# **eDWR Basics**

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### **eDWR Basics**

In order to start using the eDWR system, the operator of record and/or responsible official for the PWS will need to complete the following steps:

- 1. Create an account on the eBusiness center:
  - a. Go to https://ebiz.epa.ohio.gov/ and select the link "Create New Account".
  - b. Enter a User ID. The user id identifies you, the user, not your water system or company. The user id stays with you if you were to change jobs
  - c. Enter your first name, last name
  - d. Enter your job title....Operator, Superintendent.....
  - e. Enter a password for your account. The password has to meet the following requirements:
    - i. 8 characters long
    - ii. At least one uppercase letter
    - iii. At least one number
    - iv. At least one special character (-, #, \*...)
    - v. Example: BT4326-bt
  - f. Enter a hint that will help you remember what your password if you were ever to forget it.
  - g. Enter your home address,
  - h. Enter your email address. This should be an address that we can contact you if there is a problem with your report.
  - i. Enter your phone number. This should be a number that we can reach you at if there is a problem with one of your reports. So this should be your work or cell number.
  - j. Optional Enter another email address. This will only be used if the primary address is no longer a valid address.
  - k. Enter a security question and answer. This will be used by the help desk to verify they are speaking to you if they get a call regarding your account.
  - I. At the bottom will be a "Submit" button.
  - m. If everything is complete, the account will be created and you will be able to Log into the eBusiness center with the password and user id that you just created.

- 2. Request a PIN (electronic signature):
  - a. Log into the eBusiness center with your password and user id.
  - b. Scroll about half way down the page to the section labeled "My Tasks".
  - c. Select the link to create or apply for a new PIN.
  - d. Verify your account information:
    - i. The account information for your PIN should be your home address and phone number. This is where we will mail your PIN.
    - ii. Re-enter or confirm your email address.
    - iii. Ask and answer five security questions. (You make up the questions and give the answers.)
    - iv. At the bottom select the "Request PIN" button.
    - v. If all of the information is complete, the page will indicate the request is complete. The subscriber agreement must be printed, completed and mailed to the agency.
  - e. Select the link labeled "Subscriber Agreement":
    - i. Open the document;
    - ii. Print the document; and,
    - iii. Follow the printed instructions.
    - iv. Sign the subscriber agreement in front of a Notary and mail to the Ohio EPA.
  - f. This PIN is your signature, so do not share it. If someone else needs to be allowed to submit, they will need their own account and PIN.
  - g. The PIN will be mailed to your address. It should take somewhere from 5-7 days to get the PIN returned. When you receive the PIN, you will need to "Activate" the PIN. There will be a link in the "My Tasks" section of the ebusiness home page for you to activate the PIN.

- 3. Associate yourself to the PWS (Service Authorization):
  - a. Log into the eBusiness center with your password and user id.
  - b. On the home page, there is a list of "Available Services".
  - c. In the same row as eDrinking Water Reports, **select the view/edit link** under the facilities column. (Fourth column)
  - d. Select "add facility" button.
  - e. Enter the PWS ID in the first search box, labeled "Regulatory Program ID" (Do not fill out any additional fields for your search).
  - f. Click "Search".
  - g. The PWS should be returned in the search
  - h. Select the "Agency Core ID" link for your PWS:
    - i. This will return to where you started in step "d", but with the PWS in the list at the bottom.
    - ii. If you have additional water systems to report for, you may select add facility and search again (Step d)
  - i. Click the "Next" button in the bottom right corner
  - j. Check the Check Box for "Certify/Submit" and then click the "Submit eDWR Service Request" button.
  - k. The service request is complete, however the hard copy Service Authorization Form must be printed signed and sent to Ohio EPA for approval.
  - I. Select the link labeled "Division of Drinking and Ground Waters":
    - i. Open the document;
    - ii. Print the document; and,
    - iii. Follow the printed instructions.
  - m. In addition to the Service Authorization Form, you will need to provide a letter indicating your "Proof of relationship to the facility". This letter needs to state your relationship to the PWS. For Example, "I am the designated operator at the village of XXXX". This letter should be written on company or water system letterhead.
  - n. Sign and fax the documents to (614) 644-2909, Attention: Brian Tarver, or mail to:

Ohio EPA, Division of Drinking and Ground Waters

P.O. Box 1049

Columbus, OH 43216-1049

Attn: Brian Tarver

o. Once approved you will receive an email from the ebusiness center.

