



Placer County Health and Human Services Department

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Fire Agency CERS Guidance Document

Use this document to establish a CERS regulator account. By having a CERS account, a fire agency will be able to electronically view Hazardous Material Business Plans as well as other important environmental documents that are submitted to Placer County Environmental Health (PCEH).

ESTABLISH A CERS REGULATOR ACCOUNT:

1. Go to <http://cers.calepa.ca.gov/>.
 2. Select "Regulator Portal Sign-In" under the *Regulators* heading.
 3. Under the *New to CERS?* heading select "Create New Account".
 4. Complete the CERS Registration form to create your account and select the "Create My Account" icon in the lower right corner of the form.
 5. You will be brought to the CERS Regulator page with notification that your account activation is pending.
 6. Within a few minutes you will receive an email to the email address you provided from the CERS Administrator containing instructions to follow in order to complete the activation of your CERS account.
 7. To activate your CERS account, select the link contained in the CERS Administrator email.
 8. You will be brought to the CERS Regulator page with a notification that your account has been activated.
- You are now authorized to sign-in to CERS.

HOW TO SIGN-IN TO CERS:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Regulator Portal Sign-In" under the *Regulators* heading.
3. Enter your CERS Username and Password.
4. You will be brought to the *CERS Regulator Welcome* page.

REGISTER WITH A REGULATORY AGENCY:

1. From the *CERS Regulator Welcome* page, select the "Register" icon.
2. Under "Select Regulatory Agency You are Employed By", select "Placer County Environmental Health".
3. Provide your contact phone number and the name of you fire agency and select "Request Access".
4. An email requesting access by your fire agency to CERS will be sent to PCEH.
6. Once the request is approved, you can sign-in to CERS to search and view facilities' environmental documents.