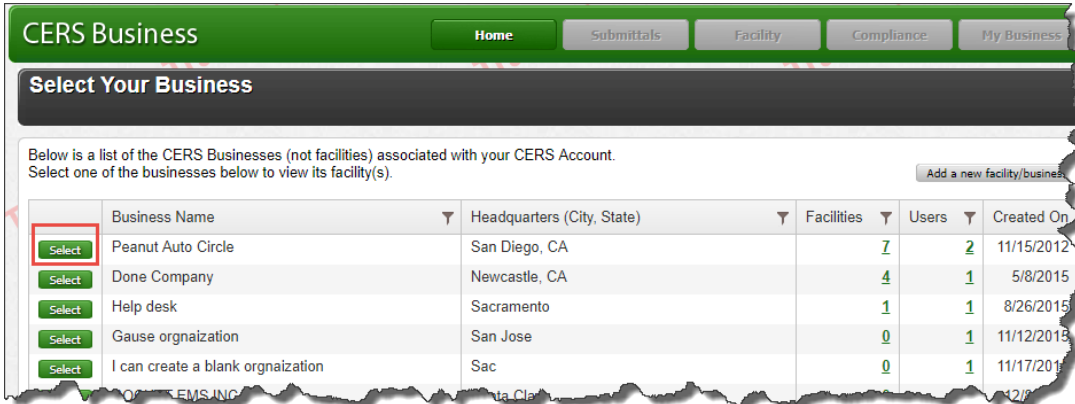


CERS Business Portal Knowledge Base Help

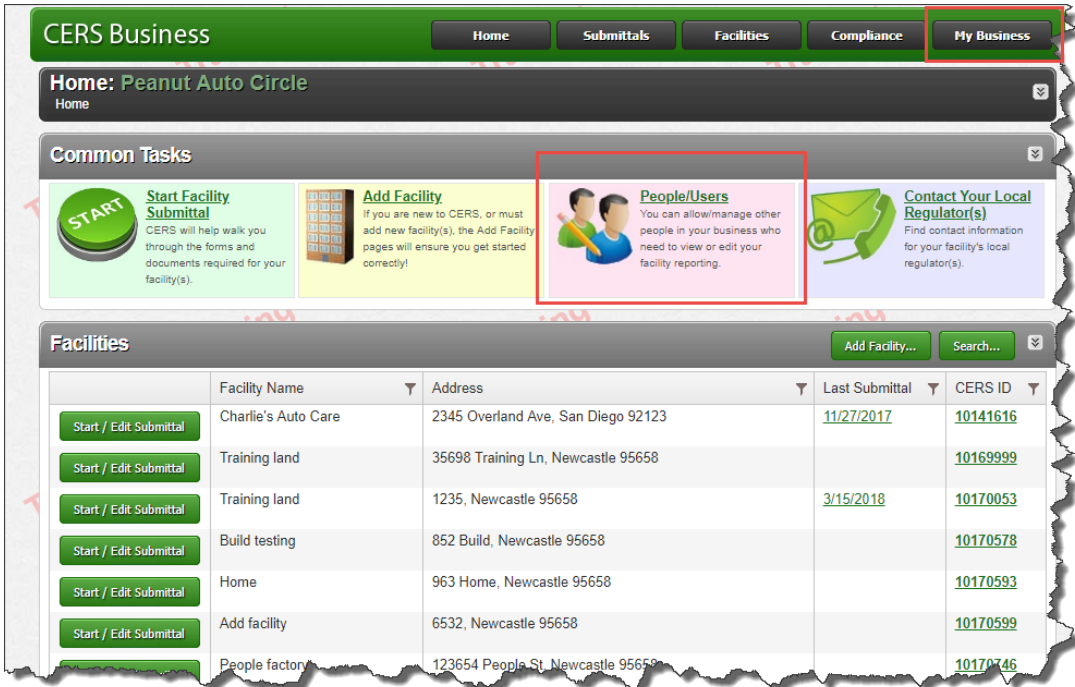
[Access the CERS Central Home page.](#)

