

## Adding a New Facility to CERS

1. Start by clicking “**Add New Facility**”. Do not use the Search Existing Facility button (this may link your business to a previous occupant for your location).

**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](#)

2. Provide an Address and click “**Next**”.

**CERS Business** Home Submittals Facility Compliance My Business

**Add New Facility: Provide Address**

Provide Address

Please enter your facility's physical address below.

Address

City  State CA ZipCode

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

Version 2.22.0154 | Enhancements | CERS Central Diagnostics | Conditions of Use | Privacy Policy | Contact |

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- If your address already exists in CERS, **DO NOT** choose an existing Facility. Click “**My Facility Not Shown**”

**Add New Facility: Search From Existing Facilities**

Select From Existing Facilities

User-entered Address  
4585 Pacheco Blvd Martinez 94553

Multiple facility records exist in CERS for the address you entered. Please look for your facility in the list below and select any matches. Otherwise, select the **My Facility Not Shown** button.

	CERS ID	Facility Name	Headquarters	Last Submittal Date
<a href="#">Select</a>	10153160	cupa	Martinez, CA	11/26/2013
<a href="#">Select</a>	10155800	J&A Engineering Empire Inc.	Martinez, CA	
<a href="#">Select</a>	10157465	Jessica Dry Cleaning	Martinez, CA	11/7/2014

[My Facility Not Shown](#)

3. Provide Facility Name and click “Continue”.

The screenshot shows a web form titled "Add New Facility: Provide Facility Name". It contains a section for "Provide Facility Name" with a "Facility Address" field containing "4585 Pacheco Blvd, Martinez CA 94553". Below this is a text input field for "Your Facility's Name" containing "Contra Costa County CUPA". To the right of this field is a "Continue" button and a "Cancel" button. A red arrow points down to the "Continue" button, which is also highlighted with a red box.

4. Provide your Contact information and click “Submit”.

The screenshot shows a web form titled "Add New Facility: Add Your Business/Organization to CERS". It has a green header with "CERS Business" and navigation buttons for "Home", "Submittals", "Facility", "Compliance", and "My Business". The form is divided into two main sections: "Your Facility Information" and "Your CERS Business Information". The "Your Facility Information" section contains the address "Contra Costa County CUPA, 4585 Pacheco Blvd, Martinez, CA 94553". The "Your CERS Business Information" section has a "Provide/Update Your CERS Business Name\*" field with "Contra Costa County CUPA" and a "Provide/Update Your Business Headquarters City/State" field with "Martinez, CA". Below these are instructions for single and multi-facility businesses. At the bottom, there is an "Add Your Contact Information" section with fields for "Your Phone Number (Required)" and "Your Title (for this CERS Business)". A red box highlights these two fields. Below the form is a "Submit" button and a "Cancel" button. A red arrow points to the "Submit" button.

Your facility has been added. Click “Continue”. This will automatically start your submittal process.

The screenshot shows a confirmation screen titled "Add New Facility: Facility Added". It contains a message: "Facility Added to CERS. Your facility has been added to CERS. Please select the 'Continue' button below to begin preparing your reports." Below the message is the facility name and address: "Vasanti's Cafe, 4585 Pacheco Blvd, Martinez, CA 94553". At the bottom left, it shows the "CERS ID" as "10158251". A "Continue" button is located at the bottom right, highlighted with a red box and a red arrow pointing to it.

Note: You may also add additional facilities by using the “**Add Facility**” link produced by hovering over the dark gray Facilities Tab on top.

