
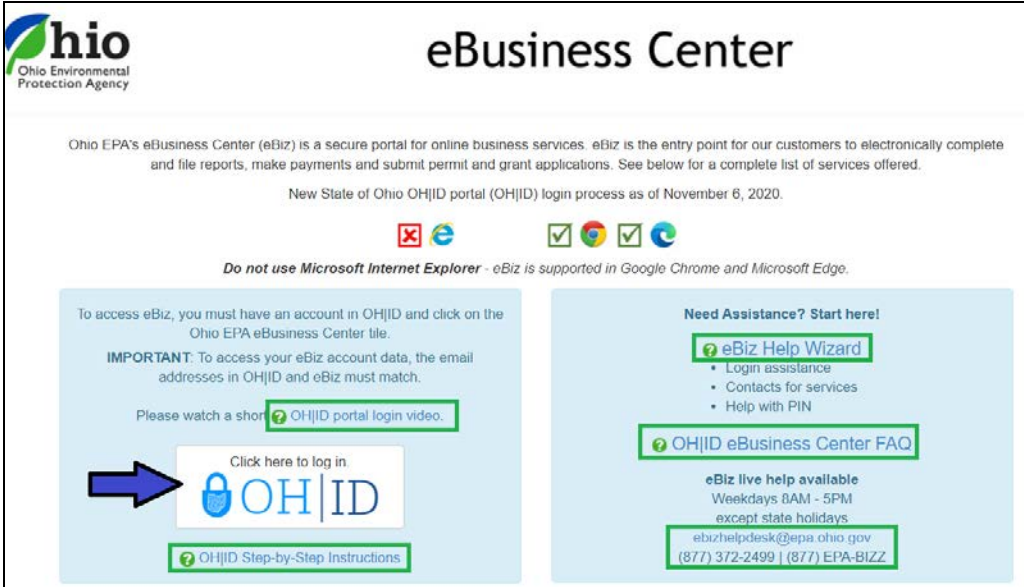


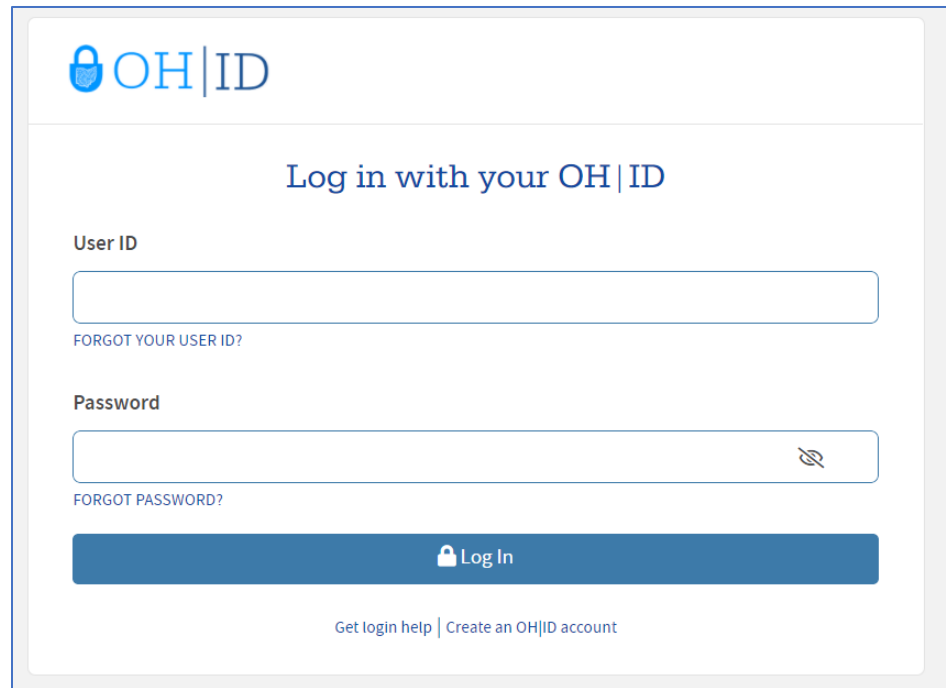
# Online Individual Certification Instructions

