



**Environmental  
Protection  
Agency**

## How to apply for Water/Wastewater Operator Reciprocity through Ohio EPA

As you navigate the e-Biz pages, you will notice Information boxes, indicated with the  icon. The information in these boxes will give you helpful tips and guidance for understanding and completing your e-Biz tasks.

1. To begin the process of applying for reciprocity, you will need to log into the eBusiness Center <https://ebiz.epa.ohio.gov/>. You will enter using your OHID and password.



**Environmental  
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## eBusiness Center

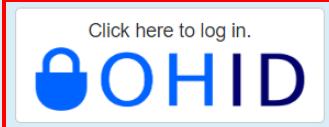
Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for our customers to electronically complete and file reports, make payments and submit permit and grant applications. See below for a complete list of services offered.



*Do not use Microsoft Internet Explorer - eBiz is supported in Google Chrome and Microsoft Edge.*

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.



 OH|ID Step-by-Step Instructions

**Need Assistance? Start here!**

 **eBiz Help Wizard**

- Login assistance
- Contacts for services
- Help with PIN

 **OH|ID eBusiness Center FAQ**

**eBiz live help available**

Weekdays 8AM - 5PM

except state holidays

[ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov)

(877) 372-2499 | (877) EPA-BIZZ

2. The eBusiness Center home will open. In the first box you will see a list of services that are available through the eBusiness Center. You will scroll down to the service called "Water/Wastewater Operators". Click this link.

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Deactivate	Active		
Water/Wastewater Training Providers	Request	Inactive		

❖ If you do not have the Operator service, follow the instructions at this [link](#). NOTE: When registering for the service, it will ask if you have a core person ID. **If you have a certificate or if you have ever taken an exam with Ohio EPA, you have a core person ID.** So you will select "Yes" from the drop down list. You will need to enter your core person ID and the last four digits of your Social Security Number (SSN). Your core person ID is the middle seven or eight digits of your certification number. If you are not sure of your core person ID please contact the operator certification unit at 1-866-411-OPCT (6728).

3. In this screen, you will be able to view your contact information, any exams you have applied for, your certificate history (past and current certificates), and any contact hour courses you have attended. You are responsible for keeping your contact information current! If you need to edit this information, click the Edit button and update as necessary.

## Certified Operator Service

### Certified Operator Service Management

 This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barienbrock  
50 West Town Street  
Columbus OH, 43215

 Edit

### Exam Applications

 Apply for New Exam

Type	Certification Type	Class	Status	Exam Date	Action
Third Party (47204)	Wastewater Treatment	I	PENDING	04/02/2017	 
Third Party (47284)	Water Supply	I	PENDING	04/01/2017	 
Third Party (47827)	Water Distribution	I	PENDING	05/01/2017	 
Third Party (47831)			EDIT		 

### Current Certificates

Certificate Number	Type/Class	Issued	Renewal	Expires	Status	Action

4. To apply for Reciprocity through Ohio EPA, click on Apply for New Exam.

## Certified Operator Service

### Certified Operator Service Management

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Andrew Barienbrock  
50 West Town Street  
Columbus OH, 43215

**Edit**

Type	Certification Type	Class	Status	Exam Date	Action
Third Party (47204)	Wastewater Treatment	1	PENDING	04/02/2017	 
Third Party (47284)	Water Supply	1	PENDING	04/01/2017	 
Third Party (47827)	Water Distribution	1	PENDING	05/01/2017	 
Third Party (47831)			EDIT		 

**Exam Applications**

**Apply for New Exam**

5. In the following screen, you will select “Reciprocity” from the drop down menu.

### Certified Operator - Certification Exam Application

Need Help?  
To get help send an e-mail to [internet.opcert@epa.ohio.gov](mailto:internet.opcert@epa.ohio.gov) or call the operator certification unit at 1-866-411-6728.

**Applicant Information**

Please enter the appropriate applicant information in the spaces below. To edit your personal information, please return to the Certified Operator Service menu. Please keep this information current.

