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.

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

![](image)

4) Enter your facility’s name and click the ‘Continue’ button

![](image)
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.
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.

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.

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