Scrap Dealer Website

https://ext.dps.state.oh.us/ScrapDealer/Pages/Public/Login.aspx?ReturnUrl=%2fScrapDealer%2fPages%2fSecure%2fDealerTransactions.aspx

Scrap Metal Dealer Homepage – If already registered:

- Use the toolbar to navigate.
- If there are any active scrap metal documents posted you will see them here.
Scrap Dealer Homepage – if the dealer still needs to register:

1. To register click “Continue.”
2. Select whether your yard is already registered with OHS
3. If the answer is “No” then this page will open.
   
   i. Fill out required information & click “Confirm Application”
   
   ii. You will be navigated to a secure payment page in which you will submit payment. *Note checks are not accepted.

4. If the answer is “yes” then you will enter your SMBC number and the page below will open.
   
   i. If you do not know the SMBC number call the scrap metal hotline for assistance.
   
   ii. You will need to go to Registration page to renew or re-register.

5. On the registration page you will see all your yards and their status of registration. *Note: You will also receive notification emails notifying you of an impending expiration.
To View Current Registrations & To Renew:

1. Click “View Registration” in the toolbar.

2. This will show the registrations for each of your facilities.
   a. Click “View” to view current registrations.
   b. Click “Renew” to renew registrations.
   c. Click “Re-Register” to reregister if you’ve missed your renewal date

*Note: If you are re-registering or renewing a current yard and need to make address changes etc., you must contact the scrap metal hotline to have this changed manually before attempting to renew or re-register. You will NOT have the ability to make this change and registering as a new yard will hinder your ability to accurately upload transactions, pursuant to Ohio Revised Code 4737.04

To Submit Your Daily Transactions:

1. Click “Submit Daily Transactions” in the toolbar.
To Submit Daily Transactions Continued:

a. Click here to add a new transaction.

b. Click here to view transaction information. *(Including viewing pictures)*

c. Click here to make edits to the transaction entered.

d. Click here to delete an incorrect transaction & reenter.

*Note: Pursuant to Ohio Revised Code 4737.04, you are required to keep accurate and complete records of all articles purchased or received by you in the course of your daily business. Be advised that you will only be able to edit or delete the above record for seven (7) days after submission. After that time this record will become permanent. You will still be able to see them for reference but will no longer be able to edit or delete the record.*
To Search for Past Transactions:

a. Search for past transactions using a transaction number.
b. Search for past transactions using the facility registration number.
c. Search for past transactions by date.
d. The results of your search will appear here.
   i. You will only be able to edit/delete those entered within the last seven (7) days
To Create a New User for a Facility:

1. Click on the following link:
   https://ext.dps.state.oh.us/ScrapDealer/Pages/Public/Login.aspx?ReturnUrl=%2fScrapDealer%2fPages%2fSecure%2fDealerTransactions.aspx

2. Click “Create Login Account”

3. Fill out the requested application and click “submit”
4. You will receive an email to verify your email address at the designated email address.

5. After clicking the link to verify your email address you will be able to login using the username and password designated when creating the account.

6. Follow the instructions on Page 8 “To be added to Another Facility”

*Please note: Do not submit a new registration to gain access to a facility – this will create a duplicate facility in the system!
To Be Added to Another Facility:

1. Select “Request Facility Access.”

The Request Facility Access page will open.

2. Enter in the facility registration number for the facility you are trying to gain another login for.
   - The Facility Manager will have this information or contact the Scrap Metal Hotline at (855) 377-0193 (Facility Managers - this can be found under “View Registration”)

3. Submit Request.
1. The facility manager will need to approve or deny the new account’s request.
   a. This can be done by going to “Pending Facility Requests.”

2. After the request has been approved an email will be sent to the email confirming the approval.

   OHIO DEPARTMENT OF PUBLIC SAFETY
   OHIO HOMELAND SECURITY

   ACCESS REQUEST DECISION

   Hi Test User,

   Your request for access to facility Columbus Scrap, with Registration Number SMBC-2013-00000040 has been Approved.

3. The user now has access to submit daily transactions, transaction history and to view the Do Not Buy List.
Add Users to Receive Email Alerts:

1. If you’d like to add or remove an employee to receive the email alerts sent out by Scrap Metal Administration you will click on “Email Alert Subscription.”

   i. The page below will open. Select which of your facilities you’d like this person to receive alerts for; enter email address; click add.

   ii. To remove select the email from the “Current Email List” so that it is highlighted and click “Remove Selected.”