



Certificate of Exemption

Instructions for obtaining and filing a Certificate 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.
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).
14. Select Set Password.
 - 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.
19. Review Application Summary.
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.