

# 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:

OHIO DEPARTMENT OF PUBLIC SAFETY  
SAFETY • SERVICE • PROTECTION

## Scrap Metal & Bulk Merchandise Container Dealers

Inactivity : 00:15  
Monday, April 04, 2016  
Welcome: jtester

Place your mouse pointer over each content item to view more information

**Today's Postings**  
-Nothing has been posted today-

**Alerts**  
-No active alerts were found-

**Bulletins**  
-No active Bulletins were found-

- a. Use the toolbar to navigate.
- b. If there are any active scrap metal documents posted you will see them here.

## Scrap Dealer Homepage – if the dealer still needs to register:

Inactivity : 00:53  
Monday, April 04, 2016  
Welcome: jford1

**Requirements**

OHIO DEPARTMENT OF PUBLIC SAFETY  
OHIO HOMELAND SECURITY

### SCRAP METAL AND BULK CONTAINER FACILITY REGISTRATION

#### REGISTRATION WELCOME PAGE

Welcome to the Scrap Metal and Bulk Merchandise Container Dealer (SMBMC) Registration Database

This site is for anyone who engages in the business of purchasing and/or receiving scrap metals in its various forms for the purposes of, but not limited to: sorting, grading, shipping and/or manipulating scrap metals.

As these parties will be required by law, in accordance with SB193, to register with this database and report on their daily transactions, here are some things we would like all dealers to be aware of:

1. **Before** January 1, 2013, dealers are **required** to register their business with The Ohio Department of Public Safety via this database
2. At the time of registration, dealers will pay a registration fee of \$200.00 per business location (i.e. two facilities would require a \$400.00 registration fee.)
3. Dealer registration **must** be renewed **annually** at a cost of \$150.00 per renewal.
4. After registration, dealers will be provided documentation, to be displayed at place(s) of business, as proof of compliance with state law.
5. Failure to register and/or comply with any other facets of SB193 will result in legal action.
6. We encourage all dealers to acquire and familiarize themselves with SB193 as it more completely describes the law, its requirements, implications if law is broken, and the steps required to meet the legal requirements of this mandate.

[Continue](#)

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1. To register click "Continue."
2. Select whether your yard is already registered with OHS

**Request Facility Access**

OHIO DEPARTMENT OF PUBLIC SAFETY  
OHIO HOMELAND SECURITY

Is the facility you wanted to add already registered with Ohio Homeland Security?

Yes  
 No

If you have any questions, please contact our Technical Support at (855) 377-0193 or [ScrapMetal@dps.ohio.gov](mailto:ScrapMetal@dps.ohio.gov).

[Cancel](#)

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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.

The form is titled "Scrap Metal & Bulk Merchandise Container Dealers" and is issued by the Ohio Department of Public Safety, Ohio Homeland Security. It is a "Registration Form" for "SCRAP METAL AND BULK CONTAINER FACILITY REGISTRATION". The form includes sections for Facility Location, Facility Manager, Business Owner Information, and Business Information. It contains various input fields for names, addresses, phone numbers, and dates. A "Business Name" field is present, along with a "Parent Company" field. There are also checkboxes for "Business Contact is the same as Facility Manager" and "Retail Peddler (Industrial, Commercial, Government/Charity)". A "Payment Method" section at the bottom allows for "Credit/Debit Card" or "Check". A disclaimer at the bottom states that the applicant represents that the information provided is true and accurate.

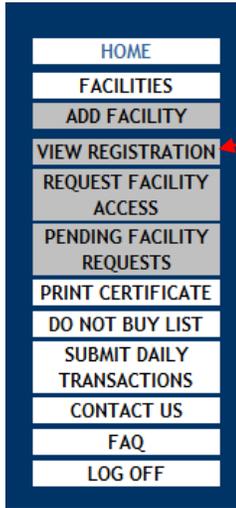
The "Request Facility Access" form is from the Ohio Department of Public Safety, Ohio Homeland Security. It asks if the facility is already registered with Ohio Homeland Security, with radio buttons for "Yes" and "No". Below this, it provides contact information for Technical Support at (855) 377-0193 or ScrapMetal@dps.ohio.gov. There is a field to enter the registration number of the facility, with "SMBC-2016-0000480" entered and a "Find" button. A table below shows details for the facility "Trin Scraps" at "12 High Street", Columbus, OH, with ZIP code 43017. Below the table, it says "You already have access to this facility. Please go to the 'View Registration' screen, if you want to view/renew/ or re-register this facility." and a "Cancel" button.