<p>Step 1</p>	<p>Click on eBusiness Center in the lower right corner of the webpage.</p>	
<p>Step 2</p>	<p>The login process has changed as of 11/6/20. All eBusiness Center accounts must be tied to an OH ID account. <b>You will either have to create a new OH ID account or login to your existing OH ID account (if you already have one).</b> Then you can follow steps to sync your OH ID account with your old eBusiness Center account.</p> <p>Multiple help documents, including a video, step-by-step instructions, a help wizard, FAQs, and email/phone #'s are available.</p>	 <p>The screenshot shows the Ohio EPA's eBusiness Center (eBiz) login page. At the top left is the Ohio EPA logo. The main heading is "eBusiness Center". Below this, it states: "Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for our customers to electronically complete and file reports, make payments and submit permit and grant applications. See below for a complete list of services offered." It also mentions: "New State of Ohio OH ID portal (OH ID) login process as of November 6, 2020." There are browser icons for Internet Explorer (with a red X), Edge, Chrome, and Firefox. A note says: "Do not use Microsoft Internet Explorer - eBiz is supported in Google Chrome and Microsoft Edge." The page is divided into two main sections. The left section says: "To access eBiz, you must have an account in OH ID and click on the Ohio EPA eBusiness Center tile. IMPORTANT: To access your eBiz account data, the email addresses in OH ID and eBiz must match. Please watch a short OH ID portal login video." Below this is a button that says "Click here to log in." with an OH ID logo and a blue arrow pointing to it. A link for "OH ID Step-by-Step Instructions" is also present. The right section is titled "Need Assistance? Start here!" and includes links for "eBiz Help Wizard" (with sub-points: Login assistance, Contacts for services, Help with PIN), "OH ID eBusiness Center FAQ", and "eBiz live help available" (Weekdays 8AM - 5PM except state holidays, with email ebizhelpdesk@epa.ohio.gov and phone numbers (877) 372-2499   (877) EPA-BIZZ).</p>

Step 2.1

Once you click on the OH|ID login button, proceed to either create a new OH|ID account or login into your existing account.

Follow the directions to link up your OH|ID account with your previous eBusiness Center account. **(TIP: your new OH|ID account email address must match your previous eBusiness Center email address in order to link accounts)**



The screenshot shows the OH|ID login interface. At the top left is the OH|ID logo, which consists of a blue padlock icon followed by the text "OH|ID". Below the logo is the heading "Log in with your OH|ID". There are two input fields: "User ID" and "Password". The "User ID" field has a "FORGOT YOUR USER ID?" link below it. The "Password" field has a "FORGOT PASSWORD?" link below it and a small icon on the right side. At the bottom of the form is a blue "Log In" button with a white padlock icon. Below the button are two links: "Get login help" and "Create an OH|ID account".

Step 3

This section is for **Electronic Check** payment only. Electronic Check payment requires you to have a Personal Identification Number (PIN).

To request a PIN, select "Request New PIN" from the "My Account" menu.

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, there's a navigation bar with 'Ohio Environmental Protection Agency' and 'eBusiness Center'. Below that, a 'My Account' menu is visible, with 'Request New PIN' highlighted. The main content area is titled 'Available Services' and contains a table of services. The 'Request New PIN' service is highlighted in green. Other services include Air Services, Air Pollution Services, Construction and Stormwater Management, Division of Surface Water NPDES Permit Applications (DWRAP), DWRAP Compliance, DWRAP Compliance and Registration Service, DWRAP Self-Monitoring (MSD) Disposal Fee (General Report), DWRAP Self-Monitoring and Disposal (Permit) System, a Discharge Monitoring Reports (DMR) e-Discharge Permit Report, General Fee Update, Hazardous Waste Report (HWRAP), ODFW Check Service (No PIN Required), Pay Ohio EPA Fees Online, Water Measurement Exam Provider, Water Measurement Operators, and Water Measurement Training Provider.

Step 3.1

Requesting a PIN. Complete all required PIN Holder Information.

**PIN Management in the eBusiness Center**

[PIN Holder Information](#)

You will be prompted for your PIN holder information. This information, in most cases, will be different from your account information. Account information typically pertains to your profession and company information. The PIN holder information represents your personal data since you are applying for a PIN to represent your personal signature. Therefore, the screen will initially be populated with your name and email only. Complete this information using your home phone (not cell unless that is all you have), address, etc. for a greater probability of success with online identity verification. *Note: When entering your address only include the number and street name, do not include labels (i.e., Road, Rd, Lane, etc.)*

**PIN Holder Information**

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. However, for your Identity Verification, please make sure this is your PERSONAL INFORMATION - i.e. home address and personal phone number.

Your PIN will be generated automatically using the LexisNexis online verification process.

If we are unable to verify your identity online, you will be required to send to Ohio EPA a notarized hardcopy application form (available at the end of this section). Once received and approved, the Ohio EPA will send an email to the email address you provided during the PIN application process. Instructions on how to view and activate your PIN will be included in the email.

First Name

Middle Name

Last Name

Home Address Line 1

Home Address Line 2 (optional)

City

State  Zip

Personal Phone Number

Email Address

Verify Email Address

Complete this information and continue scrolling to section for security questions.

Step 3.2

Complete all required Security Questions.

**PIN Management in the eBusiness Center**

Security Questions

Security questions must be established and will be used often in association with use of your assigned PIN. You must establish five security questions and answers, the use of which will be randomly rotated by the software.

Security Questions

The security questions you create should have answers that only you know. For example, you might enter, "childhood pet's name", "mother's nick name", "favorite middle school teacher's hobby", etc. The security question answer is the exact answer to each of the security questions you enter.