Core Person ID: 1132459	Address: 50 Town St Columbus OH, 43215
Applicant Name: Tab Brewster	Address County: Franklin
User ID: opcert_user	Country: USA
SSN Last 4: 1111	Home/Cell Phone: (614) 644-2764
EBiz Account Name: opcert_user	Business Phone: (614) 644-2764
Email Address: tanushree.courlas@epa.ohio.gov	

\* Type Of Application:

6. Complete the Applicant Background section by answering the three questions using the drop down menu in each box. All fields with an \* are required to be completed.

**Applicant Background**

\* Have you ever been convicted of, or plead guilty to, a criminal charge of falsification, fraud or terrorism?

\* Have you ever had any Ohio operator certificates revoked or do you have a certificate under suspension?

\* Have you had a certificate revoked or currently suspended in any other state?

7. Complete the Application Information section. You will enter the information for your out-of-state certificate. All fields with an \* are required to be completed.

**Application Information**

\* Choose the state where you are currently certified:

\* Certificate Number:

\* Certificate Type:

\* Certificate Date:

8. Complete the Current Supervisor section, noting the instructions that appear in the help box at the top of the section. All fields with an \* are required to be completed.

**Current Supervisor**

Please enter the appropriate information in the space below. Check the "No Current Supervisor" box if you are not currently employed. If your current supervisor is not a certified operator, please leave the Certification Number box blank.

No Current Supervisor:

★ Name:	<input type="text"/>	★ Mailing Address:	<input type="text"/>
Certification Number:	<input type="text"/>	★ Mailing City:	<input type="text"/>
★ Job Title:	<input type="text"/>	★ Mailing State:	OH <input type="button" value="▼"/>
★ Work Phone:	<input type="text"/> (xxx) xxx-xxxx	★ Mailing Zip:	<input type="text"/>
		★ Country:	USA <input type="button" value="▼"/>

9. Next, you will add your work experience, paying careful attention to the instructions in the help box at the top of this section. You will need to list each “job” individually, so you may be entering several lines of operating experience. To add experience, click the add new experience link in blue.

Experience							
<p><b>Information:</b> Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.</p>							
Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
							<a href="#">+ add new experience</a>

10. A new window will open, allowing you to input your operating experience information. All fields with an \* are required to be completed. Pay careful attention to the instructions located in the help section at the top of the Experience Information page. Description of duties should be in detail, listing the tasks and responsibilities of your position. When finished, hit Save.

**Experience Information**

**!** Please enter information regarding your employment in the space below. A new entry should be made for each new job title and each time the percentage of time spent on water or wastewater activities change. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and MUST be obtained at a public water system (PWS). Failure to thoroughly describe water or wastewater duties may be a reason for disapproval.

If you do not have any experience click 'Cancel' below to return to the application screen.

\* Employer Name: 
  
 \* Mailing Address: 
  
 \* Mailing City: 
  
 \* Mailing State: 
  
 \* Mailing Zip: 
  
 \* Address Country: 
  
 \* Start Date: 
  
 End Date (if still employed leave blank): 
  
 \* Job Title: 
  
 \* Experience Time Type:

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\* Experience time (Full-time enter number of months or part-time enter number of hours):

\* Document the percentage of your months/hours you spend on Water related duties:

\* Document the percentage of your months/hours you spend on Wastewater related duties:

\* Describe your operating duties in DETAIL:

Save
Cancel

NOTE: If you have any changes in your job title, your daily duties/tasks, the percentage of time you spend on your water/wastewater duties, or any other significant changes to employment, you **MUST** list these separately, as if they were entirely new/different jobs. This will ensure we give you the most accurate count for your operating experience as possible. These changes include, but are not limited to: being moved from part-time to full-time, temporary/seasonal employment, moving from maintenance to operations, switching from water crew to wastewater crew, treatment plant duties to lab duties, etc. The total percentage of water and wastewater duties may not exceed 100%, but may be less to accommodate those duties which are not applicable for operating experience (eg. Village administrator, customer service, meter reading, septage hauling).

