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:

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:

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.**

Scrap Metal & Bulk Merchandise Container Dealers

Registration Form

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO HOMELAND SECURITY

SCRAP METAL AND BULK CONTAINER FACILITY REGISTRATION

DATE 4/4/2016

*indicates Required Fields

ALL INFORMATION IS REQUIRED UNLESS NOTED

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.

Enter the registration number of the facility here: SMBC-2016-0000480 [Find]

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

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.

[Cancel]

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	View	Re-Register
SMBC-2016-0000479	Trin & Co Metals	Trin	K	Expired	View	Re-Register
SMBC-2016-0000480	Trin Scraps	Trin	K	Active	View	Renew
SMBC-2016-0000481	Trin Scrap Metals	Trin	K	Active	View	Renew

To View Current Registrations & To Renew:
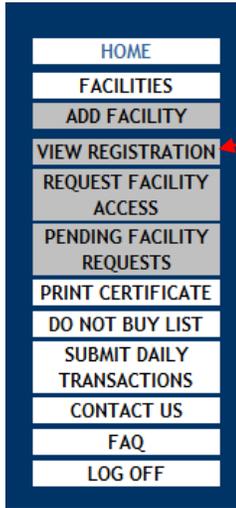
1. Click "View Registration" in the toolbar.

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	View	Re-Register
SMBC-2016-0000479	Trin & Co Metals	Trin	K	Expired	View	Re-Register
SMBC-2016-0000480	Trin Scraps	Trin	K	Active	View	Renew
SMBC-2016-0000481	Trin Scrap Metals	Trin	K	Active	View	Renew

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:
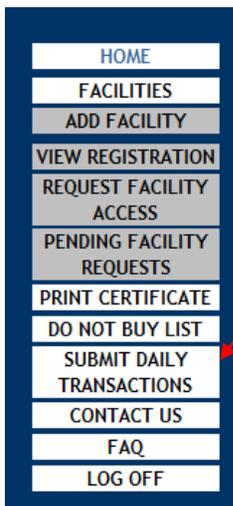
1. Click "Submit Daily Transactions" in the toolbar.

To Submit Daily Transactions Continued:

Search Dealer Transactions

Transaction Number [   ]

Facility Registration Number [   ]

Start Date [   ] 🗓

End Date [   ] 🗓

[Submit] [Clear Fields]

[ADD NEW TRANSACTION] **a.**

[BULK UPLOAD - TRANSACTIONS]

Search Results

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

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 [   ]

Start Date 01/01/2016

c.

End Date 01/30/2016

[Submit] [Clear Fields]

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	ⓘ ✎ ✖

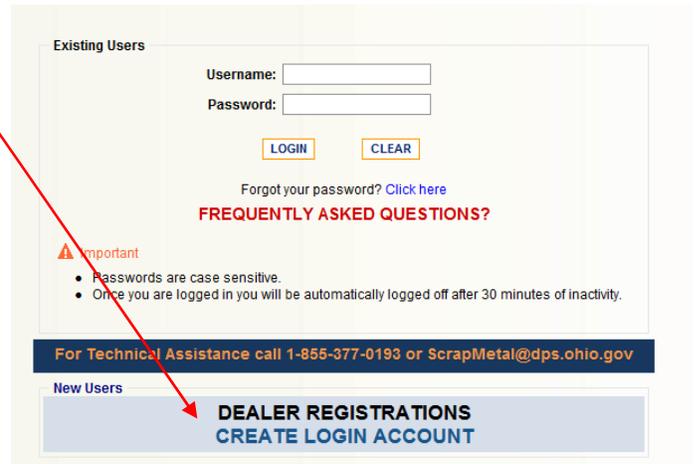Ohio Homeland Security. All rights reserved. For suggestions and comments email webmaster.

