# Instructions for Training Providers Switching Contact Individual:

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.

❖ **The individual that will no longer be the contact for the Training Provider account will complete steps 1-4 and the new contact individual should complete steps 7-24. Steps 5-6 will require the current password for the account and a new password created.**
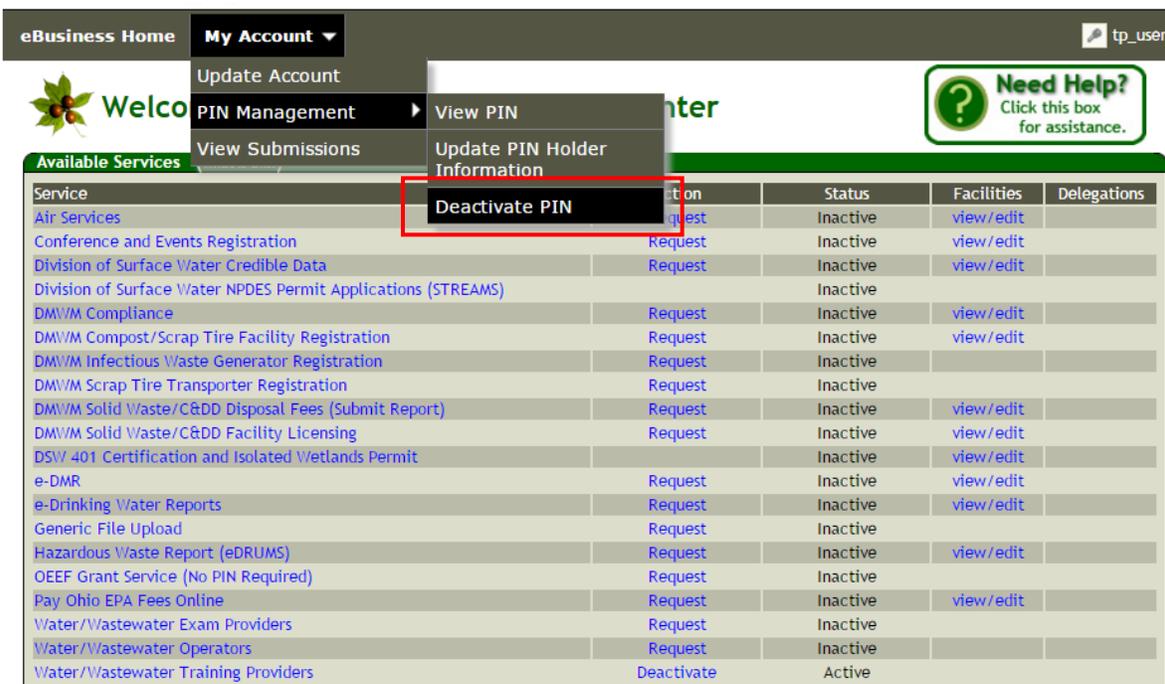
1. Go to https://ebiz.epa.ohio.gov/ and sign in to your Training Provider account.
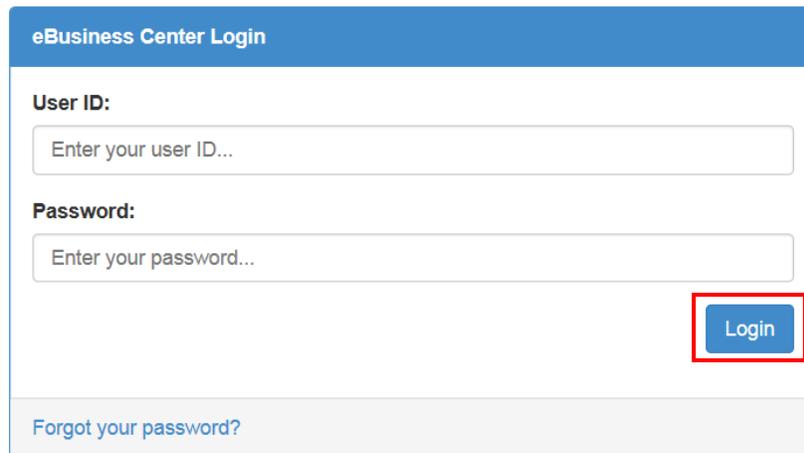
❖ If you do not have an e-Biz account, please follow the instructions at this link

2. Select "My Account" and navigate to deactivate PIN.

3. Enter your PIN and security questions. Click "Submit".

PIN Deactivation for Account: tp_user

If you have lost your PIN and do not wish to deactivate your PIN, you can view your PIN from the "My Account" - "View PIN" menu option.

To continue deactivation of your PIN, enter your existing PIN and answer the security question below.

If you wish to obtain a new PIN after you deactivate your existing PIN, you will need to go through the online PIN request process.

