



November 2021

Accessing the eBusiness Center through the State of Ohio's OH|ID Portal

The eBusiness Center must be accessed through the State of Ohio's OH|ID portal. This document directs you to instructions for creating an account on the State of Ohio portal as well as to how to access the eBusiness Center.

Background

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. The eBusiness Center is the Ohio EPA's hub for our customers to electronically complete and file reports, make payments, and submit permit and grant applications. On November 6, 2020, access to eBiz was made available through the OH|ID portal. Customers with eBiz accounts existing prior to that date can continue to access them with the same privilege and service delegations. An OH|ID account is associated with an existing eBiz account using each account's email address. New users for eBiz will also be able to create accounts.

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State of Ohio Application Portal: OH|ID

OH|ID provides a single, secure entry point to many of the online tools and apps used by state agencies. You must log into OH|ID at ohid.ohio.gov and launch the Ohio EPA eBusiness Center to access the services in it.

Create an OH|ID Account

You can find current instructions on how to create an OH|ID account at the link below. **IMPORTANT:** When you create your OH|ID, **use the email address associated with your eBiz account.** This will ensure your profile history remains intact.

<https://ohid.ohio.gov/wps/portal/gov/ohid/help-center/help-logging-in>

Once you have successfully logged into OH|ID you can locate the Ohio EPA eBusiness Center in an app store and open it.

Locate and Launch the eBusiness Center Tile

An app store should be available where you can search for “Ohio EPA” or filter for the “Environmental Protection Agency”. This should narrow the search so you can find the Ohio EPA eBusiness Center tile. If this is the first time you are navigating to it, you must request access and agree to terms and conditions before you launch it. After that point you can favorite the tile and simply open it from OH|ID when needed.

If you do not have an existing eBiz account, go to the [Create a New eBiz Account](#) section below. If you do have existing eBiz account(s) continue to [Manage Existing eBiz Account\(s\)](#) section.

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Create a New eBiz Account

When you launch the eBusiness Center tile, you will see the Create New Account screen if the system does not find an eBiz account with a matching email address from OH|ID. If you need to create a new account in the eBusiness Center, complete the required information on the form and click the **Create** button.

If you have reached this screen but you have an existing eBiz account, the email address for either your OH|ID account, or your eBiz account must be changed so both account email addresses match. If you find that you must change your existing eBiz account email address, you must contact the helpdesk at [\(877\) 372-2499](tel:877-372-2499) or ebizhelpdesk@epa.ohio.gov.

Ohio Environmental Protection Agency

eBusiness Center

Create New Account

Your OH|ID account does not have a primary email address matching an existing account in the eBusiness Center (eBiz). Please complete the additional information below and click "Create" to get started in eBiz.

What if I already have an eBiz account? You must do one of the following in order to access an existing eBiz account. Please review these options, then click Cancel below.

Option 1: Change your email address in the OH|ID portal to match your existing eBiz account. You must log in to ohid.ohio.gov to update this information.

Option 2: Modify the primary email address for your existing eBiz account. Contact the Ohio EPA eBiz Help Desk and request to update the primary email address to the address used in OH|ID.

Need assistance? Contact the eBiz Help Desk at ebizhelpdesk@epa.ohio.gov or (877) 372-2499. Note: You must provide your eBiz user ID and answers to security questions in order to acquire any account information.