Both questions and answers are spelling and punctuation sensitive, but are not case sensitive. You can have mixed case or all lower or all upper case. The system will not lock you out if you change case later. However, whatever punctuation or spelling you use must be repeated exactly or you will be locked out.

Each security question and answer must be unique. For example, you can't enter the security question, "What was my favorite car?" more than once and you can't use the answer, "Corvette" more than once. Remember to create non-easily guessable questions. For example: "What high school did you attend?" may be guessable by someone who knows you. A better question might be: "Who was my favorite elementary school teacher?"

Keep any record of security questions and answers to those questions in a secure place separate from your Account-related information. Remember, the PIN and the security questions and answers represent your personal signature - keep it secret - keep it safe.

Security Question 1

Security Answer 1

Security Question 2

Security Answer 2

Once your security questions have been created you must determine if you would like to verify your identity using an online service or by submitting a hard copy form.

Step 3.3

You must decide if you want to have your identity verified online or through the hardcopy notarized identity verification process.

Complete either the Online Identity Verification process or see Step 3.4 for the hardcopy notarized identity verification process.

Online Identity Verification: Safe & Secure (Recommended and Immediate Option)

Ohio EPA has partnered with LexisNexis to provide an online verification service to customers. If successful, this reduces the time it takes a user to be authenticated and receive PIN issuance; once verification is received a PIN will be generated in the same session. The system will utilize the PIN Holder Information provided along with a date of birth and the last four digits of his/her social security number. To initiate this process, follow the instructions on the screen to acknowledge you have read all of the information provided on the screens and click the "Verify Identity" button. **The system will allow three attempts to use the online verification. Please make sure you have followed the instructions for PIN Holder Information to experience a greater probability of success.** If the service is not able to do so after three attempts, the hardcopy process must be used.

Online Identity Verification Safe & Secure (Recommended and Immediate Option)

You may verify your identity online AND receive your PIN immediately by entering your birth date and last 4 digits of your Social Security Number (SSN) below through a secure service, LexisNexis. Fill out the information and CLICK the "Verify Identity" button. If your identity is verified, you will receive your PIN automatically and it can be activated immediately.

If we are unable to verify your identity through the LexisNexis online service OR if you prefer NOT to enter your birth date and last 4 digits of your SSN, CHECK the box below AND CLICK the "Request Hardcopy PIN" button at the bottom of this screen and you will be guided how to proceed. Please note, this process will take 1-2 weeks and require a notarized hardcopy form to be mailed to Ohio EPA. Your PIN will be processed and you will receive email instructions on viewing and activating your PIN.

Date of Birth (mm/dd/yyyy):

Last Four Digits of Your Social Security Number:

I have reviewed the above information and would like to proceed with LexisNexis identity verification.

Once successful, the following message will be displayed and an email will be sent to you providing instructions on how to view your PIN. If the verification is not successful an error message will appear allowing you to adjust the PIN holder information and try again for a total of three attempts. If verification is not successful after those attempts, proceed to the hardcopy notarized identify verification.

Your PIN Request has been approved.

**Congratulations -**  
Your PIN request has been Approved and is ready for Activation.

To Activate your PIN, follow the instructions below:

Select the "Continue" button below to return to the eBusiness Center home page and follow these instructions:

1. On the eBusiness Center Home Page, select the "My Account" menu.
2. Click on the "View PIN" link to access your PIN (you will need to answer a security question before viewing your PIN) and record the PIN in a safe location. Once you have the PIN, select the "Continue" button to return to the eBusiness Center Home page.
3. Again, select the "My Account" menu and click on the "Activate PIN" link. You will be prompted to enter your case sensitive PIN and to provide the answer to one of the five PIN security questions you created when requesting a PIN. Upon providing the correct answer, you will be informed that your PIN is activated. An email confirming that your PIN has been activated will be sent to the email account you specified to your PIN request.

**Getting Help**  
If you do not receive the email notification with your PIN or are experiencing other problems, please contact us at (877) 372-2469 (1,877,EPA-BIZ). Select Option 2 for Assistance.

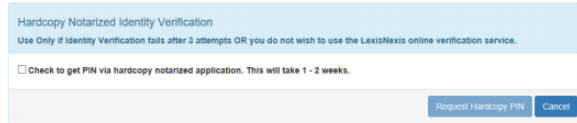
Step 3.4

Hardcopy Notarized Identity Verification Process.  
If you need assistance with creating your PIN, please see the contact information at the bottom of this screenshot.