⚠️ WARNING! Once you deactivate your PIN it will be permanently destroyed!

PIN: ••••••••

Please answer this security question:

What color is red? ••••••••

Submit Cancel

4. Click "Continue".

PIN Deactivation

PIN Deactivation Complete

Your PIN was successfully deactivated. You will also receive an email notification.

Continue...

5. Select "My Account" and navigate to "Update Account".

6. Here you should navigate to the "Password" tab. Fill out the required information and click "Update". Please note that that you must click "Update" for each tab that you update.
Important: <u>You must update your contact information in steps 22-24 regardless. Updating the contact information in steps 22-24 will automatically update the remainder of the contact details that are in these tabs.</u>

7. After the update is processed, you will need to click "Continue" to return to the home page. Repeat step 5 and navigate to the "Security Question" tab. Update the security question. This security question will be used to reset the password for the account in the event the password is lost or forgotten.

8. Once the PIN is deactivated and the contact information is updated, please select "My Account" and select "Request New PIN".

9. Verify your name, address, email address, and phone number.

10. Create Five Security Questions and Answers. Make sure to remember your security answers as this information cannot be retrieved by anyone at Ohio EPA. You will use these security questions as you activate your PIN and use your PIN to submit information to Ohio EPA.

Both questions and answers are spelling and punctuation sensitive, but are not case sensitive. You can have mixed case or all lower or all upper case. The system will not lock you out if you change case later. However, whatever punctuation or spelling you use must be repeated exactly or you will be locked out.

Each security question and answer must be unique. For example, you can't enter the security question, "What was my favorite car?" more than once and you can't use the answer, "Corvette" more than once. Remember to create non-easily guessable questions. For example: "What high school did you attend?" may be guessable by someone who knows you. A better question might be: "Who was my favorite elementary school teacher?"

Keep any record of security questions and answers to those questions in a secure place separate from your Account-related information. Remember, the PIN and the security questions and answers represent your personal signature - keep it secret - keep it safe.

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Security Question 1	what color is red
Security Answer 1	red
Security Question 2	what color is yellow
Security Answer 2	yellow
Security Question 3	what color is blue
Security Answer 3	blue
Security Question 4	what color is orange
Security Answer 4	orange
Security Question 5	what color is purple
Security Answer 5	purple

11. Enter in your Date of Birth and Last Four Digits of Your Social Security Number. Once you have reviewed the information check the box prior to proceeding to step 12.

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify **11** through the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "opy PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized hard be mailed to Ohio EPA. Your PIN will be processed and mailed back to you through the US Postal Service.

Date of Birth (mm/dd/yyyy): `02/14/1992` 📅

Last Four Digits of Your Social Security Number: `0000`

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🔴 LexisNexis ☑ I have reviewed the above information and would like to proceed with LexisNexis identity verification. [Verify Identity]

Hardcopy Notarized Identity Verification

Use Only if Identity Verification fails after 3 attempts OR you donât wish to use the LexisNexis online verification service.

☐ Check to get PIN via hardcopy notarized application. This will take 1 - 2 weeks.

[Request Hardcopy PIN] [Cancel]

12. Click on "Verify Identity."

If after three attempts you are unable to verify your identity using the LexisNexis service you must follow steps 19-21 and then 13-18 to view and activate the PIN. Otherwise, proceed to step 13.

13. Read the information and click Continue

PIN Request

Your PIN Request has been approved.

Congratulations -
Your PIN request has been Approved and is ready for Activation.

To Activate your PIN, follow the instructions below:

Select the "Continue..." button below to return to the eBusiness Center home page and follow these instructions:

1. On the eBusiness Center Home Page, select the "My Account" menu.
2. Click on the "View PIN" link to access your PIN (you will need to answer a security question before viewing your PIN) and record the PIN in a safe location. Once you have the PIN, select the "Continue..." button to return to the eBusiness Center Home page.
3. Again, select the "My Account" menu and click on the "Activate PIN" link. You will be prompted to enter your case sensitive PIN and to provide the answer to one of the five PIN security questions you created when first requesting a PIN. Upon providing the correct answer, you will be informed that your PIN is activated. An email confirming that your PIN has been activated will be sent to the email account you specified in your PIN request.

Getting Help

If you do not receive the email notification with your PIN or are experiencing other problems, please contact us at (877) 372-2499 (1-877-EPA-BIZZ). Select Option 2 for Assistance.

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[Continue...]

14. You will be returned to the eBusiness Center Homepage. Here you will click on "View Pin" to view your PIN. You can view your PIN at any time.

