

## CEAS Corporate Enrollment Instructions for Essential Service Providers (ESP)

1. To submit a Corporate Enrollment application, go to [www.ceas.com](http://www.ceas.com) and click on the “Enroll Now” tab. From the drop-down menu, select the CEAS jurisdiction in which you wish to register. *Note: If you would like to participate in multiple jurisdictions, you will need to submit separate enrollments for each.*
2. Corporate Information Page- Provide Corporate Information about your company. In the “Industry Information” section, select your industry type from the drop-down menu. In the “Description” field, enter “**Essential Service Provider.**”

**Industry Information**

Please select the industry that best describes your company. Also, please provide a **short description** below.

Industry:

Description:

3. Corporate Coordinator and Alternate Contact Pages- Supply contact information for your designated Corporate Coordinator and two additional contacts.
4. Facility Information Page(s)- Here you should enter the **facility information for any clients’ facilities in which you are seeking access.** *Note: The client must be an approved CEAS participant and is subject to verification. Please notify your clients that they will be contacted by a CEAS Representative*

You will be prompted to supply the number of employees that work at each facility.  
**Here you should list the total number of employees that work for your organization.**

Provide the number of employees that work at this facility.

Number of Employees:

Place your card order. *Note: You may be allotted more cards than the maximum allowed for purchase on the application. Contact a CEAS Support Representative for more details.*

5. Verify Information and Costs Page- Verify that all the information supplied is accurate. Make any edits necessary. Once complete, click “Submit Application.”

You will be given the option to download a copy of your form. An email will automatically be sent to the designated Corporate Coordinator with a copy of the application and instructions on how to complete the enrollment process.

If you need more information or assistance, please contact:

CEAS Support Team  
117 Cayuga Street, Fulton, NY 13069  
[support@ceas.com](mailto:support@ceas.com)  
(888) 353-2638 X1001  
Fax: (888) 353-2630