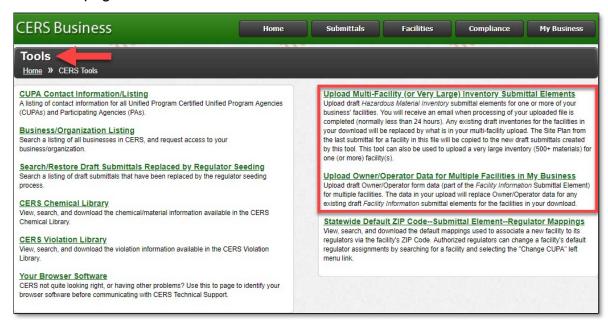## Business Portal Help: How to upload Hazardous Materials Inventory or Owner/Operator data to multiple facilities (under one business/organization)

To access the California Environmental Reporting System (CERS):

Select the **"Business Portal Sign In"** button from the **CERS Central** Home page:
https://cers.calepa.ca.gov/

*By accessing the **CERS 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. **Sign in** to the **CERS Business** portal. (Open your web browser and navigate to the **CERS Central** Home page: https://cers.calepa.ca.gov then select the **"Business Portal Sign In"** button.)

   ❖ *After signing in:* **Select your business.** (If you are associated with more than one business/organization in CERS.)

2. Select the **Tools** link. (Located in the upper-right corner of each page in CERS.)

3. Select: **a. Upload Multi-Facility (or Very Large) Inventory Sumittal Elements** or **b. Upload Owner/Operator Data for Multiple Facilities in My Business** link from the **Tools** page.

For more information visit CERS Central or contact CERS Technical Support (cers@calepa.ca.gov) for assistance.
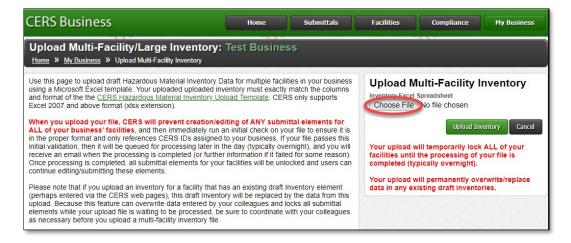
a. Upload Multi-Facility (or Very Large) Inventory Submittal Elements

- o ==Using the [CERS Hazardous Material Inventory Upload Template]() link provided, download the template file (Excel spreadsheet)== to enter your facility's inventory data.

- o Select **Choose File** button (as shown below) to select your file to upload.

  Note: ==*Your upload will temporarily lock <u>ALL</u> of your facilities until the processing of your file is completed.*==

  ==*Upload will permanently overwrite/replace data in any existing draft inventories.*==

For more information visit CERS Central or contact CERS Technical Support (cers@calepa.ca.gov) for assistance.

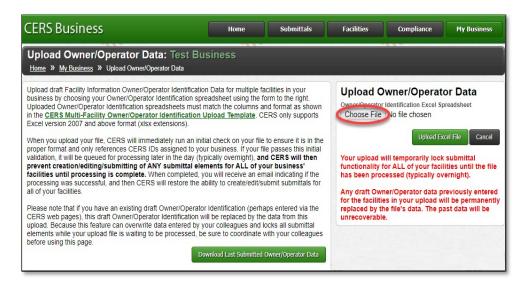**b. Upload Owner/Operator Data for Multiple Facilities in My Business**

o <mark>Using the document CERS Multi-Facility Owner/Operator Identification Upload template</mark> link provided, download the template file (Excel spreadsheet) to enter your facility's Owner/Operator data.

o Or use the **Download Last Submitted Owner/Operator Data** button (as shown below) to use previous submittal data in the template format.

o Select **Choose File** button (as shown below) to select your file to upload.

Note: *Your upload will temporarily lock submittal functionality for ALL of your facilities until the file has been processed. (Typically overnight.)*

Any draft Owner/Operator data previously entered for the facilities in your upload will be permanently replaced by the file's data. The past data will be unrecoverable. Upload will permanently overwrite/replace data in any existing draft inventories.

For more information visit CERS Central or contact CERS Technical Support (cers@calepa.ca.gov) for assistance.