

e-DMR

Graphical Walkthrough

How to Pay Fees Online

February 15, 2024



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About this Document

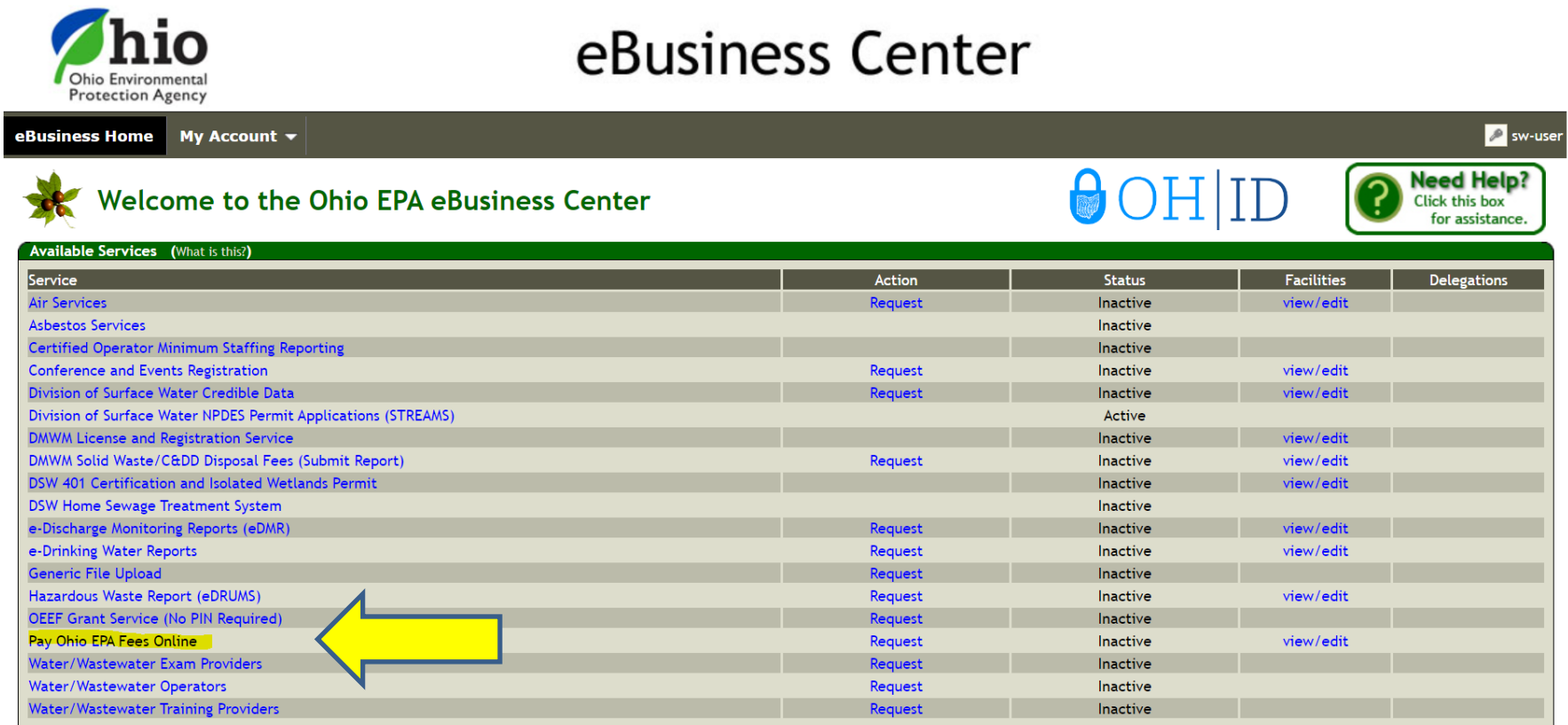
This document is intended to provide a graphical run-through of the Ohio EPA Electronic Payment Service in respect to the Division of Surface Water. Graphics display payment process from the beginning to end. This document provides a general feel for the workflow by guiding the user with actual screen shots of the online payment service in sequential manner.

Recent Changes to this Document

9/28/2022	-	New Document and updated information
2/15/2024	-	Updated New layout for template requirements

Welcome to the eBusiness Center Home Page. Ohio EPA's eBusiness Center is an enhanced, secure portal for online business and is the entry point for the regulated community & consultants to electronically complete and file reports, permit applications and to pay fees.

- First log into OHID and then open the eBusiness Center app.



Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Certified Operator Minimum Staffing Reporting		Inactive		
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)		Active		
DMWM License and Registration Service		Inactive	view/edit	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
DSW Home Sewage Treatment System		Inactive		
e-Discharge Monitoring Reports (eDMR)	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	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

- There are two places to pay fees. Directly after, submitting an application, you will see a **Download Invoice** button and will see the **Pay with Credit Card** and **Pay with Electronic Check** buttons.

