

## Facility Name edit – Business Portal

CERS Central to begin your session in CERS. Open your web browser and enter the following URL: <https://cers.calepa.ca.gov/>

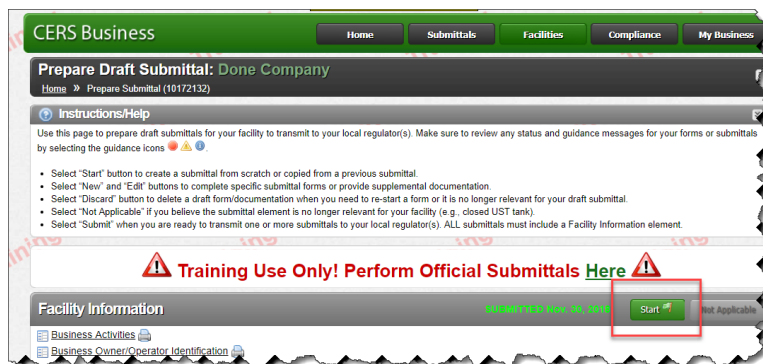
Then, select the “Business Portal Sign In” button from the CERS Central Home page.

(By accessing the business portal sign in page from CERS Central, the distribution domain will assign you to the currently active domain for a faster session. CERS Central also contains the latest updates and information for current alerts, outages, operating schedule changes, and announcements.)

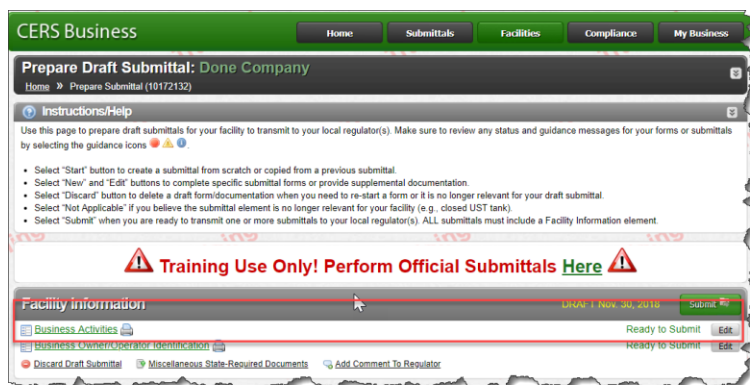
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### Update/change the facility name in CERS

1. Sign-in to CERS Business. (<https://cers.calepa.ca.gov/> – select “Business Portal Sign In” button.)
2. Select Your Business
3. Select the “Start/Edit Submittal” button for the facility in-question – from the “Facilities” section of the Home page.
4. Select the “Start” button for the “Facility Information” submittal element section.



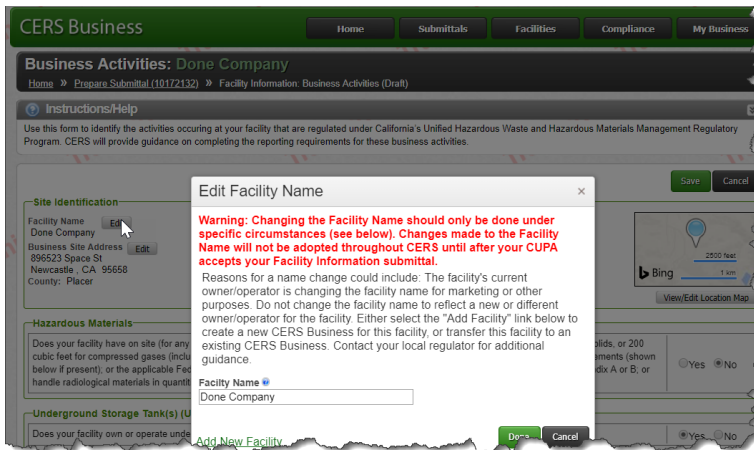
5. Start a new Facility Information submittal element.
6. Select the “Business Activities” form link.



7. Select the “Edit” button to edit the “Business Activities” form.
8. Select the small “Edit” button, next to “Facility Name”, below the “Site Identification” section.  
(Located at the top of the Business Activities form.)



9. Enter a new facility name; then, select the “Done” button.



10. Select the “Save” button – from the top or bottom of the Business Activities form – to save changes to the facility name.
11. Submit the “Facility Information” submittal element, when completed.

**Once the Facility Information submittal has been accepted by the regulator, the new facility name will then be reflected in CERS.**