### To re-print the Service Authorization Form -

- 1. Log into the eBusiness Center
- 2. Scroll to the My Tasks section of the home page and select the link labeled "View eDrinking Water Reports Service Authorization For....."
- 3. Select the link labeled "Division of Drinking and Ground Waters":
  - a. Open the document;
  - b. Print the document; and,
  - c. Follow the printed instructions.
- 4. Print, sign and fax the document to (614) 644-2909, Attention: Brian Tarver, or mail it to:

Ohio EPA, Division of Drinking and Ground Waters

P.O. Box 1049

Columbus, OH 43216-1049

Attn: Brian Tarver

### **Delegation:**

- 1. To Delegate, log into the ebusiness center.
- 2. From the home page select the "View/Edit" link under the delegations column in the same row as eDrinking Water Reports
- 3. Select the "Add User" Link under the PWS.
- 4. Select the "Add Account" link
- 5. Enter the user's name OR user id and click search
- 6. Select his/her name and click next
- 7. Click Delegate
- 8. Select either the Prepare/Review or the Certify/Submit privilege. (this is where you decide what rights he or she has) Click Submit.
- 9. Enter your PIN and security answer and click submit.

### **Update Account Information:**

Account information must be kept up-to-date and accurate. Account information includes your address, email address, phone number and company. Users need to keep this information current.

- 1. Log into the eBusiness Center.
- 2. Select My Account (upper left)
- 3. Select Update account
- 4. Edit any out of date information and save.

### **Update PIN Information:**

PIN information includes your security questions and answers as well as your mailing address.

- 1. Log into the eBusiness Center.
- 2. Select My Account (upper left)
- 3. Select PIN Management Update PIN holder information
- 4. Enter your PIN and Security answer
- 5. Edit any out-of-date information and save.

### **Re-Issue PIN:**

If you have lost your PIN, you may request that it be re-issued. Note, your mailing address MUST be correct for you to receive your re-issued PIN.

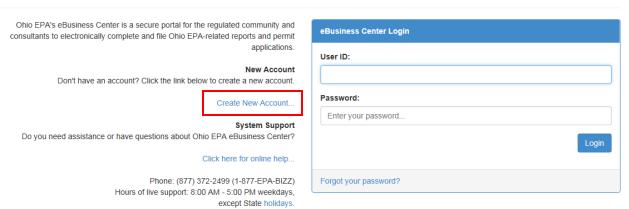
- 1. Log into the eBusiness Center.
- 2. Select My Account (upper left)
- 3. Select PIN Management Re-Issue PIN
- 4. Your original PIN will be re-printed and mailed to your address.