How to Add a New User to an Existing Organization

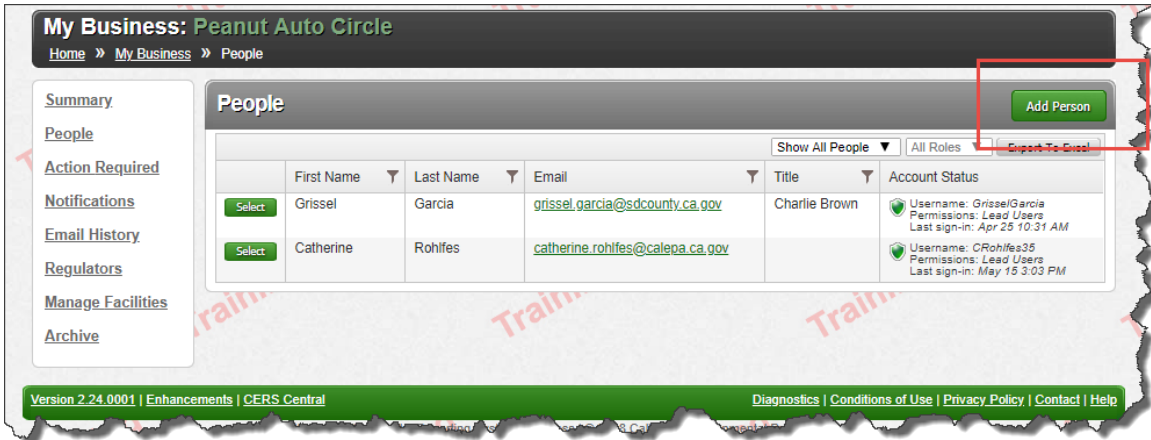
- 1) After signing in to CERS – use the **Select** button to select your Organization (business).



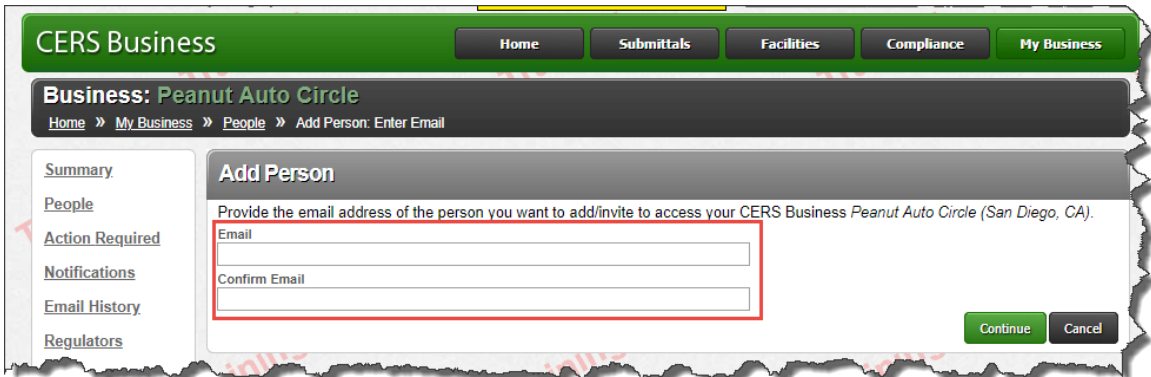
- 2) From the **Home** page, select the **People/Users** icon.



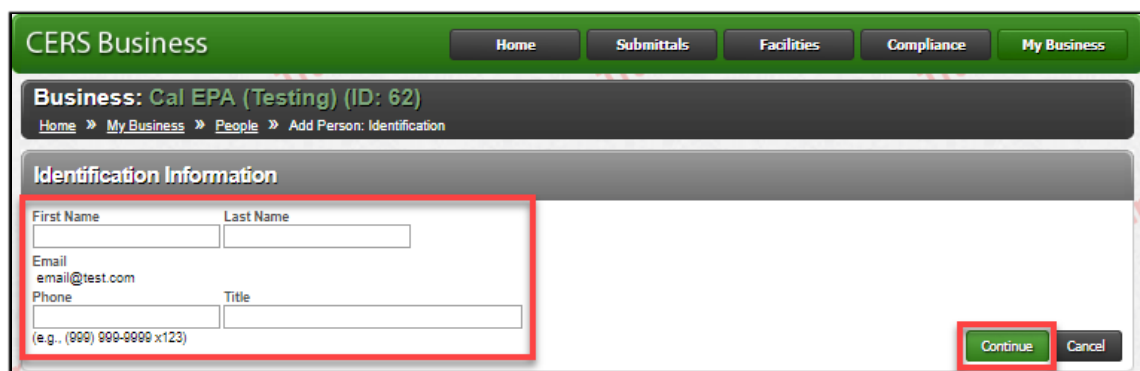
- 3) The **People** section will display a listing of all staff associated with the selected Organization. Select the **Add Person** button to add a new business user.



