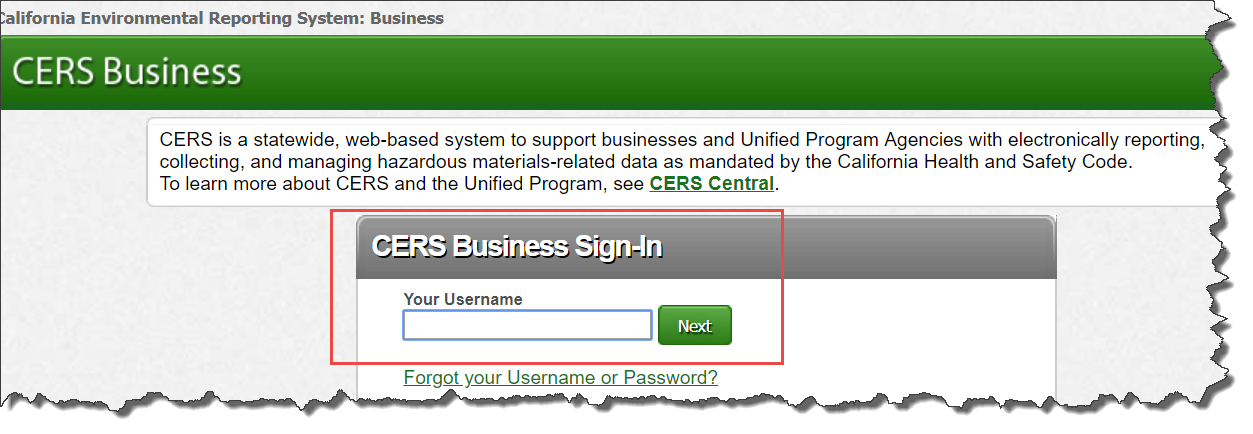
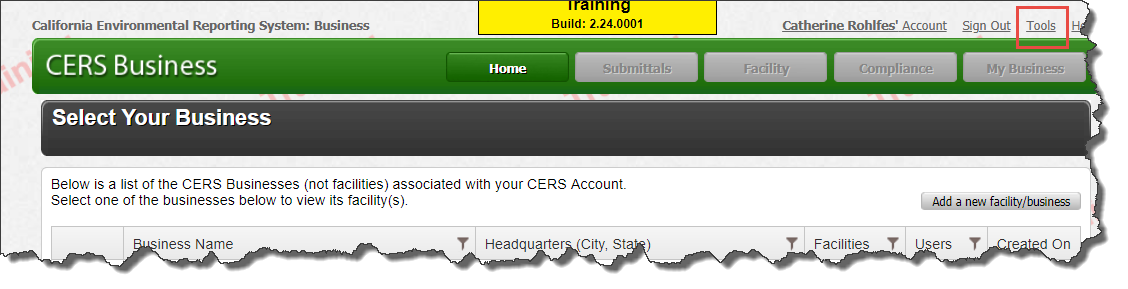
**Regulators can Create An CERS organization for a business**

California Environmental Reporting System  
CERS Regulator Portal Knowledge Base Help <http://cers.calepa.ca.gov/>

