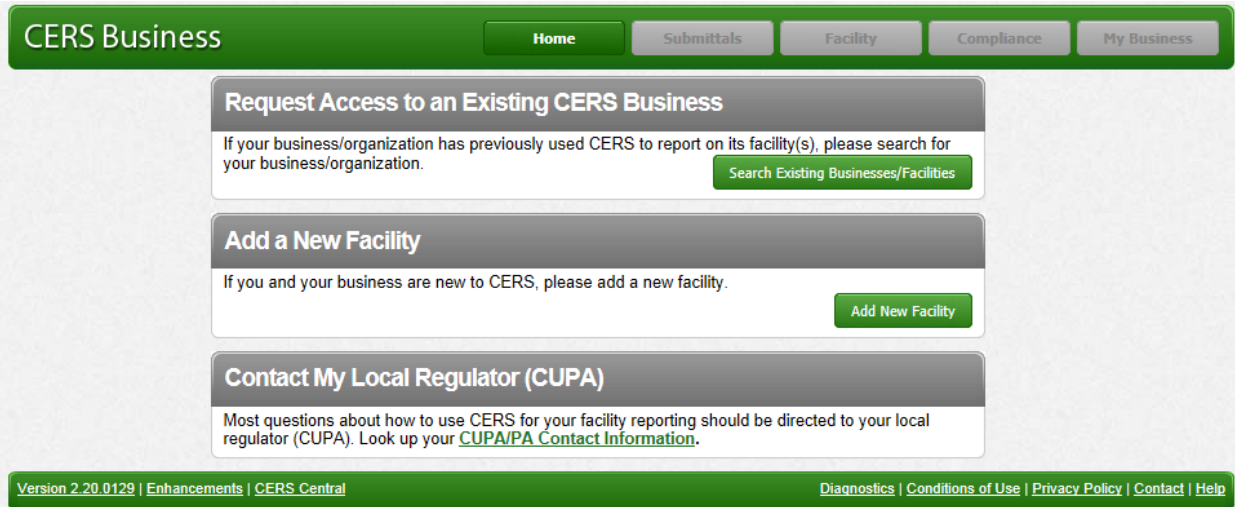


## Adding Your First New Facility

- 1) To begin reporting on your business, select the “Add Facility” button as shown below. If you believe your facility/business has previously been reported on CERS, instead select the “Request Access to an Existing CERS Business” to search for your facility/business. Regardless of which option you select, CERS will direct you on what you need to do based upon the facility information you enter.



CERS Business

Home Submittals Facility Compliance My Business

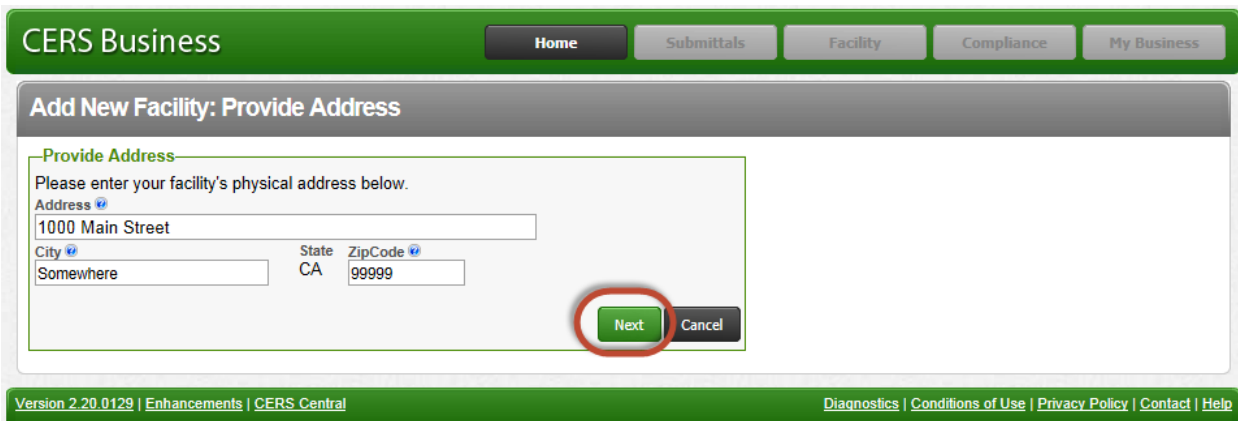
**Request Access to an Existing CERS Business**  
If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization. [Search Existing Businesses/Facilities](#)

**Add a New Facility**  
If you and your business are new to CERS, please add a new facility. [Add New Facility](#)

**Contact My Local Regulator (CUPA)**  
Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#).

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- 2) Enter the facility address information. CERS may prompt you with likely City and or ZIP Code information. Select the “Next” button.



