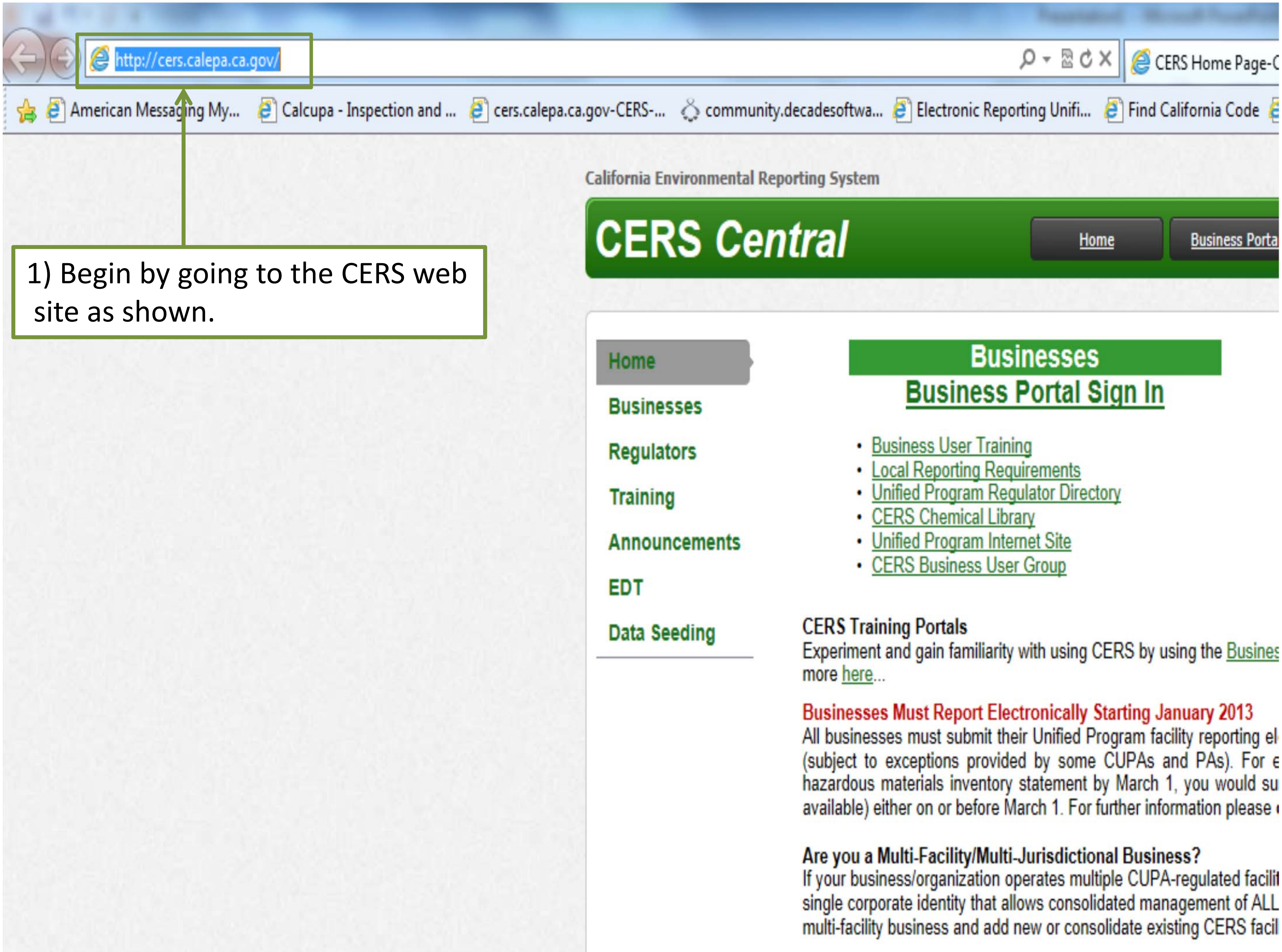
Los Angeles County Fire Department CERS User's Guide

Creating an Account and Requesting Access to Your Facility

Part (1)

1) Begin by going to the CERS web site as shown.



California Environmental Reporting System

CERS Central

Home | Business Portal | Regulator Portal | General Public | Contacts

- Home
- Businesses
- Regulators
- Training
- Announcements
- EDT
- Data Seeding

Businesses

Business Portal Sign In

- Business User Training
- Local Reporting Requirements
- Unified Program Regulator Directory
- CERS Chemical Library
- Unified Program Internet Site
- CERS Business User Group

Regulators

Regulator Portal Sign In

- Training Portal Sign In
- Regulator User Training
- CERS Regulator Users Group (CRUG)
- Unified Program Violation Library (Factsheet)
- CERS Data Registry
- Unified Program Internet Site

2) To begin the process of creating an account click on the "Business Portal Sign In."

CEF
Exp ... nd/or the Regulator Training Portal. Learn
mor

Bus
All ... d of on paper forms) starting January 1, 2013
(sub ... UPA/PA requires you to submit an updated
haz ... version using CERS (or a local web portal if
avai ... CUPA or PA.

Are

If your business/organization operates multiple CUPA-regulated facilities located in multiple CUPAs, CERS now supports creation of a single corporate identity that allows consolidated management of ALL of your facilities by one or more authorized users. To establish a multi-facility business and add new or consolidate existing CERS facilities, you need to submit documentation to Cal/EPA.

