

Request a PIN (electronic signature):

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. Log into the eBusiness center at https://ebiz.epa.ohio.gov/ using your OHID and password.



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 OHIID and eBiz must match. Click here to log in. OH|ID Step-by-Step Instructions



❖ If you do not have an OHID, click the following link for instructions.

2. In the My Tasks section, click on the blue link labeled "Request New PIN".

State of Ohio | Ohio EPA | Logout



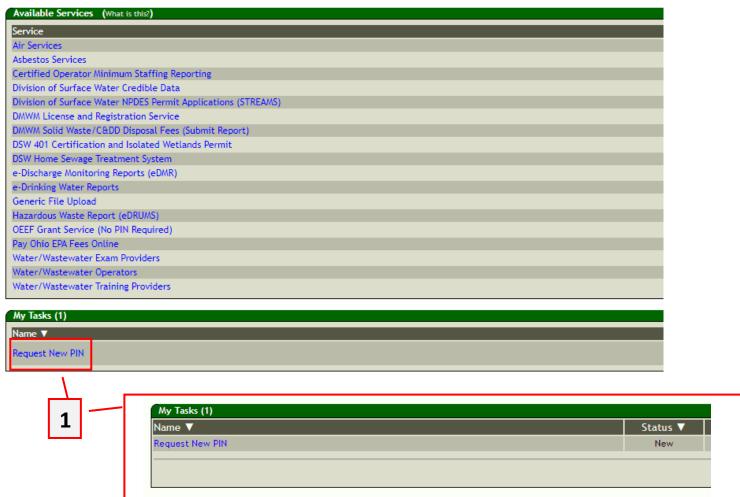
eBusiness Center

eBusiness Home

My Account ▼

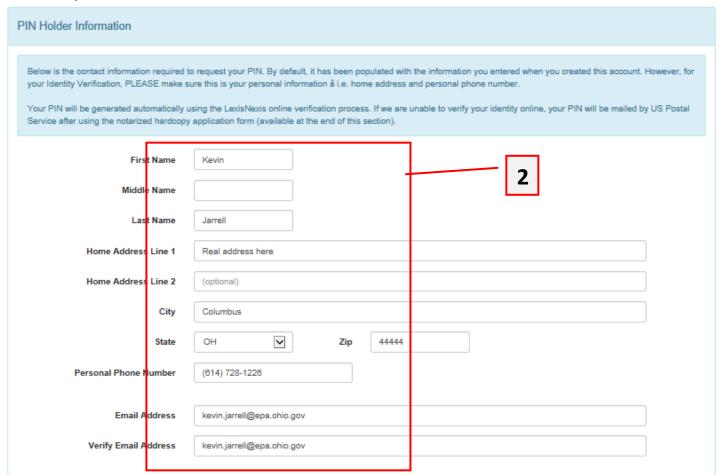


Welcome to the Ohio EPA eBusiness Center



3. Verify your name, address, email address, and phone number.

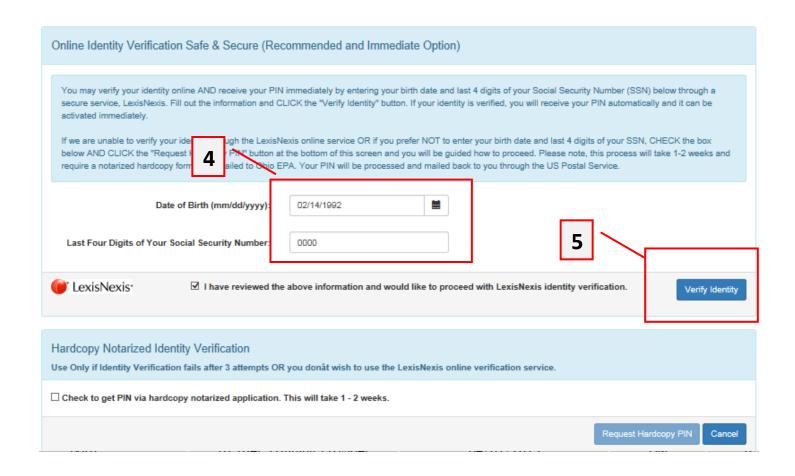
PIN Request



4. Create Five Security Questions and Answers. Make sure to remember your security answers as this information cannot be retrieved by anyone at Ohio EPA. You will use these security questions as you activate your PIN and use your PIN to submit information to Ohio EPA.