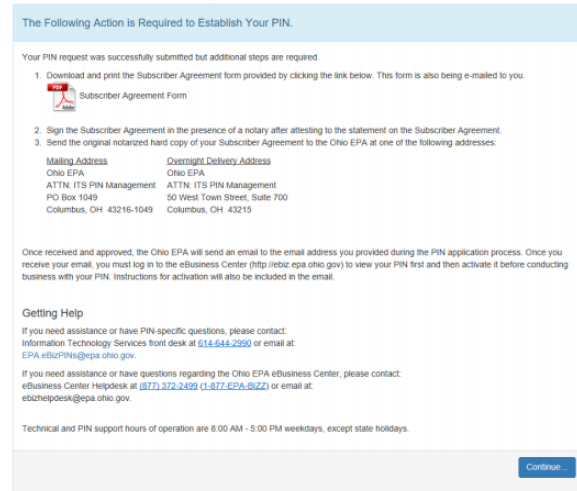
### PIN Management in the eBusiness Center

#### Hardcopy Notarized Identity Verification

As indicated on the screen, the hardcopy process will take longer than online verification and involves printing a subscriber agreement form which must be signed in the presence of a notary. There are options to expedite this process by sending the request via express mail. Instructions are provided on the screen as shown below. In order to begin the process select the check box and click the "Request Hardcopy PIN" button.



In order to complete the hardcopy process, a Subscriber Agreement Form must be printed, completed, and signed in front of a notary. Once that is done the form must be sent to Ohio EPA at the address provided.



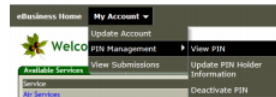
Step 3.5

Viewing your created PIN.

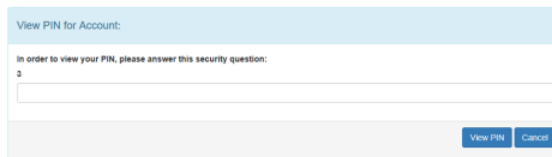
### PIN Management in the eBusiness Center

#### Viewing a PIN

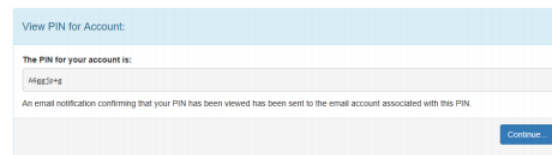
Whether your identity verification was successful via the online or hardcopy process, an email will be sent to the email provided in the PIN holder information area. You do not need to receive the email in order to view the PIN, however it will prompt you to do so once it is available. To view the PIN, select "View PIN" under the "My Account" menu as shown below.



In order to view a PIN you will be prompted to answer one of your established security questions. Answer the PIN question you are presented and click the "View PIN" button.



The PIN will be displayed on the screen and a notification will be emailed to the PIN holder email with notification that the PIN has been viewed. **The security of this PIN must be protected and it should not be shared with anyone else. It represents your personal signature.**



Step 3.6

Activate your PIN. Once your PIN is activated you may begin using it as required in the eBusiness Center. You will need the PIN during the Electronic Check payment process for an application payment.

### PIN Management in the eBusiness Center

#### Activate a PIN

The final step that must be taken in order to use a PIN in the eBusiness Center is to activate it. You can accomplish this by selecting "Activate PIN" from the "My Account" menu. You must enter your PIN and answer a security question. Upon completion click the "Submit" button.

PIN Activation for Account: T.Jefferson

Use this page to activate your eBusiness Center PIN. To complete your activation, enter your new PIN and answer the security question.

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 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 have read and agree with the above statement.

PIN:

Please answer this security question:

1

Submit Cancel

As soon as a PIN is activated you may begin using it as required in the eBusiness Center.

PIN Activation Complete

Your PIN was successfully activated. You will also receive an email notification.

Continue...

#### Contact

For more information about acquiring a PIN, contact Information Technology Services at [EPA.eBizPINS@epa.ohio.gov](mailto:EPA.eBizPINS@epa.ohio.gov) or (614) 644-2990. If you have eBusiness Center questions, please contact the eBusiness Center Helpdesk at [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov) or 1-877-EPA-BIZZ (1-877-372-2499).

Step 4

Creating an initial or renewal asbestos certification select "Asbestos Services".

Ohio Environmental Protection Agency

# eBusiness Center

eBusiness Home My Account Audit Service Admin

Welcome to the Ohio EPA eBusiness Center

Service
<a href="#">Air Services</a>
<a href="#">Asbestos Services</a>
<a href="#">Conference and Events Registration</a>
<a href="#">Division of Surface Water Credible Data</a>
<a href="#">Division of Surface Water NPDES Permit Applications (STREAMS)</a>
<a href="#">DMWM Compliance</a>
<a href="#">DMWM License and Registration Service</a>
<a href="#">DMWM Solid Waste/C&amp;DD Disposal Fees (Submit Report)</a>
<a href="#">DSW 401 Certification and Isolated Wetlands Permit</a>
<a href="#">e-Discharge Monitoring Reports (eDMR)</a>
<a href="#">e-Drinking Water Reports</a>

Step 5

For initial and renewal of all individual asbestos certifications select "Individual Certification".