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=%2f
   ScrapDealer%2fPages%2fSecure%2fDealerTransactions.aspx
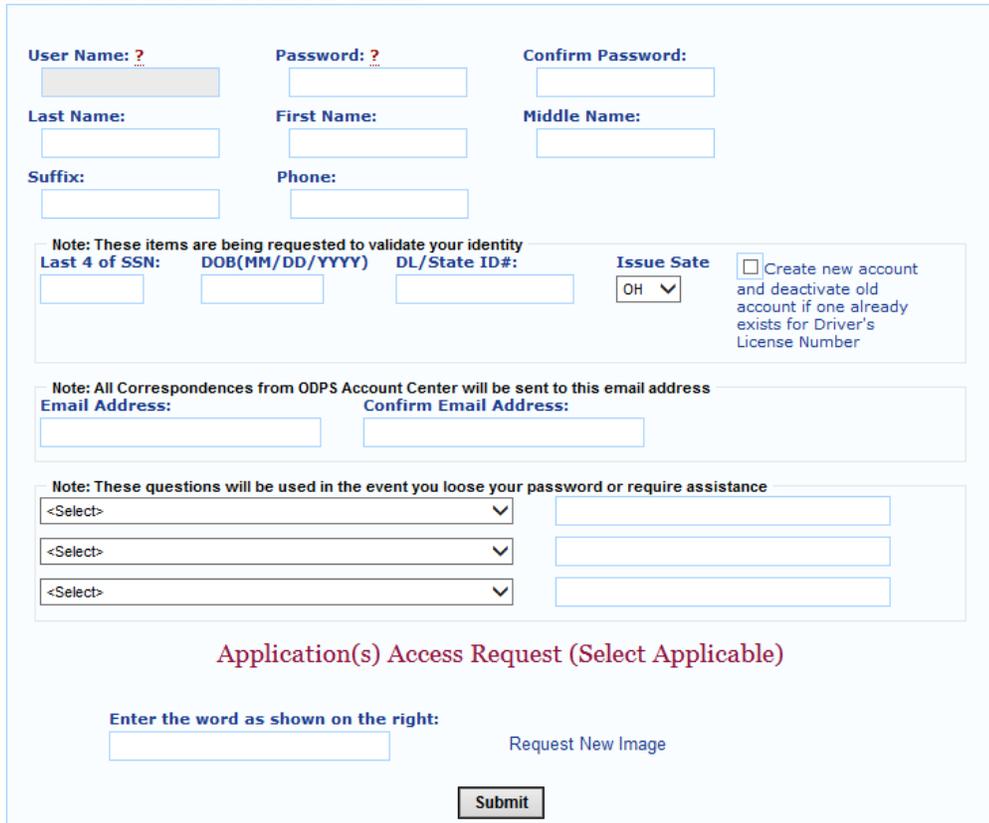
2. **Click "Create Login Account"**

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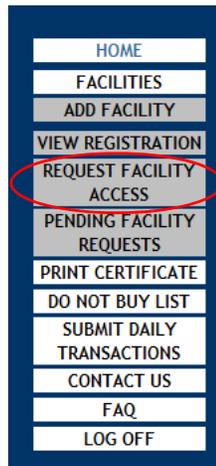
2. **Enter in the facility registration number for the facility you are trying to gain another login for.**
    - The Facility Manager will have this information or contact the Scrap Metal Hotline at (855) 377-0193 (*Facility Managers - this can be found under "View Registration"*)

3. **Submit Request.**

To Approve User Requests (Facility Managers)
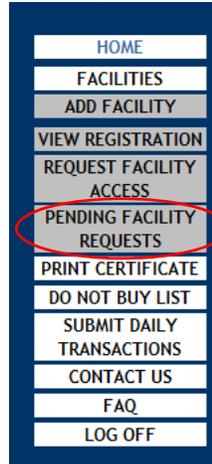
1. **The facility manager will need to approve or deny the new account's request.**
   a. This can be done by going to "Pending Facility Requests."

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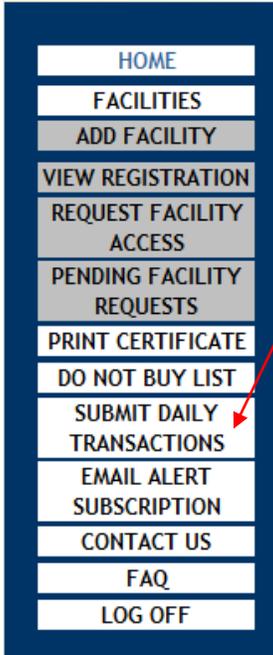

OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO HOMELAND SECURITY

ACCESS REQUEST DECISION

Hi Test User,

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

Email Alert Subscriptions

Registered Facility's
Select Facility: [Select ▼]

Subscription Information
New: [   ] [Add]

Current Email List:
[   ]
                    [Remove Selected]

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

Email Alert Subscriptions

Registered Facility's
Select Facility: [SMBC-2016-0000480-Trin Scraps ▼]

Subscription Information
New: [   ] [Add]

test@gmail.com

Current Email List:
[   ]
                    [Remove Selected]