- You can also choose to pay later by logging into your Ohio EPA eBusiness Center account and clicking the **Pay Ohio EPA Fees Online** link under the available services list as seen above.



eBusiness Center

eBusiness Home My Account ▾

SW-user

Payment Service

i Most invoices issued by Ohio EPA 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:
Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 1.9% is added to payments made by credit card. Your credit card statement will show two payments, the invoice payment and a separate service fee.

Automated Clearing House (ACH):
Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

Check or Money Order via US Mail:
If your invoice has a bar code at the bottom you may pay by check/money order, payable to Treasurer, State of Ohio, by mailing the check/money order and the bottom portion of the invoice with the bar code to Ohio EPA, PO Box 77005, Cleveland, Ohio 44194-7005. Sending payments without a bar code on the invoice to the Cleveland location will result in a processing delay.

If your invoice does not have a bar code, please include a copy of the invoice with your check/money order and mail to Ohio EPA, PO Box 1049, Columbus Ohio 43215-1049. Please record the Revenue ID Number from the invoice on your check/money order.

All checks/money orders should be made payable to "Treasurer, State of Ohio".

State Agency ISTV Payment:
State agencies wishing to pay an invoice by ISTV may contact Ohio EPA Fiscal Administration at 614-644-2339.

Paying Multiple Receivables:
Customers who choose to pay multiple receivables at one time can do so in batches of 20 receivables. The system cannot process more than 20 receivables at a **one** time.

Lookup Invoice to Pay Online

Exit

A summary of payment options is provided. Click **Lookup Invoice to Pay Online** to begin the quick and easy process.

- There is a 1.9% service fee for payments made by VISA, MasterCard and Discover credit card. **American Express is NOT accepted.**
- There is no service fee for ACH payments (electronic check), but you must have an eBusiness Center PIN activated.

Invoice Information



Look for either a Revenue ID/Receivable ID number or a Transaction ID number on your invoice. Select the ID type below that is shown on your invoice. If both ID Type numbers are shown, select "Transaction ID".

Select Invoice ID Type: ☐ Transaction ID
☐ Revenue ID/Receivable ID

Customers who choose to pay multiple receivables at one time can do so in batches of 20 receivables. The system cannot process more than 20 receivables at a **one** time.

Continue

Back

- Select either **Transaction ID** or **Revenue ID**, enters the number from your invoice.
- Select **Continue**.

State Agency ISTV Payment:


State agencies wishing to pay an invoice by ISTV may contact Ohio EPA Fiscal Administration at 614-644-2339.

- If you run into errors with the system, not accepting your credit card, please contact fiscal at the above number.
- If you run into other errors, please contact your eDMR/STREAMs administrator at 614-644-2135.

Payment Service

Invoice(s) Selected for Payment

If applicable, you can click on the edit icon in the action column to enter a new payment amount.

Revenue ID	Fee Description	Payment Owner	Amount Due	Due Date	Action
1498398	DSW- NPDES Individual Permit Application (APRN1)	Facility: McClure WWTP (22091)	\$200.00	08/25/2022	

Total Amount Due: \$200.00

[Click here for additional DSW- NPDES Individual Permit Application \(APRN1\) Invoice to Pay Online](#)

If you are paying after the due date a late fee may be included in the amount due.

Pay

Start Over

Exit

After you select continue, you will see the above page and will have a few options available:

1. **“Select an additional Invoice to Pay Online”** (must be the same fee type)
 2. **“Pay”** to proceed with paying this one invoice.
 3. **“Start Over”** to search for another invoice.
 4. **“Exit”** to return to eBusiness Center.
- If multiple fees are selected, they can be removed by selecting the red “x” under “Action”.
 - If you complete an application or file another report through another eBusiness Service you may elect to pay those fees at the same time.

- Once you select **Pay**, the below screen will show where you can select the payment method you want.

Ohio EPA Fee Payment Options

Pay Electronically

Master Card, VISA or Discover Credit Card:

A service fee of 1.9% 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:	\$200.00
Service Fee:	\$3.80
Total Amount Due:	\$203.80

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.*

Total Amount Due: \$200.00

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.

Check or Money Order via US Mail

If your invoice has a bar code at the bottom you may pay by check/money order, payable to Treasurer, State of Ohio, by mailing the check/money order and the bottom portion of the invoice with the bar code to Ohio EPA, PO Box 77005, Cleveland, Ohio 44194-7005. Sending payments without a bar code on the invoice to the Cleveland location will result in a processing delay.

If your invoice does not have a bar code, please include a copy of the invoice with your check/money order and mail to Ohio EPA, PO Box 1049, Columbus Ohio 43215-1049. Please record the Revenue ID Number from the invoice on your check/money order.