## 11. Add additional experience, if necessary.

**Experience**

**Information:** Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and **MUST** be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

**NOTE:** If you are a contract operator, or an operator who has operating experience at multiple facility locations for a single employer, please list your employment as Part Time and document the cumulative number of hours (at 100%) you have obtained at all facilities through the employer. You will need to send an itemized list of the different facilities and the corresponding hours, signed by yourself and your supervisor, to [ocpert@epa.ohio.gov](mailto:ocpert@epa.ohio.gov) and indicate that you submitted an application through the eBusiness Center.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	08/01/2016		Environmental Specialist II	50.0	50.0	 

[+ add new experience](#)

## 12. If you need to edit your existing experience, you may click the note pad icon in the Action column on the right. If you wish to delete experience you have added, you can click the red X in the Action column.

**Experience**

**Information:** Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Wastewater experience includes treatment and collection. Water experience includes treatment and distribution and **MUST** be obtained at a Public Water Facility. Failure to thoroughly describe water or wastewater duties may be reason for disapproval. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment events to ensure a more accurate evaluation of your employment and experience. If you are a full time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

**NOTE:** If you are a contract operator, or an operator who has operating experience at multiple facility locations for a single employer, please list your employment as Part Time and document the cumulative number of hours (at 100%) you have obtained at all facilities through the employer. You will need to send an itemized list of the different facilities and the corresponding hours, signed by yourself and your supervisor, to [ocpert@epa.ohio.gov](mailto:ocpert@epa.ohio.gov) and indicate that you submitted an application through the eBusiness Center.

Employer	Mailing Address	Start Date	End Date	Job Title	Percent DW	Percent WW	Action
Ohio EPA	50 W. Town St Columbus OH 43215	08/01/2016		Environmental Specialist II	50.0	50.0	 

[+ add new experience](#)

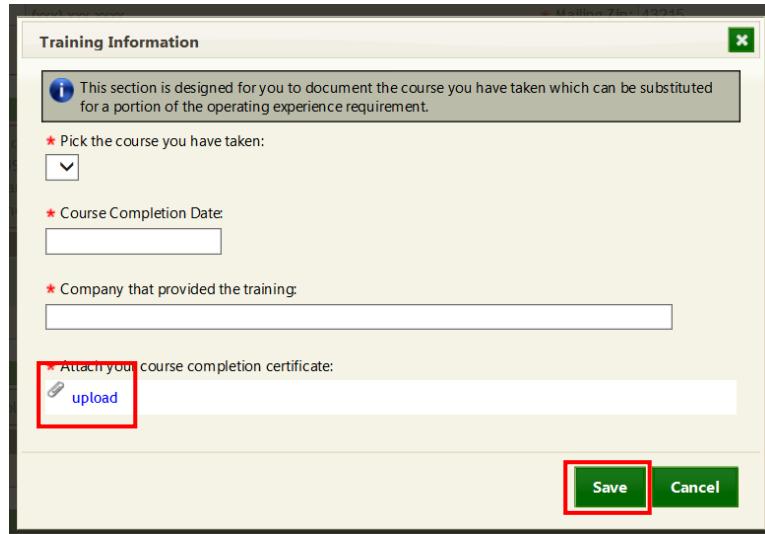
## 13. If you have completed any of the courses eligible for experience credit in Ohio, you will add them in the Training section. Click the "add new training" link in blue to begin adding your experience credit courses.

**Training**

**Information:** Please complete this section if you wish to use applicable course work to reduce the amount of operating experience necessary for Class II and III examinations.

Course Name	Course Date	Provider	Documentation	Action
				<a data-bbox="709 1664 905 1695" href="#">+ add new training</a>

14. A new window will appear where you will select the course you have taken from the drop down box. Type the date on which you completed the course (it should appear on your transcript or course completion certificate). Enter the name of the company that completed the training (OTCO or CSUS). You should then click upload to attach an electronic copy of your transcript or course completion certificate for this course. *If the date you took your course does not match the dates available in the drop down menu then the course is not accepted for experience credit.* All fields with an \* are required to be completed. When you are finished, click Save.



Training Information

This section is designed for you to document the course you have taken which can be substituted for a portion of the operating experience requirement.