ASBESTOS Welcome Josh Services Project Notification Contractor License Individual C

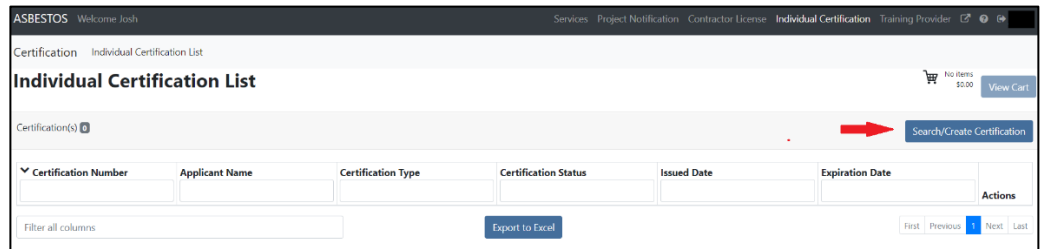
## Asbestos Services

Project Notification	Manage your Demolition and/or Renovation/Abatement Notifications
Contractor License	Manage your Asbestos Contractor Licenses
Individual Certification	Manage your Asbestos Certifications
Training Provider	Manage your Asbestos Training Programs and Training Notifications

Step 6

Select the “Search/Create Certification” button on the right-hand side of the screen.

Note: This page will also serve as your main page to keep track of all your submitted certification applications.



Step 7

Enter values in the fields to search for existing certifications and click the Search button. If this individual has no existing certifications, select the “Create New Certification” button and proceed to Step 8.

A screenshot of the "Individual Certification Search" form. The form has a title bar with a close button (X). Below the title is a light blue instruction box: "Enter values in the fields below to search for existing certifications and click the Search button. If this individual has no existing certifications, select the Create New Certification Button." The form contains four input fields: "Last Name", "Certification Number", "Last 4 SSN", and "Date of Birth". Each field has a red error message below it: "Last Name or Certification Number is required". The "Date of Birth" field has a calendar icon and a close button (X). At the bottom of the form, there are two buttons: "Search" and "Reset". At the very bottom, there are two buttons: "Create New Certification" and "Cancel".







Step 7.3

If the certification type for this individual is not found or does not exist, then select "Create New Certification for this Person". Skip to Step 9.

### Individual Certification Search

Enter values in the fields below to search for existing certifications and click the Search button. If this individual has no existing certifications, select the Create New Certification Button.

Last Name:  Certification Number:

Last 4 SSN:  Date of Birth:   

Certificate(s) **1**

Certification #	Name	Last 4 SSN	Date of Birth	
<input type="radio"/>				
<input checked="" type="radio"/>	AS532911	Johnny Test	0000	01/01/1900

Step 8

Creating a New Certification, complete all the required fields and click the "Create Certification" button.

The screenshot shows a modal window titled "Create New Certification" with a close button (X) in the top right corner. Below the title is a light blue instruction box: "Enter values in the fields below and click Search to verify whether a certification exists for this individual." The form contains four input fields: "Last 4 SSN" (with a "required" label below), "Date of Birth" (with a calendar icon and "required" label below), "First Name" (with a "required" label below), and "Last Name" (with a "required" label below). There are "Search" and "Reset" buttons below the input fields. At the bottom of the modal are "Create Certification" and "Cancel" buttons.

Step 9

Create a New Certification by selecting a desired "Certification Type" and completing all other required information. Select "Create Certification Application" once complete.

The screenshot shows a modal window titled "New Certification" with a close button (X) in the top right corner. The form displays a summary of entered information: First Name: Johnny, Last Name: Test, Date of Birth: 01/01/1900, Last 4 SSN: 0000. Below this is a "Certification Type" dropdown menu with a "required" label below it. There are three address fields: "Street Address" (containing "123 Test Avenue"), "Address 2" (containing "Address"), and "City" (containing "Columbus"). There are also "State" (a dropdown menu showing "OH") and "Zip" (containing "43215") fields. At the bottom of the modal are "Create Certification Application" and "Cancel" buttons.

Step 10

Complete all required fields in Section 1.

Tip: You can click on the "Validate" button at the bottom of the page at any time to see what required fields still need to be completed.

You can also click on the "Save" button at the bottom of the screen anytime during this process to save your entered information. You will be able to come back to this information later if needed.

The screenshot shows the 'Individual Certification List' form. At the top, there is a header with 'ASBESTOS' and navigation links. Below the header, there is a section for 'Certification #', 'Certification Type', 'Last 4 Digits Of SSN', and 'Date of Birth'. The 'Certification #' field contains 'AS533027', 'Certification Type' is 'Abatement specialist (Supervisor)', 'Last 4 Digits Of SSN' is '0000', and 'Date of Birth' is '01/01/1900'. Below this, there is a '1. First Name' field with 'Johnny', a 'Middle Name' field with 'Middle Name', and a 'Last Name' field with 'Test'. There is also an 'E-mail' field, a 'Phone' field, a 'Home Address' field with '123 Test Avenue', an 'Address 2' field, a 'City' field with 'Test City', a 'State' dropdown menu with 'OH' selected, and a 'Zip' field with '43140'. A 'Edit Applicant Information' button is located on the right side of the form.

