Notification Delegation Process
Delegation Process

• As of July 13, 2018, individuals who use the eBusiness Center to submit asbestos project notifications may delegate authority to revise a notification to other eBusiness Center users.

• There are two (2) potential roles involved with delegation:
  1. “Responsible Official”
  2. “Delegated Responsible Official”
Delegation Process

1. “Responsible Official”
   - If you choose “Yes” to make the user a “Responsible Official”, they will be able to revise the notification and be able to delegate either of the two roles to other eBusiness Center users.

2. “Delegated Responsible Official”
   - If you choose “No” to the “Responsible Official” question, they will be listed as a “Delegated Responsible Official” and will only be able to revise that notification. (They will not be able to delegate a role to another eBusiness Center user.)
Delegation Process (Step 1)

From the eBusiness Center homepage, click on “Asbestos Project Notification”
Delegation Process (Step 2)

For the notification you want to delegate, click on the “Action” button and select “Delegate”
Delegation Process (Step 3)

1. On the Delegate Notification pop-up screen, enter the account name of the user to whom you want to delegate access.
2. Choose whether to make that user a Responsible Official (Click “Yes” or “No”).
3. Click on the “Delegate” button.
Delegation Process (Step 4)

Read the legal statements. If you want to continue with delegation, provide your Security Question Answer and PIN, then click “Submit.”
Delegation Process (Step 5)

The table on the Delegate Notification pop-up screen will keep a record of users who have been delegated access and what role they are assigned.
Delegation Process (Confirmation)

The initial user and the newly assigned user will both receive an email that includes the following information:

1. The account name of the user who was granted access.
2. The account name of the user who granted the access.
3. The privilege role granted to the new user.
4. The Notification ID number.

From: eBiz@epa.ohio.gov
Sent: Tuesday, July 17, 2018 9:30 AM
To: Needham, Mark <Mark.Needham@epa.ohio.gov>
Subject: Ohio EPA eBusiness Center - Privilege Delegation

This message is to notify you that account mneedham was granted the following privilege on 07/17/2018 09:29:31 by eBusiness Center account jkoch.

The new privilege Responsible Official for Asbestos Notification (95521) has been granted to account:

eBusiness Center Account: mneedham
Mark Needham (title: Asbestos Program Manager) Ohio EPA
50 W Town
Columbus, OH 43215
(614) 644-8665

This privilege was delegated by account:
eBusiness Center Account: jkoch
Josh Koch (title: Environmental Specialist 3) Ohio EPA
50 W Town St
Columbus, OH 43215
(614) 466-3770

If you need assistance or have questions about Ohio EPA's eBusiness Center, please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to eBizHelpdesk@epa.ohio.gov. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except State holidays.

This e-mail was auto-generated by Ohio EPA's eBusiness Center. Please do not respond to this e-mail.

Ohio EPA's eBusiness Center online address: http://ebiz.epa.ohio.gov
(PROD-B39600-ProdServer6)
Delegation Process (Remove)

If at any time you want to remove a user’s role assigned to the notification, you can access the Delegation Notification pop-up screen, click on the “Action” button, select “Delete”, then “Yes” to confirm.

If you click “Yes”, the user and role will be removed.
Delegation Process
(Points to Remember)

- Notifications can only be delegated to other eBusiness Center users.
- If the user is assigned as a “Responsible Official”, they can revise anything on the notification and assign other users roles to that notification.
- If the user is assigned as a “Delegated Responsible Official”, they can only revise the notification, not assign roles to other users.
- There is no limit to the number of users that can be assigned roles to the notification.
- If you delegate access to another user, you still have the ability to revise the notification and assign/remove user roles.
- You, and any user assigned the “Responsible Official” role in that notification, have the ability to remove user roles from that notification.
- If you delegate access to another user, that does not release you of the responsibility of ensuring the accuracy of information contained within the notification and any future revisions of the notification.