### Create an account on the eBusiness center:

1. Go to https://ebiz.epa.ohio.gov/ and select the link "Create New Account".



## eBusiness Center



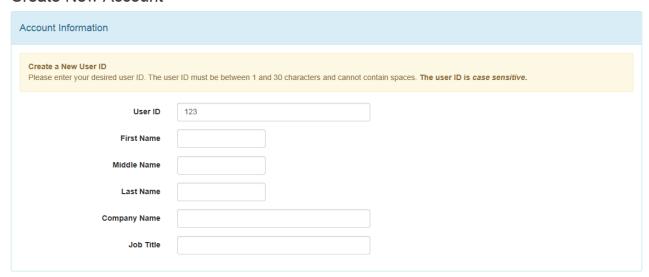
2. Enter a User ID

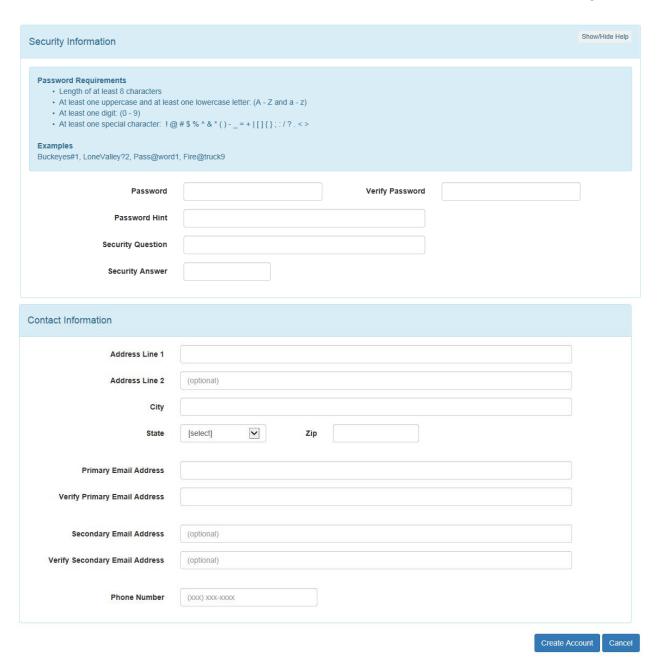
### Create New Account



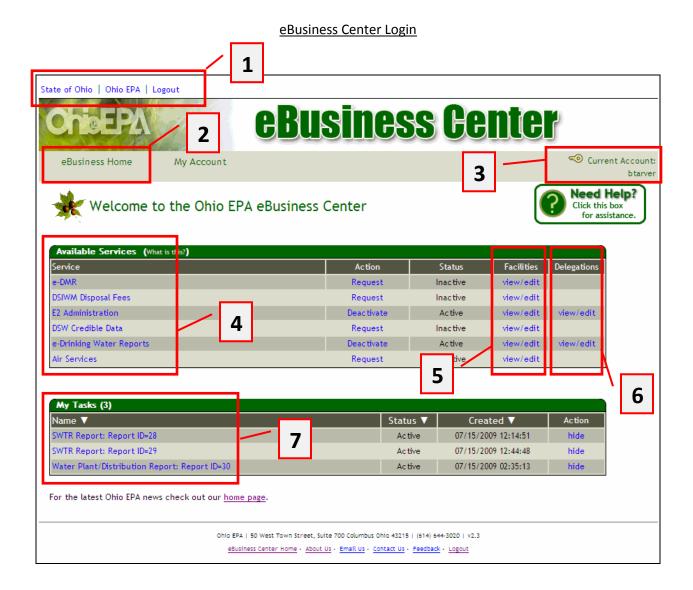
3. Enter a password. Enter your name, address, email and phone number. At the bottom will be a "Submit" button.

### Create New Account





Log into the eBusiness center with the password and user id that you just created.

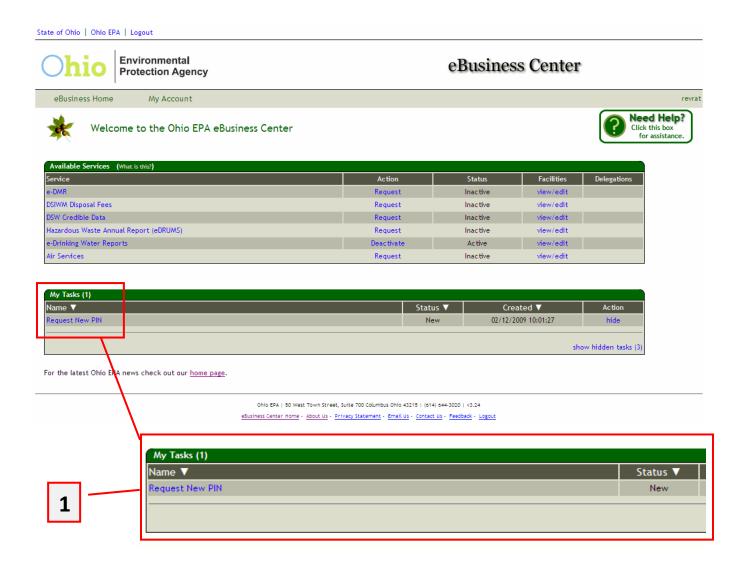


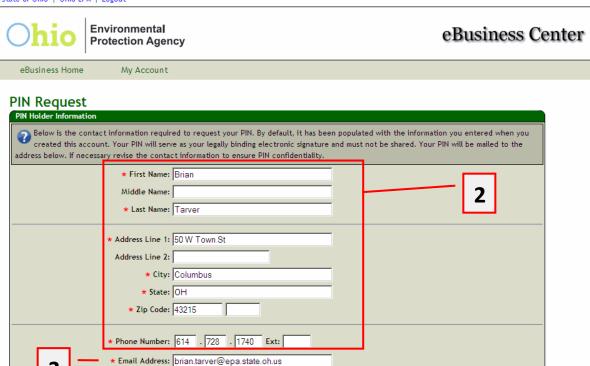
### eBusiness home page:

- 1. Links: These will be on all pages and will take you to the State of Oho home page, Ohio EPA home page or to log out of the ebusiness Center
- 2. eBusiness Home: This link will be on all pages and will return you to this main page
- 3. Account: This will always indicate your userid for the account logged into the eBusiness Center
- **4.** Available Services: These are currently all of the available services or programs that can be accessed. The eDrinking Water Reports link will take you into eDWR.
- **5.** Facilities: This link is for managing, adding, deleting and requesting water system and laboratory associations to your account.
- **6.** Delegations: This link allows Responsible Officials to delegate access to additional user accounts to prepare or certify reports.
- **7.** My Tasks: Lists all reports that are currently in process or submitted and any pending requests for service or PIN applications.

### Request a PIN (electronic signature)

1. In the My Tasks section, select Request New PIN

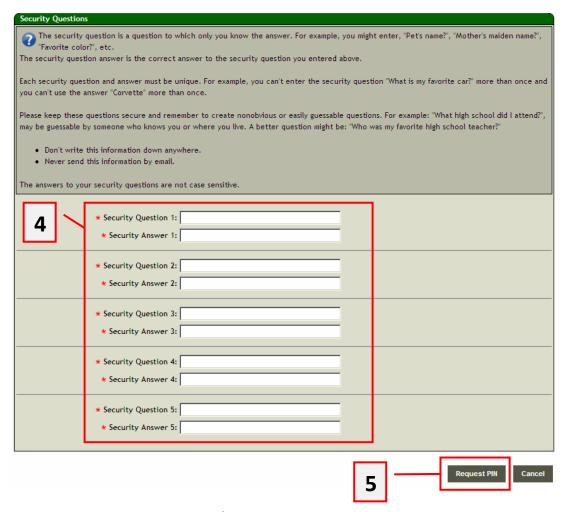




2. Verify Name, address, phone

\* Verify Email Address:

3. Re-Enter your email address



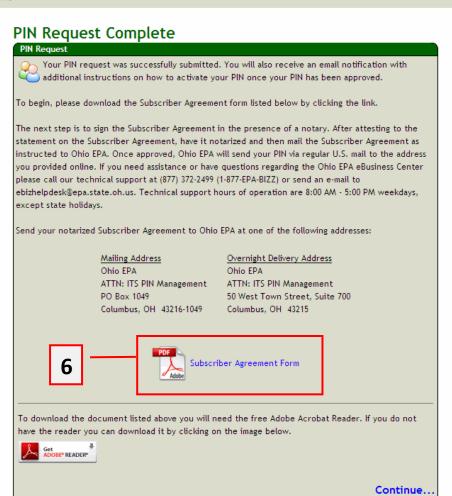
- 4. Create Five Security Questions and Answers
- 5. Select Request PIN



### **eBusiness Center**

eBusiness Home

My Account



- 6. Open the subscriber agreement form
- 7. Print, Notarize and Send to EPA

## 7

## **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(year).	day of	(month),
Notary Public Signature		

Electronic Signature (PIN)

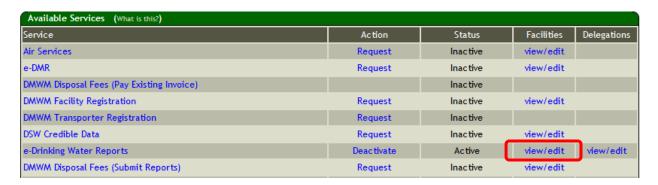
### **eDWR Service Request**

To begin reporting with eDWR reports, the responsible official of the water system or laboratory must request the eDWR service.