All checks/money orders should be made payable to "Treasurer, State of Ohio".

Paying Multiple Receivables

A maximum of less than or equal to 20 payments are allowed per transaction.

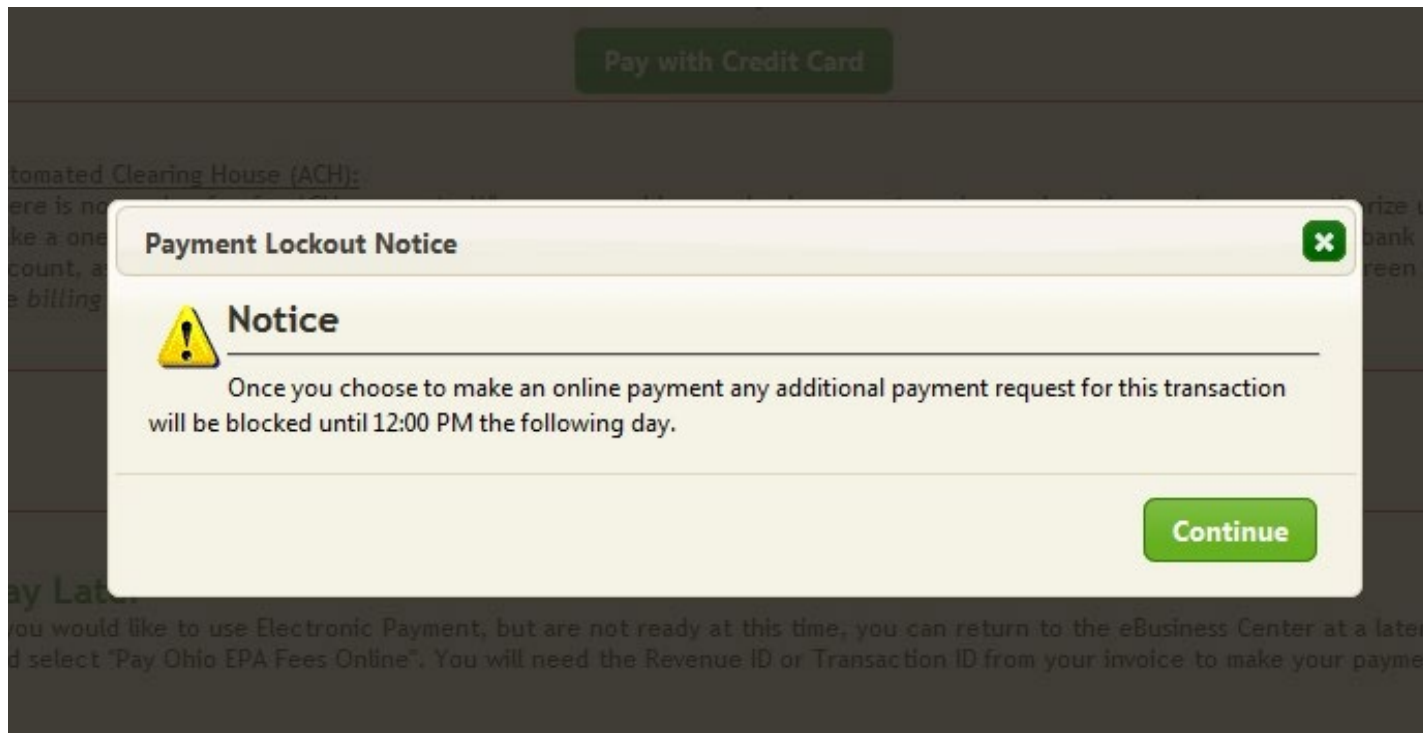
State Agency ISTV Payment

State agencies wishing to pay an invoice by ISTV may contact Ohio EPA Fiscal Administration 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. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.


Exit



- Only one payment may be attempted for each Revenue ID in a 24-hour period.
- The lockout prevents the same revenue ID from being paid twice in one day.
- To pay by credit card the payer enter your credit card information and address.
- The charge will appear on your credit card statement with a description like the one shown in the Central Payment Portal and on your receipt.
- When you select **Pay with ACH (electronic check)** you will be asked to enter your PIN and answer a security question.
- After submitting payment, a confirmation page will appear.

- To pay by **credit card** enter your credit card information and address.
- The charge will appear on your credit card statement with a description like the one shown in the Central Payment Portal and on their receipt - in the example below “EPA Title V” or “EPA TV FEE” will appear for the Title V fee and “EPA SERV FEE” will appear for the 1.9% service fee.

Note: You must enter an email address in order to receive a receipt.



**Environmental
Protection Agency**

eBusiness

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](#).