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.				
3 Security Question 1	what color is red			
Security Answer 1	red			
Security Question 2	what color is yellow			
Security Answer 2	yellow			
Security Question 3	what color is blue			
Security Answer 3	blue			
Security Question 4	what color is orange			
Security Answer 4	orange			
Security Question 5	what color is purple			
Security Answer 5	purple			

5. Enter in your Date of Birth and Last Four Digits of Your Social Security Number. Once you have reviewed the information check the box prior to proceeding to step 5.

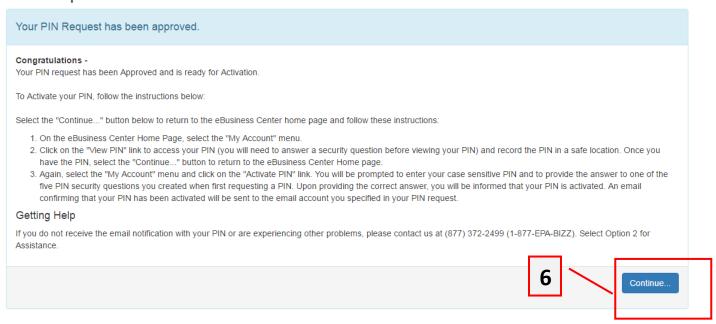


6. Click on "Verify Identity."

If after three attempts, you are unable to verify your identity using the LexisNexis service you must follow steps 12-13 and then 7-11 to view and activate the PIN. Otherwise, proceed to step 6.

7. Read the information and click Continue

PIN Request



8. You will be returned to the eBusiness Center Homepage. Here you will click on "View Pin" to view your PIN. You can view your PIN at any time.



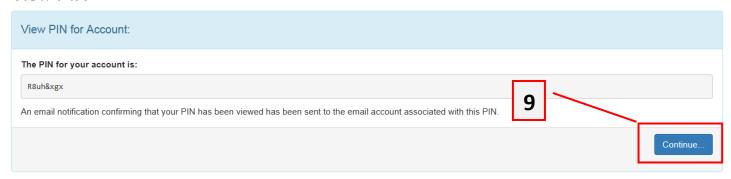
9. Answer the security question and click "View PIN."

