

## How to Add a New User to an Existing Organization

1) After signing in to CERS – use the **Select** button to select your Organization (business).



2) From the Home page, select the People/Users icon.

Home	uto Circie				l l
Common Tasks					8
<b>START</b> Submittal CERS will he through the for documents re facility(s).	lity ip walk you orms and aquired for your Add Fac if you are n add new fa pages will correctly!	ility ew to CERS, or must billy(s), the Add Facility insure you get started	e other is who iur	Conta Regu Find co for your regulate	act Your Local lator(s) intact information r facility's local or(s).
Facilities				Add Facility	Search
	Facility Name	Address	T	Last Submittal	CERS ID
Start / Edit Submittal	Charlie's Auto Care	2345 Overland Ave, San Diego 92123		<u>11/27/2017</u>	<u>10141616</u>
Start / Edit Submittal	Training land	35698 Training Ln, Newcastle 95658			<u>10169999</u>
Start / Edit Submittal	Training land	1235, Newcastle 95658		3/15/2018	<u>10170053</u>
Start / Edit Submittal	Build testing	852 Build, Newcastle 95658			<u>10170578</u>
Start / Edit Submittal	Home	963 Home, Newcastle 95658			<u>10170593</u>
	Add facility	6532, Newcastle 95658			<u>10170599</u>

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For additional assistance contact your facility's local regulator: <u>http://cersapps.calepa.ca.gov/Public/Directory/</u> Technical problems can be referred to CERS Technical Support (<u>CERS@calepa.ca.gov</u>) 3) The **People** section will display a listing of all staff associated with the selected Organization. Select the **Add Person** button to add a new business user.

<u>Summary</u>	People	9							Add Person
People								Show All People	▼   All Roles
Action Required		First Name	T L	ast Name	T	Email	T	Title <b>T</b>	Account Status
lotifications	Select	Grissel	G	Barcia		grissel.garcia@sdcounty.ca.gov		Charlie Brown	Username: Grisse/Garcia Permissions: Lead Users Last sign-in: Apr 25 10:31 AM
Regulators	Select	Catherine	R	Rohlfes		catherine.rohlfes@calepa.ca.gov			Username: CRohlfes35 Permissions: Lead Users Last sign-in: May 15 3:03 PM
lanage Facilities	-alle					all		riall.	
Archive					11			11.	

4) To add a new user to the Organization, enter and confirm their **email address**, then select **Continue**.

	CERS Busines	55	Home	Submittals	Facilities	Compliance	My Business
1	Business: Pea Home » My Business	nut Auto Circle » <u>People</u> » Add Person: Enter Email					
K	Summary People Action Required Notifications	Add Person Provide the email address of the p Email Confirm Email	ierson you want to ad	dd/invite to access you	ur CERS Business P	eanut Auto Circle (S	an Diego, CA).
~	Regulators					Co	ntinue Cancel

5) Enter First Name, Last Name, Phone (optional), and Title. Then, select Continue.

CERS Business	Home	Submittals	Facilities	Compliance	My Business
Business: Cal EPA (Testing) (ID: 62) Home » MyBusiness » People » Add Person: Identification					
Identification Information					
First Name         Last Name           Email				G	ontinue Cancel

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## Then, select Initiate Invite.

CERS Busines	s 🛛	Home	Submittals	Facilities	Compliance	My Business
My Business: C Home » My Business	Cal EPA (Testing) » <u>People</u> » Edit Person					
Summary	Summary					
People	-Identification Information					
Action Required	First Name Last Nam	1e				
Notifications	John Smith					
Email History	email@test.com					
Regulators	-Additional Information for Cal EP	A (Testing)				
Manage Facilities	This information for John Smith is a	pecific to Cal EPA	(Testing)			
Archive	Phone Title					
	(916) 555-5555 (e.g., (999) 999-9999 x123)					
	-Assount Information					
	No Account Initiate Invite					
					Save	Delete Cancel

 Select a checkbox next to <u>one</u> of the permission levels, below the Permission Group column. Then, select Save & Send Invitation.