FACILITY NAME	ADDRESS	ADDRESS 2	
Trin Scraps	12 High Street		
STATE	COUNTY	CITY	ZIP
OH	Franklin County	Columbus	43017

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.*

Registration(s)						
Reg Number	Facility	Mgr FirstName	Mgr LastName	Status		
SMBC-2012-0000001	Cohen Headquarters	Andrew	Cohen	Active	<a href="#">View</a>	<a href="#">Re-Register</a>
SMBC-2016-0000479	Trin & Co Metals	Trin	K	Expired	<a href="#">View</a>	<a href="#">Re-Register</a>
SMBC-2016-0000480	Trin Scraps	Trin	K	Active	<a href="#">View</a>	<a href="#">Renew</a>
SMBC-2016-0000481	Trin Scrap Metals	Trin	K	Active	<a href="#">View</a>	<a href="#">Renew</a>

## To View Current Registrations & To Renew:



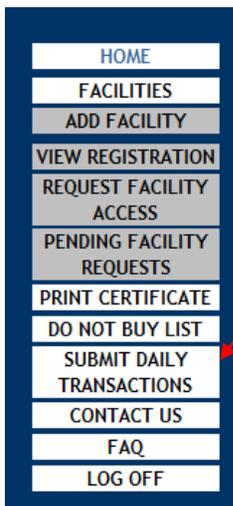
1. Click “View Registration” in the toolbar.
2. This will show the registrations for each of your facilities.
  - a. Click “View” to view current registrations.
  - b. Click “Renew” to renew registrations.
  - c. Click “Re-Register” to reregister if you’ve missed your renewal date

Registration(s)

Reg Number	Facility	Mgr FirstName	Mgr LastName	Status		
SMBC-2012-0000001	Cohen Headquarters	Andrew	Cohen	Active	<a href="#">View</a>	<a href="#">Re-Register</a>
SMBC-2016-0000479	Trin & Co Metals	Trin	K	Expired	<a href="#">View</a>	<a href="#">Re-Register</a>
SMBC-2016-0000480	Trin Scraps	Trin	K	Active	<a href="#">View</a>	<a href="#">Renew</a>
SMBC-2016-0000481	Trin Scrap Metals	Trin	K	Active	<a href="#">View</a>	<a href="#">Renew</a>

*\*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:

**Search Dealer Transactions**

Transaction Number

Facility Registration Number

Start Date  

End Date  

**a.**

**Search Results**

Transaction Number	Facility Registration Number	Transaction Date	<b>b. c. d.</b>
123	SMBC-2013-0000038	3/18/2016 5:00:00 AM	  
1264	SMBC-2012-0000018	3/7/2016 5:00:00 AM	  
98766	SMBC-2013-0000036	1/11/2016 12:00:00 PM	  
98766	SMBC-2013-0000036	1/7/2016 8:23:00 AM	  
234	SMBC-2013-0000034	1/7/2016 5:00:00 AM	  
234	SMBC-2013-0000036	1/6/2016 11:00:00 PM	  
5675679	SMBC-2013-0000031	1/6/2016 4:44:00 AM	  
98766d	SMBC-2013-0000036	1/5/2016 11:00:00 PM	  
65465	SMBC-2013-0000043	1/5/2016 5:00:00 AM	  

- 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:

**Search Dealer Transactions**

**a.** Transaction Number

**b.** Facility Registration Number

**c.** Start Date  

End Date  

**d. Search Results**

Transaction Number	Facility Registration Number	Transaction Date	
98766	SMBC-2013-0000036	1/11/2016 12:00:00 PM	  
98766	SMBC-2013-0000036	1/7/2016 8:23:00 AM	  
234	SMBC-2013-0000034	1/7/2016 5:00:00 AM	  
234	SMBC-2013-0000036	1/6/2016 11:00:00 PM	  
5675679	SMBC-2013-0000031	1/6/2016 4:44:00 AM	  
98766d	SMBC-2013-0000036	1/5/2016 11:00:00 PM	  
65465	SMBC-2013-0000043	1/5/2016 5:00:00 AM	  

