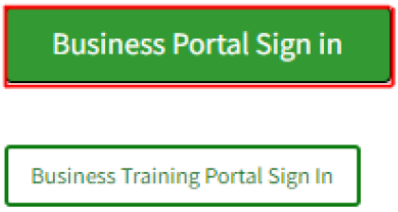
Guidance for Business Owner/Operator: How to Create an Account in CERS

To create an account in CERS, please follow the instructions below:

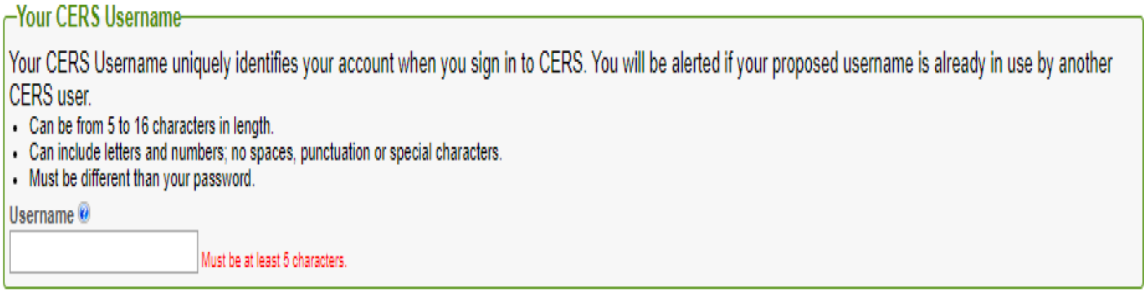
1. Open your web browser and navigate to the CERS Business Portal at the following URL:CERS | California Environmental Reporting System

2. Click on the green 'Business Portal Sign In' button.



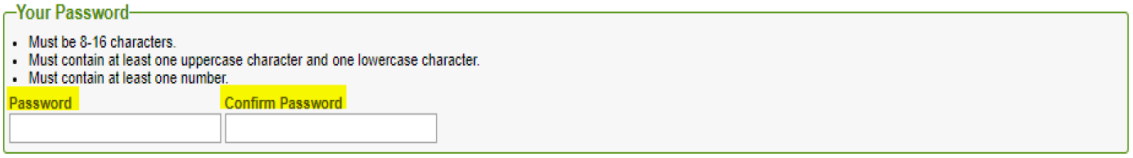
3. Under the 'New to CERS?' box, click on the green 'Create New Account' button.

4. You will now create a Username. (Note: your Username must be 5-16 characters, can include letters and numbers; no spaces, punctuation or special characters, and must be different than your password.)

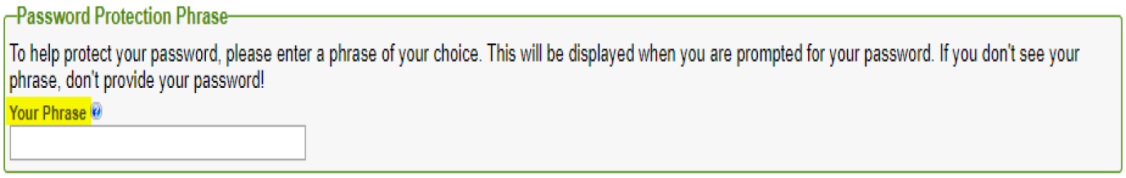


5. When you're done creating a username, please complete the 'Your Name and Email' section.

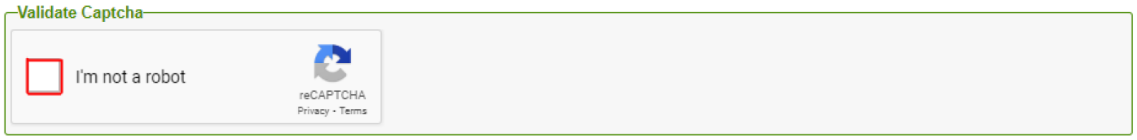
6. When you are finished filling in the 'Your Name and Email' section, please create your password under the 'Your Password' section. (Note: your password must be 8-16 characters, must contain at least one uppercase character and one lowercase character, and must contain at least one number.)



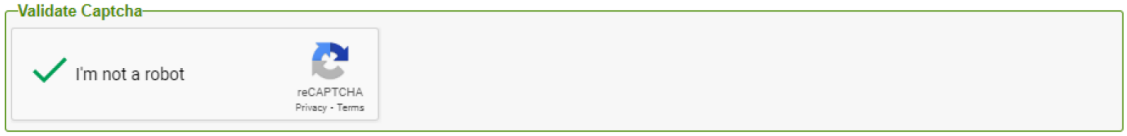
7. After you have finished creating your password in the 'Your Password' section, you can now move on to the 'Password Protection Phrase' section. (Note: to help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password.)