\* Pick the course you have taken:

\* Course Completion Date:

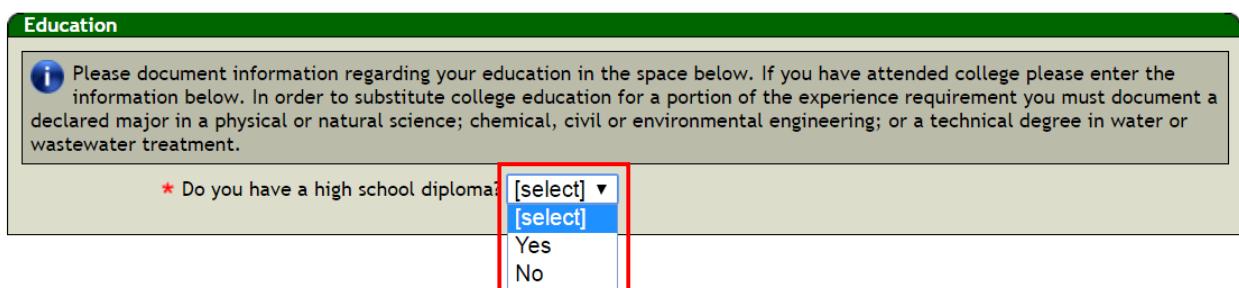
\* Company that provided the training:

\* Attach your course completion certificate:

upload

Save Cancel

15. Complete the Education section. You will select Yes or No regarding a high school diploma from the drop down box.



Education

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

\* Do you have a high school diploma? [select] ▾

[select]

Yes

No

NOTE: A High School diploma or the equivalent is required in order to apply for an examination. If you answer No to the first question, you will see a second question to answer. If you answer Yes, you will need to offer an explanation in the box below. If you answer yes to attending college you are required to upload official transcripts or a copy of the diploma.

**Education**

**Information** Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science; chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

★ Do you have a high school diploma? Yes

★ College Grad: Yes

★ College Degree: BS

★ School: OSU

★ Major: Environmental Science

★ Please upload a copy of your college diploma or transcript which clearly identifies your major:

When you are finished entering your Education information, you have two choices: click Save at the bottom, right of the Certification Exam Application screen to save the information you have entered (you may come back at a later time to edit) OR click Submit to send your application to the Operator Certification Unit for review. To Save, proceed to Step 16. To Submit, proceed to Step 17.

State of Ohio | Ohio EPA | Logon

**eBusiness Center**

**Certified Operator - Certification Exam Application**

**Applicant Information**

Please enter the appropriate application information in the spaces below. To edit your personal information, please return to the Licensed Operator Service menu. Please keep this information current.

Applicant ID: 1113322  
 Applicant Name: Andrew Sorencock  
 Address: 123 Main Street  
 ZIP: 44111  
 SSN: 411-11-1111  
 EMA Account Name: opcon\_1234  
 Email: Andrew.Sorencock@epa.ohio.gov

Address: 50 West Town Street  
 Columbus, OH 43215  
 Add res. County: Franklin  
 Country: USA  
 Home/Cell Phone: (614) 728-7219  
 Business Phone: (614) 281-2313

Type of Application: Third Party Exam

**Applicant Background**

Have you ever been convicted of, or placed on probation for, a crime related to licensure,执照 or certification? No   
 Have you ever had a certificate revoked or currently suspended for any reason? No   
 Have you had a certificate revoked or currently suspended in any other state? No

**Application Information**

Certificate Type: Water Distribution  
 Class: 1

Date of Examination: 05-19-2017  
 3rd Party Exam Provider: Ohio Dept of Health  
 Exam Score: 100

**Current Ohio Certification**

Certificate No.	Water Supply	Class	Issue	Expiry	Status
WIA-1113322-16	Water Treatment	A	01/01/2014	12/31/2016	VALID
WIA-1113322-15		A	01/01/2014	12/31/2016	VALID

**Current Supervisor**

Please enter the appropriate information in the spaces below. Check the "No Current Supervisor" box if you are not currently employed. If your current supervisor is not a certified operator, please leave the Certification Number box blank.