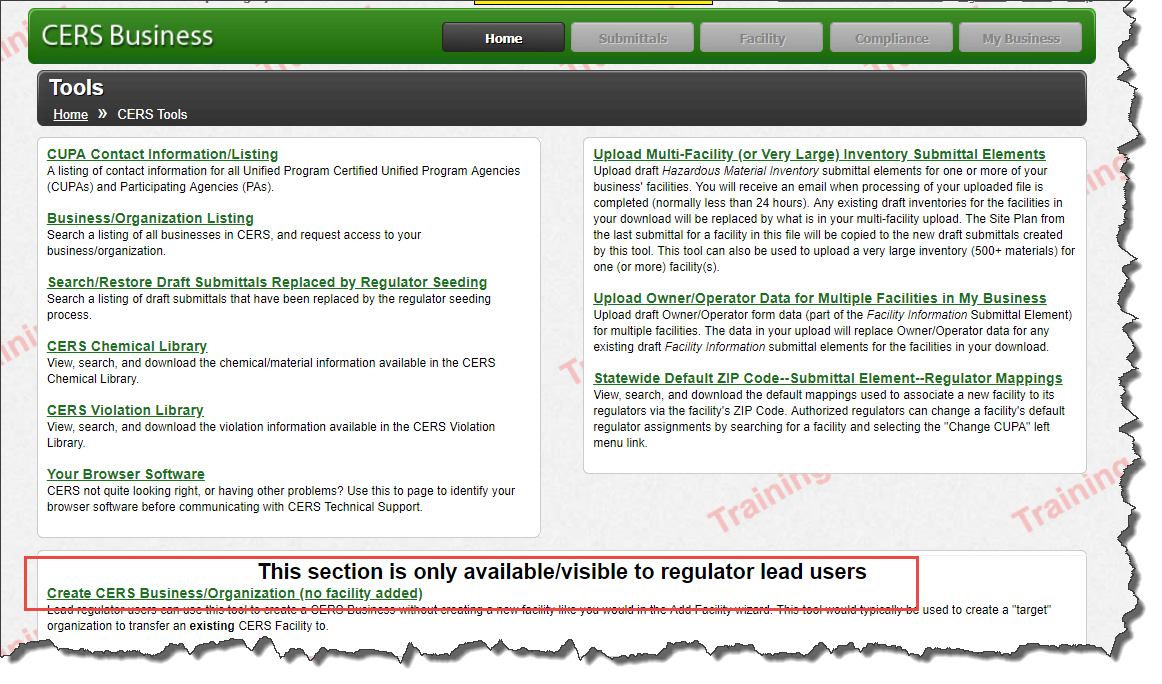
1. Regulator signs into CERS Business Portal (production)



