

Certificate of Attestation of Exemption



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.
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, 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.

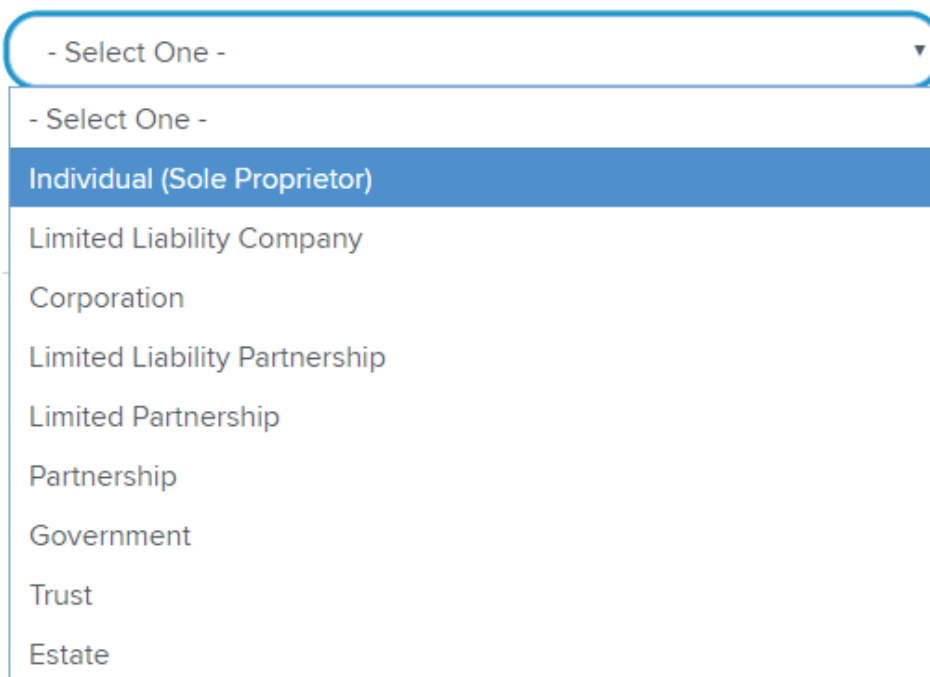
When you get to Step No. 16, regarding How to Apply, select “Apply as Business” (this is because you’re considered, in the state’s eyes, a food vendor for the day). From there, you will be taken to a section which starts with “Introduction.” Select “Get Started.”

Next, you’ll be brought to a section titled “Entity Type.” From the drop-down menu, select “Individual (Sole Proprietor)” and hit “Continue.” See the screenshot below for a reference.

Entity Type

Note: Throughout the application a Red Asterisk * is used to show which fields are required.

