

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 user ID and password. 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](#)

revrat



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)

| Service | Action | Status | Facilities | Delegations |
|--|----------------------------|----------|---------------------------|-------------|
| e-DMR | Request | Inactive | view/edit | |
| DSIWM Disposal Fees | Request | Inactive | view/edit | |
| DSW Credible Data | Request | Inactive | view/edit | |
| Hazardous Waste Annual Report (eDRUMS) | Request | Inactive | view/edit | |
| e-Drinking Water Reports | Deactivate | Active | view/edit | |
| Air Services | Request | Inactive | view/edit | |

My Tasks (1)

| Name ▼ | Status ▼ | Created ▼ | Action |
|---------------------------------|----------|---------------------|----------------------|
| Request New PIN | New | 02/12/2009 10:01:27 | hide |

[show hidden tasks \(3\)](#)

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Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v3.24

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My Tasks (1)

| Name ▼ | Status ▼ |
|---------------------------------|----------|
| Request New PIN | New |

2. Verify your name, address, and phone number.

PIN Request

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. Your PIN will serve as your legally binding electronic signature and must not be shared. Your PIN will be mailed to the address below. If necessary revise the contact information to ensure PIN confidentiality.

| | |
|-------------------------|------------------------------|
| * First Name: | Brian |
| Middle Name: | |
| * Last Name: | Tarver |
| * Address Line 1: | 50 W Town St |
| Address Line 2: | |
| * City: | Columbus |
| * State: | OH |
| * Zip Code: | 43215 |
| * Phone Number: | 614 . 728 . 1740 Ext: |
| * Email Address: | brian.tarver@epa.state.oh.us |
| * Verify Email Address: | |

2 (points to the name and address fields)

3 (points to the Verify Email Address field)

3. Re-Enter your email address.

4. Create Five Security Questions and Answers.

Security Questions

? The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?", etc.
The security question answer is the correct answer to the security question you entered above.

Each security question and answer must be unique. For example, you can't enter the security question "What is my favorite car?" more than once and you can't use the answer "Corvette" more than once.

Please keep these questions secure and remember to create nonobvious or easily guessable questions. For example: "What high school did I attend?", may be guessable by someone who knows you or where you live. A better question might be: "Who was my favorite high school teacher?"

- Don't write this information down anywhere.
- Never send this information by email.

The answers to your security questions are not case sensitive.

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* Security Question 1:
* Security Answer 1:

* Security Question 2:
* Security Answer 2:

* Security Question 3:
* Security Answer 3:

* Security Question 4:
* Security Answer 4:

* Security Question 5:
* Security Answer 5:

5 Request PIN Cancel

5. Click on the Request PIN button.

6. Click on the blue link labeled "Subscriber Agreement Form".

PIN Request Complete

PIN Request

 Your PIN request was successfully submitted. You will also receive an email notification with additional instructions on how to activate your PIN once your PIN has been approved.

To begin, please download the Subscriber Agreement form listed below by clicking the link.

The next step is to sign the Subscriber Agreement in the presence of a notary. After attesting to the statement on the Subscriber Agreement, have it notarized and then mail the Subscriber Agreement as instructed to Ohio EPA. Once approved, Ohio EPA will send your PIN via regular U.S. mail to the address you provided online. If you need assistance or have questions regarding the Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Send your notarized Subscriber Agreement to Ohio EPA at one of the following addresses:

Mailing Address

Ohio EPA
ATTN: ITS PIN Management
PO Box 1049
Columbus, OH 43216-1049

Overnight Delivery Address

Ohio EPA
ATTN: ITS PIN Management
50 West Town Street, Suite 700
Columbus, OH 43215

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[Subscriber Agreement Form](#)

To download the document listed above 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.



[Continue...](#)

7. 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.)

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 Tarver

PIN Applicant Signature

Sworn before me and subscribed in my presence this ____ day of _____ (month),
____ (year).

Notary Public Signature