

# Notification Delegation Process

July, 2018

# Delegation Process

- As of July 13, 2018, individuals who use the eBusiness Center to submit asbestos project notifications may delegate authority to revise a notification to other eBusiness Center users.
- There are two (2) potential roles involved with delegation:
  1. “Responsible Official”
  2. “Delegated Responsible Official”

# Delegation Process

## 1. “Responsible Official”

- If you choose “Yes” to make the user a “Responsible Official”, they will be able to revise the notification **and** be able to delegate either of the two roles to other eBusiness Center users.

## 2. “Delegated Responsible Official”

- If you choose “No” to the “Responsible Official” question, they will be listed as a “Delegated Responsible Official” and will only be able to revise that notification. (They **will not** be able to delegate a role to another eBusiness Center user.)

# Delegation Process (Step 1)

From the eBusiness Center homepage, click on “Asbestos Project Notification”



# Delegation Process (Step 2)

For the notification you want to delegate, click on the “Action” button and select “Delegate”

Notification Number	Owner Name	Status	Actions
96920	GENERAL ELECTRIC AVIATION	Accepted	 Actions <ul style="list-style-type: none"><li>View current pdf</li><li>Download all pdf</li><li>View</li><li>Revise</li><li>Projects</li><li>View Notes</li><li>Delegate</li></ul>

# Delegation Process (Step 3)

1. On the Delegate Notification pop-up screen, enter the account name of the user to whom you want to delegate access.
2. Choose whether to make that user a Responsible Official (Click “Yes” or “No”).
3. Click on the “Delegate” button.

Delegate Notification

Enter Account Name:

Make Responsible Official:  Yes  No

*There are no other account assignments.*

UserID	Role	Actions
<input type="text" value="Filter all columns"/>		<input type="button" value="First"/> <input type="button" value="Previous"/> <input checked="" type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>

# Delegation Process (Step 4)

Read the legal statements. If you want to continue with delegation, provide your Security Question Answer and PIN, then click “Submit.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

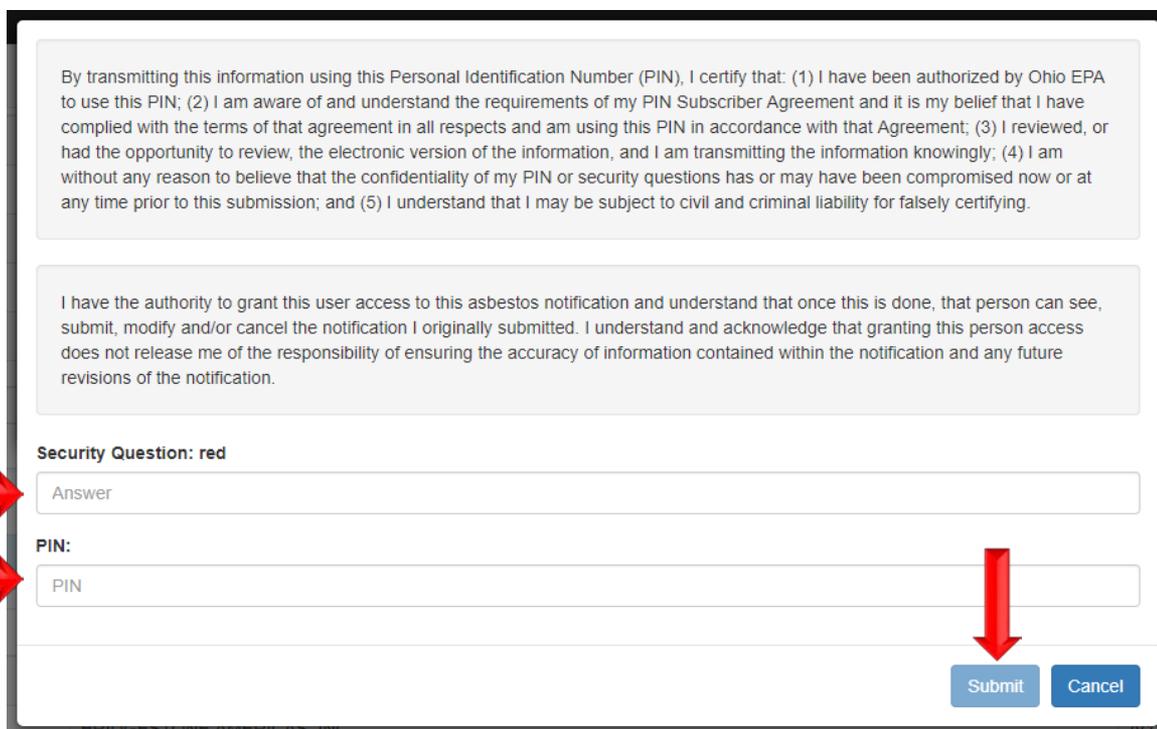
I have the authority to grant this user access to this asbestos notification and understand that once this is done, that person can see, submit, modify and/or cancel the notification I originally submitted. I understand and acknowledge that granting this person access does not release me of the responsibility of ensuring the accuracy of information contained within the notification and any future revisions of the notification.