No Current Supervisor  
 Name: Test Course  
 Certification Number: 1234567890  
 Job Title: Environmental Supervisor  
 Work Phone: (614) 555-1142  
 Work Email: (614) 555-1142

Mailing Address: 50 West Town Street  
 Mailing City: Columbus  
 Mailing State: OH   
 Mailing Zip: 43215  
 Country: USA

**Experience**

Please list employment information, with your duties in detail. Please document only the work that applies to the examination for which you are applying. Waterborne experience includes treatment and collection. Water experience includes treatment and distribution and WSTC for licensed at a Public Water Facility. Failure to thoroughly describe the water or wastewater duties may be reason for disqualification. Please list changes in employment (i.e. job title, percentage of time, work duties, etc.) as separate employment entries to ensure a more accurate evaluation of your employment and experience. If you are a full-time employee, record time in months. If you are a part-time, seasonal or temporary employee, record time in hours.

NOTE: If you are applying for a Class II or III examination, you must provide a copy of your experience for a single employee. Please list the experience you have at the time and document the cumulative number of hours (i.e. 1000) you have obtained at all facilities through the employee. You will need to send an itemized list of the different facilities and the corresponding hours, signed by yourself and your supervisor, to [operator.epa.ohio.gov](http://operator.epa.ohio.gov) and indicate that you submitted an application through the eBusiness Center.

Facility	Mailing Address	Start Date	End Date	Job Title	Percent Time	Percent Wk	Action
Ohio EPA	50 West Town Street Columbus, OH 43215	08/01/2016		Environmental Specialist II	50.0	50.0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

**Training**

Please complete this section if you wish to use application credits to reduce the amount of operating experience necessary for Class II and III examinations.

Course Name	Course Date	Provider	Documentation	Action
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**Education**

Please document information regarding your education in the space below. If you have attended college please enter the information below. In order to substitute college education for a portion of the experience requirement you must document a declared major in a physical or natural science, chemical, civil or environmental engineering; or a technical degree in water or wastewater treatment.

Do you have a High school diploma? Yes   
 College Grad: Yes   
 Have you ever attended college? No

16. Once you Save an application, you will be directed back to your Operator Profile. You will see your new application. The status for a saved application will say EDIT. NOTE: Saved applications have not yet been sent to Ohio EPA for review. If you need to edit the application information, you can click the Note pad icon in the Action column. If you wish to delete the application, you may click the red X in the Action column.

### Certified Operator Service

#### Certified Operator Service Management

This screen can be used to edit your contact information, apply for new exams or certifications, renewal certificates and apply contact hours to your certificate.

Tab Brewster  
50 Town St  
Columbus OH, 43215 Edit

Exam Applications						Apply for New Exam
Type	Certification Type	Class	Status	Exam Date	Action	
Ohio EPA (3)	Wastewater Treatment	1	APPROVED	05/05/2015	  	  
Reciprocity (42447)	water	2	PENDING		  	  
Ohio EPA (47194)	Wastewater Treatment	4	PENDING	12/31/2017	  	  
Ohio EPA (47195)	Wastewater Treatment	4	EDIT	12/31/2017	  	  
Third Party (47203)	Water Supply	2	PENDING	04/02/2017	  	  

Current Certificates

17. Once you Submit an application, you will be prompted to enter your PIN and the answer to your security question. Then click Submit. Your application will be sent to Ohio EPA for review.

### PIN Validation

#### PIN Validation for Certification Exam Application

To complete your Certification Exam Application submission please answer the question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

PIN:

Please answer this security question:

What color is red?

Submit

Cancel

18. After submitting an application to Ohio EPA for review, the payment window will open. Choose your payment method from the items listed on screen. You can pay by credit card, automated check, or mail a check or money order. To proceed to payment, click Download Invoice. NOTE: unpaid applications will not be reviewed.

**Ohio EPA Fee Payment Options**

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

**Master Card, VISA or Discover Credit Card:**  
You can pay your balance due now via credit card. If you would like to pay now, click the 'Pay with Credit Card' button below. A service fee of 1.9% is added to payments made by credit card. When you arrive at the payment screen, *please enter the billing name and address exactly as it appears on your credit card statement*. Please have your credit card or statement ready.

