



Electronic Discharge Monitoring Reports(eDMR) Guidance

This quick reference guide is intended to assist a user to create an eBusiness Center account, obtain a PIN, and request access to a facility's electronic Discharge Monitoring Report (eDMR).

Obtaining an Account and PIN

An eBusiness Center account and PIN is required to submit an electronic discharge monitoring report (eDMR).

1. Visit Ohio EPA's eBusiness Center log in page <https://ebiz.epa.ohio.gov> and click **Create New Account** link to the left. **Each individual must have their own account.**
 - Select a User ID (ex. bburns) and password (ex. BlackCats-1) that you will remember.



eBusiness Center

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](#).

Request eDMR Service (add permits account)

1. Once your PIN is activated, log into the eBusiness Center.
2. Click the "View/Edit" link under "Facilities" column along the eDMR line.

Available Services (View all)	Action	Status	Facilities
ASD Service	Request	Inactive	View/Edit
Asbestos Project Notification	Request	Inactive	View/Edit
Diffidence and Emission Registration	Request	Inactive	View/Edit
Division of Surface Water Credit Data	Request	Active	View/Edit
Division of Surface Water (DWS) Permit Applications (DREAMS)	Request	Active	View/Edit
DWS Compliance	Request	Inactive	View/Edit
DWS Compliance and Registration Service	Request	Inactive	View/Edit
DWS Solid Waste / CDD Dispose Fees (Submit Report)	Request	Inactive	View/Edit
DWS/ASD Certification and Issued Wetlands Permit	Request	Active	View/Edit
e-Discharge Monitoring Reports priority	Request	Active	View/Edit

3. On the next screen, click the green "Add Facility" button.
4. Type your facility permit number (ex. 3PR00032 without the *AD) in the first search field (Regulatory Program ID) and click "Search".
5. Your facility will appear, click the number to the left to select it.
6. If you have additional facilities, perform step 4 again to add all. Once all are selected, click the "Next" button.
7. Check whether you are the [Responsible Official](#) (legal permit holder) or the [Delegated Submitter](#) (submitting on behalf of the legal permit holder) and click the submit request button.
 - a. If you are a delegated submitter, the system will provide you with a delegation form and your request will be approved upon the Agency receiving the form.
8. Download the Graphical Walkthrough here, [eDMR Guidance](#), to view screenshots if you need a guided walkthrough.

Accessing eDMR

Once access has been granted, you will receive an email confirmation.

- Reports are automatically generated each month, including all permit requirements.

To launch eDMR, log into eBiz and click "[e-Discharge Monitoring Reports \(eDMR\)](#)" link under Available Services.

Once in eDMR, to access new reports, click "**Create New Reports**" link to the left. The most recent reports will appear by default. Click "Online Entry" to begin data entry. When all data is entered, click "Continue" to progress to the end of the report, enter your PIN and click "Submit".

For detailed assistance, download the [eDMR Guidance](#) walkthrough.