**Security Question: red**

Answer

**PIN:**

PIN



# Delegation Process (Step 5)

The table on the Delegate Notification pop-up screen will keep a record of users who have been delegated access and what role they are assigned.

### Delegate Notification

Enter Account Name:  **Make Responsible Official:**

UserID	Role	Actions
fjones	Delegated Responsible Official	<input type="button" value="Actions"/>
mneedham	Responsible Official	<input type="button" value="Actions"/>

Filter all columns

First Previous **1** Next Last

# Delegation Process (Confirmation)

The initial user and the newly assigned user will both receive an email that includes the following information:

1. The account name of the user who was granted access.
2. The account name of the user who granted the access.
3. The privilege role granted to the new user.
4. The Notification ID number.

From: [ebiz@epa.ohio.gov](mailto:ebiz@epa.ohio.gov) [mailto:[ebiz@epa.ohio.gov](mailto:ebiz@epa.ohio.gov)]  
Sent: Tuesday, July 17, 2018 9:30 AM  
To: Needham, Mark <[Mark.Needham@epa.ohio.gov](mailto:Mark.Needham@epa.ohio.gov)>  
Subject: Ohio EPA eBusiness Center - Privilege Delegation

This message is to notify you that account mneedham was granted the following privilege on 07/17/2018 09:29:31 by eBusiness Center account jkoch.

The new privilege Responsible Official for Asbestos Notification (95521) has been granted to account:

eBusiness Center Account: mneedham  
Mark Needham (title: Asbestos Program Manager) Ohio EPA  
50 W Town  
Columbus, OH 43215  
(614) 644-8665

This privilege was delegated by account:  
eBusiness Center Account: jkoch  
Josh Koch (title: Environmental Specialist 3) Ohio EPA  
50 W Town St  
Columbus, OH 43215  
(614) 466-3770

If you need assistance or have questions about Ohio EPA's eBusiness Center, please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov). Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except State holidays.

This e-mail was auto-generated by Ohio EPA's eBusiness Center. Please do not respond to this e-mail.

Ohio EPA's eBusiness Center online address: <http://ebiz.epa.ohio.gov>  
(PROD-B39600-ProdServer4)



# Delegation Process (Remove)

If at any time you want to remove a user's role assigned to the notification, you can access the Delegation Notification pop-up screen, click on the "Action" button, select "Delete", then "Yes" to confirm.

The screenshot shows the 'Delegate Notification' interface. On the left, a table has an 'Actions' column with a dropdown menu. A red arrow points to the 'Delegate' option in this menu. A green arrow points from the 'Delegate' option to the 'Delegate Notification' pop-up screen. In this screen, there is a table with columns 'UserID' and 'Role'. The table contains two rows: one for 'fjones' with role 'Delegated Responsible Official' and one for 'mneedham' with role 'Responsible Official'. A red arrow points to the 'Delete' option in the 'Actions' dropdown for the 'fjones' row. Below the table is a 'Filter all columns' input field and pagination controls (First, Previous, 1, Next, Last). A 'Done' button is at the bottom right.

If you click "Yes", the user and role will be removed.

The screenshot shows a 'Confirm delete' dialog box. The text inside reads: 'Confirm delete' and 'Once a delegation is deleted it cannot be undone! Do you really want to do this?'. At the bottom, there are 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.

# Delegation Process

## (Points to Remember)

- Notifications can only be delegated to other eBusiness Center users.
- If the user is assigned as a “Responsible Official”, they can revise anything on the notification and assign other users roles to that notification.
- If the user is assigned as a “Delegated Responsible Official”, they can only revise the notification, not assign roles to other users.
- There is no limit to the number of users that can be assigned roles to the notification.
- If you delegate access to another user, you still have the ability to revise the notification and assign/remove user roles.
- You, and any user assigned the “Responsible Official” role in that notification, have the ability to remove user roles from that notification.
- If you delegate access to another user, that does not release you of the responsibility of ensuring the accuracy of information contained within the notification and any future revisions of the notification.