\$278_OH_EPA_Title_V Payment Summary

Total: \$745.65

\$283_OH_EPA_SERV_FEE Payment Summary

Total: \$16.40

Payment Information

* Credit Card Number: <input type="text"/>	* Credit Card Type: <input type="text"/>
* Expiration Month: <input type="text"/>	* Expiration Year: <input type="text"/>
* Card Security Code: <input type="text"/>	

Billing Information

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel

- To pay by **ACH** enter your bank account information and address.

- The charge will appear on your bank statement with a description like the one shown in the Central Payment Portal and on your receipt - in the example below “EPA WW OPCERT” will appear.

Note: You must enter an email address in order to receive a receipt.



eBusiness Center

Central Payment Portal

Enter Payment Information

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

Your checking account number **SHOULD NOT** include the 4-digit check number that usually appears on your check either before or after the checking account number.

Check Number

John Doe 1234 Main Street Anytown, US 12345-1234		Date: _____	0123
Pay to the Order of: _____		\$	_____
_____ Dollars			
For: _____			
12345678910	1234567893210*	0123	

Routing Number
Account Number
Check Number

8276_OH_EPA_WW_OPCERT Payment Summary

Total: \$105.00

Payment Information

* Bank Routing Number: <input type="text"/>	* Confirm Routing Number: <input type="text"/>
* Bank Account Number: <input type="text"/>	* Confirm Account Number: <input type="text"/>



Billing Information

First Name: <input type="text"/>	Middle Name: <input type="text"/>
* Last/Business Name: <input type="text"/>	* Phone: <input type="text"/>
* Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State/Province/Region: <input type="text"/>
* Zip/Postal Code: <input type="text"/>	Country: <input type="text" value="United States"/>
Email: <input type="text"/>	Email Receipt: <input type="checkbox"/>

Continue

Cancel

- After you enter your credit card or bank account information, you will need to confirm the payment on the confirmation screen



eBusiness Center

Central Payment Portal

Confirm Payment Information

Please confirm that your electronic check payment and billing information below is correct.

8276_OH_EPA_WW_OPCERT Payment Summary

Total: \$105.00

Payment Information

* Bank Routing Number: 000110110

* Confirm Routing Number: 000110110

* Bank Account Number: 74123

* Confirm Account Number: 74123

Billing Information

First Name:

Middle Name:

* Last/Business Name: geyer

* Phone: 614 644-2347

Fee.Payer@gmail.com

Address Line 2:

* City: columbus

* State/Province/Region: ohio

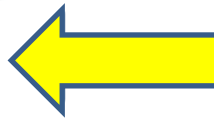
* Zip/Postal Code: 43215

Country: United States

Email:

Email Receipt: Yes

Confirm



Back

Technical Support

If you need technical support for this online payment processing application, please send an email to cppsupport@cboss.com.

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- After the payment is confirmed, a receipt is displayed and can be printed for your records.

Central Payment Portal

Print Receipt

Your electronic check payment has been successfully authorized. Thank you for using the Central Payment Portal online payment processing system.

Please print this page for your records and note the confirmation number below. This will serve as your receipt.

\$276_OH_EPA_WW_OPCERT Payment Summary

Payment Status: Authorized

Confirmation Number: 343

Authorization Date: 10/8/2014 10:56:11 PM

Total: \$105.00

Payment Information

* Bank Routing Number: *****

* Confirm Routing Number: *****

* Bank Account Number: *****

* Confirm Account Number: *****

Billing Information

First Name:

Middle Name:

* Last/Business Name: geyer

* Phone: 614 644-2347

* Address Line 1: 100 s front st

Address Line 2:

* City: columbus

* State/Province/Region: ohio

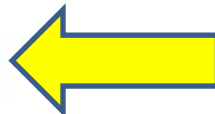
* Zip/Postal Code: 43215

Country: United States

Email:

Email Receipt: Yes

Continue



Technical Support

If you need technical support for this online payment processing application, please send an email to cppsupport@cbooss.com.

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Technical Support

For permit-specific questions, contact the permit section at Ohio EPA or your Ohio EPA permit writer assigned to your permit.

For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, contact the system administrator at **614-644-2135**. The IRM Team encourages users to develop a positive working relationship with DSW to streamline efforts and obtain valuable guidance.

The preferred method of communication is via email, as the administrator can send you detailed step-by-step instructions. Most technical assistance requests are resolved within 24 hours but can take longer if the administrator is out of the office or away from the desk.

BUSINESS HOURS: Mon- Fri: 8:00 a.m. – 5:00 p.m.

For further assistance, contact us at dsw.eBIZhelp@epa.ohio.gov

eBusiness Center Helpdesk (PINS & Passwords): (877) 372-2499