CERS Business Portal Help

How to Change a Facility Address

Your facility address should not be changed unless the postal address has changed (e.g., the street has been renamed) or you need to correct a previous data entry error. When you do need to make such a change, you need to submit a new *Facility Information* submittal element with the corrected address as explained below.

1. **Sign-in to the CERS Business Portal** and select the "Start/Edit Submittal" button for your facility.

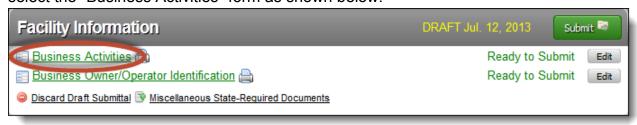


2. **On the** *Prepare Draft Submittal* **screen**, you will need to either "Start" a new *Facility Information* submittal element, or edit the "Draft" element previously started for your facility.

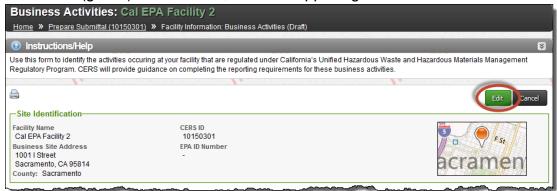


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3. If you "Start" a new *Facility Information* submittal element you will immediately be shown the "Business Activities" screen. If you are editing a "Draft" submittal element, select the "Business Activities" form as shown below.



4. Select the (green) "Edit" button, near the upper-right the "Business Activities" screen.

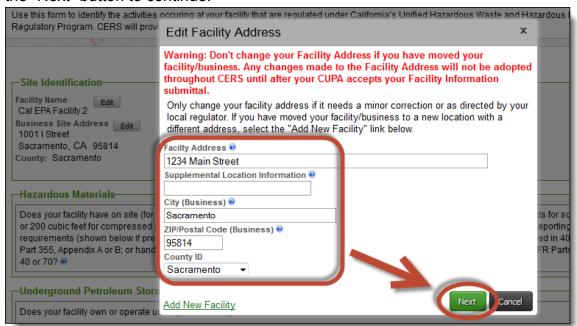


5. Select the small (grey) "Edit" button, next to "Business Site Address" – under the "Site Identification" section, at the top of the page.



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6. Make the necessary corrections to your facility's listed physical address and select the "Next" button to continue.



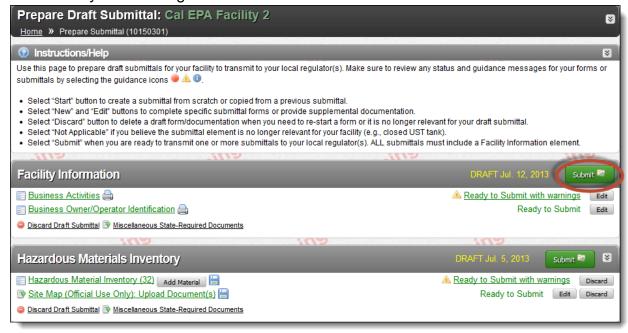
After selecting the "Next" button, you may be asked to confirm the new facility address as shown below. You are encouraged to select the "Standardized Address" option if it looks reasonable, otherwise, select the "User-Entered Address" option to have the address submitted exacted as you have entered it. Then, select the "Done" button.



7. Complete or update other portions of the "Business Activities" screen as appropriate, and then select the (green) "Save" button.

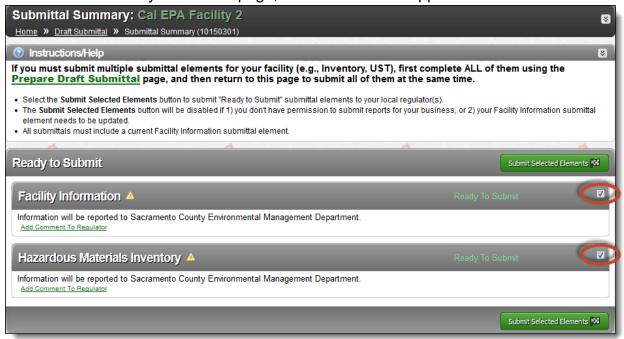


8. Once you have completed or updated all the *Facility Information* submittal element's forms, you may select the "Submit" button to send the *Facility Information* submittal element to your local regulator.

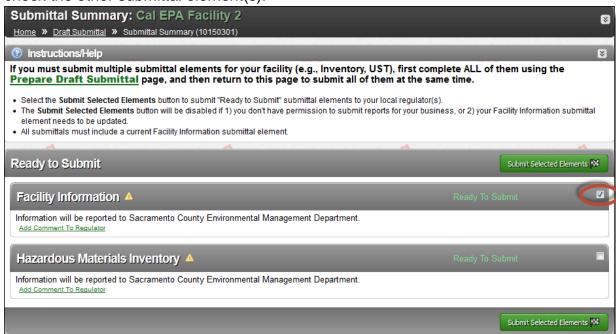


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9. If you have additional submittal elements potentially ready for submittal, they will be shown on the "Ready to Submit" page, with check marks applied.

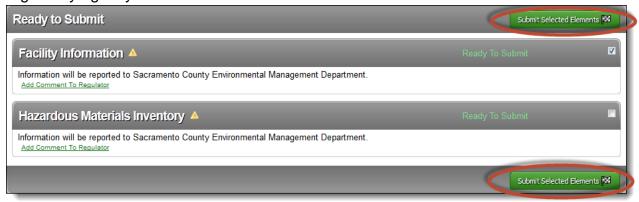


10. If you wish only to submit the "Facility Information" submittal element, simply uncheck the other submittal element(s).



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11. Then, select the "Submit Selected Elements" button (from either the top or bottom of the "Ready to Submit" page) to submit the selected submittal element(s) to the regulatory agency for review.



Please Note: Your facility's address will not be changed until the regulatory agency has approved your "Facility Information" submittal element.

Once your Facility Information submittal is accepted by your regulator, you will receive an e-mail notification and the updated facility address will appear in all parts of your CERS Business Portal. If your submittal is **not** accepted by your regulator, review the comments provided in the email and "Start" a new *Facility Information* submittal element with the corrections (or contact your regulator for further instructions).