

Workers' Compensation Board

Not-for-profit organizations can use New York Business Express (NYBE) to obtain and file a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200).

Follow these steps:

- 1. Go to businessexpress.ny.gov.
- Select Log in/Register in the top right-hand corner. A NY.gov Business account is required.
- **3.** If you <u>do not have</u> a NY.gov business account, go to **step 4** to set up your account.

If you <u>have</u> a NY.gov log-in and password, go to **step 14**.

- 4. Select **Register with NY.gov** under New Users.
- 5. Select Proceed.
- 6. Enter the following:
 - First and Last name
 - Email
 - Confirm email
 - Preferred username (check if username is available)
- 7. Select I'm not a robot.
 - You may have to complete a Captcha verification before proceeding.

8. Select Create Account.

If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.

8. (Continued)

- Do one of the following:
 - If the account(s) shown is a NY.gov <u>Individual</u> account, select **Continue**.
 - If the account(s) shown is a NY.gov <u>Business</u> account, select **Email Me the Username(s)**.
- 9. Verify that the account information is correct.Select Continue.

NEW YORK

STATE OF OPPORTUNITY.

- **10.** An activation email will be sent.
 - If you do not receive an email, see the No Email Received During Account Creation page.
- **11.** Open your activation email and select **Click Here**.
 - Specify three security questions.
 - Select Continue.
- **12.** Create a password (must contain at least eight characters).
- **13.** Select **Set Password**. You have successfully activated your NY.gov ID.
- 14. Select Go to MyNy:
 - At the top of the screen, select **Services**.
 - Select **Business**.
 - Select New York Business Express.
 - Select Log in/Register.

Continued on page 2

Certificate of Attestation of Exemption (CE-200)



- **15.** On the New York Business Express home page, do one of the following:
 - Scroll down to Top Requests and select Certificate of Attestation of Exemption or
 - Search Index A-Z for *CE-200*.

16. Under **How to Apply**:

Select Apply as a Business.

17. At the Entity Type screen:

- Select Corporation not-for-profits are formed under corporation law.
- Select C or S Corp. All corporations are a C Corp unless otherwise filed with the Department of State.
- Select Save & Continue.
- 18. At the Business Identification screen:
 - Enter the legal name.
 - Enter the federal Employer Identification Number.
 - Select Save & Continue.
- 19. At the Business Physical Location screen:Enter the business physical address.
 - Select the This is Also my Mailing Address button, if applicable.
- 20. At the Additional Physical Locations screen:■ Select Save & Continue.
- 21. At the Mailing Address(es) screen:
 - Enter the mailing address.
 - Select Save & Continue.
- 22. At the Business Industry Classification screen:
 - Search for appropriate principal NAICS code. No secondary NAICS code is neccessary.
 Select Save & Continue.
- 23. At the Officer/Shareholder screen:
 - Enter the corresponding information.
 - Select Save & Continue.

- 24. At the Workers' Compensation and Disability and Paid Family Leave screen, answer these questions:
 - Do you have New York Workers' Compensation Insurance?
 - Do you have New York Disability and Paid Family Leave Benefits Insurance?
 - Select Save & Continue.
- 25. At the License, Permit, or Contract Information screen:
 - Select the appropriate license, permit, or contract, or select **Other** and enter the information.
 - Enter the issuing agency.
 - Select Save & Continue.
- **26.** At the **Workers' Compensation Exemption Reason** screen:
 - Select the appropriate exemption reason.
 - Select Save & Continue.
- 27. At the Disability and Paid Family Leave Exemption Reason screen:
 - Select the appropriate exemption reason.
 - Select Save & Continue.
- 28. At the Applicant screen:
 - Select a previously entered individual from the drop-down, or select **Other** and enter a new applicant.
 - Select Save & Continue.
- 29. Review the Application Summary.
- 30. Attest & Submit.

You will receive an email when your certificate has been issued. To view your certificate:

- Select Access Recent Activity from your email, <u>or</u> access businessexpress.ny.gov and then access your Dashboard (under your login name on right).
- Print and sign the Certificate of Attestation of Exemption.
- Submit your CE-200 for your license, permit or contract to the issuing Agency.

Questions? Call the NYBE Contact Center: (518) 485-5000.