**Automated Clearing House (ACH):**  
There is a service fee for ACH payments. When you provide your bank **routing number** and bank **account number**, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the **billing name and address match the information for your bank account** and make corrections if necessary.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

**Print Your Invoice**

  To download your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.  


**Pay Electronically**

To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

**US Mail Check, Money Order or State Agency ISTV**  
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

**Help Contacts**  
If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov). Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

**Exit**

19. In Windows, you will see a pop up window at the bottom of the screen. Click Open to view and print a copy of your payment invoice. You may also Save the invoice for your records.



20. Select one of the payment methods from the following window.

**Ohio EPA Fee Payment Options**

**Pay Electronically**  
Master Card, VISA or Discover Credit Card:  
A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$120.00
Service Fee:	\$2.64
<b>Total Amount Due:</b>	<b>\$122.64</b>

**Pay with Credit Card**

**Automated Clearing House (ACH)**  
There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

<b>Total Amount Due: \$120.00</b>
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**Pay with ACH (electronic check)**

**Pay Later**  
If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select 'Pay Ohio EPA Fees Online'. You will need the Revenue ID or Transaction ID from your invoice to make your payment.

**Download Your Invoice**

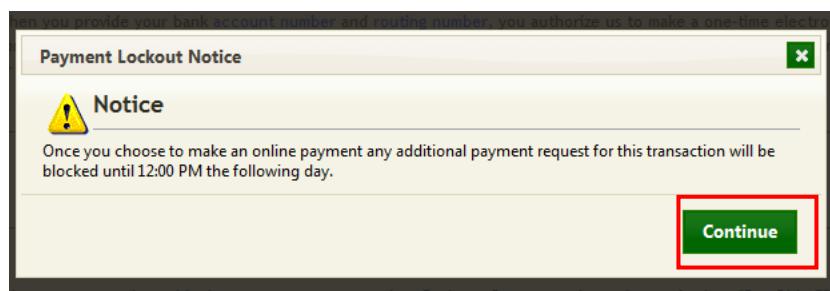
**US Mail Check, Money Order or State Agency ISTV**  
Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

**Help Contacts**  
If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to [ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov). Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

**Exit**

- **Pay with Credit Card**

The following window will pop up. Click Continue to enter your credit card information. You will be able to print a receipt at the end of the transaction, and also through email.



After you click Continue, you will be directed to the following payment screen to enter your credit card information:

**Central Payment Portal**
**Enter Payment Information**

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

**8276\_OH\_EPA\_WW\_OPCERT Payment Summary**

Total: \$120.00

**8283\_OH\_EPA\_SERV\_FEE Payment Summary**

Total: \$2.64

**Payment Information**

\* Credit Card Number:  \* Credit Card Type:

\* Expiration Month:  \* Expiration Year:

\* Card Security Code:

**Billing Information**

First Name:  Middle Name:

\* Last/Business Name:  \* Phone:

\* Address Line 1:  Address Line 2:

\* City:  \* State/Province/Region:

\* Zip/Postal Code:  Country:  United States

Email:  Email Receipt:

**Continue** **Cancel**

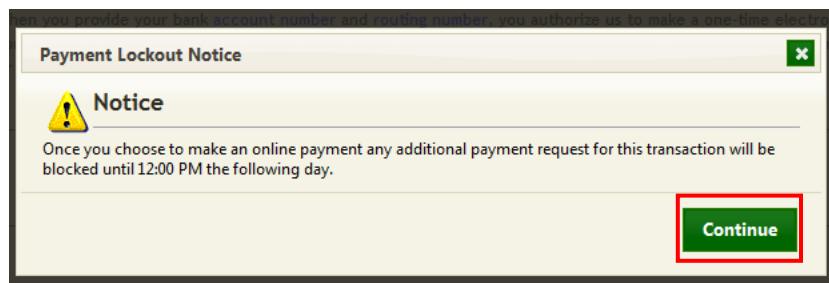
**Technical Support**  
If you need technical support for this online payment processing application, please send an email to [cppsupport@cboss.com](mailto:cppsupport@cboss.com).