Type of entity or organization:*



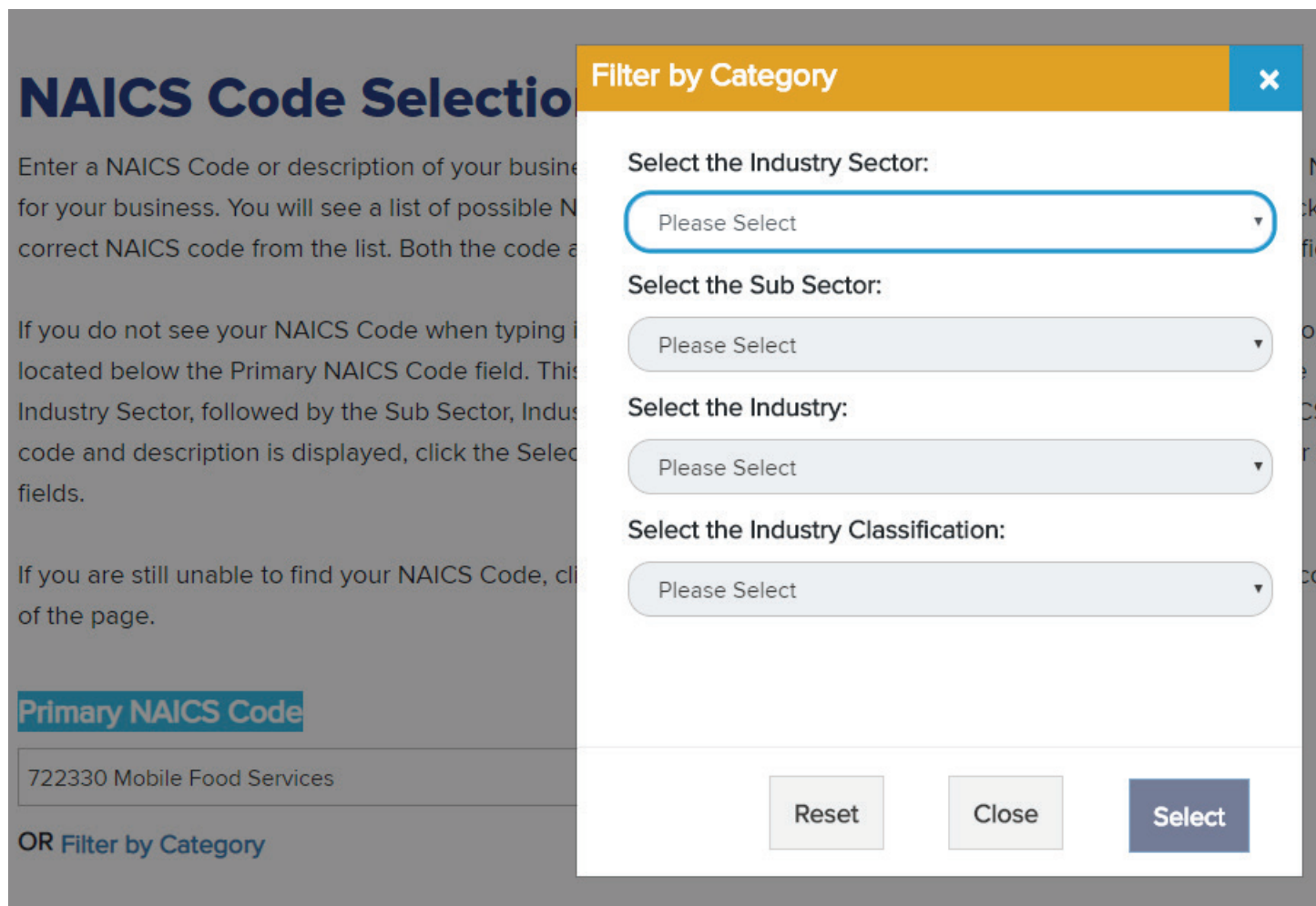
The screenshot shows a web form with a dropdown menu. The label above the dropdown is "Type of entity or organization:*". The dropdown menu is open, showing a list of options. The first option is "- Select One -" with a downward arrow. Below it is another "- Select One -" option. The third option, "Individual (Sole Proprietor)", is highlighted in blue. The remaining options are: "Limited Liability Company", "Corporation", "Limited Liability Partnership", "Limited Partnership", "Partnership", "Government", "Trust", and "Estate".

This will bring you to a section titled “Business Identification.” This section will first require you to enter your full name. Next, under “Do you have or intend to have employees?” you will select “No.” Below, where you are asked for a “Federal Employer Identification Number (EIN),” you will check the box that says “I do not have a Federal Employer Identification Number (EIN)” and enter your Social Security Number in the boxes below. When done, click “Save & Continue.”

The next sections you will be brought to are “Business Addresses,”

“Business Physical Address,” “Additional Physical Location(s),” “Mailing Address(es),” and “Contact Information.” Complete all of these sections and you will be brought to the section titled “Industry Classification.”

Once at the “Industry Classification” section, you’ll be asked to enter an “NAICS Code.” This is simply asking for you to choose the classification you fall under, in this case, to serve food at a public event. Under the subsection “Primary NAICS Code,” click “Filter by Category.” A window will appear with four drop-down sections: “Select the Industry Sector,” “Select the Sub Sector,” “Select the Industry,” and “Select the Industry Classification.” See the screenshot below for a reference.