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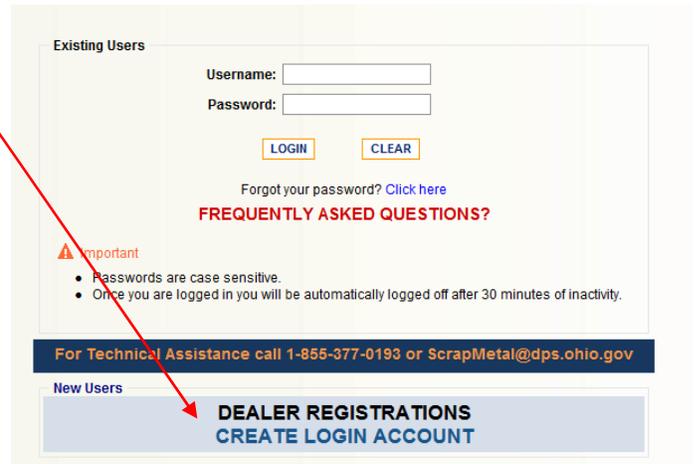
- a. Search for past transactions using a transaction number.
- b. Search for past transactions using the facility registration number.
- c. Search for past transactions by date.
- d. The results of your search will appear here.
  - i. You will only be able to edit/delete those entered within the last 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"

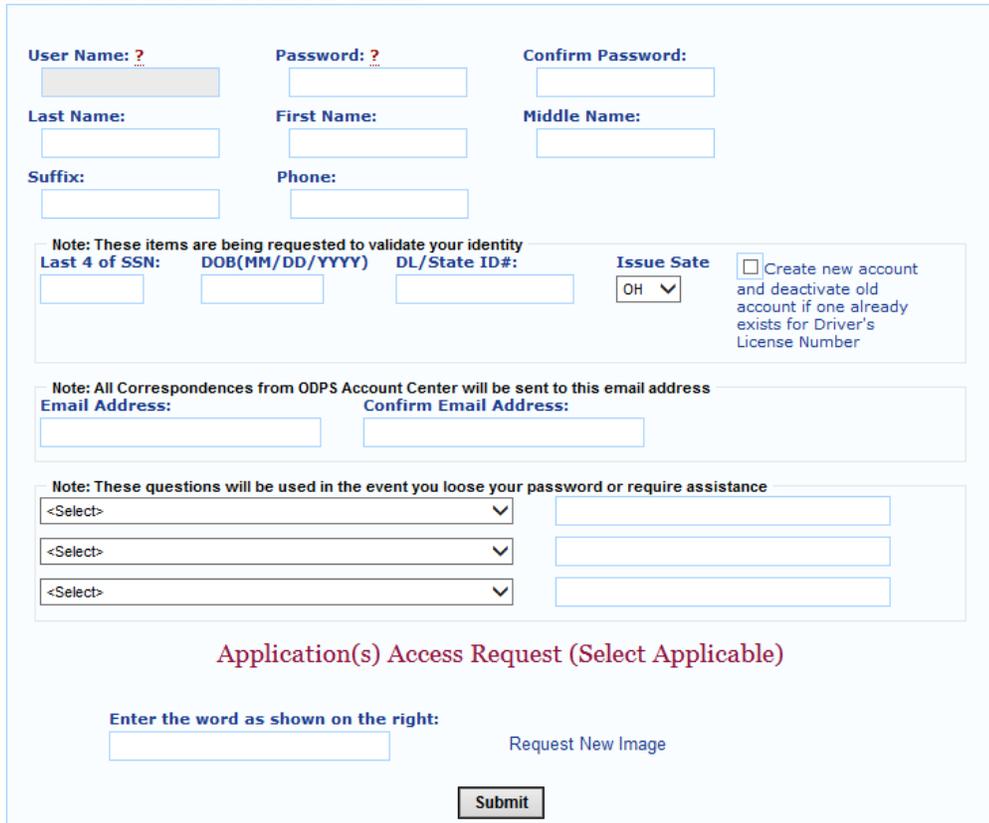


The screenshot shows the login interface. At the top, there are fields for 'Username:' and 'Password:' with 'LOGIN' and 'CLEAR' buttons. Below these are links for 'Forgot your password? Click here' and 'FREQUENTLY ASKED QUESTIONS?'. A warning icon and text state: 'Important: Passwords are case sensitive. Once you are logged in you will be automatically logged off after 30 minutes of inactivity.' A dark blue banner contains the text: 'For Technical Assistance call 1-855-377-0193 or ScrapMetal@dps.ohio.gov'. At the bottom, under 'New Users', there are two buttons: 'DEALER REGISTRATIONS' and 'CREATE LOGIN ACCOUNT'. A red arrow points from the instruction 'Click "Create Login Account"' to the 'CREATE LOGIN ACCOUNT' button.