Step 11

Complete all required fields in Sections 2 and 3.

If you choose to have your application mailed to your Home Address in number 2 of this section, then your Employer information in number 3 of this section is not required.

The screenshot shows the '2. Mail my certification letter and card to' section of the form. It has two tabs: 'Home Address' (selected) and 'Employer Address'. Below the tabs, there is a '3. Employer' section. It contains an 'Employer Name' field with a search suggestion 'Search Maintenance or Demolition Contractor'. Below that, there are fields for 'Employer Name', 'Employer Email', and 'Employer Phone'. At the bottom, there are fields for 'Employer Address', 'Address', 'Address 2', 'City', 'State' (dropdown with 'OH' selected), and 'Zip' (with 'Zip Code' label).

Step 12

Complete all required fields in Sections 4, 5, and 6.  
  
Section 4 - Select "Add Training Course". If you trained with an Ohio approved trainer, select the appropriate completed course from the list. If you trained somewhere else other than with an Ohio approved training provider, you can select "Browse" and upload your training course certificate here.

4. Training Course Certificate Number (if Ohio EPA approved course)

Ohio Training Certification Number	Course Type	Certificate Expiration Date	Other Training Document	Actions
Enter all columns				

Training Course(s)

Select a certificate from the table below if applicable.

Course Type	Certificate Number	First Name	Last Name	Passed	Certificate Expiration
<input type="checkbox"/> Abatement Specialist Refresher	17tsi67727csr	Jeffrey	Cerdes	Yes	04/04/2018

If training was not taken through an Ohio EPA approved training course provider, attach a copy of the applicant's training course certificate(s) to this application.

Browse... No file chosen

Save Cancel

Step 13

Section 5 – Select the "Add State Certification", enter the information and select "Save".  
  
Section 6 – If answer is "yes" then you are required to upload an attachment explaining the issue(s).  
  
Note: You can remove an attachment by selecting the "Remove Attachment" button.

5. List other state asbestos licenses or certifications you currently hold or have held

State	Certification Number	Actions
Enter all columns		

State Certification(s) (if applicable)

State:  Certification Number:

State is required Certification Number is required

Save Cancel

6. Has the applicant ever been convicted of a Federal or State felony related to protecting the environment

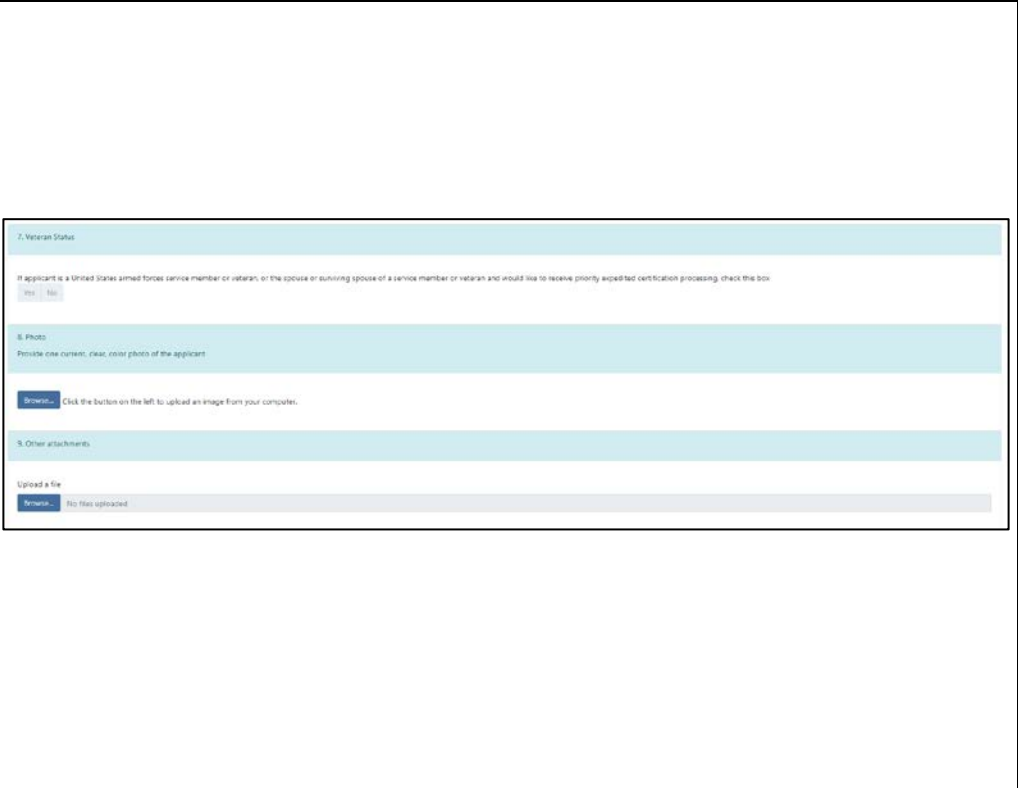
Yes  No (If yes, attach a detailed explanation)

Jeffrey Test Abatement Company.pdf Remove Attachment

Section 7 – If “Yes” to Veteran Status then you are required to upload proof.