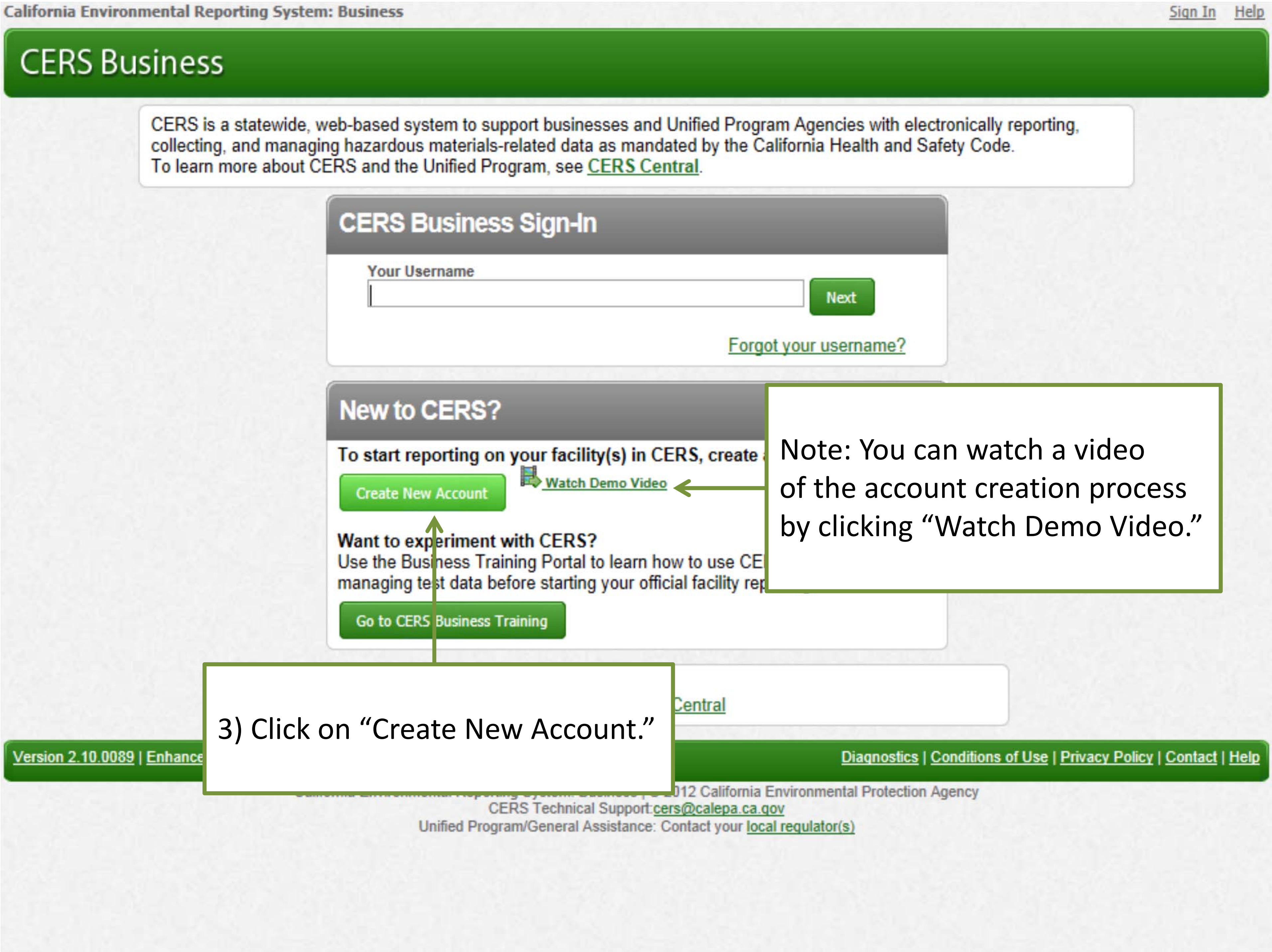
Recent Annoucements/Blog Postings (All Announcement Lists/Blogs...)

- CERS Web Sites will be unavailable on Saturday, December 15, 2012 (Dec 10, 2012)
- CERS Web Sites will be unavailable on Saturday, December 15, 2012 (Dec 10, 2012)
- CERS Regulator User Group Meeting is Tuesday, December 11 at 8:30am (Dec 10, 2012)
- Notes available for October 9, 2012 CERS Regulator User Group Meeting (CRUG) (Oct 15, 2012)
- Upcoming CERS Regulator User Group Meeting on Tues., October 9 from 8:30-10:00 (Oct 01, 2012)
- September Update on CERS Data Seeding and EDT (includes important deadlines!!) (Sep 11, 2012)
- Notes available for August 14, 2012 CERS Regulator User Group Meeting (CRUG) (Aug 21, 2012)
- Upcoming CERS Regulator User Group Meeting on Tues., August 14 from 8:30-10:00 (Aug 02, 2012)
- CERS Data Seeding Update/Schedule (Jul 23, 2012)
- Upcoming CERS Regulator User Group Meeting on Tues., June 12 from 8:30-10:00 (Jun 07, 2012)

Other CERS Links

- CERS Enhancements Listing (Scheduled and Proposed)
- CERS Change Management Committee
- Unified Program Regulator Directory

For additional assistance, please contact the CERS Help Center at cers@calepa.ca.gov.


California Environmental Reporting System: Business
Sign In
Help
CERS Business
CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code.
To learn more about CERS and the Unified Program, see CERS Central.
CERS Business Sign-In
Your Username
Next
Forgot your username?
New to CERS?
To start reporting on your facility(s) in CERS, create
Create New Account
Watch Demo Video
Want to experiment with CERS?
Use the Business Training Portal to learn how to use CE
managing test data before starting your official facility rep
Go to CERS Business Training
Central
Version 2.10.0089 | Enhance
Diagnostics | Conditions of Use | Privacy Policy | Contact | Help
012 California Environmental Protection Agency
CERS Technical Support: cers@calepa.ca.gov
Unified Program/General Assistance: Contact your local regulator(s)
Note: You can watch a video of the account creation process by clicking "Watch Demo Video."
3) Click on "Create New Account."

CERS Business

CERS Registration

To create your CERS Account account, **complete these two steps:**

- Complete the form below, then select the "Create My Account" button.
- Follow **ALL** instructions in the follow up email you will receive.

Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username

GTAHazMat The Username is available

Your Name and Email

First Name	Last Name
George	Porgy
Email	**Confirm Email**
gthazmat@gmail.com	gthazmat@gmail.com

Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password	Confirm Password
••••••••	••••••••

Security Question

If you forget your password, we will ask for the answer to this security question to reset your password.

Security Question	Answer
What was your first job?	boxboy

Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you a phrase, don't provide your password!

Your Phrase

d of the free and home of the brave

Enter Verification Characters

7n2mq

Refresh

Input symbols

4) Upon completing all fields click on "Create My Account."

Create My Account | Cancel

CERS Business

CERS Registration

To create your CERS Account account, **complete these two steps:**

- Complete the form below, then select the "Create My Account" button.
- Follow **ALL** instructions in the follow up email you will receive.

You have errors on your form!

- Must have at least one number. Must contain at least one upper case letter.
- Must have at least one number. Must contain at least one upper case letter.

Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username

GTAHazMat The Username is available

Your Name and Email

First Name	Last Name
George	Porgy
Email	**Confirm Email**
gthazmat@gmail.com	gthazmat@gmail.com

Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password Confirm Password

Security Question

If you forget your password, we will ask for the answer to this security

Security Question

What was your first job?

Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!

