Creating an Account and Requesting Access to Your Facility

Part (1)
1) Begin by going to the CERS web site as shown.
2) To begin the process of creating an account click on the “Business Portal Sign In.”
3) Click on “Create New Account.”

Note: You can watch a video of the account creation process by clicking “Watch Demo Video.”
Upon completing all fields click on “Create My Account.”
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.

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.
7) Your account has been activated. You may sign in at this point or come back later.
8) With an activated account the next step is to sign in by entering your user name and clicking next.
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 have failed to produce a result.
12) Enter search criteria and click “Search.”
13) Click “Request Access.”
14) Click “Submit.”
15) Click “Done.”
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.
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.

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.
18) This is the email notification. You can go to [http://cers.calepa.ca.gov](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.