Section 8 – Photo  
If you trained with an Ohio approved trainer and found your training course certificate in Step 12, your photo will automatically attach here. If your photo is not attached here, you can click on “Browse” and attach your own photo.

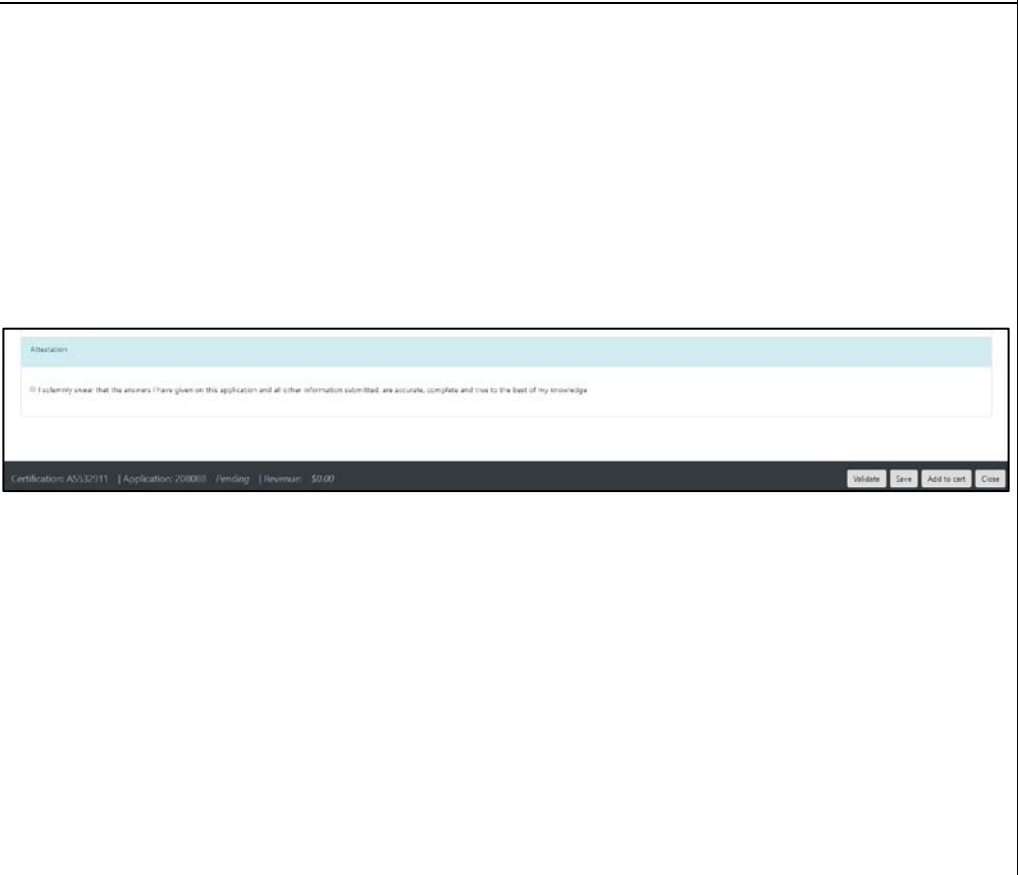
Section 9 – Upload any other pertinent documents.



Check the Attestation Box to solemnly swear that all the information provided is accurate, complete and true.

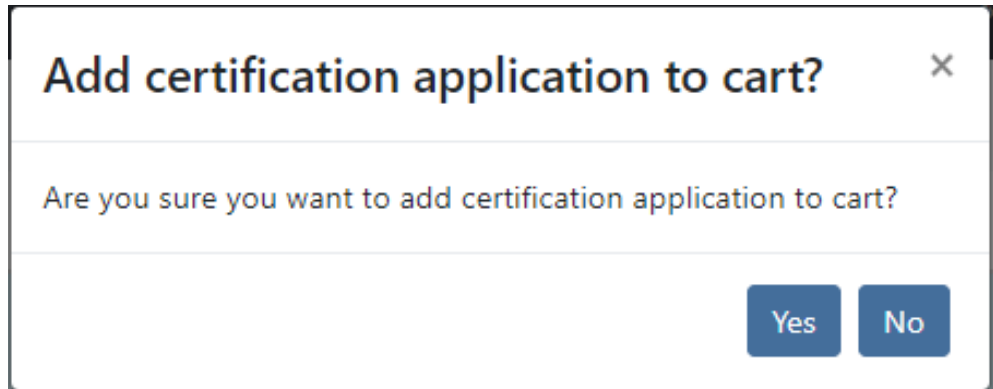
Next click on the Validate button to make sure that all required fields are completed properly. If a required field is incomplete it will give you an error.