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Once you enter your payment information, click Continue. **If you would like a receipt, then make sure to mark the Email Receipt box.** Please note, you will be charged a 2.2% convenience fee to use a credit card.

- **Pay with ACH (electronic check)**

The following window will pop up. Click Continue to enter your checking account number and routing number for an automatic debit from your account via check. You will be able to print a receipt at the end of the transaction, and also through your email.



Once you click Continue, the following screen will appear:

**Pin Validation**

To complete your submission please enter your PIN and answer the security question below:

By pinning this document I acknowledge the following: I have read and understand the responsibilities of an operator of record and a certified operator as described in Chapter 3745-7 of the Ohio Administrative Code. As set forth in OAC Rule 3745-12, failure to adhere to these responsibilities may result in disciplinary action up to and including revocation of any certificate(s) I may hold.

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 complied 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:**  
\*\*\*\*\*

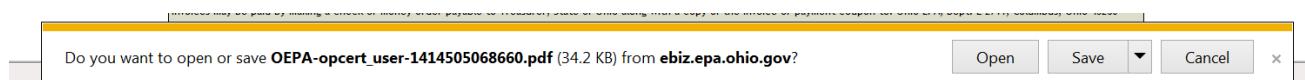
**Please answer this security question:**  
What color is red?  
red

**Submit** **Cancel**

You will need to enter your PIN number and the answer to your security question. Click Submit to send your payment.

- **Pay Later**

If you wish to mail a paper check or money order, click Download Your Invoice. NOTE: In Windows, you will see a pop up window at the bottom of the screen. Click Open to proceed.



The following is an example of the invoice sheet:

## Certification Exam Application Fee Invoice

Division of Drinking and Ground Water



**Billed to Applicant:**  
Andrew Barienbrock  
50 West Town Street  
Columbus, OH 43215

**Date Submitted:** 05/19/2017  
**Payment Due:** Due Upon Receipt  
**Revenue ID:** 1153521  
**Transaction ID:** 989343

DESCRIPTION	AMOUNT
Water Distribution Class 1	
Total Fee Due	\$45.00

In accordance with ORC 3734.06 or 3734.82, failure to pay the full fee by the due date as indicated may invalidate your application.

Balance Due	\$45.00
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Include a copy of this document with all payments and document submissions.  
You must write the Revenue ID (if shown below) on your check to ensure proper credit.

**Pay To:**

Treasurer, State of Ohio

**Revenue ID:** 1153521

\$45.00

**Mail All Submissions To:**

Ohio EPA DDAGW Operator Certification  
P.O. Box 1049  
Columbus, Ohio 43216-1049

**Amount Due:** \$45.00

**Revenue Type:** DDAGW PW- Water and Waste  
Water Op. Cert. Fees (WWWOC)

**Amount Enclosed:**

For internal Ohio EPA use only.
Check #:
Check ID #:
Postmark Date:

Print the invoice and send the invoice and check, made to "Treasurer State of Ohio" for the appropriate fee to the Ohio EPA at the address listed on the invoice.

21. You will return to your Operator Profile page, and you should see the application you have just submitted. The status will say PENDING. You can view the invoice by clicking the pdf icon on the LEFT in the Action column. You can view a copy of the Reciprocity application by clicking the pdf icon on the RIGHT in the Action column. **NOTE:** You MUST print a copy of the application you have submitted electronically, sign it in ink, obtain your supervisor's signature in ink, and mail it to Ohio EPA to complete the submission of your application.

Exam Applications						Apply for New Exam
Type	Certification Type	Class	Status	Exam Date	Action	
Ohio EPA (32805)	Wastewater Collection	2	PENDING	11/04/2015		
Ohio EPA (3)	Wastewater Treatment	1	APPROVED	05/05/2015		
Ohio EPA (32810)	Water Supply	2	PENDING	11/05/2015		
Reciprocity (32812)	Water	A	PENDING			

22. You can check the status of your application in your Operator Profile. When it is moved to Approved, you will be sent an email and Operator Certification Unit staff will print your certificate within 2 business days and mail it to the address in your Operator profile.