Under “Select the Industry Sector,” click the drop-down, scroll down and select “72 Accommodation and Food Services.” See the screenshot on the next page for a reference.

NAICS Code Selection

Enter a NAICS Code or description of your business for your business. You will see a list of possible NAICS codes. Click the correct NAICS code from the list. Both the code and description is displayed.

If you do not see your NAICS Code when typing it, click the drop-down arrow located below the Primary NAICS Code field. This will display a list of Industry Sector, followed by the Sub Sector, Industry Sector code and description is displayed, click the Select button next to the fields.

If you are still unable to find your NAICS Code, click the link at the bottom of the page.

Primary NAICS Code

722330 Mobile Food Services

OR Filter by Category

Do you have a secondary NAICS Code?*

Yes

No

Can't find your NAICS Code? Click [here](#) for help.

Filter by Category

Select the Industry Sector:

Please Select

- 32 Manufacturing
- 33 Manufacturing
- 42 Wholesale Trade
- 44 Retail Trade
- 45 Retail Trade
- 45 Retail Trade
- 48 Transportation and Warehousing
- 49 Transportation and Warehousing
- 51 Information
- 52 Finance and Insurance
- 53 Real Estate and Rental and Leasing
- 54 Professional, Scientific, and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Educational Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services**
- 81 Other Services (except Public Administration)
- 92 Public Administration

Under “Select the Sub Sector,” click the drop-down, scroll down and select “722 Food Services and Drinking Places.” See the screenshot at right for a reference.

Select the Industry:

Please Select

- Please Select
- 7223 Special Food Services**
- 7224 Drinking Places (Alcoholic Beverages)
- 7225 Restaurants and Other Eating Places

Select the Sub Sector:

722 Food Services and Drinking Places

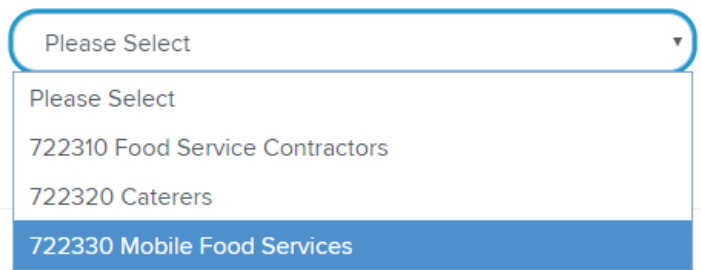
Please Select

- 721 Accommodation
- 722 Food Services and Drinking Places**

Under “Select the Industry,” click the drop-down, scroll down and select “7223 Special Food Services.” See the screenshot at left for a reference.

Under “Select the Industry Classification,” click the drop-down, scroll down and select “722330 Mobile Food Services.” See the screenshot at right for a reference.

Select the Industry Classification:



Please Select

Please Select

722310 Food Service Contractors

722320 Caterers

722330 Mobile Food Services

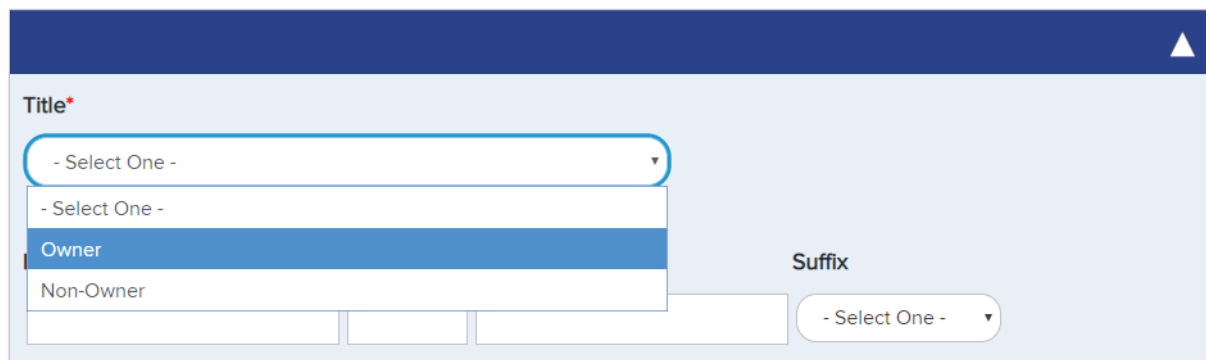
Once done with each of these, select “Select.” When the window disappears, the box for the “Primary NAICS Code” subsection should read “722330 Mobile Food Services.” Under “Do you have a secondary NAICS Code?” you will select “No.” Once done, hit “Save & Continue.”

