



Certificate of Attestation of Exemption (CE-200)



**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.
2. Select **Log in/Register** in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to step 4 to set up your account. If you have a NY.gov login 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 Individual account, select **Continue**.
 - If the account(s) shown is a NY.gov Business account, select **Email Me the Username(s)**.
9. Verify that the account information is correct.
 - Select **Continue**.
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 choose **Select 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

15. On the New York Business Express home page, scroll down to Top Requests:
 - 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 necessary.
 - 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, or 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.