CERS Business Portal Help

Requesting Access to an Existing CERS Business/Facility

After you have signed in to CERS you will want to find your facility to begin the data entry or submittal process. In some cases your facility will have already been created by your local CUPA using data you previously provided them, or someone else in your business/organization may have previously created the facility. In either case, if your facility already exists in CERS, you just need to request access to the facility's CERS business/organization before you can begin reporting on the facility.

If you are not sure if your facility/business is already in CERS, you can either follow the process shown below, or select the "Add New Facility" button as shown in #1 below. Either way, CERS will direct you on what you need to do based upon the facility information enter.

 Select the "Search" button under the "Request Access to an Existing CERS Business" section as shown below. Do not use the "Add a New Facility" section at this time.

CERS Busines	S	Home	Submittals	Facility	Compliance	My Business			
	Request Access to an Existing CERS Business								
	If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.								
	Add a New Facility								
	If you and your business are new to CERS, please add a new facility. Add New Facility								
	Contact My Local Regula	ator (CUPA)							
	Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your <u>CUPA/PA Contact Information</u> .								
Version 2.20.0129 Enhancements CERS Central			Diagnostics Co	Diagnostics Conditions of Use Privacy Policy Contact Help					

Requesting Access to an Existing CERS Business/Facility

2) Search for your facility by entering relevant data in one or a few of the fields shown in the search screen. In most cases, if you enter the Facility Address and either City and or ZIP fields will sufficiently narrow the search enough to easily find your facility. You could also enter the facility name, or a part of the facility name. For example, if your facility is called Acme Body Shop, you could type in 'Acme' and search.

CERS Business	Home	Submittals	Facilities	Compliance	My Business
Tools: Search/Request Acccess to CE Home » Tools » CERS Businesses Listing	RS Business	ses			
💿 Instructions/Help					8
to avoid overly narrowing your results-probably the "Business Nam Search Businesses in CERS Enter information in just one or two fields to search for Business Name @	e" or facility address fie your business/facil	elds will suffice.	Ente two f your "Sea	r data in only o fields to search facility and se irch'' button	one or n for lect the
Facility Name (if different from Business) Facility Address @	City 🕑	ZIP Code 🖗	Search C	lear	
Enter your search	criteria abov	e and select	the Search bu	itton	
/ersion 2.20.0129 Enhancements CERS Central			<u>Diagnostics</u> <u>Con</u>	<u>ditions of Use</u> <u>Privac</u>	<u>y Policy Contact Help</u>

 Review your search results, and if your facility's business is shown, select the "Request Access..." link. Now go to Requesting Access to an Existing Facility.

CERS Business	Home	Submittals	Facility	C	Compliance	My Business
Tools: Search/Request Acccess to CEI Home » Tools » CERS Businesses Listing	RS Business	es				
Instructions/Help						8
Use this form to search and locate an existing CERS Business/Organ to avoid overly narrowing your resultsprobably the "Business Name"	nziation and request a " or facility address fie	ccess to view/edit the b Ids will suffice.	usiness' facility/re	eporting dat	ta. Only enter o	lata in one or two fields
Search Businesses in CERS Enter information in just one or two fields to search for y Business Name @ Facility Name (if different from Business) Facility Address @ 100 broadway CERS ID @ Organization Code @	our business/facili	ZIP Code 🗑	Search	Clear	If you facility listed "Requ link	see your y's Business, select the uest Access"
Business Name	Y Headquarters		Y Facilities Y	Users 🛛 🖓 🗘	Created On 🛛 🍸	Command
BP West Coast Products LLC - Retail	Carson	Carson		Z	7/20/2012	Request access
BONFARE MARKET #34	SACRAMENT	SACRAMENTO, CA		1	11/14/2012	Request access
G ← 1 10 ▼ Page 1 of 1 ▶ ▶					Disp	laying items 1 - 2 of 2
Persion 2.20.0129 Enhancements CERS Central			Diagnostics	s <u>Condition</u>	ns of Use Priv	acy Policy <u>Contact</u> <u>Hel</u>

Requesting Access to an Existing CERS Business/Facility

Last Updated: 9/24/2012

Page 2

For additional CERS assistance contact your facility's local regulator Technical problems can be referred to CERS Technical Support (cers@calepa.ca.gov)

- 4) If you are fairly sure your facility/business is already in CERS, try other search criteria to broaden your results. Try shortening your street address, e.g., use "1000 San Marino" instead of "1000 San Marino Blvd #2". Also if your business or facility name includes punctuation (e.g., Bob's Auto Body), try the search without the punctuation).
- 5) If you do not find your business in CERS, then select the "Home" link at the top of the screen and select the "Add New Facility" button.

END