Ohio EPA's eBusiness Center Personal Identification Number Purpose and Security Requirements

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Ohio EPA's eBusiness Center is a secure portal for online business services. The portal is the entry point for the regulated community and consultants to electronically complete and file reports and permit applications.

The security of the eBusiness Center depends on the assignment of personal identification numbers (PINs) for users. Users in turn must ensure that their PINs are protected and used appropriately.

Why is a PIN necessary?

In today's business world, many transactions take place online. To protect account information, reduce fraud and ensure that these transactions are legitimate, many companies, banks and online merchants require a PIN in place of a traditional signature.

In order to ensure that users can safely submit required documents electronically, there must be a way to verify that the information is accurate and that the person submitting the information has the authority to do so.

In traditional paper documents, this verification was provided by a legally binding authorized signature.

The PIN protection standards are designed to enable users to provide electronic submittals with the same level of legal dependability as the corresponding paper submittals.

Similar to a social security number, the PIN is assigned to an individual indefinitely. The PIN uniquely identifies you and serves as your legally binding signature. Your PIN, like your signature and social security number, should not be shared. A PIN must be kept confidential.

Each user will sign a Subscriber Agreement that details responsibilities regarding PIN security and use prior to being issued a PIN.

In addition to providing security for Ohio EPA's eBusiness Center portal, PINs are necessary to enable Ohio EPA to meet U.S. EPA's Cross-Media Electronic Reporting Regulation (CROMERR).

CROMERR provides the legal framework for electronic reporting under all of U.S. EPA's environmental regulations and establishes standards that cover a variety of functions including electronic signature validation.

The main goal of CROMERR is to reduce the cost and burden of electronic reporting while maintaining the level of corporate and individual responsibility and account-ability that exists in the paper environment.

Although all eBusiness Center users are eligible to apply for a PIN, some available services may require one.

How do I get a PIN?

Because the PIN application process requires mailing a notarized form to Ohio EPA, you should plan ahead and schedule time to complete this process.

There are six basic steps involved in obtaining a PIN. For more specific details, please see the eBusiness Center user guide.

1. Log into eBusiness Center.
2. Complete and print the PIN request/Subscriber Agreement form.
3. Have the form notarized and sign it.
4. Mail the notarized form to Ohio EPA.
5. When you receive the PIN assignment letter from Ohio EPA, log into the eBusiness Center to activate the PIN.
6. Store the PIN assignment letter in a secure location.

How do I keep my PIN safe?

All eBusiness Center account information, including your PIN should be kept in a secure place such as a locked drawer. To further protect your PIN, it is a good idea to keep the account and PIN information in separate secure places to make it more difficult for someone to gain access to both.

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Can I share my PIN?

No. The PIN serves as your electronic signature and must not be shared with anyone. Your business may opt to allow multiple users to submit reports, but each individual will be provided a unique PIN that must be safe-guarded from compromise.

It is a violation of state and federal regulations to allow others to use your PIN.

What if I forget my PIN?

If you have forgotten your PIN but do not believe it has been compromised, you may request that Ohio EPA send the PIN assignment letter to you again.

The PIN assignment letter will be mailed to the address listed for the PIN holder. This is one of the reasons it is <u>critical</u> to keep your contact information up to date.

What if my PIN is compromised?

You are legally obligated to notify the Agency if your PIN is compromised.

If you lose your PIN or suspect someone has or may have gained access to it, you should deactivate it and apply for a new one as soon as possible.

Once you deactivate your PIN, it is destroyed and is not recoverable. You will have to apply for a new one including notarization of your subscriber agreement. Therefore, we strongly recommend that you not deactivate your PIN unless absolutely necessary.

When will I use my PIN?

Any business conducted with the Agency that requires a signature will require a PIN in the eBusiness Center.

A PIN may also be needed to create, edit or review documents.

What if I change jobs or companies?

The PIN uniquely identifies you and is not associated with a given company. However, you should update the account and PIN Holder information whenever changes occur.

Do I need a PIN for each regulatory program?

No. The PIN is assigned to the individual and is recognized as a valid electronic signature device by all of Ohio EPA's regulatory programs. As each regulatory program integrates their business services into the eBusiness Center they will adopt the use of the Agency-wide PIN.

More Information

To log in to Ohio EPA's eBusiness Center, go to https://ebiz.epa.ohio.gov.

For more information about the eBusiness Center, contact the appropriate employee listed below or the eBusiness Center Helpdesk by e-mail at ebizhelpdesk@ epa.state.oh.us or phone at (877) 372-2499 (1-877-EPA-BIZZ).

Who do I contact for help?			
For general questions about the eBusiness Center, please contact the eBusiness Center Helpdesk by e-mail at ebizhelpdesk@epa.state.oh.us or phone at (877) 372-2499 (1-877-EPA-BIZZ). For service-specific questions, please contact the employees listed below.			
Division of Air Pollution Control (Air Services)	Linda Lazich	linda.lazich@epa.state.oh.us	(614) 644-3626
Division of Drinking and Ground Waters (e-Drinking Water Reports)	Brian Tarver	brian.tarver@epa.state.oh.us	(614) 644-2752
Division of Hazardous Waste Management (eDRUMS)	Paula Canter	paula.canter@epa.state.oh.us	(614) 644-2917
Division of Solid and Infectious Waste Management (DSIWM Disposal Fees)	Scott Wilson	scott.wilson@epa.state.oh.us	(614) 644-2621
Division of Surface Water (eDMR)	Jamie Roberts	james.roberts@epa.state.oh.us	(614) 644-2054