

## Insurance Requirements to Obtain Permits with Contractors

The **Village of North Syracuse, Attn: Codes Department, 600 South Bay Road, North Syracuse, NY 13212** must be shown as a Certificate Holder on all required proofs of insurance submitted to include:

- General Liability: should be on the Liability Accord Form
- Worker's Compensation Forms: C-105.2, U-26.3, SI.12, GSI-105.2 or a CE-200 Exemption
- Disability- DB-120.1, DB-155 or CE-200 Exemption

**NOTE:** that all Name and Address information *must match exactly* on the applicant's proof of insurance on all forms that you supply or they will *not* be accepted.

### To Obtain CE-200 Exempt Not Required) Form for Disability, Worker's Comp or Both

Note the following:

- **Pop Ups** need to be enabled on your computer to print the proper form (found in the lower left corner of the form)
- The **CE-200 Form** has to be printed off, signed, dated and the original needs to be submitted to the Village
- You will need to create new login information, security questions (which can be used in the future for other permits), so you may want to write them down and hang on to them for future use, if you have not ordered any since 2/2019 as the process has changed
- If you need assistance you can call the NYBE Contact Center: (518) 485-5000

Note the following:

*This refers to the page titled "Certificate of Attestation of Exemption" (that is linked with this page)*

**NOTE:** After you have registered and established the security questions the first time for each of the steps (some will open up different pages and depending on your settings; they will either be at the top in a new tab or at the bottom of the screen to click on) for the different logins it requests. In the future you will only have to will start at Step #16 and not have as many steps to go through to obtain the CE-200.

**TIP:** Once you have completed the steps and filed for the CE-200; it tells you it will take 24 hours, but in many cases if you go back to the DASHBOARD under your login name on the right and go back in you will see a green rectangle going up and down with a **v** in it. To the right of that page you will see three boxes, and one will let you view and print your new Certificate. (These can only be **used once**; a new CE-200 **is required for each job**, even if you go back to the same property to do another job). Be sure to sign and date before turning it in with your permit application.

See Next Page for Steps and Login/Register Websites

# Certificate of Attestation of Exemption

NEW YORK  
Workers  
Compensation  
Board

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

## Follow these steps:

1. Go to [businessexpress.ny.gov](http://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 log-in and password, go to step 16.
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.
  - 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 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**.
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**, or
  - Select **Apply as a Homeowner** (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and 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](http://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.