

## PLEASE READ THIS COMPLETELY BEFORE PROCEEDING

You are being sent this email because you attended a CERS workshop in Madera County, or because you have added a facility in CERS but have no submissions. Madera County Environmental Health Department (MCEHD) has successfully seeded much of our facility, hazardous materials inventory, and underground storage tank data into the California Environmental Reporting System (CERS).

**One** person from each facility must now go into CERS and apply for Lead User access to CERS. Your request for access will come back to MCEHD, the regulator. We will have to research each request before we grant access. Please be patient. If more than one person from a business attended a workshop, we are sending multiple emails. They are being blind copied, so we are not sharing email addresses.

Go to <http://cers.calepa.ca.gov/> This is CERS Central

If you have not created a CERS account with a user ID and password,

1. Click on Business Portal Sign In
2. Click on New to CERS – Create New Account
3. Complete all fields in the form and click Create my Account
4. You will receive an email that you must respond to. Now you are ready.

If you have already obtained a user ID and password,

1. Click on Business Portal Sign In
2. Enter your User ID
3. Enter Password
4. Agree to Conditions
5. Request Access to an Existing CERS Business
6. Enter just a few fields such as:
  - a. City
  - b. Partial Address
  - c. Then Click on Search
7. Find your facility and click on “Request Access”
8. Check to make sure that it says request will be sent to Dexter Marr and Ann Rolan. Enter a phone number and title and click Submit.

MCEHD will not grant Lead User access to a contractor or consultant if he/she is not listed as a contact for the facility in our database, unless a signed letter on letterhead is received from the business. After MCEHD receives the letter, the contractor/consultant can request access to the facility through CERS.

Once you have been granted Lead User access, you are now responsible for adding additional users to the account. We recommend at least two Lead Users in case one person leaves or loses their username/password.

The seeded data is in DRAFT form. It is your responsibility to review all the submitted data and Edit if necessary. The requirements for MCEHD to seed data was lower than what will be required for you to submit. You will see fields marked or circled in **RED** where you need to add or edit data. When all the data has been reviewed and edited, the submit button will turn **GREEN** and you may Submit. As the regulatory agency, MCEHD CUPA will have the job of accepting or not accepting the CERS submission. If the submission is not accepted, an explanation will be included in the email that you receive. The explanation will also be available on the CERS website.