In January 2018, the Ohio EPA Division of Materials and Waste Management launched a new version of the licensing and registration software in the agency’s eBusiness Center (eBiz).

eBiz is a secure web-based application that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

This guide is written for users applying for Scrap Tire Transporter registrations which can be done from anywhere there is access to the Internet. While our system is compatible with various internet browsers, it is recommended that anyone entering an application use the latest versions of Google Chrome or Mozilla Firefox.

New users that enter a registration application will need to have an account with the eBiz Center and acquire a PIN (Personal Identification Number). To create an account and obtain a PIN, please visit http://ebiz.epa.ohio.gov/. A list of contacts is included at the end of this guide, if you need any assistance throughout the process.

**Locating the Scrap Tire Transporter Service**

After you have successfully created an account, obtained a PIN, and activated the PIN (new users), log into the eBiz center. The main screen will list out all the available Ohio EPA eBiz services.

From the list of available services, click **DMWM License and Registration Service**. If you see a status of *Inactive* to the right, that is ok. This will not prevent you from using the service.

Once you have entered DMWM’s License and Registration Service, a list of all available DMWM services is presented, you will select the next to last service, **Scrap Tire Transporter Registrations**.
Associating a Transporter

Once you have successfully entered the Scrap Tire Transporter Registration service, if you are a first-time user, you will most likely have a blank screen similar to below with no associations. Associations are what links your account to your transporter in the system. If you have previously submitted an online application in the eBiz system before, your transporter name should be listed in the service. If you have a transporter associated with your account, please skip ahead to the Entering an Application section.

If there are no transporters associated with your account, the first step in starting your application will be to select Add Transporter to be taken to the Transporter Search screen.

Next, you will enter information to help you locate your transporter. When using this search feature, it is recommended that you do not use all fields, performing a basic search with the address line will help produce more accurate results. If you know your Core ID, search using that field only. See next page for a view of this screen.
Creating a New Transporter
If your search comes back with no results after multiple attempts, you have two options. The first option would be to call or e-mail the contact person for New Registrations listed at the end of this guide. The second option would be to click Create New Transporter. While we recommend option one, either option you decide will work. If you did find your transporter, please skip ahead to the next section, Associating an Existing Transporter.
If you select the **Create New Transporter**, a pop-up window will appear for you to enter the transporter information. It is important to note the transporter information should be for the organization who is the business operating as the Scrap Tire Transporter.

Once you have completed the information above, click **Create New Facility** (Transporter) to be taken to the *Role Selection* screen.
On this screen, you will want to select the appropriate role. If you are the person who will be submitting this registration application, you must select Responsible Official. If you select the role of Registration Preparer, you will only be able to complete the application information. A person who has selected the role of a Registration Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a Registration Preparer has entered.

After selecting your role, you will be taken to the Review Request screen where you will click Create to have a window pop-up for your PIN information.
After completing the Security Question and PIN, click **Submit** to receive a confirmation screen where you will click **Continue**.

You will be redirected back to the *Scrap Tire Transporter Service* screen and see your transporter listed with *Reconciliation Pending* to the side. Click on your transporter name to expand the view.
As a brand new transporter, you will not have any Existing Registrations listed. To start your application, click **Create New Transporter Registration**. How to complete an application is discussed in the next section. As long as your transporter has *Reconciliation Pending* beside it, you will not be able to submit the application. Once the reconciliation has been completed by Ohio EPA, you will have the ability to submit your application and pay any associated fees.

**Associating an Existing Transporter**
If your search results returned your transporter, click the **Select** button on the left.

After clicking **Select** you will be directed to the *Role Selection* screen.

On this screen, you will want to select the appropriate role. If you are the person who will be **submitting** this registration application, you **must** select **Responsible Official**. If you select the role of **Registration Preparer**, you will only be able to complete the application information. A person who has selected the role of a Registration Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a Registration Preparer has entered.

After selecting your role, you will be taken to the *Review Request* screen where you will click **Create** to have a window pop-up for your PIN information.
After completing the Security Question and PIN, click **Submit** to receive a confirmation screen where you will click **Continue**.