Your Phrase

Land of the free and home of the br

Enter Verification Characters

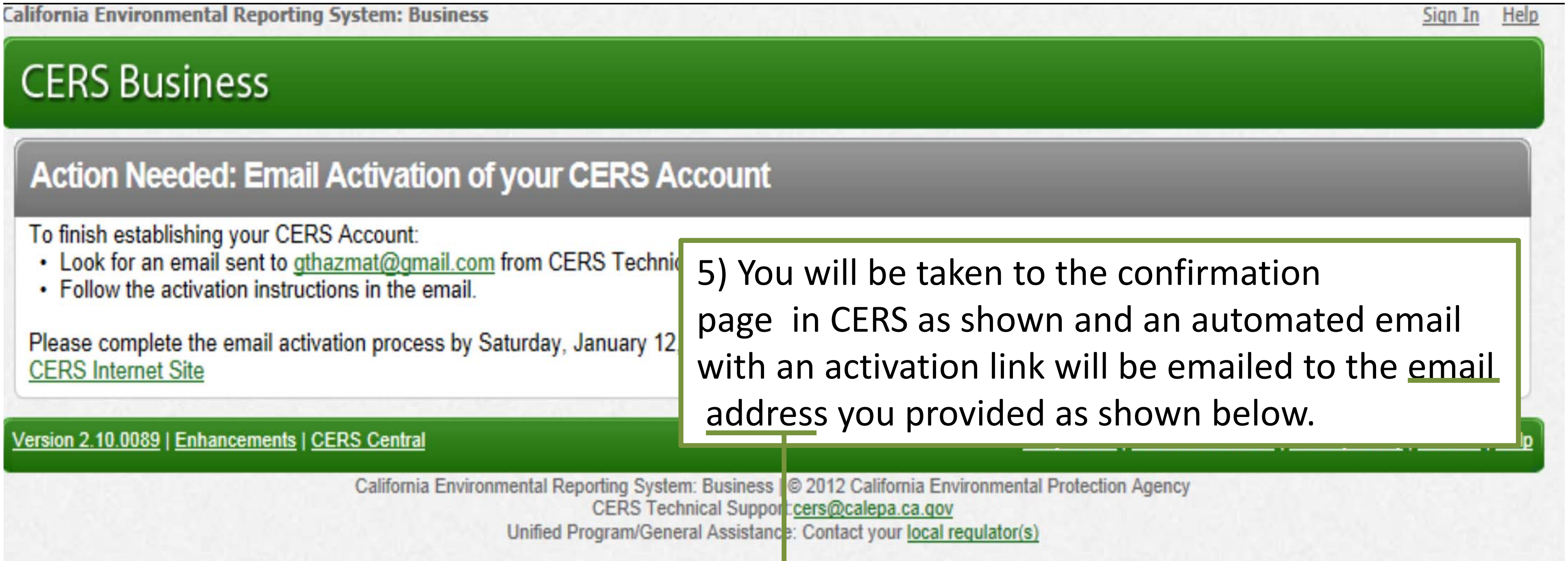
jmeqs

Refresh

Input symbols

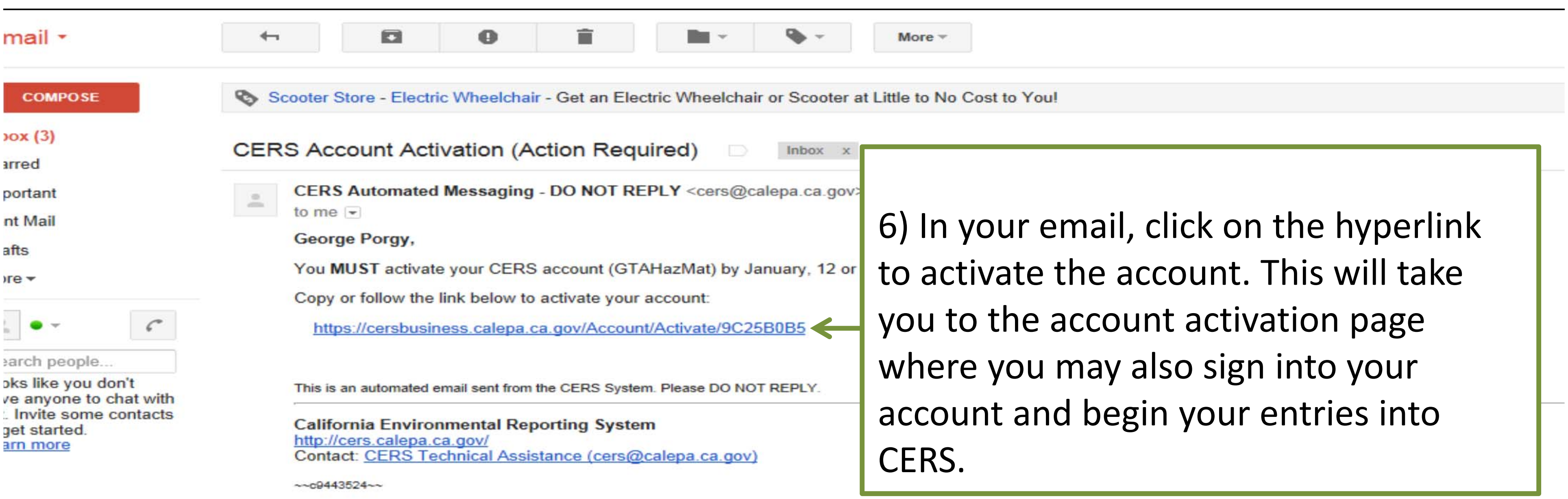
Create My Account Cancel

Note: On this and all other CERS web pages error messages are noted on the top of the page and the fields they refer to are highlighted in red.



5) You will be taken to the confirmation page in CERS as shown and an automated email with an activation link will be emailed to the email address you provided as shown below.

Email Account



6) In your email, click on the hyperlink to activate the account. This will take you to the account activation page where you may also sign into your account and begin your entries into CERS.

CERS Business

CERS Account Activated

Your account has been activ

Sign-In to CERS

7) Your account has been activated. You may sign in at this point or come back later.

CERS Internet Site

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CERS Technical Support:cers@calepa.ca.gov

Unified Program/General Assistance: Contact your local regulator(s)

California Environmental Reporting System: Business

Sign In Help

CERS Business

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code.
To learn more about CERS and the Unified Program, see CERS Central.

CERS Business Sign-In

Your Username

GTAHazMat

Next

8) With an activated account the next step is to sign in by entering your user name and clicking next.

Want to experiment with CERS?
Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

Go to CERS Business Training

Are you a CERS Regulator?
Sign in to the CERS Regulator Portal, or visit CERS Central

