

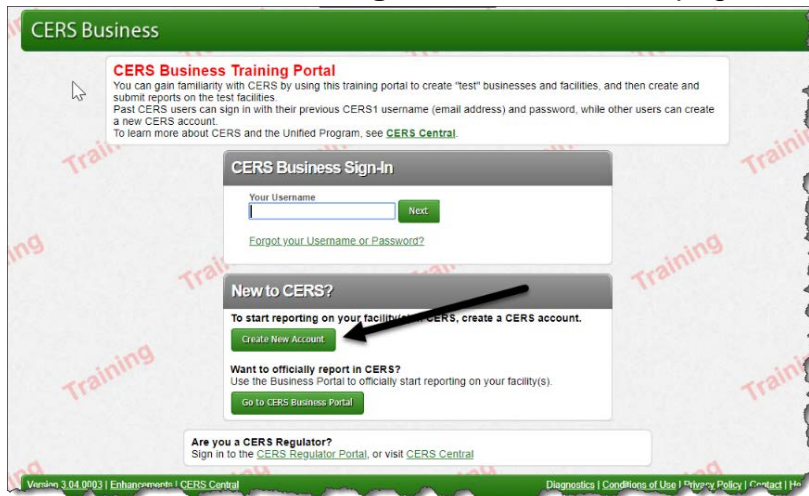
Business Portal

How to create a CERS Username and Password

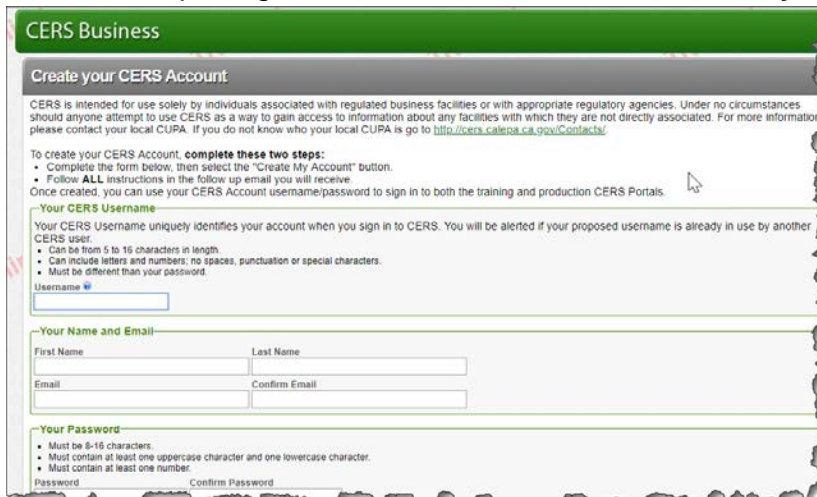
CERS Central to begin your session in CERS. Open your web browser and enter the following URL: <https://cers.calepa.ca.gov/> Select the "Business Portal Sign In" button from the CERS Central Home page. (By accessing the business portal sign in page from CERS Central, the distribution domain will assign 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.)

How to create CERS User Name/Password:

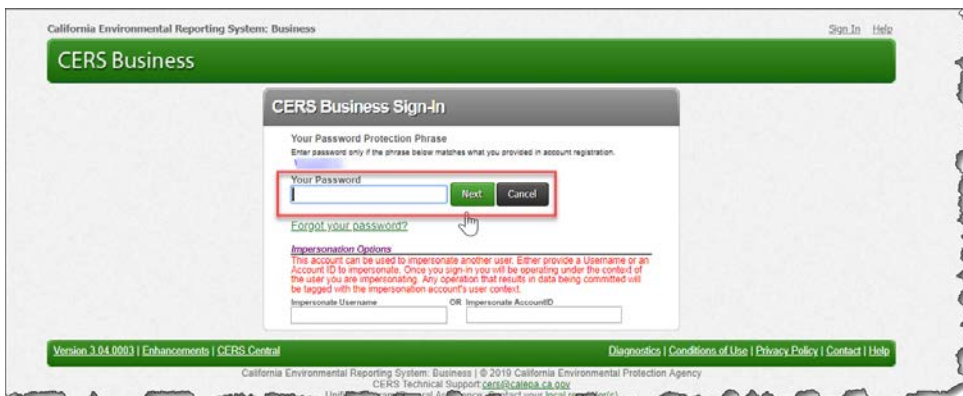
1. Select the **Business Portal Sign In** from the Home page.



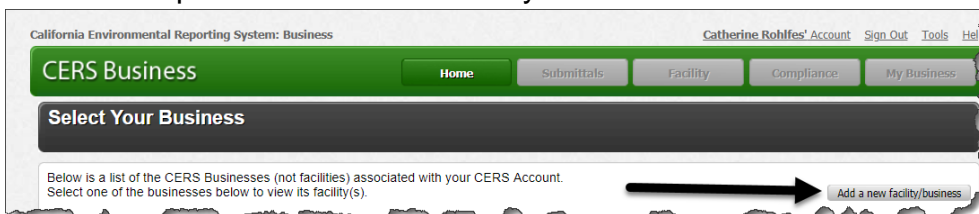
2. Select the **Create New Account**, located below the **New to CERS?** section.
 - a. After completing the data fields, select the **Create My Account**.



- To finish establishing your CERS Account, look for an automated email sent to your email from CERS Technical Support (cers@calepa.ca.gov).
 - Make sure your email spam filter will accept emails from cers@calepa.ca.gov
 - Follow the activation instructions in the email
 - If you don't receive an account activation email within 48 hours, contact CERS Technical Support
 - Please complete the email activation in 30 days or your account request will expire
- Once activated, select **CERS Internet Site** CERS will return to the **CERS Business Sign In** page, enter **Your Username** and **Your Password**.



- Select the **Add a new facility/business** from the Home page, and use the **Add Facility** page to search for your facility by physical address. Once located, you can then request access to the facility.



After requesting access, you will need to contact the CUPA/local Regulator staff for approval – *if there is not an active Lead User for the business, to approve their request.*