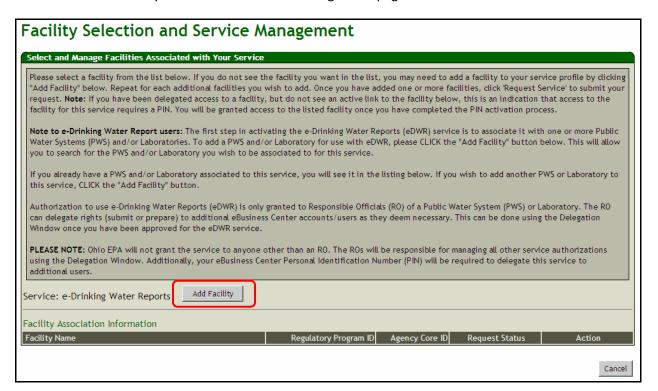
**Note:** Ohio EPA will only be approving responsible officials (RO) for this service. Any other users associated to your facility will be approved by the RO in the delegations service. (This will be explained in the next section)

From the eBusiness home page:

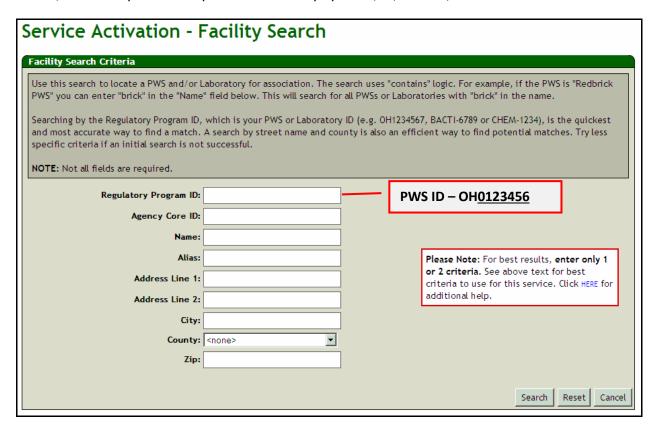
Select the link the "view/edit" link under the Facilities column.



This will load the Facility Selection and Service Management page.

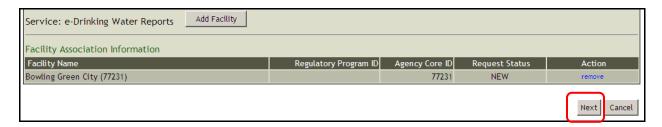


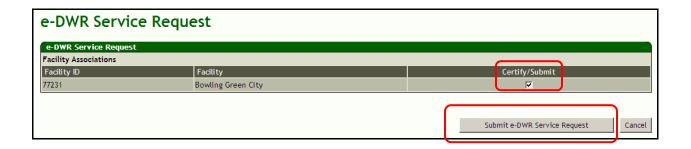
Select the "Add Facility" button to search for you specific Laboratory or Public Water System. In the Search Screen, search for your water system or laboratory by name, ID, address, etc....





From the search results, select Agency Core ID Link for the correct PWS or Laboratory. Follow the prompts to add additional facilities or to complete the association.





Once the service request is complete a pdf file is generated for the hard copy request for service. Note – Click on the PDF icon or "Division of Drinking and Ground Water" link to open the form. This form must be signed and mailed back to the agency. In addition to the request form, the user must send a letter providing proof of relationship to the facility and that you are in a position responsible for reporting drinking water data.

## Ohio EPA

## e-DWR Service Authorization

## **To Submit Drinking Water Reports**

I, I am a Responsible Official and/or the Operator authorized to submit Drinking Water Reports for	In Charge for		pelow, certify that at this time and affirm that I am
Your PWS or Laboratory Name Address City			
I understand that Information submitted to Ohio defined in OAC rule 3745-83-01 for a public wat			
User ID:XXX Name: XXX e-mail: XXX@XXXXX	Company: Address:	XXX XXX	
I certify under penalty of law that I have personal herein, and I am aware that there are significant including the possibility of fine and imprisonmen implementation, oversight, and enforcement of a best of my knowledge.	civil and crim	inal penalties for submi d that this attestation of	tting false information, fact pertains to the
Signature			
Title			

### Ohio EPA

### e-DWR Service Authorization

### **To Submit Drinking Water Reports**

### Instructions for Facility Association

Verify that the information Pre-Printed on the form is correct, including your account information and Request ID#. Sign and date the document. Print, complete and mail in the attached form, acknowledging your acceptance of responsibility.