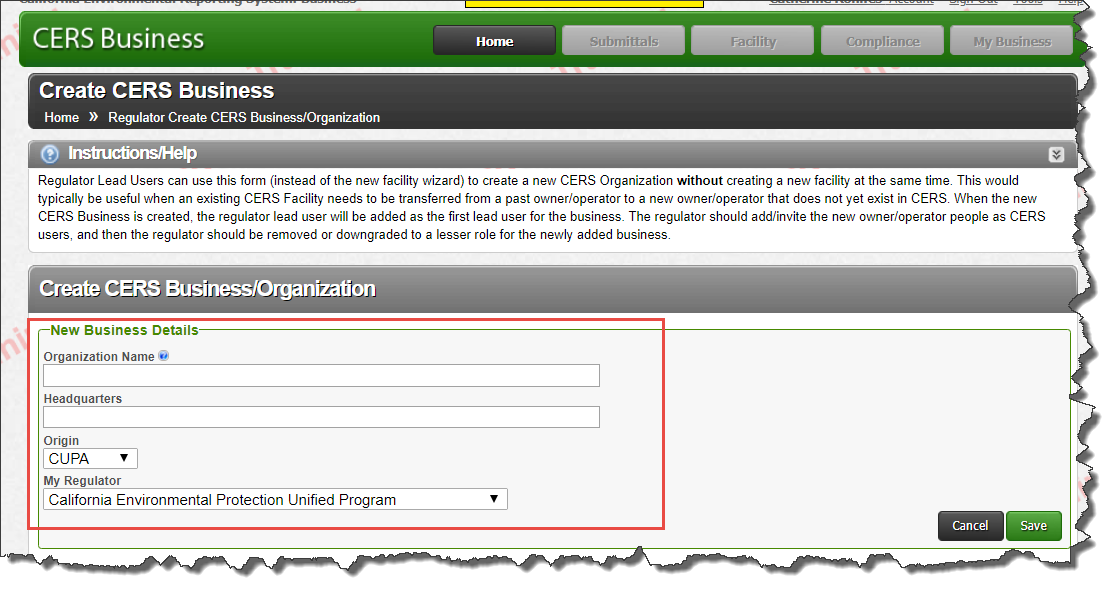
1. Selects ‘Tool’ in the top tool bar



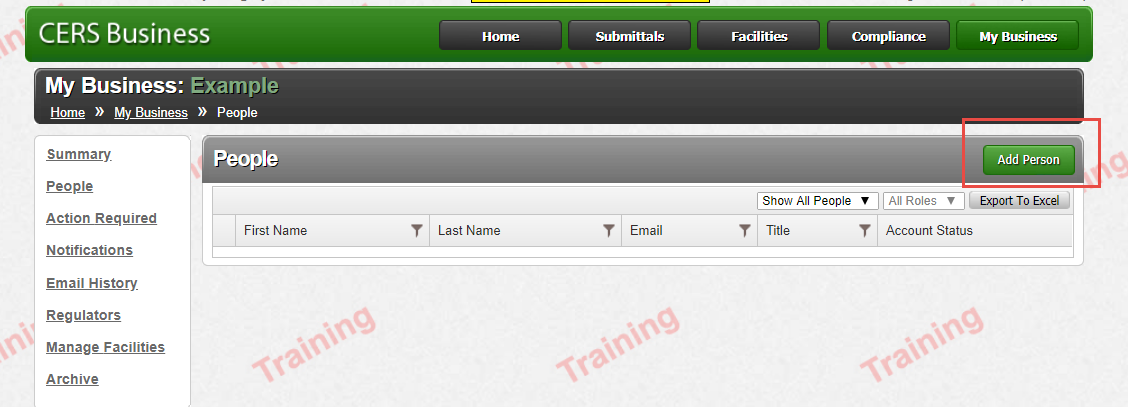
1. Selects ‘Create CERS Business/Organization (no facility added)