Account Information

User ID* 74821017

First Name* Hazel

Middle Name

Last Name* Smith

Company Name

Job Title*

Create Cancel Reset

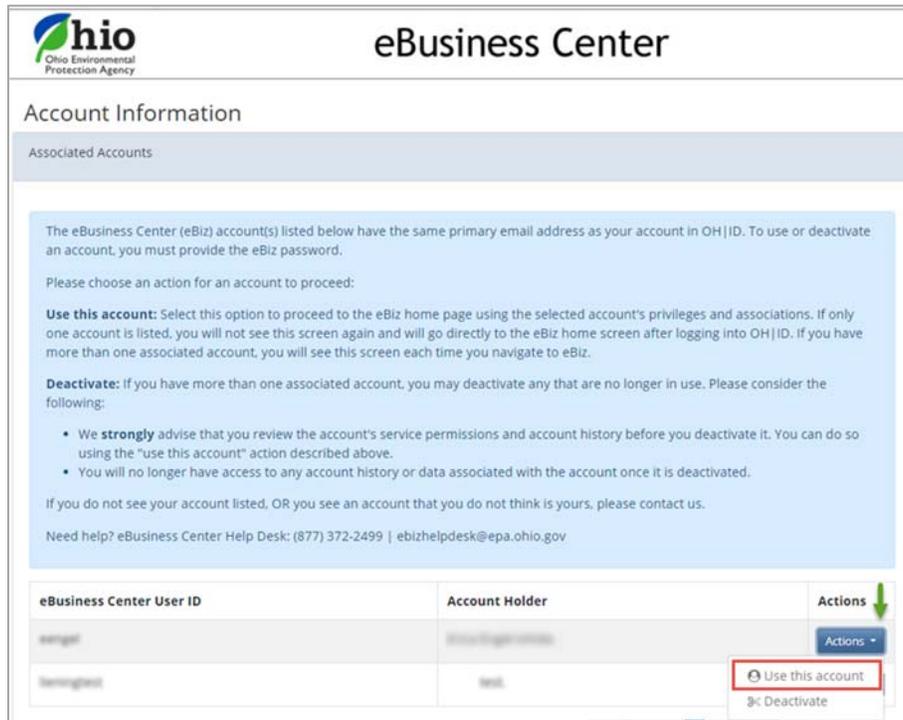
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Manage Existing eBiz Account(s)

When you launch the eBusiness Center tile, you will see the Associate Accounts screen if one or more eBiz accounts have the same email address as the OH|ID account.

Use an Existing eBiz Account

To get to eBiz using an existing account's privileges and associations, you must select Use this Account from the Actions button to the right. You must provide a one-time verification that you are the owner of that account by providing your eBiz account password. After that password is provided, you will be taken to the eBiz home screen. You will not have to provide the eBiz account password the next time you use that eBiz account.



The screenshot shows the 'eBusiness Center' interface for the Ohio Environmental Protection Agency. The page title is 'eBusiness Center' and the sub-section is 'Account Information'. Under 'Associated Accounts', there is a blue informational box stating that eBiz accounts listed below share the same primary email address as the OH|ID account. It instructs users to choose an action to proceed. Two actions are detailed: 'Use this account' (which leads to the eBiz home page) and 'Deactivate' (which removes access to account history). A table below lists associated accounts with columns for 'eBusiness Center User ID', 'Account Holder', and 'Actions'. The 'Actions' column contains a dropdown menu with 'Use this account' and 'Deactivate' options. The 'Use this account' option is highlighted with a red box.

| eBusiness Center User ID | Account Holder | Actions |
|--------------------------|------------------|---|
| example | John Pagan-12345 | Actions - Use this account Deactivate |
| example2 | test | |

If you have more than one eBiz account listed, you will see this screen each time you launch eBiz from OH|ID. You must select an account to use to proceed to the eBiz home screen.

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Deactivate an Existing eBiz Account

If you have more than one associated account, you may deactivate any that you no longer wish to access. However, we strongly advise that you consider the following:

- Review the account's service permissions and account history before you deactivate. You can do so using the *Use this Account* action described above.
- You will no longer have access to any account history or data associated with the account once it is deactivated.

To deactivate an account select *Deactivate* from the Actions button. You must verify that you are the owner of that account by providing your eBiz account password.



Need Assistance?

For assistance, contact the eBusiness Center Help Desk at (877) 372-2499 or ebizhelpdesk@epa.ohio.gov.