

## How do I find submittal information for past submittal elements in the CERS 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.)

- 1) Select the Business Name

California Environmental Reporting System: Business Sign Out Tools

**CERS Business** Home Submittals Facility Compliance My Business

**Select Your Business**

Below is a list of the CERS Businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facility(s). Add a new facility/business

Business Name	Headquarters (City, State)	Facilities	Users	Created On
<span style="border: 1px solid red; padding: 2px;">Select</span> Done Company	Newcastle, CA	6	2	5/8/2015

- 2) Select Submittals tab, History

**CERS Business** Home Submittals Facilities Compliance My Business

**Home: Done Company**  
Home

**Submittals**

- Start/Edit
- History**
- Archive

**Common Tasks**

**START**

**Start Facility Submittal**

CERS will help walk you through the forms and documents required for your facility(s).

**Add Facility**

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**

You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**

Find contact information for your facility's local regulator(s).

**Facilities** Add Facility... Search...

Facility Name	Address	Last Submittal	CERS ID
<span style="border: 1px solid red; padding: 2px;">Start / Edit Submittal</span> Done Company	896523 Space St, Newcastle 95658	10/9/2018	10160477

3) History will provide detailed information about the submittal elements

CERSID	Submitted	Facility	Inventory	Plans	UST	TP	Recycling	Remote Waste	Tank Closure	APSA
10171844	12/18/18 10:35AM	Submitted			Submitted					
10172132	12/18/18 10:28AM	Submitted			Submitted ⚠️🔍					
10170863	12/3/18	Submitted			Submitted ⚠️🔍					
10172132	11/30/18	Submitted			Submitted ⚠️🔍					
10160477	10/9/18	Not Accepted			Not Accepted ⚠️🔍					
		10/12/2018			10/12/2018					
10160477	9/6/18	Not Accepted	Not Accepted							
		9/7/2018	9/7/2018							
10160477	8/30/18 12:36PM	Accepted	Accepted	Accepted	Accepted					
		9/7/2018	9/7/2018	9/7/2018	9/7/2018					
10160477										

- Submitted – indicates the submittal is waiting for the local regulator to review, Accept, or Not Accepted the submittal element.
- Accepted – indicates the submittal has been ‘Accepted’ and reporting for this submittal element is complete.
- Not Accept – indicates there is an issue with element and detailed notes are included.

Example:

**Hazardous Materials Inventory** Not Accepted Feb. 21, 2018

Submitted for CERS ID [redacted] on 2/19/2018 1:55PM by [redacted]  
 Submittal was **Not Accepted** on 2/21/2018 by [redacted] for Long Beach Environmental Health  
 Comments by regulator: Your most recent submittal has already been accepted so this submittal is no longer needed. Although we will always review your most recent submittal, we cannot leave un-reviewed submittal in CERS so I just need to clear this one out by "not accepting" it. No further action required for this particular submittal.

[Hazardous Material Inventory \(5\)](#)  
[Site Map \(Official Use Only\): Upload Document\(s\)](#)

\*If submittal elements status are not update and you would like to get feedback please contact the local regulator for detailed information Unified Program Regulator Directory: <http://cersapps.calepa.ca.gov/Public/Directory/>