Next, save your application one last time and click on the “Add to cart” button. Your application will now be added to the cart and ready for checkout.



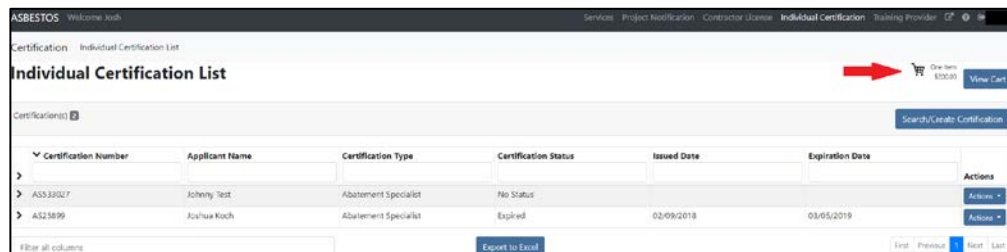
Step 16

After selecting the “Add to cart” button, it will ask you if you are sure you want to add certification to cart? Click “Yes”.



Step 17

When you are ready to check out and pay for your certification you can click on the “View Cart” button in the upper right-hand corner.

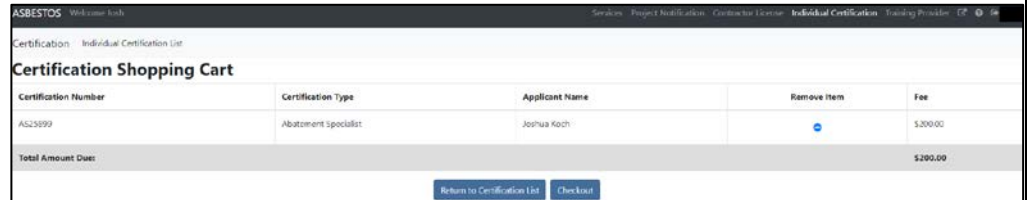


Step 18

View of the items in your shopping cart.

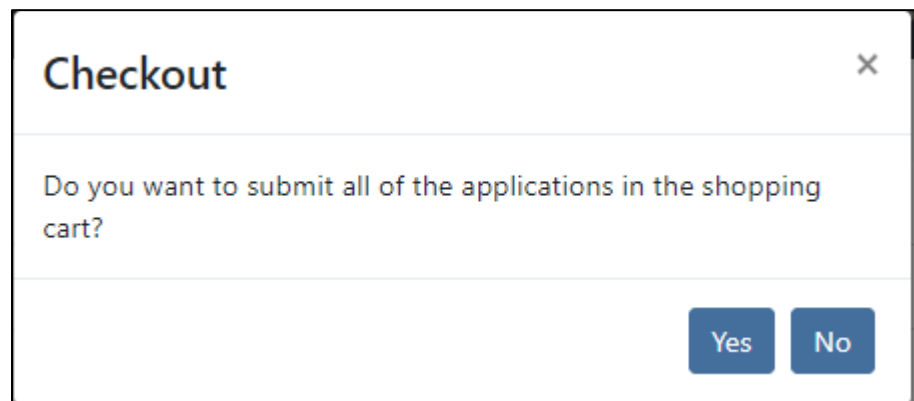
You can also “Remove Item” from your cart by clicking on the blue minus sign or return to your certification list to create or add another certification or license.

Click on “Checkout” to proceed to the payment process.



Step 19

Click “Yes” to submit all applications in the shopping cart for payment.





Step 20

Select your option for payment type and complete your transaction.

Step 21

Once payment is completed the status of your application will be updated to "Ready for Review". Other potential application statuses are listed in the table shown.

### Individual Certification Application Status Scenario

Certification Application Scenario	Change to Status
Application is created, but not yet submitted	Pending
Application is submitted, with full payment waiting approval in Revenues	Submitted
The application is submitted, fully paid, and ready for review	Ready for Review
The application failed review due to missing information	Deficient
The application has complete information and passed review	Approved
The certification was issued	Issued
The application is more than 45 days in Deficient status	Denial Pending
The application for certification is denied. Certification was not issued	Denied

Step 22

This chart defines the different certification statuses.

### Individual Certification Status Scenario

Certification Scenario	Change to Status
The initial certification has not yet been approved	No Status
The certification has been approved	Active
The certification is past its expiration date	Expired
The certification is past its expiration date, but an application for renewal was already submitted	Extended
The certification is suspended	Suspended
The certification is revoked	Revoked
The certification is cancelled. Can be done any time after an application is submitted	Cancelled
The application for a certification was denied after the application review	Application Denied

For further information regarding online certification, contact the Ohio EPA Asbestos Licensing Program by email at [asbestoslicensing@epa.ohio.gov](mailto:asbestoslicensing@epa.ohio.gov) or call (614) 644-0226.