CERS Business

Home Submittals Facility Compliance My Business

**Add New Facility: Provide Address**

Provide Address  
Please enter your facility's physical address below.

Address [⌵](#)  
1000 Main Street

City [⌵](#) State ZipCode [⌵](#)  
Somewhere CA 99999

[Next](#) [Cancel](#)

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- 3) You may be prompted to correct/confirm your facility address if the address you entered does not meet US Postal Service addressing guidelines. In most cases the suggested address changes are probably relevant, and you are encouraged to select the “Use Suggested Address” option to assist your regulator and other with searching for your facility in the future. Otherwise, select the “Use Address as Entered” button.

**CERS Business** Home Submittals Facility Con

### Add New Facility: Confirm Address

**Confirm Address**

It appears that the address entered is incorrect or incomplete. To proceed, please select one of the following options:

<b>We recommend:</b> 250 Hamilton Ave Palo Alto 94301	<b>You Entered:</b> 250 Hamilton Ave Palo Alto 94303
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- 4) Enter your facility’s name and click the ‘Continue’ button

**CERS Business** Home Submittals Fac

### Add New Facility: Provide Facility Name

**Provide Facility Name**

Facility Address  
123 Main, soquel CA 95073

Your Facility's Name

5) **If your facility's address has already been added/reported on in CERS previously**, you will be shown the following screen. **Carefully** read and select one of the three options. Option #1 is appropriate if the *last known owner/operator* is your business. Option #2 is appropriate if you are the new and/or current owner/operator of the facility. Option #3 should rarely be used as it purposely creates a duplicate facility at the same address—consult your regulator before using this option. Depending upon the option you select, you will be shown additional screens about your business and how to request access to the facility information.

**If your facility is new to CERS**, go to the next step in this help guide.

**CERS Business** Home Submittals Facility

### Add New Facility: Existing Facility

**Facility Address Already in CERS**

A business/organization has previously reported in CERS on a facility with the address you entered. Please select the most appropriate option below.

Facility Name/Address CPA CIVIC CENTER 250 HAMILTON AV PALO ALTO, CA 94301 CERSID 10078156	Last Known Owner/Operator (CERS Business) CPA CIVIC CENTER Last Submittal Date for this Owner/Operator 8/15/2002
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**Normally Option #1 or #2 is what should be selected.**

- 1. This is my facility and I am associated with the **last known owner/operator** shown above.
- 2. This is my facility, but it is no longer owned/operated by the last known owner/operator. **Transfer** this facility to my business.
- 3. I want to add an **additional** facility at this address for my business (250 Hamilton Ave, Palo Alto, CA 94301). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel

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- 6) The next screen asks for information to create a CERS Business/Organization for your facility. If your business will only be reporting on **one** facility, then the default Business Name and Headquarters values shown (based upon our facility information) is sufficient. However, if your business is or will be reporting on more than one facility, you should modify the Business Name to something more general than the facility name you entered (e.g., change *John's Lube and Tune #12* to *John's Lube and Tune*). You can later add and manage multiple facilities (and users) under your CERS Business/Organization. You must provide your business phone number so your regulator can contact you if they have questions, and then select the "Submit" button to proceed.

CERS Business

Home Submittals Facility Compliance My Business

Add New Facility: Add Your Business/Organization to CERS

Your Facility Information  
Test Business  
123 Main St  
Soquel, CA 95073

Your CERS Business Information  
Provide/Update Your CERS Business Name\*  
Test Business  
e.g. the legal/corporate name of your business/organization  
Provide/Update Your Business Headquarters City/State  
Soquel, CA  
e.g. Los Angeles, CA  
\* Single-facility Businesses: If your business will report on only one facility, your CERS Business Name should be the same as your facility name.  
\* Multi-facility Businesses: Please modify your CERS Business/Organization Name to something applicable to all of your facilities, typically your corporate/legal name. Once you have established your CERS Business, you can add additional facilities and/or users as necessary.

Add Your Contact Information  
Your Phone Number (Required) Your Title (for this CERS Business)

Submit Cancel

- 7) The next screen indicates your facility has been successfully added. Please make note of your facility's CERS ID for future reference. Select the "Continue" button to begin reporting on your facility using the Business Activities form.

CERS Business

Home Submittals Facility

Facility Added: Test Site #101  
Add Facility Home »

Add New Facility: Facility Added

Facility Added to CERS  
Your facility has been added to CERS.  
Please select the "Continue" button below to begin preparing your reports.  
Test Site #101  
789 Main  
Soquel, CA 95073  
CERS ID  
10139637

Continue

END