# **How to Update Regulator Directory Information in CERS**

The following process outlines how to update Regulator Directory Information in the CERS Regulator portal.

**Please Note: Lead User permissions to the regulator/agency are required, in order to edit the Directory Information section, in CERS.**

1. After signing in to the CERS Regulator portal, select the **Regulators** button from the menu bar.



1. **Select** your regulator/agency from the **My Regulator(s)** section.

Or use the **Search**, below, to locate your regulator/agency.



1. After selecting a regulator/agency, you will be taken to a **Summary** page.

Select the **Directory Info** link from the menu, on the left.



1. Select the **Edit** button\* below the UPA Directory Information section, on the right.

*\** **Please Note:**The **Edit** button will only be displayed if you have **Lead User** permissions to the regulator/agency, in CERS. To view your permissions, select the **People** link, from the menu on the left. Then select your name to view account permissions.



1. **Edit/update** **Directory Information**, as needed.

Then select the **Save** button to update.



This will update the Regulator Directory Information in CERS, as well as the **Unified Program Regulator Directory** page (<http://cersapps.calepa.ca.gov/Public/Directory/>) – provided on both the **CalEPA Unified Program** (<https://calepa.ca.gov/CUPA>) and **CERS Central** (<https://cers.calepa.ca.gov>) public websites.