You will be redirected back to the *Scrap Tire Transporter Service* screen and see your transporter listed.
DMWM Scrap Tire Transporter Registration User Guide

Entering an Application
Once you have successfully associated your account with your transporter, you are ready to start your Scrap Tire Transporter Registration application. When in the Scrap Tire Transporter Service screen, you will want to click on your transporter that is listed to expand the view. If it is a brand-new transporter, there will not be any existing registrations. If there is an existing registration(s), the history will be displayed.

New Registration
To enter a new, initial registration, click Create New Transporter Registration.

After clicking the Create New Transporter Registration button, the registration application will appear on the screen.
DMWM Scrap Tire Transporter Registration User Guide

When the application loads, some information is pre-populated based on the transporter information. This information can be changed if necessary. It is recommended that anyone completing an application click **Save** periodically to prevent loss of work. The numbers listed in the lower left side of the page are useful if you have to call Ohio EPA for assistance with your application.

Once you have entered all the required information, before submitting, click the **Save** button. To verify that all the required fields have been completed, click the **Check for Errors** button.

If you received the **All fields are valid** on bottom of the page, you are ready to click the **Submit** button.

Once you have clicked **Submit**, you will be required to answer your security question and PIN.

After clicking **Submit** on the **PIN Validation** screen, you will be directed to a screen that will say it is processing your application. **Do not** click the back button or refresh this screen. Once the application has finished processing, it will take you to the payment information screen. A **non-refundable** $300 fee is required for almost all initial and renewal applications. Transporters who are Licensed Motor Vehicle Salvage Dealers do not have any associated application fees. Transporters who are Retail Tire Dealers and
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Retreaders have a **non-refundable** $50 application fee required after submission of the application. This fee can be paid online or by check. The payment information screen will detail this process and amount due.

**Existing Registration**

When entering an application for an existing registration, there are two types: Renewal and Amendments. After clicking on your transporter name, you should see any previously issued registrations listed. When entering a renewal or amendment application, it is important to make sure you are using the most recently issued registration.

To start a new application, click the **Actions** button to the right of the most recently issued registration. If you have made an amendment in your current registration cycle, select the previously issued registration with the highest four-digit number (####) listed in the **Type** column. If you are unsure, please refer to the contact section for assistance. It is also important to note that if you are requesting additional certificates, this does not require an amendment, a written request needs to be submitted to Ohio EPA – DMWM.

After clicking the **Actions** button, a drop-down will appear, you will want to either select **Renew Registration** or **Amendment/Modification** based on the type of application you are submitting. After you have made your selection, the application screen will appear.
Once the application has loaded, the information from the previously submitted application will appear. The type of application, renewal or amendment, will also be stated on the bottom left-hand side by the Application ID (####). This is the step where you can make any edits necessary to the application before submitting.

Once you have completed editing and reviewing the Scrap Tire Transporter Registration, you are ready to submit your application.

Before submitting, click the Save button. To verify that all the required fields have been completed, click the Check for Errors button.

If you received the All fields are valid on bottom of the page, you are ready to click the Submit button.

Once you have clicked Submit, you will be required to answer your security question and PIN.
After clicking **Submit** on the *PIN Validation* screen, you will be directed to a screen that will say it is processing your application. Do not click the back button or refresh this screen. Once the application has finished processing, it will take you to the payment information screen. A **non-refundable** $300 fee is required for almost all initial and renewal applications. Transporters who are Licensed Motor Vehicle Salvage Dealers do not have any associated application fees. Transporters who are Retail Tire Dealers and Retreaders have a **non-refundable** $50 application fee required after submission of the application. This fee can be paid online or by check. The payment information screen will detail this process and amount due.

**Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Phone / E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating an Account &amp; Obtaining a PIN</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
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<td>Entering an Application</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Paying an Invoice</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>General Registration Questions</td>
<td>Debbie Kellough</td>
<td>614-728-5316&lt;br&gt;<a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Scrap Tire Program Questions</td>
<td>Channon Cohen</td>
<td>614-728-5336&lt;br&gt;<a href="mailto:Channon.Cohen@epa.ohio.gov">Channon.Cohen@epa.ohio.gov</a></td>
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