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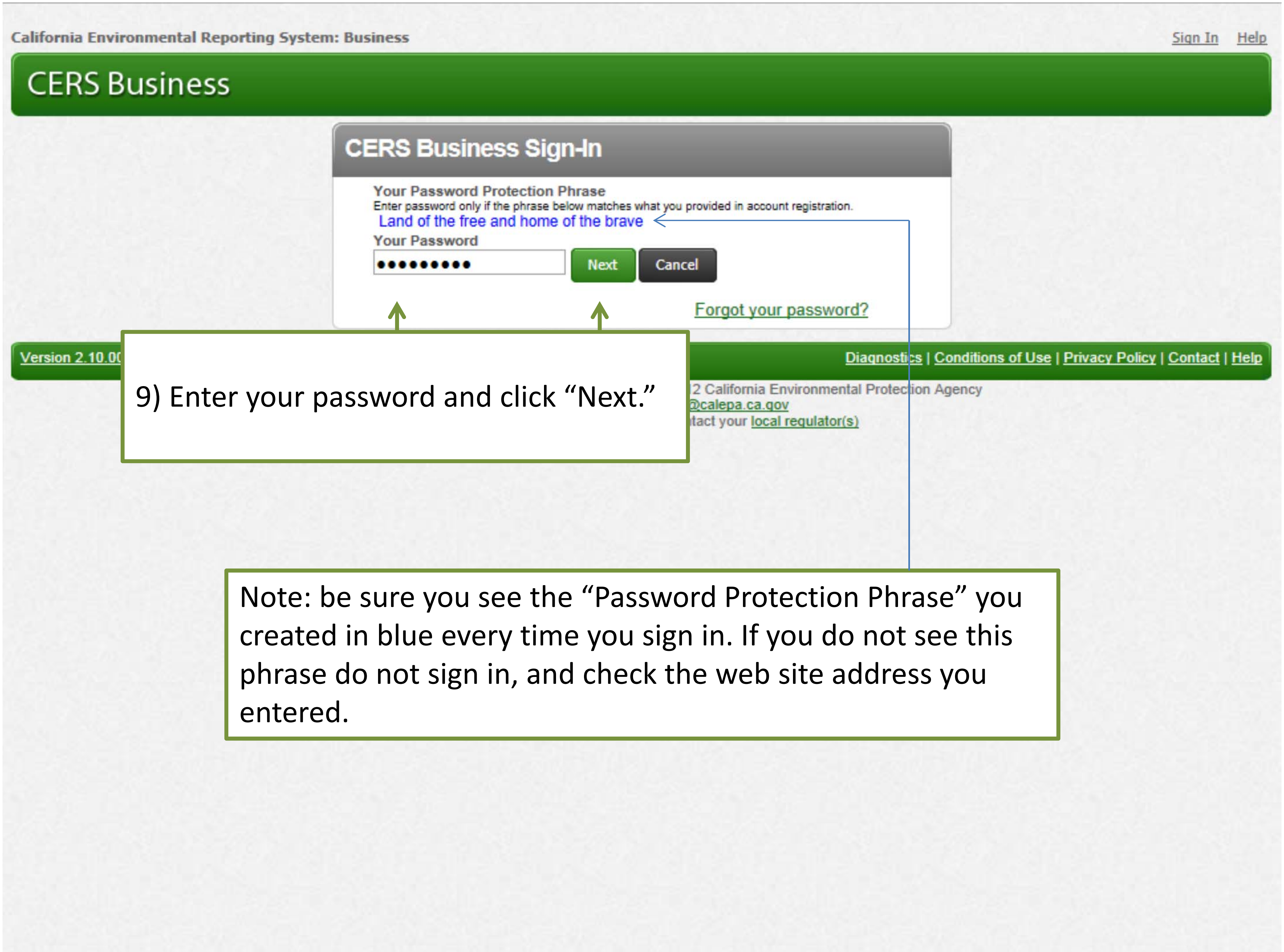
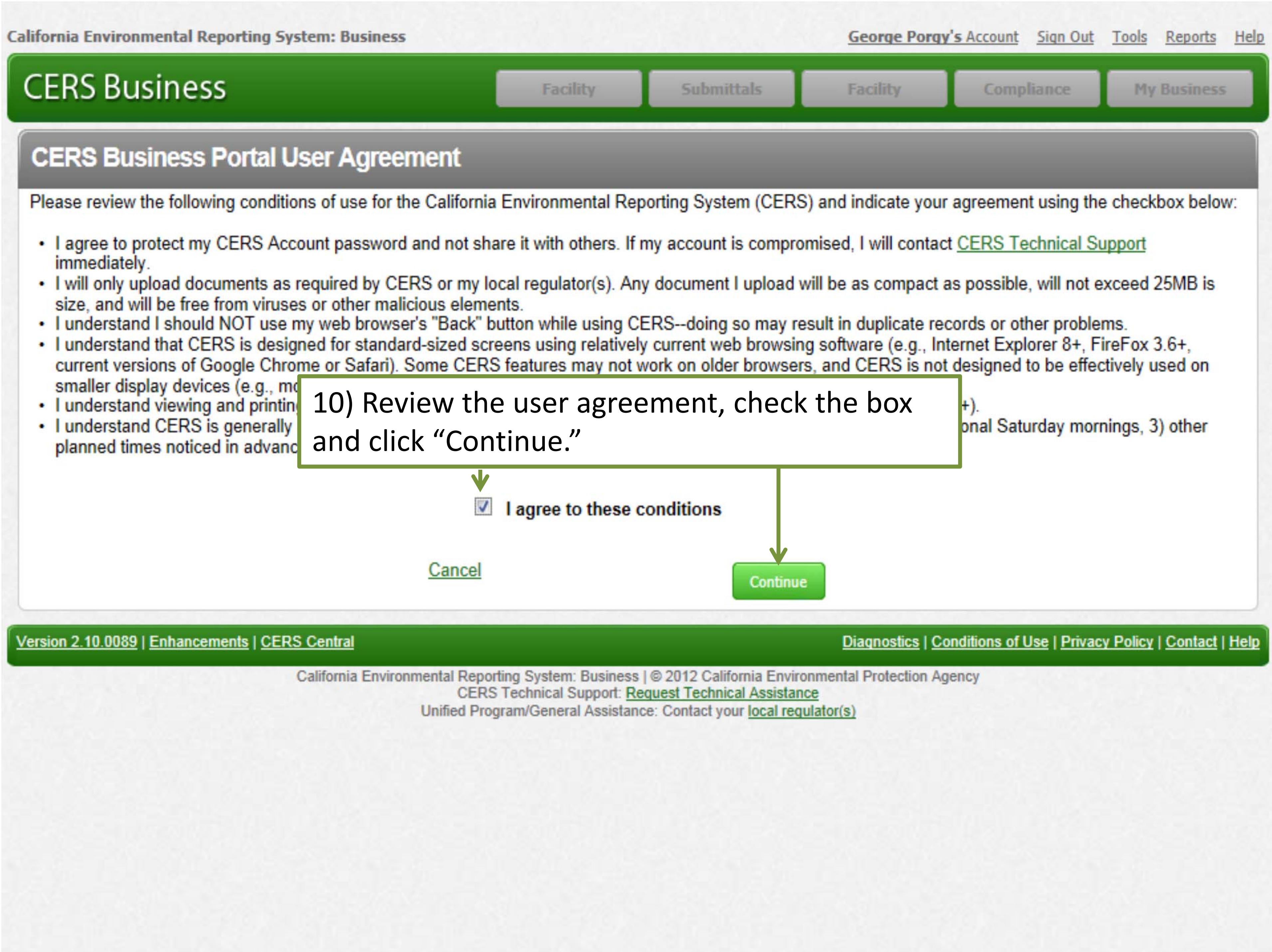
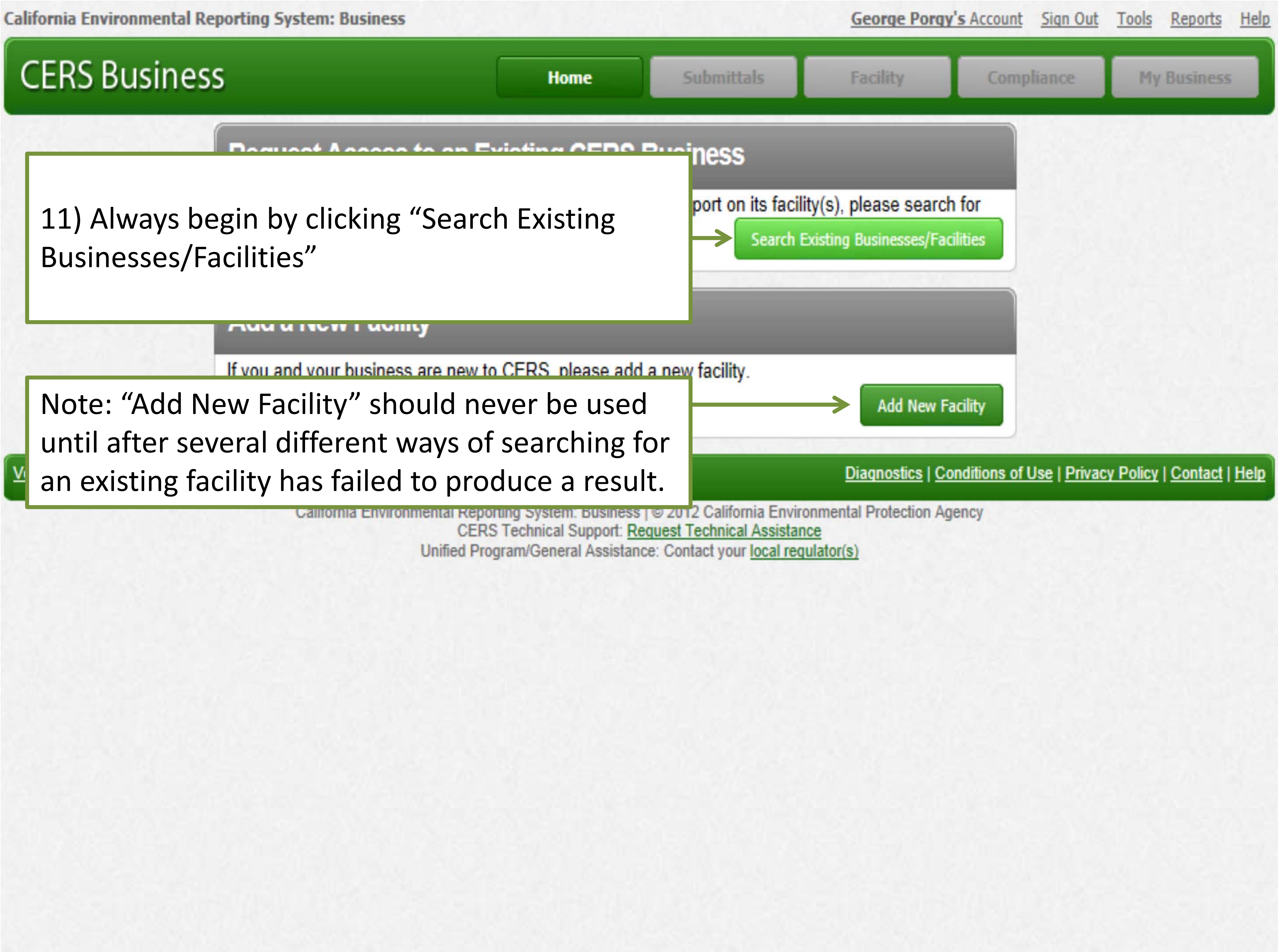