1. Completes the ‘Organization Name’, ‘Headquarters’, ‘Origin’, ‘My Regulator’ fields, selects ‘Save’

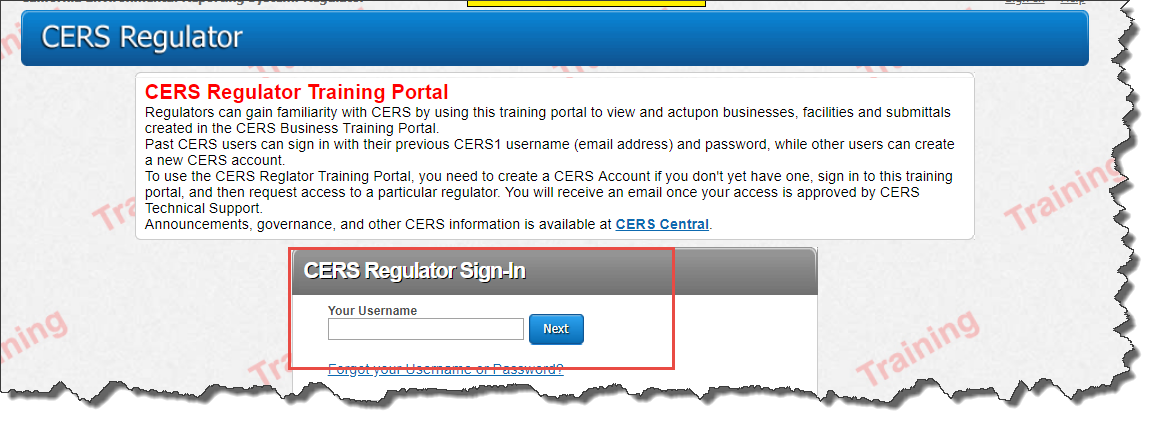


1. Add Users/People to ‘Organization’

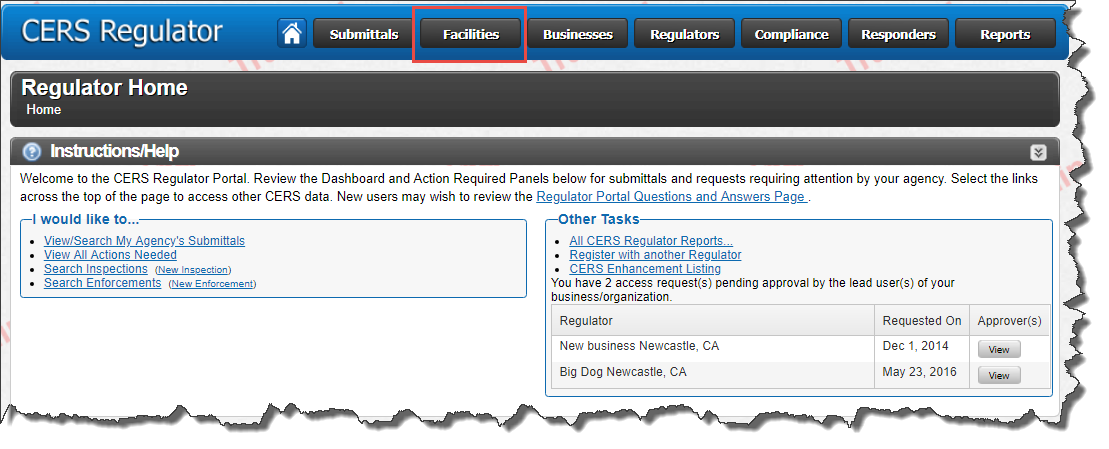


**Add the ‘Facility’ to the ‘Organization’**

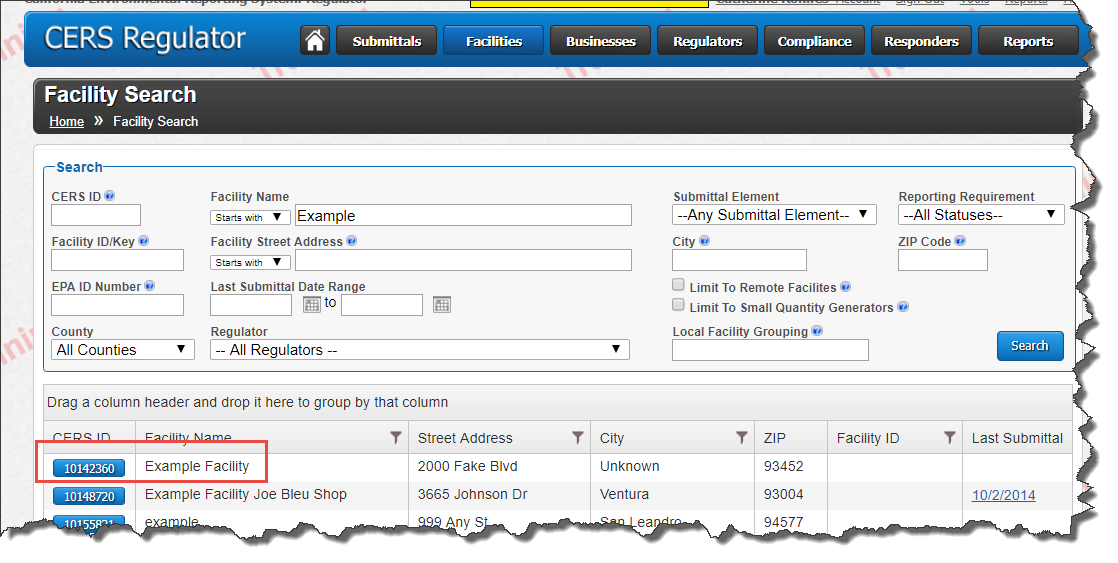
1. Sign into the ‘Regulator Portal’



