The eBusiness Center must be accessed through the State of Ohio’s OH|ID portal as of November 6, 2020. This document contains instructions on how to create an OH|ID account, log in, and access the eBusiness Center.

Background
Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. The eBusiness Center is the Ohio EPA's hub for our customers to electronically complete and file reports, make payments, and submit permit and grant applications. On November 6, 2020, access to eBiz was made available through the OH|ID portal. Customers with eBiz accounts existing prior to that date can continue to access them with the same privilege and service delegations. An OH|ID account is associated with an existing eBiz account using each account's email address. New users for eBiz will also be able to create accounts.

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Create an OH|ID Account
If you do not have an OH|ID account, or you need to create an additional OH|ID account, go to ohid.ohio.gov. Click the Create OH|ID Account button.

IMPORTANT: When you create your OH|ID, use the email address associated with your eBiz account. This will ensure your profile history remains intact.

Complete the Create OH|ID Account screen by entering the personal information of the account holder. Once complete, please click Verify Your Email Address button to send a verification code to the email address you provided. The email will come from NOREPLY-EnterpriseIdentity@ohio.gov
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Enter the PIN code you received in the pop-up window and click Verify. For greater success, we recommend you copy and paste the PIN code into the pop-up window.

Did not receive an email? Double-check your email address is typed correctly and search your junk/spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If necessary, click Send New PIN to invalidate the previous PIN code and get a new one.

Once your email account is verified you will be asked to enter a User ID. This will be used each time you log in to OH|ID.

Choose a password that meets or exceeds the password requirements.
Finally, read and accept the Terms and Conditions, answer the verification question, and click **Create Account**. You will receive an email notification confirming your account was created. This email includes the username you selected. You may wish to save it for future reference.

You will see a confirmation screen. Click **Continue** and log in to your new account.
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Log In, Find, and Launch the eBusiness Center Tile
Log into OH|ID by entering your user ID and password on the OH|ID portal at ohid.ohio.gov. If you have forgotten your password or user ID, please follow the help links provided.

Setup Security Options (First Time Log In)
When you log in to your OH|ID account for the first time, you will see a Security Options screen. The email address used to create the account will be listed in the Email Address field. You need to enable another Security Option, either Text Message or Security Questions, to proceed.
Click Set Up next to the option(s) you wish to enable and follow the on-screen prompts. Both are shown below.

Text Message Option:
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When prompted, click **Setup Mobile Number** to confirm you want to set up a mobile number.

![Setup Mobile Number](image1)

Enter your mobile number and click **Save Changes**.

![Security Options](image2)

A 6-digit PIN code will be sent to your mobile number. Enter it when prompted and click **Verify**.

![Verify PIN](image3)
Security Questions Option:

Select questions from each of the drop-down boxes and type your answers. Your answers are case-sensitive. When you are finished, click Save Changes.
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Once you have set up (at least) two security options, click Continue to go to your Account Dashboard.

Locate and Launch the eBusiness Center Tile

From your Account Dashboard, click on the Manage OH|ID Account section, then click the Sites & Applications tab. In the search field, enter “Ohio EPA” or use the Filter by State Agencies to filter to the “Environmental Protection Agency”. This will locate the eBusiness Center tile.
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Click the OEPA Tile then click the Request Access to Group button.

You will be prompted to review and agree to terms and conditions, then click the Request Access to Group button.

Click the Launch button to proceed to eBiz.
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“Favorite” the Tile on the Dashboard

Once you have successfully requested access to the tile, the next time you go to the Sites & Applications tab, the tile will appear under My Sites & Applications. To anchor the tile to your Dashboard, click on the star icon to select it as a favorite application.

The tile will then appear on your Dashboard the next time you log in.

If you do not have an existing eBiz account, go to the Create a New eBiz Account section below. If you do have existing eBiz account(s) continue to Manage Existing eBiz Account(s) section.
Create a New eBiz Account
When you launch the eBusiness Center tile, you will see the Create New Account screen if the system does not find an eBiz account with a matching email address from OH|ID. If you need to create a new account in the eBusiness Center, complete the required information on the form and click the Create button.

If you have reached this screen but you have an existing eBiz account, the email address for either your OH|ID account, or your eBiz account must be changed so both account email addresses match. Follow this link to find instructions on how to change your OH|ID account email address. In order to change your existing eBiz account email address, you must contact the helpdesk at (877) 372-2499 or ebizhelpdesk@epa.ohio.gov.

![Create New Account Screen](image-url)
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**Manage Existing eBiz Account(s)**
When you launch the eBusiness Center tile, you will see the Associate Accounts screen if one or more eBiz accounts have the same email address as the OH|ID account.

**Use an Existing eBiz Account**
To get to eBiz using an existing account’s privileges and associations, you must select Use this Account from the Actions button to the right. You must provide a one-time verification that you are the owner of that account by providing your eBiz account password. After that password is provided, you will be taken to the eBiz home screen. You will not have to provide the eBiz account password the next time you use that eBiz account.

If you have more than one eBiz account listed, you will see this screen each time you launch eBiz from OH|ID. You must select an account to use to proceed to the eBiz home screen.
Deactivate an Existing eBiz Account
If you have more than one associated account, you may deactivate any that you no longer wish to access. However, we strongly advise that you consider the following:

- Review the account’s service permissions and account history before you deactivate. You can do so using the *Use this Account* action described above.
- You will no longer have access to any account history or data associated with the account once it is deactivated.

To deactivate an account select *Deactivate* from the Actions button. You must verify that you are the owner of that account by providing your eBiz account password.

Need Assistance?
For assistance, contact the eBusiness Center Help Desk at (877) 372-2499 or ebizhelpdesk@epa.ohio.gov.