Certificate of Attestation of Exemption (CE-200)

NEW YORK STATE OF OPPORTUNITY. | 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 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 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**.

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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, 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.**