Graphical Walkthrough

Electronic Online Payment Options

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About this Document

This document is intended to provide a graphical run-through of the Ohio EPA Electronic Payment Service in respect to the Division of Surface Water. Graphics display payment process from the beginning to end. This document provides a general feel for the work flow by guiding the user with actual screen shots of the online payment service in sequential manner. As of May 25, 2015, ePay can be utilized for all invoiced fee payments (ex. Annual Discharge Fee, Annual Sludge Fee, Storm Water Annual Discharge Fee). Near future enhancements to the ePay Service will include the ability to submit payment of fees that were not invoiced by Ohio EPA (ex. permit applications, miscellaneous renewal applications, etc.).

Recent Changes to this Document

10/30/15 - PIN information added / Reformat
6/25/15 - Initial Release w/current screen shots
To begin, the payer simply needs to log into their personal eBusiness Center account. Ohio EPA’s eBusiness Center is a secure portal for online business located at: https://ebiz.epa.ohio.gov/login.html. If you have not created an account, you must initially do so by clicking the Create New Account link to the left of the screen. Once you create your account you can return to this point and log into the Ohio EPA eBusiness Center. This log in is the entry point for the regulated community, consultants, laboratories, etc. to electronically complete and file reports and permit applications and to pay fees.
There are two places to pay fees. Directly after submitting an application you will see a **Download Invoice** button and will see the **Pay with Credit Card** and **Pay with Electronic Check** buttons. You can also choose to pay at a later date by logging into your Ohio EPA eBusiness Center account and clicking the **Pay Ohio EPA Fees Online** link under the available services list.

Ohio EPA, Division of Surface Water
A summary of payment options is provided. Click *Lookup Invoice to Pay Online* to begin the quick and easy process.

- There is a 2.2% service fee for payments made by VISA, MasterCard and Discover credit card. Ohio EPA does not accept American Express.
- There is no service fee for ACH payments (electronic check) but the payer must have an eBusiness Center PIN.
- Payer selects *Request a PIN* (requires completing and sending a notarized form to Ohio EPA) or *Lookup Invoices to Pay Online*.
• Payer finds either the Revenue ID or Transaction ID number on their invoice
• Payer selects either **Transaction ID** or **Revenue ID**, enters the number from their invoice and then selects **Continue**.
You may receive any number of error messages; examples include: Invoice already paid, entry of an invalid ID, revenue type code not payable online, invoice has been certified to the Attorney General for collection or is otherwise not payable online (if this message is received the fee should be paid by US mail or the payer should call the Fiscal Office and ask for the Revenues section), or the current date is 90 – 365 days past the due date (If this message is received the fee should be paid by US mail)
When the invoice is located the payer views the selected invoice and has 4 selections:

- “Select an additional …. Invoice to Pay Online” (must be the same fee type)
- “Pay” to proceed with paying this one invoice
- “Start Over” to search for another invoice
- “Exit” to return to eBusiness Center

If multiple fees are selected they can be removed by selecting the red “x” under “Action”. If a payer completes an application or files a report through another eBusiness Service (DDAGW Op Cert; DMWM Disposal Fees; DMWM Licensing and Registration; OCAPP Conferences) they may elect to pay their fee at the same time.
Payers coming into ePay through a Divisional service (ex. STREAMS) must click **Download Invoice** to proceed with the online payment. After the invoice is downloaded the payer may need to look for the Adobe popup box at the bottom of their screen to open and then close (or minimize) the invoice (not shown below).
Ohio EPA Fee Payment Options

Pay Electronically
Master Card, Visa or Discover Credit Cards
A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

```
Amount Due: $123.00
Service Fee:  $2.71
Total Amount Due: $125.71
```

Pay with Credit Card

Automated Clearing House (ACH):
There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

```
Total Amount Due: $123.00
```

Pay with ACH (electronic check)

Pay Later
If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

US Mail Check, Money Order or State Agency ISTV
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. E-271, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts
If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZ2) or send an email to eblthelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit

- If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card
- The EPA amount due and the 2.2% service fee amount are displayed
- The payer may select Pay with Credit Card, Pay with ACH or Exit (to return to the eBusiness Center home page)
• Only one payment may be attempted for each Revenue ID in a 24 hour period
• When a payment is made it is not recorded in Revenues until the following day (using an overnight file download)
• The lockout prevents the same revenue ID from being paid twice in one day
To pay by credit card the payer enters their credit card information and address
Payer may enter an Email address and check the Email Receipt box to receive an Email receipt
The charge will appear on their credit card statement with a description similar to the one shown in the Central Payment Portal and on their receipt - in the example below “EPA Title V” or “EPA TV FEE” will appear for the Title V fee and “EPA SERV FEE” will appear for the 2.2% service fee
A payer with a PIN will have the option to pay either by credit card or by ACH.
• When a payer selects *Pay with ACH (electronic check)* they will be asked to enter their PIN and answer a security question.

**NOTE:** To submit via ACH the user must have a PIN. To obtain a PIN, simply click on the *Apply for PIN* link at the service selection screen and follow the on screen instructions. Print the form the system provides and mail it to the address on it – the Agency upon receipt will immediately process your request and mail you a PIN – in most instances same day.
When a payer enters an invalid PIN and/or answer a security question, the system will prompt them to enter valid information.
• To pay by ACH payer enters their bank account information and address
• Payer may enter an Email address and check the Email Receipt box to receive an Email receipt
• The charge will appear on their bank statement with a description similar to the one shown in the Central Payment Portal and on their receipt - in the example below “EPA WW OPCERT” will appear
• After payer enters their credit card or bank account information they will need to confirm the payment on a confirmation screen
After the payment is confirmed, a receipt is displayed and may be printed by using the web browser “File” drop down and “Print” icons, usually found in the upper left hand corner of the web browser screen.