

How can I check the current status of my submittal?

Sign in to the California Environmental Reporting System (CERS) by navigating to the **CERS Central** website: <https://cers.calepa.ca.gov>

Select the “**Business Portal Sign In**” button from CERS Central, then enter your username and password to sign in to CERS.

1. After signing in, move your cursor over the **Submittals** button, on the menu bar, then select the **History** link.

The screenshot shows the CERS Business Portal interface. At the top, there is a navigation bar with buttons for Home, Submittals, Facilities, Compliance, and My Business. The Submittals button is highlighted, and a dropdown menu is visible with options: Start/Edit, History (highlighted with a red box and a red arrow), and Archive. Below the navigation bar, the page title is "Home: Test Business". The main content area is divided into several sections: Common Tasks (with links for Start Facility Submittal, Add Facility, People/Users, and Contact Your Local Regulator(s)), Facilities (with a table of facilities), Action Required (None), and Notifications for my Business (2). The Facilities table lists two facilities: Facility 1 and Test Facility. The Notifications section shows two messages: "Facility Submittal for Test Facility (#10166102) Submitted on November 23, 2016." and "New Business Test Business (Sacramento, CA) with a new Facility Test Facility (10166102) has been added."

| | Facility Name | Address | Last Submittal | CERS ID |
|--|---------------|------------------------------------|----------------------------|--------------------------|
| Start / Edit Submittal | Facility 1 | 9999 I St, Sacramento 95814 | | 10161416 |
| Start / Edit Submittal | Test Facility | 1234 Main Street, Sacramento 95814 | 11/23/2016 | 10166102 |

| Message | Occurred On |
|--|--------------|
| Facility Submittal for Test Facility (#10166102) Submitted on November 23, 2016. | Nov 23, 2016 |
| New Business Test Business (Sacramento, CA) with a new Facility Test Facility (10166102) has been added. | Nov 23, 2016 |

- The **Submittal History** page will provide a listing of all previous submittals and their current status.

CERS Business Home Submittals Facilities Compliance My Business

Submittal History: Test Business

Home » Submittal History

Instructions/Help

This page lists all submitted/completed submittals for ALL facilities currently associated with your business (*Test Business*). Submittals currently in draft status are not shown. To view past submittals for facilities no longer associated with your business, view the Submittals Archive.

History

Show All Past Submittals

| CERSID | Submitted | Facility | Inventory | Plans | UST | TP | Recycling | Remote Waste | Tank Closure | APSA |
|--------------------------|--------------------------|----------|--------------|-------|-----|----|-----------|--------------|--------------|------|
| 10166102 | 11/23/16 | Accepted | Not Accepted | | | | | | | |
| | | 9/6/2019 | 9/6/2019 | | | | | | | |

Export to Excel

10 items per page 1 - 1 of 1 items

Submittal statuses include:

- **Submitted** – indicates the submittal is waiting for the CUPA/local regulator to review the submittal.
- **Under Review** – indicates the submittal is currently being reviewed by the CUPA/local regulator.
- **Accepted** – indicates the submittal has been accepted by the CUPA/local regulator and reporting for this submittal element is complete.
- **Not Accepted** – indicates there is an issue with the submittal and the submitted information does not meet the reporting requirements.

To correct, select the “Start/Edit Submittal” button from the Home page, then select the Start button to begin a new submittal. You may start based on a copy of the previous submittal, then edit/make the necessary revisions, and submit when ready.)

- For questions/concerns regarding the status of your submittal, contact the CUPA/local regulator*.

* Select the **CERS ID number link** from the **Home** page in CERS, or refer to **CalEPA’s Regulator Directory page** for contact information:

<http://cersapps.calepa.ca.gov/Public/Directory/>