9) Enter your password and click “Next.”

Note: be sure you see the “Password Protection Phrase” you created in blue every time you sign in. If you do not see this phrase do not sign in, and check the web site address you entered.

10) Review the user agreement, check the box and click “Continue.”

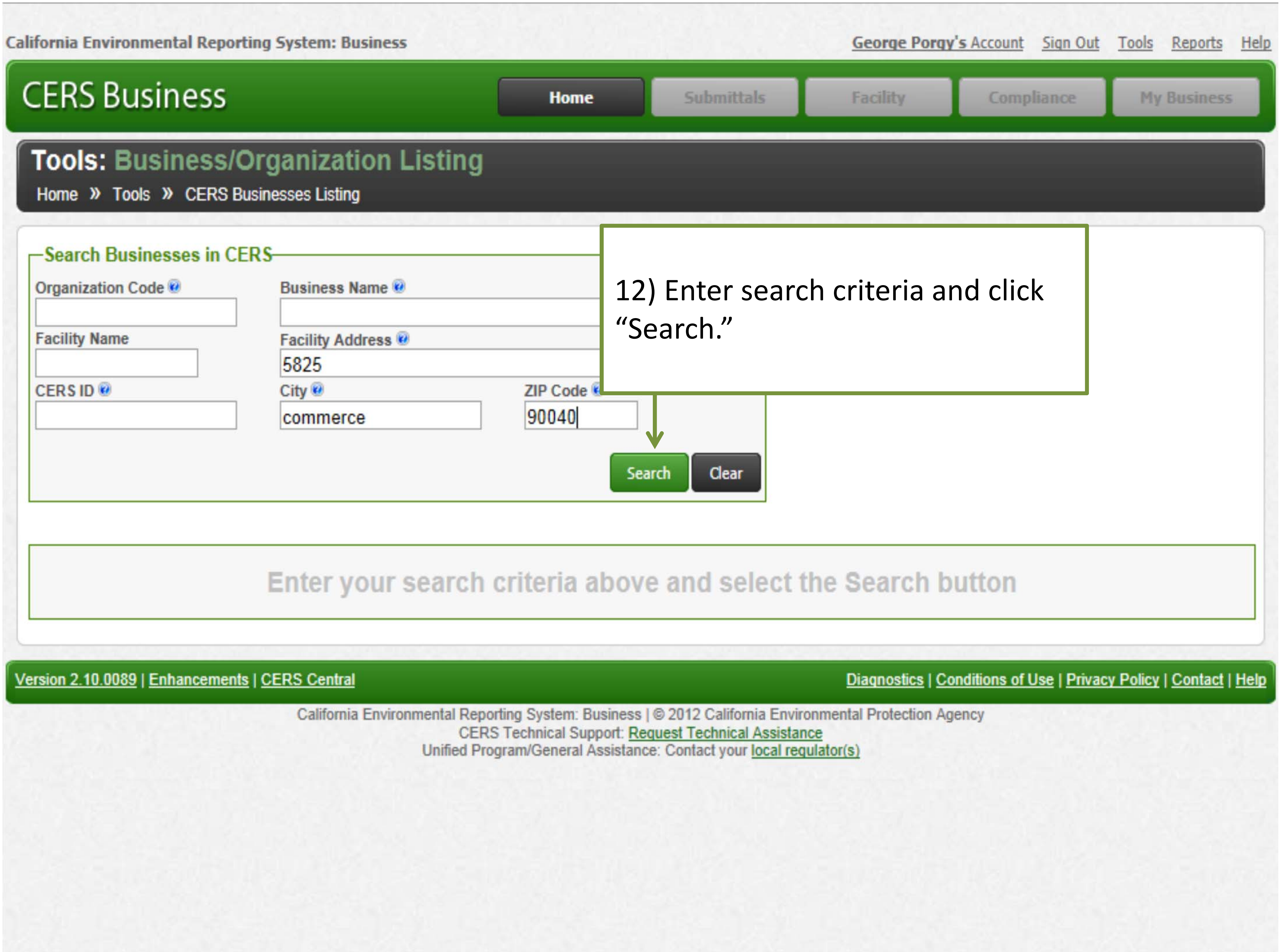




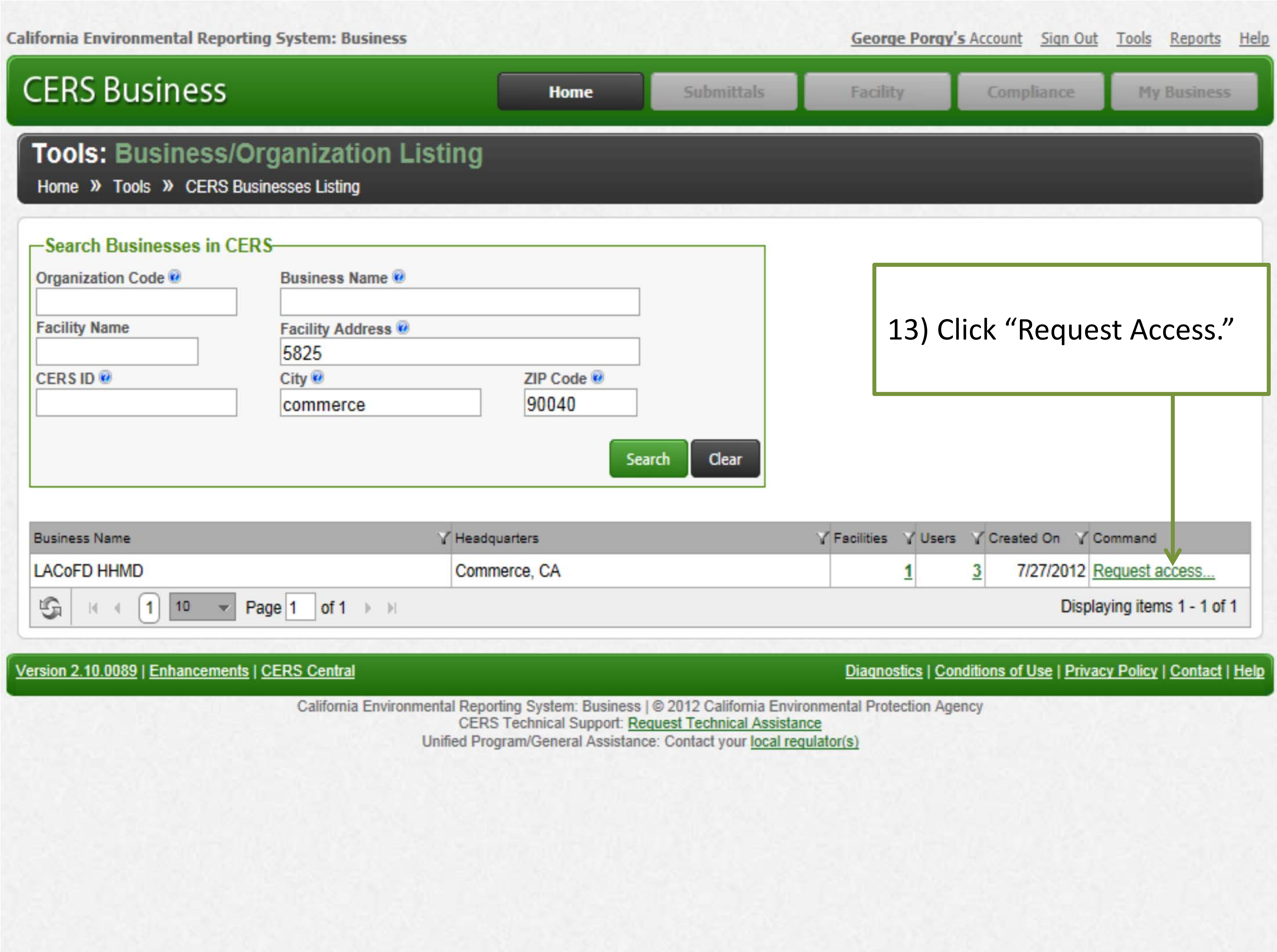
11) Always begin by clicking “Search Existing Businesses/Facilities”

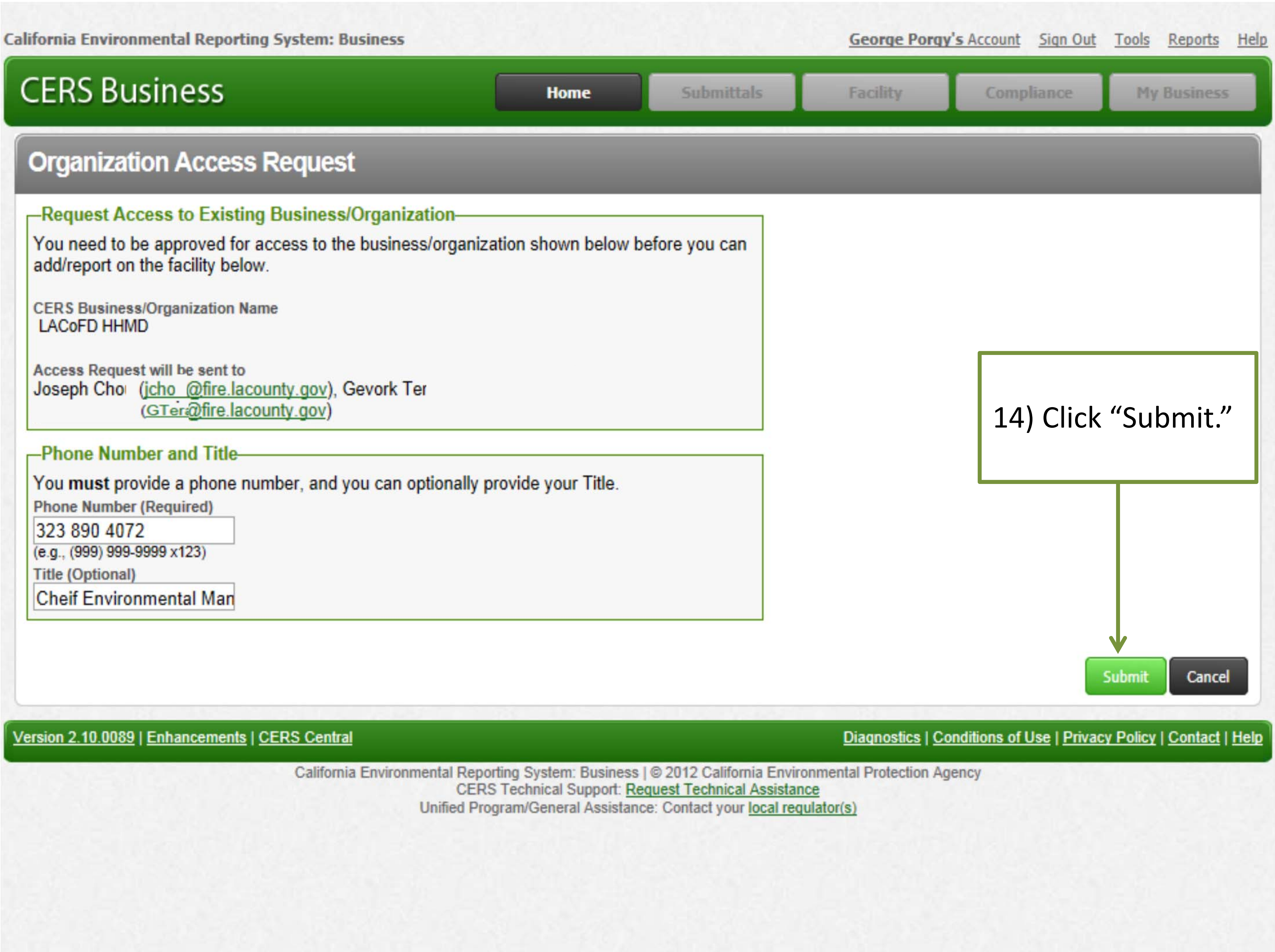
Note: “Add New Facility” should never be used until after several different ways of searching for an existing facility has failed to produce a result.

12) Enter search criteria and click “Search.”



13) Click “Request Access.”





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George Porgy's Account | Sign Out | Tools | Reports | Help

CERS Business

Home | Submittals | Facility | Compliance | My Business

Organization Access Request

Request Access to Existing Business/Organization

You need to be approved for access to the business/organization shown below before you can add/report on the facility below.