15. Answer the security question and click "View PIN."

16. View your PIN and click "Continue." You will need to know your PIN for the following step.

17. Now you will activate the PIN using "My Account" and clicking "Activate PIN."

18. Read the statement and check the box before proceeding. Enter your PIN that you previously viewed. If you do not remember it you can view it again. Enter the answer to your security question. Finally click submit. After the system is done processing click "Continue" to return to the eBusiness Center Home.
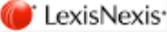

*If you were able to verify your identity using the LexisNexus service please proceed to step 22.

19. If you were **unable** to verify your identity using the online service check the box to proceed with the hardcopy notarized application and click "Request Hardcopy PIN." **Otherwise** proceed to step 22.

Date of Birth (mm/dd/yyyy): 02/14/1992

Last Four Digits of Your Social Security Number: 0000

LexisNexis ☑ I have reviewed the above information and would like to proceed with LexisNexis identity verification. **Verify Identity**

Hardcopy Notarized Identity Verification

Use Only if Identity Verification fails after 3 attempts OR you do not wish to use the LexisNexis online verification service.

☑ Check to get PIN via hardcopy notarized application. This will take 1 - 2 weeks.

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Request Hardcopy PIN **Cancel**

20. Print the Subscriber Agreement Form directly from the eBiz site, have the form notarized, and send the completed form to Ohio EPA at one of the addresses listed in the instructions. (NOTE: The following is a sample of the form. The sample form is NOT acceptable to mail to Ohio EPA to complete the PIN request.) Return to step 14 when you receive email notification from Ohio EPA that your PIN has been created and is ready to view. You will not be receiving your PIN in the mail.

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The Following Action is Required to Establish Your PIN.

Your PIN request was successfully submitted but additional steps are required.

1. Download and print the Subscriber Agreement form provided by clicking the link below. This form is also being e-mailed to you.

   [PDF] Subscriber Agreement Form

2. Sign the Subscriber Agreement in the presence of a notary after attesting to the statement on the Subscriber Agreement.
3. Send the original notarized hard copy of your Subscriber Agreement to the Ohio EPA at one of the following addresses:

   Mailing Address   Overnight Delivery Address
   Ohio EPA   Ohio EPA
   ATTN: ITS PIN Management   ATTN: ITS PIN Management
   PO Box 1049   50 West Town Street, Suite 700
   Columbus, OH 43216-1049   Columbus, OH 43215

Once received and approved, the Ohio EPA will send an email to the email address you provided during the PIN application process. Once you receive your email, you must log in to the eBusiness Center (http://ebiz.epa.ohio.gov) to view your PIN first and then activate it before conducting business with your PIN. Instructions for activation will also be included in the email.

Getting Help

If you need assistance or have PIN-specific questions, please contact:
Information Technology Services front desk at 614-644-2990 or email at:
EPA.eBizPINs@epa.ohio.gov.

If you need assistance or have questions regarding the Ohio EPA eBusiness Center, please contact:
eBusiness Center Helpdesk at (877) 372-2499 (1-877-EPA-BIZZ) or email at:
ebizhelpdesk@epa.ohio.gov.

Technical and PIN support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Continue...

Subscriber Agreement

In accordance with the provisions of 40 Code of Federal Regulations Part III (Cross Media Electronic Reporting) part 3.2000 and Ohio Administrative Code Rule 123:3-1-01 (Use of Electronic Signatures and Records, Office of Information Technology), all individuals wishing to submit electronic data to the Ohio EPA shall obtain a personal identification number (PIN) and agree to the certification below prior to submitting information online.

Please read the certification below and sign in the presence of a notary. Please return the notarized Subscriber Agreement to the Ohio EPA per the "Subscriber Agreement Instructions".

Once approved, your PIN will be sent to you by regular U.S. Mail.

I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my password and PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.

I agree to select challenge questions that call for items of information that are not easily guessed or researched and which call for information that I have committed to long-term memory. I agree to keep any record of my challenge question answers secret and secure. I agree to promptly report any evidence of compromise to Ohio EPA.

Terri Tarver

_____
PIN Applicant Signature

Sworn before me and subscribed in my presence this _____ day of _____(month), _____(year).

_____
Notary Public Signature

22. After the PIN is activated, the contact information needs updated. Log into your eBusiness Account and select "Water/Wastewater Training Providers".

23. Click "Edit" to access the Training Provider information window.

24. Update the information and click Save.

Training Provider Information

Please complete this section by providing the information regarding the training provider in the space provided. Please keep this information current.

* Business Name: tp_user Training Provider

* First Name: Test

Middle Name:

* Last Name: Account

Prefix:

Suffix:

* E-mail: kevin.jarrell@epa.ohio.gov

* Business Phone: (614) 555-5555   (xxx) xxx-xxxx

Cell Phone: (xxx) xxx-xxxx

* Address Line 1: 50 West Town Street

Address Line 2:

* City: Columbus

* State: OH

* Zip Code: 43215

* Country: USA

Save   Cancel