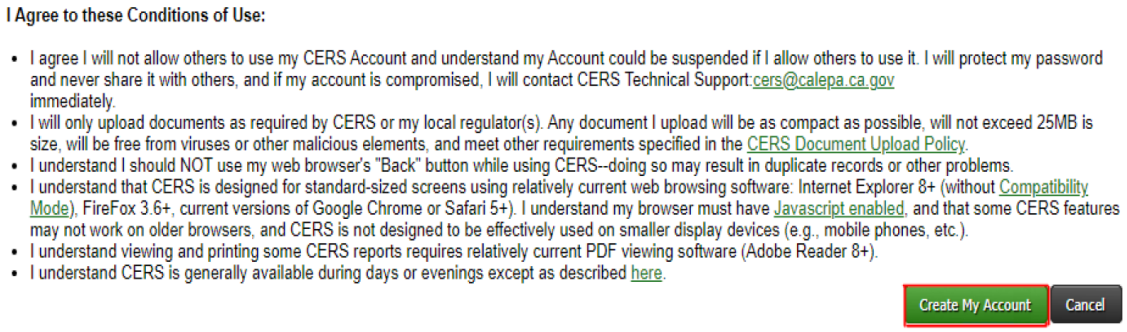
8. When you are finished creating your password protection phrase, move on to the 'Validate Captcha' section. Click on the white box next to 'I'm not a robot' and follow the instructions.



9. When you are done, there should be a green check mark next to 'I'm not a robot'.



10. You can now read through the conditions of use. If you agree with the conditions of use, click on the green 'Create My Account' button.



I Agree to these Conditions of Use:

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact CERS Technical Support:cers@calepa.ca.gov immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB is size, will be free from viruses or other malicious elements, and meet other requirements specified in the CERS Document Upload Policy.
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without Compatibility Mode), FireFox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have Javascript enabled, and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described here.

Create My Account | Cancel

11. You will then be directed to the 'Action Needed: Email Activation of your CERS Account' page. An email will be sent to the email address you provided. Follow the activation instructions in the email. (Note: If you don't receive an account activation email within 24 hours, contact CERS Technical Support. You have 30 days to activate your CERS Account or your account request will expire.)

Action Needed: Email Activation of your CERS Account

To finish establishing your CERS Account:

- Look for an automated email sent to cerstest@gmail.com 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 activiation email within 48 hours, contact CERS Technical Support.

Please complete the email activation process by Friday, July 7, 2023 11:23 AM or your account request will expire.

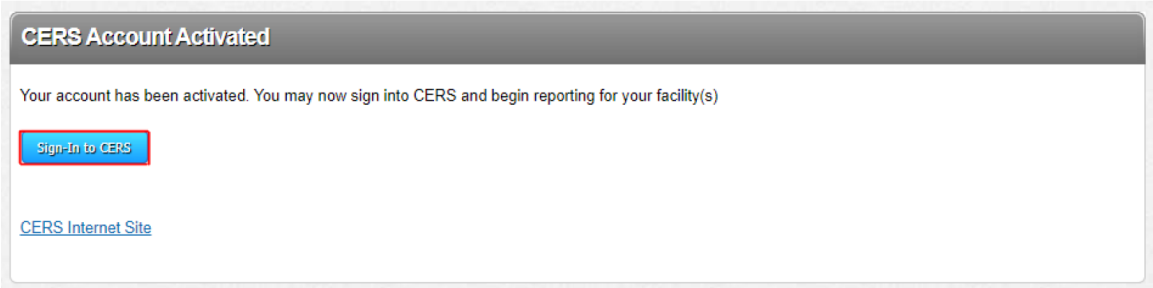
CERS Internet Site

12. You will receive an email from 'CERS Automated Messaging' with a link to activate your account. Click on the link provided.

Copy or follow the link below to activate your account:

https://cerslink.calepa.ca.gov/u/990591

13. Once your account has been activated, you will now be able to sign in to CERS by clicking the 'Sign-In to CERS' button.



NOTE: If you are creating an account in CERS, you have been required to be in the CUPA Program and submit a Hazardous Materials Business Plan (HMBP). HMBPs include Facility Information, Hazardous Materials Inventory, and Emergency Response and Training Plans. HMBPs are required to be submitted annually between January 1st and March 1st of each year.

If you have any questions regarding your submissions, please contact the Fire Prevention Bureau at (714) 288-2541 or hazmat@cityoforange.org.