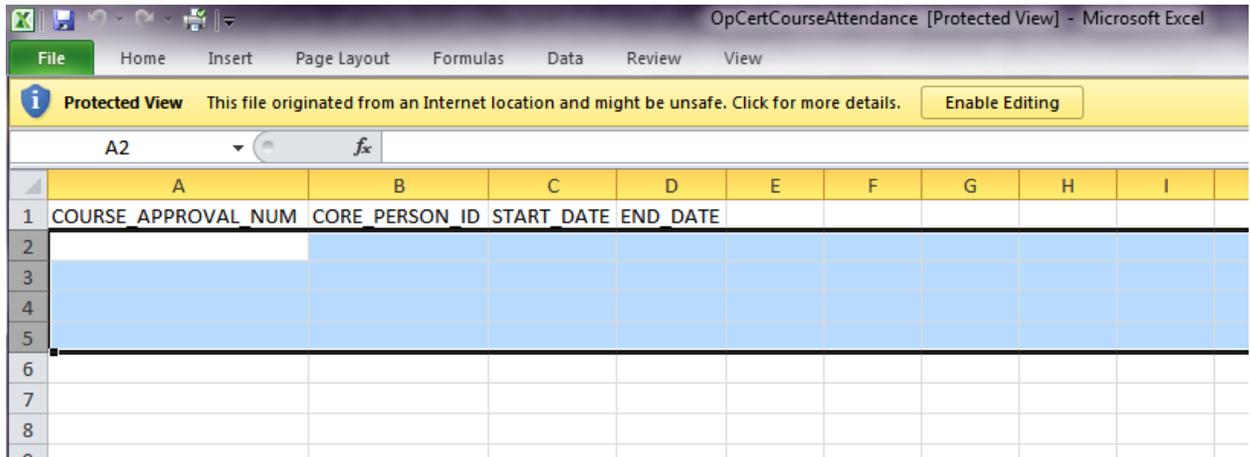
Here is where you will enter your course approval number, Core Person ID number of the operator whom attended your course, the start date of the course, and the end date of the course. PLEASE DO NOT MODIFY THIS SHEET. Modifications could result in an error during the upload process.

- Column A: Enter your course approval number with no spaces or extra dashes, including your Green Leaf prefix and the OM or X designation.

- Column B: Core Person ID numbers are the middle seven or eight digits of an Operator's certificate number.

- Column C: Course start date should be entered in MM/DD/YYYY format.

- Column D: Course end date should be entered in MM/DD/YYYY format.

o NOTE: For a one-day course, enter the same date in both Columns C and D. For single day courses that are held on multiple days, enter each date of training as a separate line of training. This will ensure you aren't giving an operator credit for attending three days of the same course when they only went to one day of an available three days.

Save this sheet, being sure to label it properly.

7. Once you have completed the Excel attendance sheet for the course(s) you held, you will scroll down to the Courses Given section of your page.

8. Click Upload Attendance Spreadsheet.

9. Browse for the attendance sheet that corresponds to the course you wish to upload. Once you find the correct sheet, click upload.

10. Once your record has uploaded successfully, click OK.

If you receive an error message, fix the errors and try to upload the document again. NO uploads will be made until ALL uploads are entered successfully. If you need to add a single operator to the attendance you have previously loaded with a spreadsheet (i.e. a forgotten operator, a late entry, etc.) proceed to Step 11.

11. For a SINGLE person/course attendance upload, look for the course line item in the Courses Given section. Verify the course approval number, course name, number of contact hours, and date of training to be sure you are selecting the correct course for the upload. When you find the appropriate line, click Attendance.

12. The course you have selected will open in the Attendance view. Click "+add course attendance" to add a attendance one person at a time using their Core Person ID number.
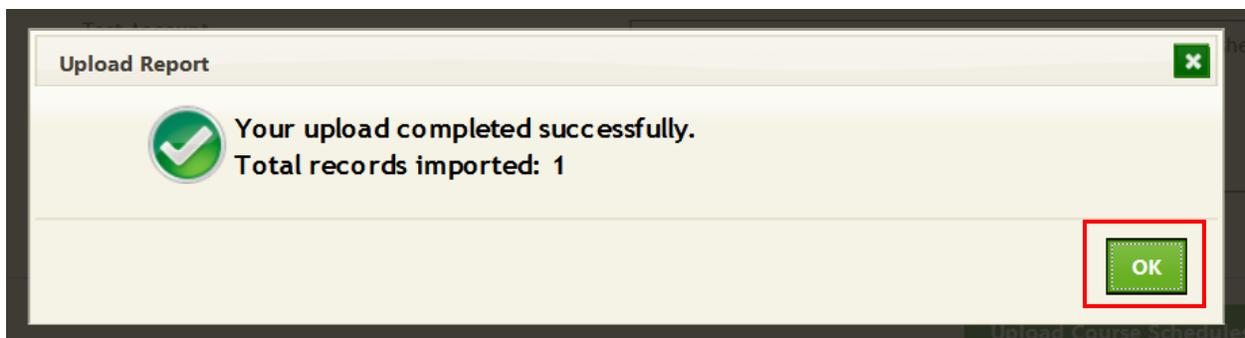
13. The following window will open. You will type the 7 or 8-digit Core Person ID number for the Operator you wish to add. Then click Add Attendance.
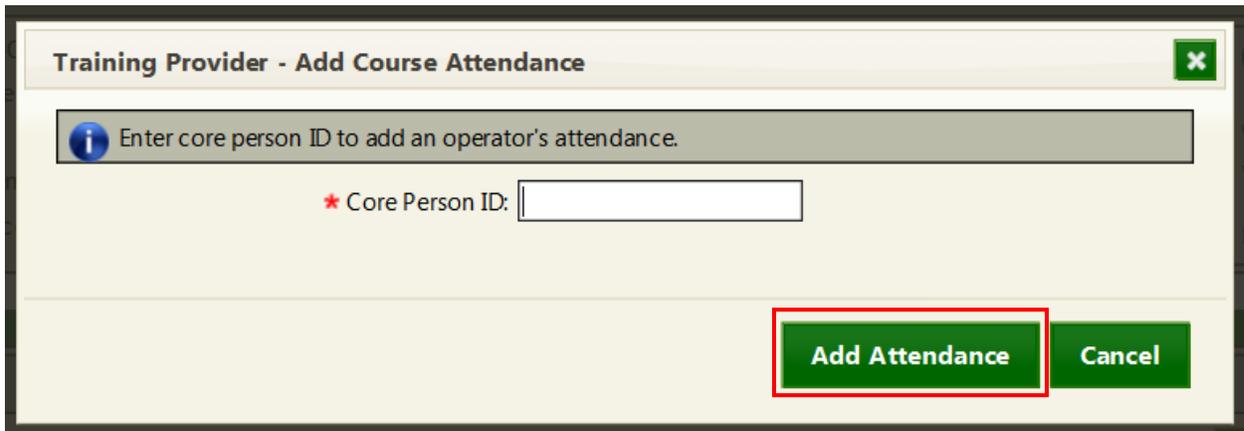
Training Provider - Add Course Attendance ☒

ⓘ Enter core person ID to add an operator's attendance.

★ Core Person ID: [　　　　　　　　]

Add Attendance　　Cancel

14. If your record uploaded successfully, click OK.

Upload Report ☒

✓ Your upload completed successfully.
Total records imported: 1

OK

If your upload is unsuccessful, you will receive an error. Correct the Core Person ID number and load the record again.