

OH/ID and eBiz: Air Services Instructions

REGISTER WITH OH|ID

To register with OH|ID to gain access to eBiz:

Certifier/RO and Preparers Follow this Procedure (Approximate):

- a. Go to ohid.ohio.gov and click gray “OH | ID Account” button.
- b. Complete all fields, complete email verification (enter temporary PIN), and create username and password for OHID.
- c. Click blue “Create Account” button.
- d. Click blue “Continue” button.
- e. Log onto OHID using your new username and password.
- f. Click on the blue “Visit the App Store” button.
- g. Search agency “Environmental Protection Agency.”
- h. Scroll down (typically 2nd page) and look for Ohio EPA eBusiness Center.
- i. Click gray “Request Access” button.
- j. Click blue “Request Access to Group” button.
- k. Check box to agree to terms and click “Agree to Terms” button.
- l. It can take a few minutes to gain access to eBusiness Center. You will receive an email.
- m. Log back into ohid.ohio.gov.
- n. Click the star in the upper right corner of the EBiz app to make it a favorite.
- o. Click “Open App” button.
- p. Complete all fields to create an eBiz account and click blue “Create Account” button.
- q. Click on “My Account” in the top menu bar.
- r. Click “Request New PIN.”
- s. Complete all fields and verify identity.
- t. If the verification works, click on “My Account” in the top menu bar.
- u. Click “View PIN” and save it to a safe place so you don’t lose it.
- v. Click “Activate PIN.”

AIR SERVICES

Certifier/RO: Access to Air Services (Approximate):

- a. Click “Request” under “Action” to the right of “Air Services.”
- b. Click “Add a Facility.”
- c. Search for facility (enter a couple of fields).
- d. Click on blue link to left of your facility.
- e. Click “Add” or “Next.”
- f. Follow onscreen instructions to complete request.

Preparer: Access to Air Services

Ask your facility’s responsible official (RO) to delegate you to Air Services (procedure below).

OH/ID and eBiz: Air Services Instructions

For RO to delegate eBiz/Air Services access to a new user:

- a. Go to ohid.ohio.gov and login in.
- b. Click on eBiz "Open App" to launch.
- c. Under Available Services, to the far right of Air Services click on "View/Edit" under Delegations.
- d. Click "Add User."
- e. Click "Add Account."
- f. Search for user by name, username, or email.
- g. Check box to left of correct user account. Click "Next."
- h. Click "Delegate" button.
- i. Click box by "Prepare/Review."
- j. Click "Submit" button.
- k. Enter your PIN and answer security question.

Update the contact information, which lets Ohio EPA know who to contact and send correspondence to:

- a. Go to Air Services and below In-Progress Tasks, click on "Owner/Contact Change" form.
- b. Click "Create Contact Person" button.
- c. Enter contact information and click "Save."
- d. Click "Assign Contact Type" button.
- e. Select the type, contact name, and click "Save."
- f. Submit the contact form (PIN required).

RO add facility to Air Services:

- a. Go to ohid.ohio.gov and log in.
- b. Click on the eBiz "open app". If you didn't pin it (by clicking the star in the upper right corner) you might need to search the apps for Ohio EPA eBusiness Center.
- c. To the right of "Air Services", click on "view/edit" under Facilities.
- d. Click green button "Add Facility."
- e. In the first box, enter the facility ID number. Don't fill in any other boxes. Click green "Search" button.
- f. Click the blue link to the left of the company name.
- g. Click green "Next" button.
- h. Check the box under "Certifier/Submit/Manage Access."
- i. Check the box to the left of "I have read..."
- j. Enter your PIN, answer security question, and click green "Submit Air Services Request" button.

It might take a few hours for the facility to be added to your list of facilities. You should receive an email from Ohio EPA/eBiz when it is ready.