Next, you’ll be brought to the “Owner/Business Principal” section. Here, you just select “Next” and will be brought to the “Sole Proprietor/Owner Information” section. Under the subsection “Title,” click the drop-down and select “Owner.” Complete the rest of the required fields and hit “Save & Continue.” See the screenshot below for a reference.

Sole Proprietor/Owner Information

Please enter your owner’s information. You can also enter a Non-Owner who will be included on the application.

If you have additional people to enter, please use the “Add New” button for each person you would like to enter. Each time you select “Add New” the new set of fields will appear below the previously entered people, at the bottom of the screen.



Title*

- Select One -

- Select One -

Owner

Non-Owner

Suffix

- Select One -

The section “Profile Summary” should come up. Review the information (and edit if necessary) and select “Next” when done.

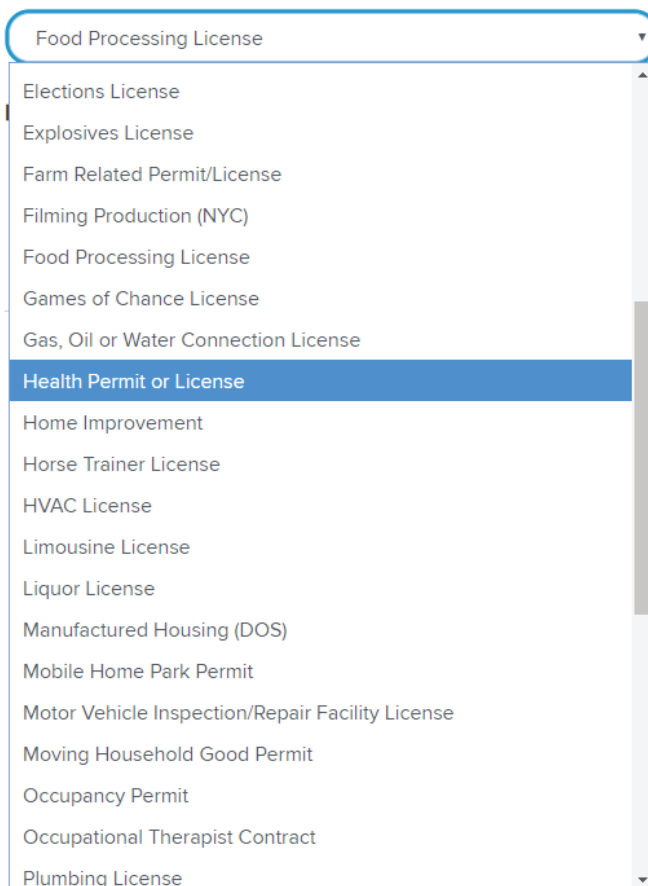
YOU’RE ALMOST DONE!

This will bring you to one of the last sections to complete, labeled “Workers’ Compensation/Disability and Paid Family Leave Benefits.” Click “Next” and you will be taken to the section titled “Workers’ Compensation/Disability and Paid Family Leave Benefits Insurance.” Here, you will select “No” for both questions and then select “Save & Continue.”

This will bring you to the section labeled “Permit/License/Contract Information.” Here, you will click on the drop-down menu under “Applying for,” scroll down and select “Health Permit License.” See the screenshot below for a reference.