1. ‘Facilities’ Tab search for facility



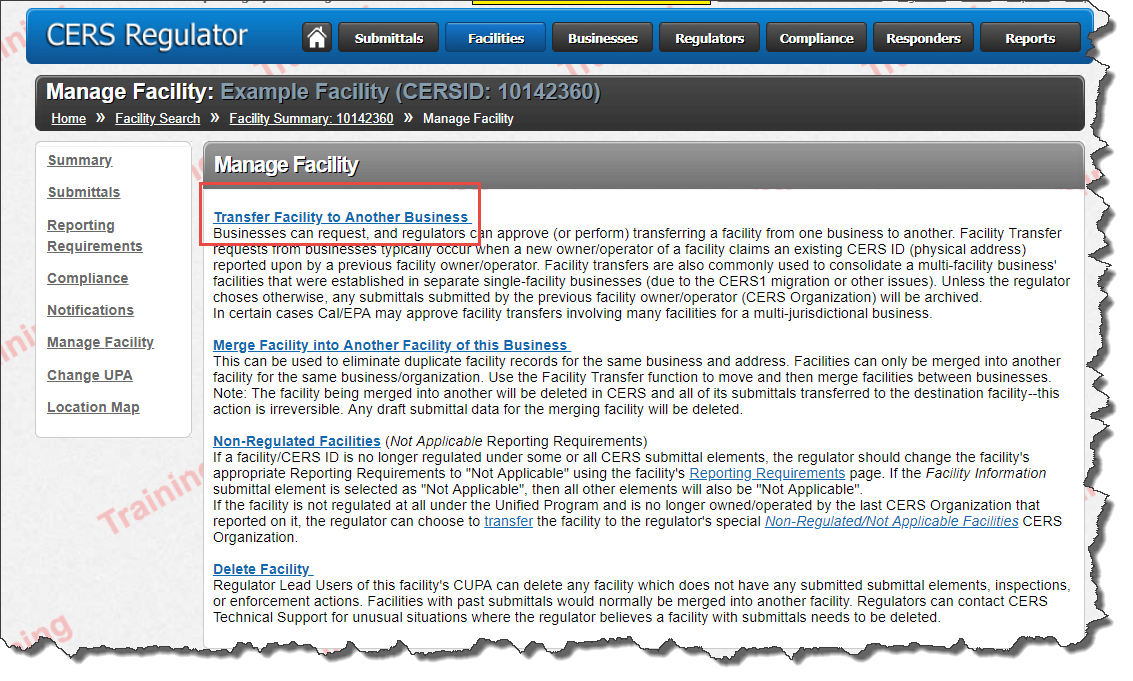
1. Select ‘Facility’ to be transferred to the ‘Organization’



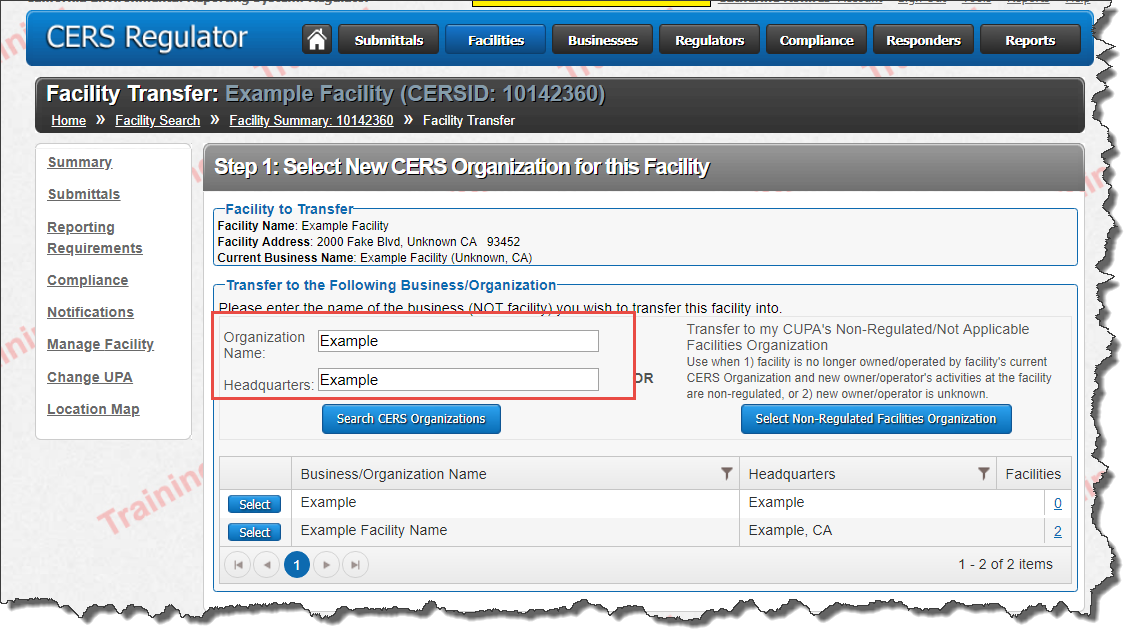
1. Select ‘Manage Facility’



