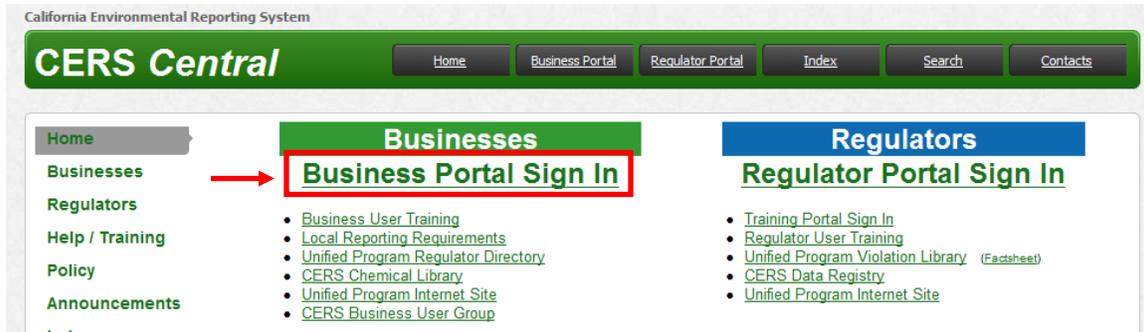


Creating your CERS Business Account

1. Go to the CERS web site <http://cers.calepa.ca.gov/>
2. Click “**Business Portal Sign In**”



3. Click “**Create New Account**”



4. Fill out the CERS Registration page, and click “**Create My Account**” when finished

Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username

Must be at least 5 characters.

Your Name and Email

First Name <input type="text"/>	Last Name <input type="text"/>
Email <input type="text"/>	Confirm Email <input type="text"/>

Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password <input type="password"/>	Confirm Password <input type="password"/>
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Password Protection Phrase

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!

Your Phrase

Enter Verification Characters



[Refresh](#)
Input symbols

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 in 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](#).



5. You should receive an automated email message to activate your account. Make sure to follow the instructions in this email to activate your account. You have 30 days to activate your account. If you do not receive one check your spam or junk folder.