View PIN



10. View your PIN and click "Continue." You will need to know your PIN for the following step.

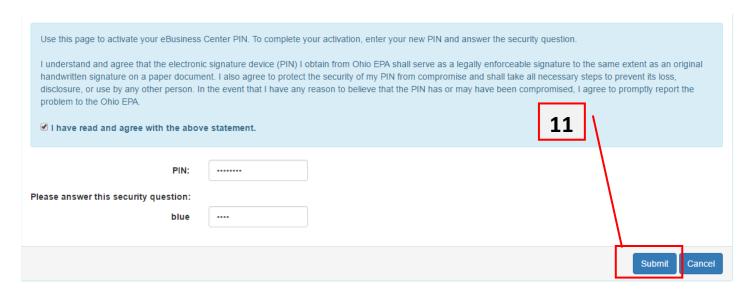
View PIN



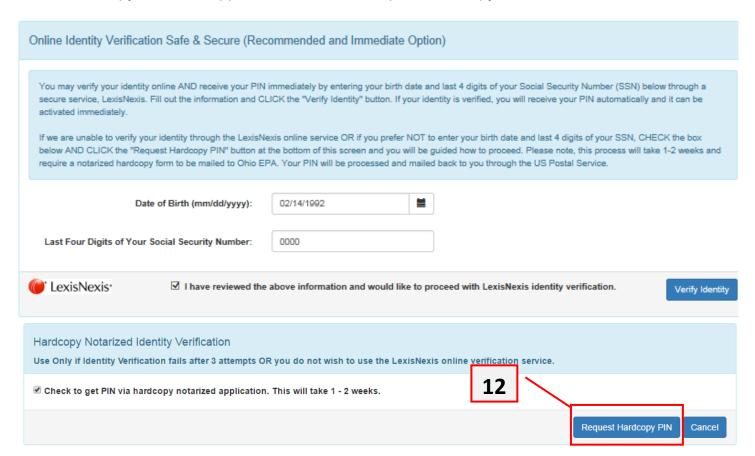
11. Now you will activate the PIN using "My Account" and clicking "Activate PIN."



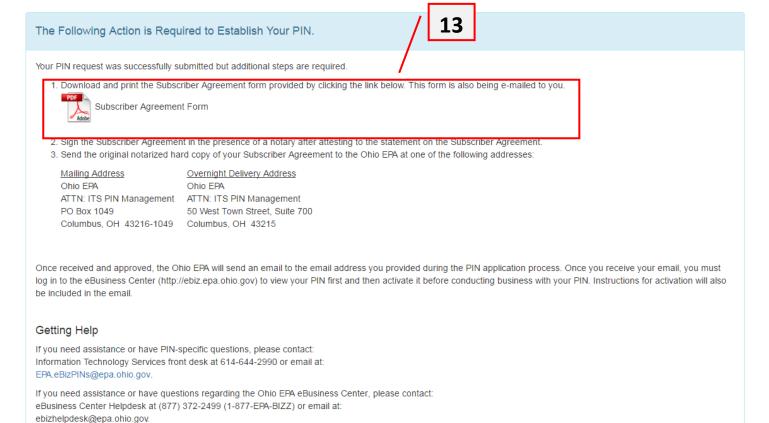
12. Read the statement and check the box before proceeding. Enter your PIN that you previously viewed. If you do not remember it you can view it again. Enter in the answer to your security question. Finally click submit. After the system is done processing click "Continue" to return to the eBusiness Center Home.



13. If you were unable to verify your identity using the online service check the box to proceed with the hardcopy notarized application and click "Request Hardcopy PIN."



14. Print the Subscriber Agreement Form directly from the eBiz site, have the form notarized, and send the completed form to Ohio EPA at one of the addresses listed in the instructions. (NOTE: The following is a sample of the form. The sample form is NOT acceptable to mail to Ohio EPA to complete the PIN request.) Return to step 7 when you receive email notification from Ohio EPA that your PIN has been created and is ready to view. You will not be receiving your PIN in the mail.



Technical and PIN support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays

Continue...

Subscriber Agreement

In accordance with the provisions of 40 Code of Federal Regulations Part III (Cross Media Electronic Reporting) part 3.2000 and Ohio Administrative Code Rule 123:3-1-01 (Use of Electronic Signatures and Records, Office of Information Technology), all individuals wishing to submit electronic data to the Ohio EPA shall obtain a personal identification number (PIN) and agree to the certification below prior to submitting information online.

Please read the certification below and sign in the presence of a notary. Please return the notarized Subscriber Agreement to the Ohio EPA per the "Subscriber Agreement Instructions".

Once approved, your PIN will be sent to you by regular U.S. Mail.

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 password and 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 agree to select challenge questions that call for items of information that are not easily guessed or researched and which call for information that I have committed to long-term memory. I agree to keep any record of my challenge question answers secret and secure. I agree to promptly report any evidence of compromise to Ohio EPA.

Terri Tarve		
PIN Applicant Signature	-	
Sworn before me and subscribed in my presence this(year).	day of	(month)
Notary Public Signature		