Setup New Ac	count		×				
You must select Verify the inform Invitation". -Verify Person's Inf First Name Last Name test name	a Permission nation is corr formation e Email email@	Group when inviting a user. ect select "Save & Send Invite", otherwise select "Cancel rest.com					
What permissions would you lik		e to assign to this person?					
Approvers		Can add, view, edit, and submit facility reports to their facility's regulator(s).					
Editors		Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).					
Lead Users		Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.					
Viewers		Can view facility submittals/reports (read-only).					
		Save & Send Invitation Cancel Invitation	•				

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 CERS will send an Account Invitation email notification\* to the email address specified (in step 4). The new user will need to check their email and open the link provided, in order to create their CERS user account.



\* If the email notification is not received within 10 minutes, contact CERS Technical Support at: CERS@calepa.ca.gov

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- 9) After opening the Account Invitation link, the new user will need to complete the Create your CERS Account web form, by:
  - Entering an account **Username**. •
  - Entering and confirming the **Password** for the account. •
  - Creating a Password Protection Phrase. • (A unique phrase to be displayed when signing in to CERS – after entering your username – to confirm that you are signing in to your CERS account.)
  - Inputting the verification characters displayed in the image. •

	Create your CERS Account
	CERS is intended for use solely by individuals associated with regulated business facilities or with appropriate regulatory agencies. Under no circumstances should anyone attempt to use CERS as a way to gain access to information about any facilities with which they are not directly associated. For more information please contact your local CUPA. If you do not know who your local CUPA is go to <u>http://cers.calega.ca.gov/Contacts/</u> .
	To create your CERS 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. Once created, you can use your CERS Account usemame/password to sign in to both the training and production CERS Portals.
	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 include letters and numbers, no spaces, punctuation or special characters.
	Aust ball bear 5 characters.
	Your Name and Email
	First Name Last Name Cathe Calepa Email
	cathiecalepa@gmail.com
	Your Password           • Must be 516 characters.         • Must be 516 characters.           • Must contain at least one uppercase character and one lowercase character.         • Must contain at least one number.           Password         Confirm Password         • Confirm Password
Ì	
	Table protection Finales 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. If you don't see your phrase enter a phrase enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase enter a phrase enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your a phrase enter a phrase enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your a phrase enter a
	-Enter Verification Characters-
	h4k83
5	Refresh Input symbols
۲	I Agree to these Conditions of Use:
	TRAINING VERSION WARNING!!     Iunderstand I am using a training version of CERS. Data entered into the training version of CERS is not permanently retained or backed up, and CANNOT be moved into the production version of CERS.     I understand any data in the training version of CERS is publicly available (to facilitate learning opportunities for myself and other CERS users), so I will not enter sensitive facility data into the training version of CERS.
	<ul> <li>I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact CERS Technical Support.cers@calepa.ca.gov immediately.</li> <li>Junderstand I am signing do the training version of CERS. Data entropy the training of CERS is not permanently retained or backed up, and</li> </ul>

## Once all fields have been completed on the web form, select the **Create My Account** button.

I Agree to these Conditions of Use:

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact CERS Technical Support. I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB is

- I will only upload documents as required by CENS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 20MB is size, will be free from vivues or other malicious elements, and meet other requirements specified in the <u>CENS Document Upload Policy</u>.
   I understand I should NOT use my web browser's "Back" button while using CERS-doing so may result in duplicate records or other problems.
   I understand I should NOT use my web browser's "Back" button while using relatively ourrent web browsing software: Internet Explorer 84 (without <u>Compatibility Mode</u>). FireFox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have <u>Javasoript enabled</u>, and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
   I understand Viewing and printing some CERS reports requires relatively current PDF viewing software: (Adobe Reader 8+).
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## 10) The new user will then receive a confirmation message, indicating that their CERS user account has been activated.

The new user can select the **Sign-In to CERS** button, below the confirmation message, to return to the sign in page. Or navigate to **CERS Central:** <u>https://cers.calepa.ca.gov</u> and select the sign in button from the top of the CERS Central Home page.

ERS Business	
CERS Account Activated	
our account has been activated. You may now sign into CERS and begin reporting for your	r facility(s)
Sign-In to CERS	9
ERS Internet Site	
sten 23.0001   Entrancemente   Vers Versue California Environmental Reporting System: Busines (* 2016 Cc CERS Technical Supportcers@geau Unified Program/General Assistance: Contact	Uzgrosuca ( contato n des ( Privacy Policy ( contato ) nep affornia Environmental Protection Agenty parca gov your focal regulator(s)

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