Permit/License/Contract Information

Applying for *



The screenshot shows a web form with a drop-down menu titled "Applying for *". The menu is open, displaying a list of options. The option "Health Permit or License" is highlighted in blue, indicating it is the selected choice. Other options in the list include "Food Processing License", "Elections License", "Explosives License", "Farm Related Permit/License", "Filming Production (NYC)", "Food Processing License", "Games of Chance License", "Gas, Oil or Water Connection License", "Home Improvement", "Horse Trainer License", "HVAC License", "Limousine License", "Liquor License", "Manufactured Housing (DOS)", "Mobile Home Park Permit", "Motor Vehicle Inspection/Repair Facility License", "Moving Household Good Permit", "Occupancy Permit", "Occupational Therapist Contract", and "Plumbing License".

In the box below the drop-down menu titled “Issuing Government Agency,” type into the box “Department of Health” and then select “Save & Continue.”

Now, under the section titled “Workers’ Compensation Coverage Exemptions,” select the first option, which reads as follows: “The business is owned by one individual and is not a corporation. Other than the owner, there are no employees, day labor, leased employees, borrowed employees, part-time employees, unpaid volunteers (including family members) or subcontractors.” Click “Save & Continue.” See the screenshot below for a reference.

Workers' Compensation Coverage Exemptions

You must select ONE option which best describes why the Legal Entity is exempt from New York State workers' compensation insurance coverage*

- The business is owned by one individual and is not a corporation. Other than the owner, there are no employees, day labor, leased employees, borrowed employees, part-time employees, unpaid volunteers (including family members) or subcontractors.
- The business is a farm with less than \$1,200 in payroll the preceding calendar year.
- Other than the business owner(s) and individuals obtained from a temporary service agency, there are no employees, day labor, leased employees, borrowed employees, part-time employees, unpaid volunteers (including family members) or subcontractors. Other than the business owner(s), all individuals providing services to the business are obtained from a temporary service agency and that agency has covered these individuals for New York State workers' compensation insurance. A Temporary Service Agency is a business that is classified as a temporary service agency under the business's North American Industrial Classification System (NAICS) code.
- The applicant is a Native American Nation, an enterprise entirely owned by a Native American Nation, or is an enterprise owned by a tribal member located on a Native American Reservation
- The applicant is a Federal Agency or is otherwise covered by federal workers' compensation laws.
- None of the above apply to applicant's situation

Back

Save & Continue

Now, under the section titled “Disability and Paid Family Leave Benefits Coverage Exemptions,” select the first option, which reads as follows: “The applicant does not require Disability and Paid Family Leave Benefits coverage at this time since it has not employed one or more individuals on at least 30 days in any calendar year in New York State. (Independent contractors are not considered to be employees under the Disability and Paid Family Leave Benefits Law.)” Click “Save & Continue.” See the screenshot on the next page for a reference.

Disability and Paid Family Leave Benefits Coverage

You must select ONE option which best describes why the Legal Entity is exempt from New York State disability and paid family leave benefits insurance coverage*

- The applicant does not require Disability and Paid Family Leave Benefits coverage at this time since it has not employed one or more individuals on at least 30 days in any calendar year in New York State. (Independent contractors are not considered to be employees under the Disability and Paid Family Leave Benefits Law.)
- None of the above apply to applicant's situation.

Back

Save & Continue

This brings you to the “Applicant Personal Information” section. Review the information and click “Save & Continue” when done.

YOU’RE ALMOST DONE...THIS TIME FOR REAL!

Now, you should be on the “Application Summary” section. Review the information (and edit if necessary) and select “Next” when done.

When brought to the “Attestation” section, select “I agree” and click “Save & Continue” when done.

Finally, you’re brought to the “Ready to Submit Application” page. Click “Submit Application” and you’re done! Your application will now be processed and you will be notified via email of the approval. This could take upwards of 15 minutes.

YOU’RE DONE!