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



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



- 6) Confirm the new user's first and last name, email, phone, and title. Then, select **Initiate Invite**.

CERS Business | Home | Submittals | Facilities | Compliance | My Business

My Business: Cal EPA (Testing)
Home » My Business » People » Edit Person

Summary

Identification Information

First Name: John | Last Name: Smith
Email: email@test.com

Additional Information for Cal EPA (Testing)

This information for **John Smith** is specific to **Cal EPA (Testing)**

Phone: (916) 555-5555 | Title:
(e.g., (909) 999-9999 x123)

Account Information

No Account | **Initiate Invite**

Save | Delete | Cancel

- 7) Select a checkbox next to one of the permission levels, below the **Permission Group** column. Then, select **Save & Send Invitation**.

Setup New Account

You must select a Permission Group when inviting a user.

Verify the information is correct select "Save & Send Invite", otherwise select "Cancel Invitation".

Verify Person's Information

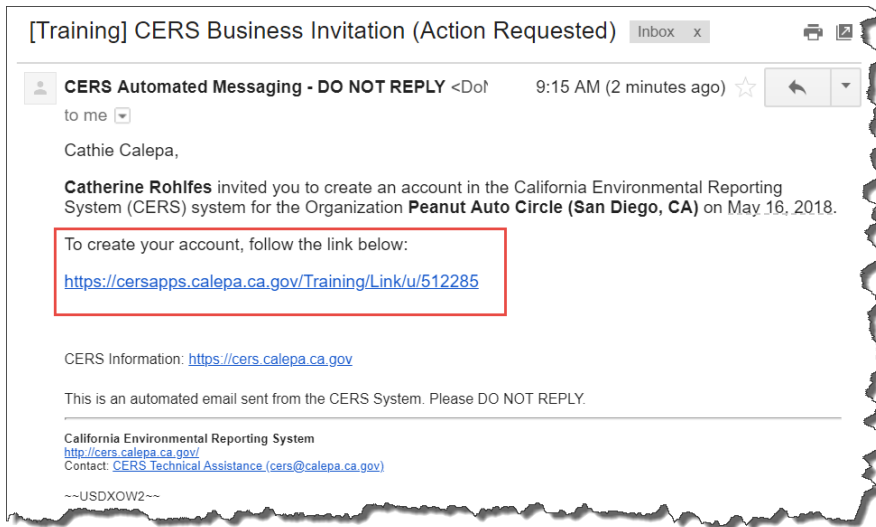
First Name: test | Last Name: name | Email: email@test.com

What permissions would you like to assign to this person?

Permission Group	Description
<input checked="" type="checkbox"/> Approvers	Can add, view, edit, and submit facility reports to their facility's regulator(s).
<input type="checkbox"/> Editors	Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).
<input type="checkbox"/> 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.
<input type="checkbox"/> Viewers	Can view facility submittals/reports (read-only).

Save & Send Invitation | Cancel Invitation

- 8) 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**

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 <http://cers.calepa.ca.gov/Contacts/>.

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 username/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 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.

Your Name and Email

First Name Last Name
Cathie Calepa
Email
cathiecalepa@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 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

Enter Verification Characters

h4k&g

Refresh
Input symbols

I Agree to these Conditions of Use:

TRAINING VERSION WARNING!!

- I understand 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.
- 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.
- I understand I am signing into the 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.

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: cers@calepa.ca.gov immediately.
- 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 in size, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- 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 that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without Compatibility Mode), Firefox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [Javascript enabled](#), 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+).
- I understand CERS is generally available during days or evenings except as described [here](#).

Create My Account Cancel

- 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**: <https://cers.calepa.ca.gov> and select the sign in button from the top of the CERS Central Home page.