CERS Business/Organization Name
LACoFD HHMD

Access Request will be sent to
Joseph Cho (jcho @fire.lacounty.gov), Gevork Ter (GTer@fire.lacounty.gov)

Phone Number and Title

You **must** provide a phone number, and you can optionally provide your Title.

Phone Number (Required)
323 890 4072
(e.g., (999) 999-9999 x123)

Title (Optional)
Cheif Environmental Man

Submit | Cancel

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CERS Technical Support: Request Technical Assistance
Unified Program/General Assistance: Contact your local regulator(s)

14) Click "Submit."

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CERS Business

Home | Submittals | Facility | Compliance | My Business

Organization Access Request Confirmation

Access Request Confirmation

You have requested access to the business/organization below. Your request has been forwarded to the lead users of the business/organization shown below.

15) Click "Done."

Access Request Identifier
221BC7B1

Date Request Made
12/13/2012

CERS Business/Organization OR Regulator Name
LACoFD HHMD

Contact(s) Reviewing Request
Joseph Chou (jchou@fire.lacounty.gov), Gevork Terastvadsadrian (GTerastvadsadrian@fire.lacounty.gov)

Done

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CERS Business

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Tools

Home » CERS Tools

Unified Program Regulators Listing
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAS) and Participating Agencies (PAs).

Business/Organization Listing
Search a listing of all businesses in CERS, and request access to your business/organization.

Search Your Draft Submittals Replaced by Regulator Seeding
Search a listing of draft submittals that have been replaced by the regulator seeding process.

CERS Chemical Library
View, search, and download the chemical/material information available in the CERS Chemical Library.

CERS Violation Library
View, search, and download the violation information available in the CERS Violation Library.

Your Browser Software
CERS not quite looking right, or having other problems? Use this to page to identify your browser software before communicating with CERS Technical Support.

Upload Draft Inventory Data for Multiple Facilities in My Business
(Available Q2 2012)
Upload draft Hazardous Material Inventory for multiple facilities. You can choose to overwrite or append your uploaded data to any existing draft inventories.

16) Once the access request is sent to the regulator, you will be returned to this page. You can log out of your account and check your email for an access approval notification.

