



SCHOHARIE COUNTY DEPARTMENT OF HEALTH

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WORKERS' COMP/DISABILITY WAIVER INSTRUCTIONS

Online Application

1. Visit the New York State Workers' Compensation Board website at www.businessexpress.ny.gov
2. Follow the login/registration steps outlined in the attached document "Certificate of Attestation of Exemption."
3. During the application process you will be asked to record the name of the issuing government agency, please type – The Schoharie County Department of Health.
4. Print and sign the CE-200 Certificate. (This form must be renewed annually.)

If you have questions or need additional information, please contact the NYS Workers' Compensation Board at - (877)-632-4996

[HTTP://WWW.SCHOHARIECOUNTY-NY.GOV](http://www.schohariecounty-ny.gov)

ENVIRONMENTAL HEALTH
TEL: (518) 295-8382
FAX: (518) 295-8453

PUBLIC HEALTH NURSING
TEL: (518) 295-8474
FAX: (518) 295-8786

PRESCHOOL SPECIAL NEEDS
TEL: (518) 295-8705
FAX: (518) 295-8435

Certificate of Attestation of Exemption



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.
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.