3. Fill out the requested application and click "submit"

### Create New Account

Please fill out the form below to create a new account.



The form is titled 'Create New Account' and contains the following fields and sections:

- User Name:** ? (text input)
- Password:** ? (text input)
- Confirm Password:** (text input)
- Last Name:** (text input)
- First Name:** (text input)
- Middle Name:** (text input)
- Suffix:** (text input)
- Phone:** (text input)
- Note:** These items are being requested to validate your identity
  - Last 4 of SSN:** (text input)
  - DOB(MM/DD/YYYY):** (text input)
  - DL/State ID#:** (text input)
  - Issue State:** OH (dropdown menu)
  - Create new account and deactivate old account if one already exists for Driver's License Number
- Note:** All Correspondences from ODPS Account Center will be sent to this email address
  - Email Address:** (text input)
  - Confirm Email Address:** (text input)
- Note:** These questions will be used in the event you loose your password or require assistance
  - <Select> (dropdown menu)
  - <Select> (dropdown menu)
  - <Select> (dropdown menu)
- Application(s) Access Request (Select Applicable)** (checkboxes)
- Enter the word as shown on the right:** (text input)
- Request New Image** (button)
- Submit** (button)

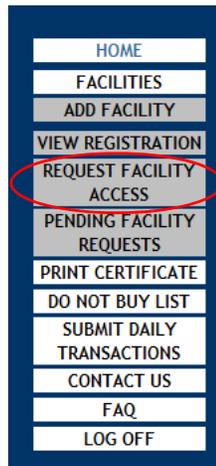
4. You will receive an email to verify your email address at the designated email address.
5. After clicking the link to verify your email address you will be able to login using the username and password designated when creating the account.
6. Follow the instructions on Page 8 “To be added to Another 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.

**Request Facility Access**

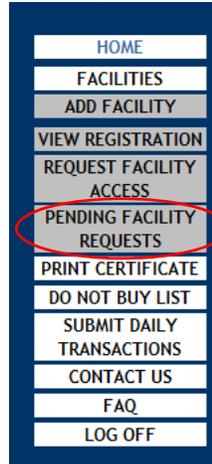
OHIO DEPARTMENT OF PUBLIC SAFETY  
OHIO HOMELAND SECURITY

Enter the Registration Number of the facility you want access to.  
You will receive an email once this request has been approved or denied.

**Facility Registration Number:**

## To Approve User Requests (Facility Managers)

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."



### Pending Facility Access Requests

Pending Access Request(s)

FirstName	LastName	FacilityName	FacilityAddress		
Test	User	gfh	gfh Grove City, OH	Approve	Deny

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



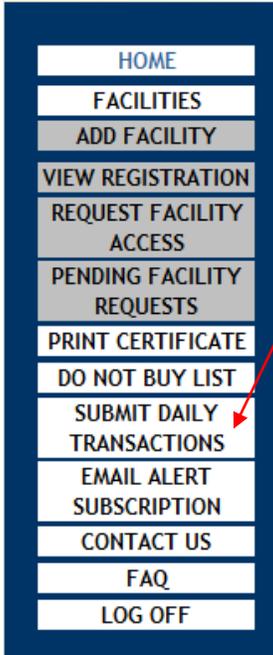
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OHIO HOMELAND SECURITY

### ACCESS REQUEST DECISION

Hi Test User,  
  
Your request for access to facility Columbus Scrap, with Registration Number SMBC-2013-0000340 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.

The screenshot shows the 'Email Alert Subscriptions' page. At the top, there's a section for 'Registered Facility's' with a dropdown menu labeled 'Select Facility:' and a 'Select' option. Below this is the 'Subscription Information' section, which includes a 'New:' input field with an 'Add' button. Underneath is a large empty box for the 'Current Email List' and a 'Remove Selected' button at the bottom right. Red arrows point from the text above to the 'Select Facility:' dropdown and the 'Add' button.

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

This screenshot shows the same 'Email Alert Subscriptions' page as the previous one, but now the 'Current Email List' section contains one email address, 'test@gmail.com', which is highlighted in blue. The 'Remove Selected' button is now visible at the bottom right of the list area. Red arrows point from the text above to the highlighted email address and the 'Remove Selected' button.