### Provide Proof of your relationship to the Facility

Provide proof of your relationship for the facilities by including a letter from the water system or lab indicating that you are in a position responsible for reporting drinking water data. The letter should be on company/water system letterhead.

For Example:

Dear Sir,

I am the designated Operator-in-Charge for the City of XXXXX water system.

Sincerely,

John Doe

PLEASE NOTE: Authorization to use e-Drinking Water Reports (eDWR) is only granted to Responsible Officials (RO) of a Public Water System (PWS) or Laboratory. The RO can delegate rights (submit or prepare) to additional eBusiness Center accounts/users as they deem necessary.

Ohio EPA will not grant the service to anyone other than a Responsible Official(RO).

Send the Signed Form and Letter to the Ohio EPA Division of Drinking and Ground Waters at one of the following

addresses:

Mailing Address: Overnight Delivery Address:

Ohio EPA, Ohio EPA

Division of Drinking and Ground Water Division of Drinking and Ground Water

ATTN: eDWR Delegation ATTN: eDWR Delegation

PO Box 1049 50 West Town Street, Suite 700

Columbus, OH 43216-1049 Columbus, OH 43215

When these documents are received and reviewed, the Ohio EPA Division of Drinking and Ground Waters will grant authority to submit eDrinking Water Reports (eDWR) for the specified facilities. An e-mail will be sent to the applicant when the association has been granted. If for some reason, Ohio EPA is unable to approve this association the applicant will be contacted via e-mail with further information.

Service Authorization

### **Delegation of Authority**

Responsible Official or Operator of Record grants access to one or more user accounts.

Delegator determines the Access Rights (User Roles) for delegated users:

### **User Roles:**

- (A) Preparer: Can View and Prepare reports, but not PIN and submit any reports
- (B) Certifier: Allowed to prepare, PIN and submit Reports
- 1. Person to be Delegated to, must have an ebusiness account
- 2. Select view/edit under Delegations (Same row as e-Drinking Water Reports)
- 3. Select Role
- 4. PIN

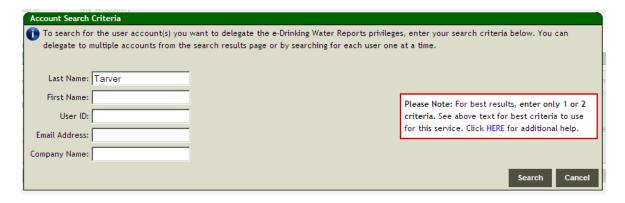


Facility	Regulatory Program ID	Role	Delegated By	Accounts						
Information Management	- OH2599912 Responsible Official (ACTIVE)		ficial	Account	Role	Delegated By	Status	Action		
Section PWS (290011) 122 S Front St			BJTarver	eDWR Preparer	btarver	Active	delete			
Columbus, OH 43215			briantarver rmagni tbrewste twaller	briantarver	Delegated Responsible Official	btarver	Active	delete		
						Responsible Official		Active	delete	
						tbrewste	Responsible Official		Active	delete
					twaller	Responsible Official		Active	delete	
				Add	User					

5. Add User



### 6. Add Account



#### 7. Search name or User ID



#### 8. Select User



#### Privilege Delegation As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) I have not violated any term in my Subscriber Agreement; and (2) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission; and I further certify that: (1) I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry; (2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; and (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment. Select one of the roles to delegate: 1) Read Only - can view a report but can't make any changes. 2) Prepare/Review - can add or update a report but cannot certify/submit. 3) Certify/Submit - has both of the other privileges and is a Responsible Official or their duly authorized representative. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated. Service to Delegate Facility Privilege to Delegate bjtarver Information Management Section Prepare/Review Certify/Submit brian Tarver PWS (290011) e-Drinking Water Reports 50 w town 122 S Front St columbus, OH 43205 Columbus, OH 43215 Submit Cancel

#### 9. Select Role

PIN Validation
PIN Validation for Privilege Delegation
To complete your privilege delegation please answer the questions below:
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 compiled 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.
PIN:
Please answer this security question:
What color is red?
Submit Cancel

10. PIN