1. Select ‘Transfer Facility to Another Business’



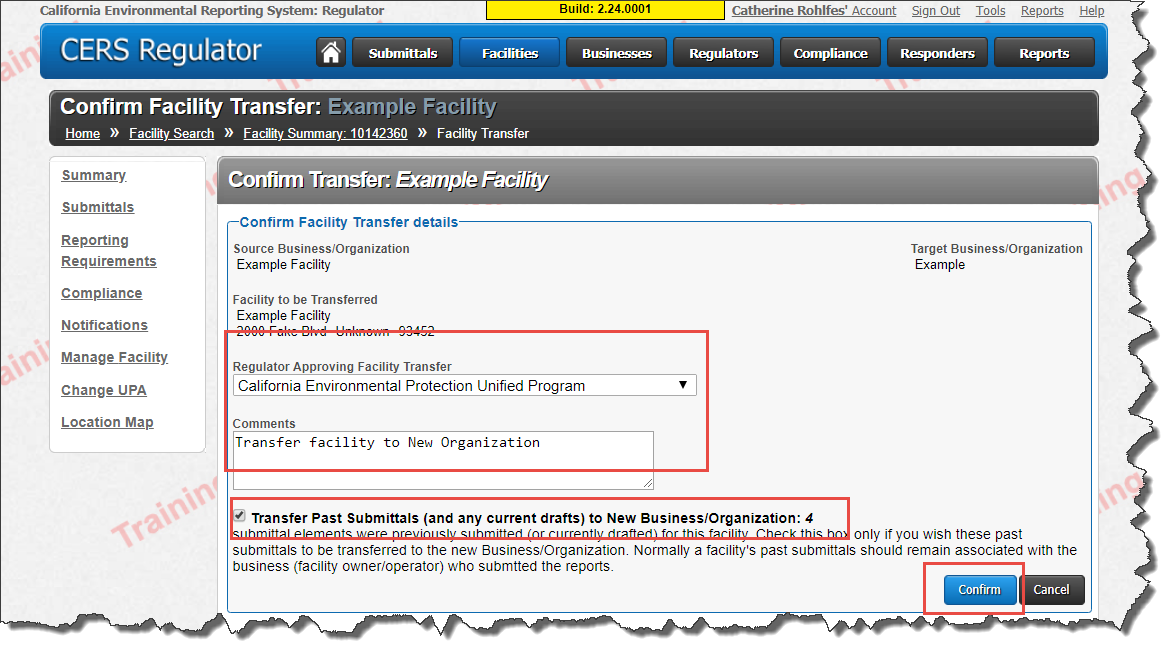
1. Enter the ‘Organization Name’ (that you just created in the ‘CERS Business Portal’). Search ‘CERS Organizations’ Select the ‘Business/Organization Name’.



1. Enter the ‘Regulator Approving Facility Transfer’ and ‘Comments’

Enter a ‘Check’ ‘Transfer Past Submittals (and any current drafts) to New Business/Organization:’

Select ‘Confirm’



1. Select ‘Done’

