



How to Submit a Delegated Application/Report in STREAMS

This quick reference guide is intended to assist a user (Responsible Official) create an eBusiness Center account, obtain a PIN, and submit a delegated application or report.

Obtaining an Account and PIN

You must have an eBusiness Center account and PIN to submit an application or report.

1. Visit the Ohio ID site ohid.ohio.gov and follow this guide - [Accessing the eBusiness Center](#) to create an account



eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

New Account

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays,
except State holidays.

2. To obtain a PIN, click on **My Account** > **Apply for PIN** and follow the on-screen steps. For the PIN help guide, click [here](#).

Submitting a Delegated Application

1. Confirm that the delegation has taken place.
 - Make sure your email address is current. You will receive an email from ebiz@epa.ohio.gov with the subject: Ohio EPA eBusiness Center - Privilege Delegation confirming that the application/report has been delegated to your account.
2. Log into your personal Ohio EPA eBusiness Center account at <https://ebiz.epa.ohio.gov>.
3. Click **Division of Surface Water NPDES Permit Applications (STREAMS)** link
 - The first time you select this service, a prompt will appear to activate the service – click **Yes**
4. Click on the associated facility and permit to locate the application. Click the **Actions** button, then **Edit Application** to open the application.
5. When the application opens, click **Submit** at the bottom of the page. A prompt will appear to answer a security question and enter your PIN (electronic signature).
 - Entering an incorrect security question answer or PIN will result in a red error message – carefully re-enter this information and click the **Submit** button again.
6. You will receive an email confirmation with a PDF of both the submission and if applicable, an invoice. If there is a fee associated with the submittal, the Fee Payment Options screen will appear.
7. You can pay immediately or later by logging back into your account and clicking **Pay EPA Fees Online** in the available service list.
 - To pay immediately, click the **Download Invoice** button to proceed with the online payment. The invoice information will appear on screen where the payer may select **Pay with Credit Card, Pay with ACH** or **Exit** (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check.