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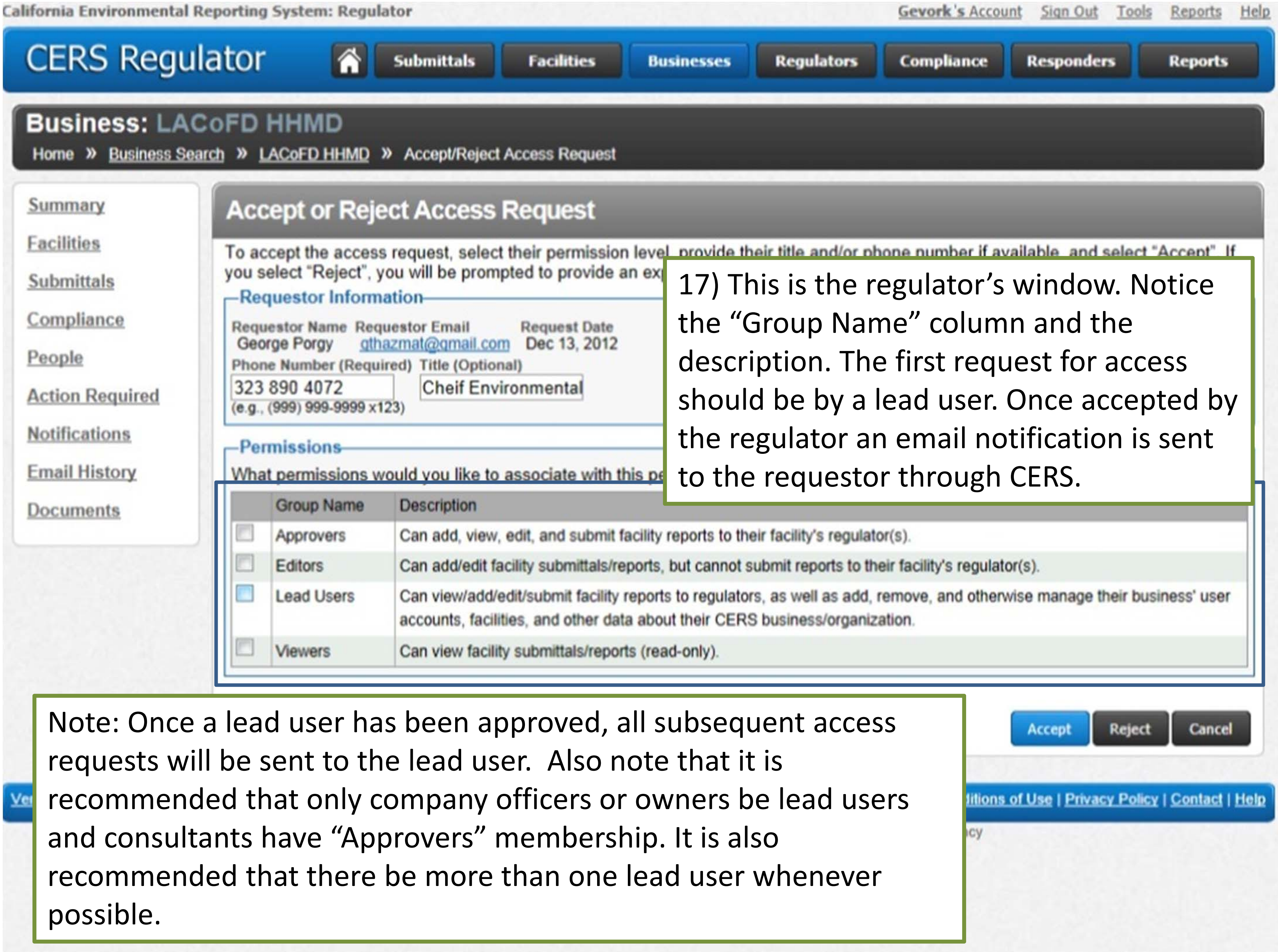
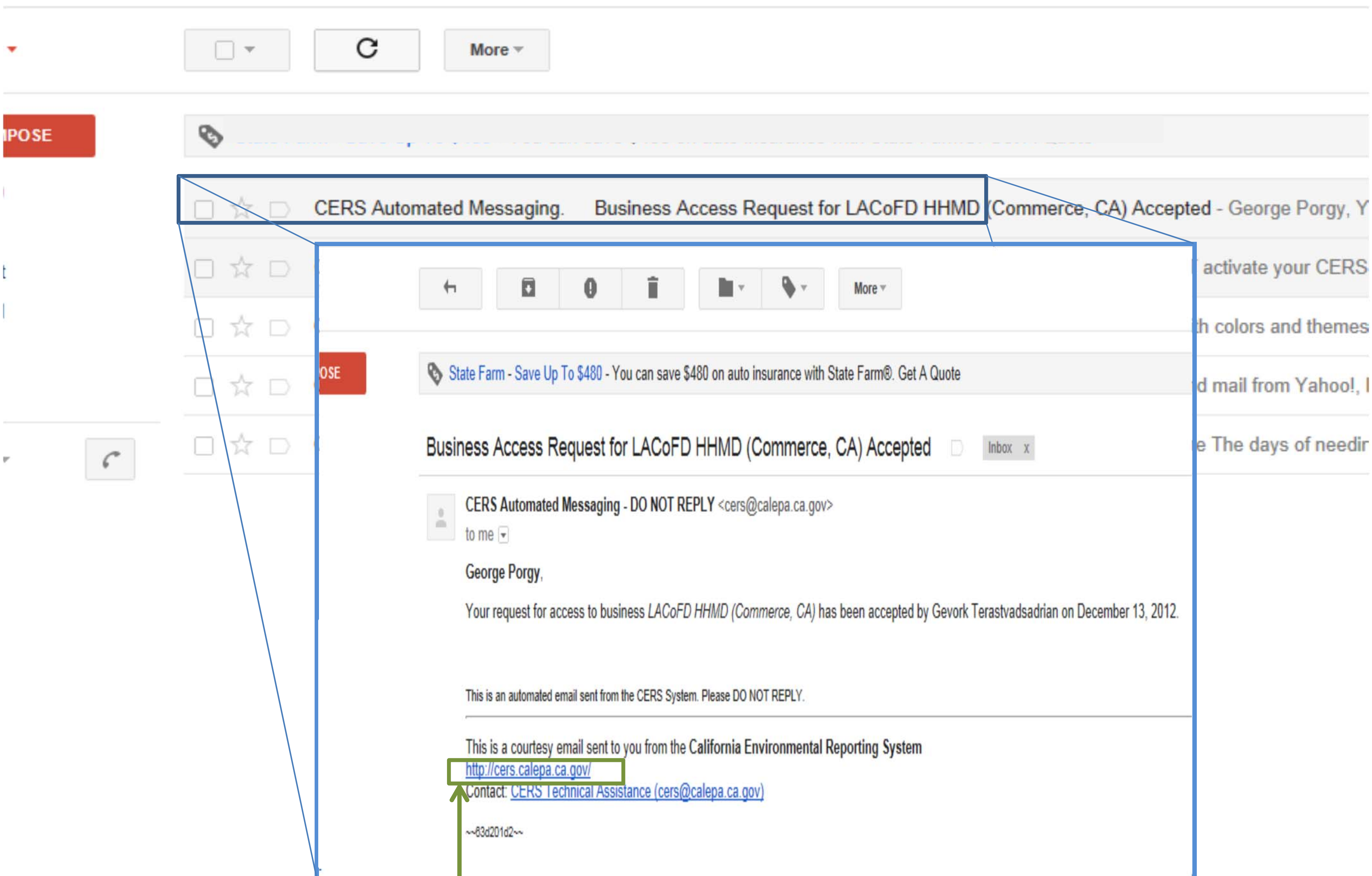
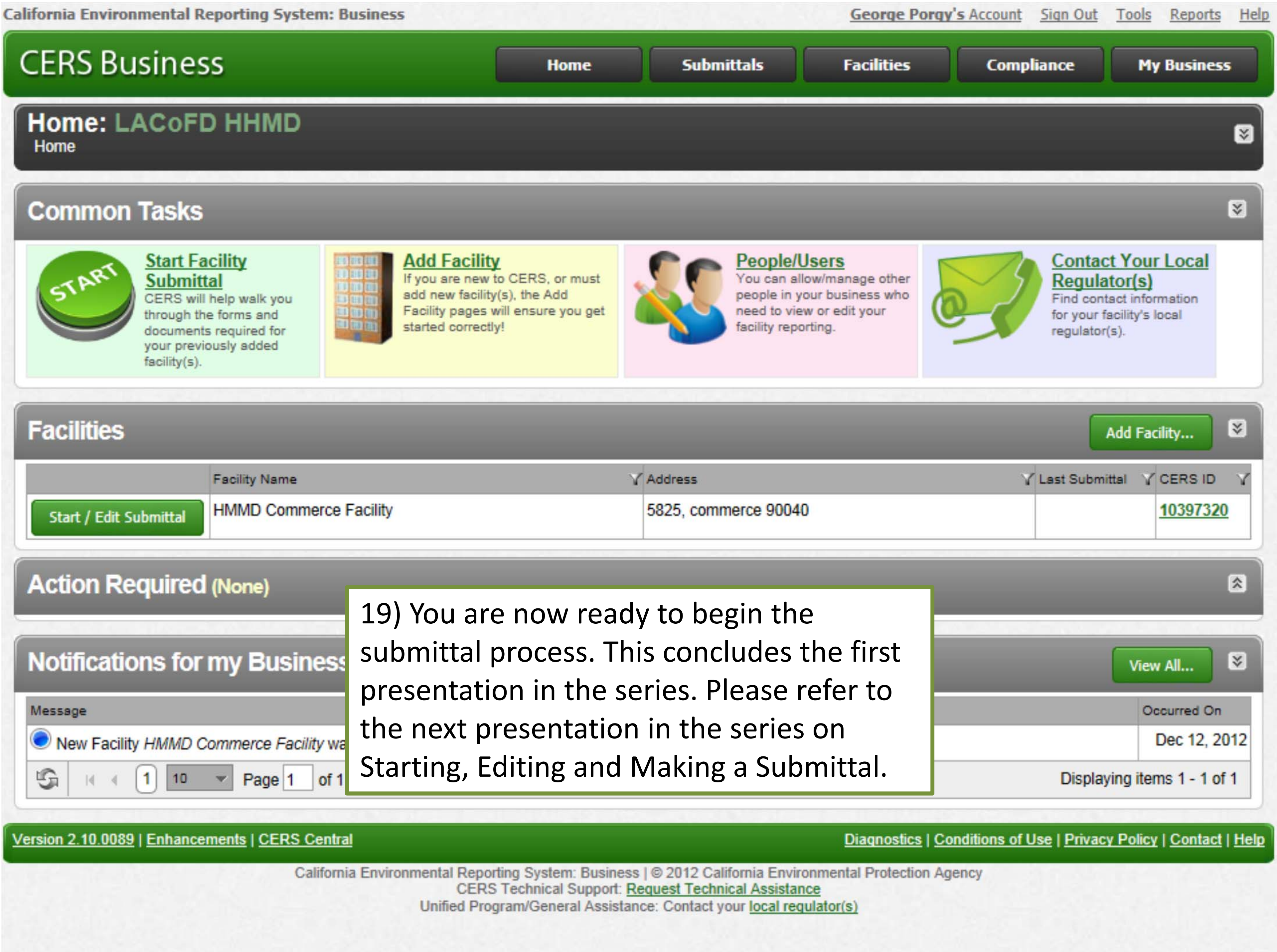


17) This is the regulator's window. Notice the "Group Name" column and the description. The first request for access should be by a lead user. Once accepted by the regulator an email notification is sent to the requestor through CERS.

Note: Once a lead user has been approved, all subsequent access requests will be sent to the lead user. Also note that it is recommended that only company officers or owners be lead users and consultants have "Approvers" membership. It is also recommended that there be more than one lead user whenever possible.



18) This is the email notification. You can go to http://cers.calepa.ca.gov and log on.



19) You are now ready to begin the submittal process. This concludes the first presentation in the series. Please refer to the next presentation in the series on Starting, Editing and Making a Submittal.