1. Go to businessexpress.ny.gov.
2. Select Log-in/Register in the top right hand corner.
3. If you do not have an NY.gov account, go to step 4 to set up your account. If you have an 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 an 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 an NY.gov Individual account, select Continue.
     ● If the account(s) shown is an 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.
12. Select Continue.
13. Create a password (must contain at least eight characters).
    ■ You have successfully activated your NY.gov ID.
15. Select Go to MyNy.
    ■ At the top of the screen select Services.
    ■ Select Business.
    ■ Select New York Business Express.
    ■ Select Login/Register.
16. On the New York Business Express Home Page:
    ■ Scroll down to Top Requests and select Certificate of Attestation, or.
    ■ Search Index A-Z for CE-200.
17. Select How to Apply:
    ■ Select Apply as a Business, or
    ■ Select Apply as a Homeowner (applies to those obtaining permits to work on their residence).
18. Complete application screens.
20. Attest and submit.

You will receive an email when your application has been Issued/Approved.

To view your certificate:
■ Click Access Recent Activity from your email, or
■ Access businessexpress.ny.gov, and then access your Dashboard (under your Log-In name on right).

Print and sign the Exemption Certificate.

Submit your CE-200 for your license, permit or contract to the issuing Agency.