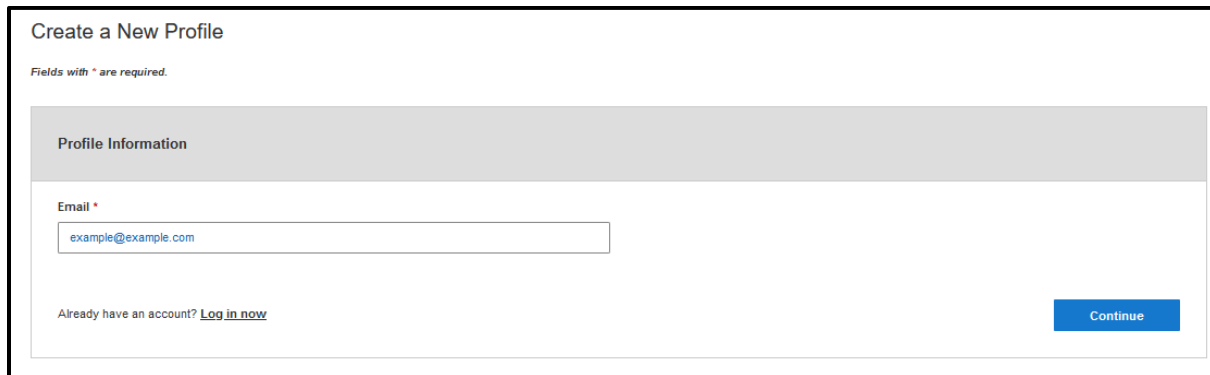


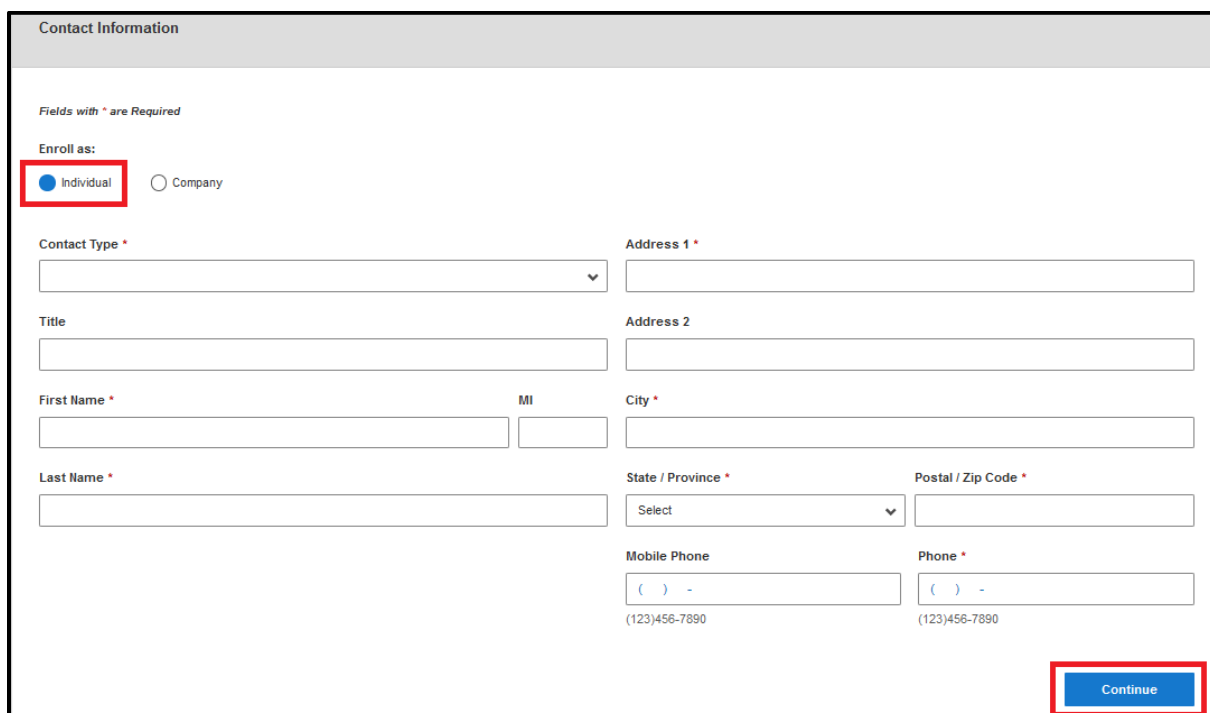
# Caltrans Encroachment Permit System (CEPS)

## Create a CEPS Account and Profile for an *Individual* (Do this first)

1. Enter **your** email address and click Continue.



2. Click “Individual”
3. For **Contact Type**, select “Employee of a Permit Related Entity” (unless you are the property owner requesting the permit, then choose “Property Owner”).
4. Enter **your** First and Last name, your work address, and phone. (**Do not** enter the Applicant’s or Company’s information). This is **your** individual account and should have **your** information. Every individual should have their own account.



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5. Click “**Continue**”
6. Create a ‘Password’, choose a ‘Security Question’ and ‘Answer.’
7. Click “**Continue**”.

The screenshot shows a 'Privacy Settings' form. It has a grey header bar with the title 'Privacy Settings'. Below the header, there are four input fields arranged in a 2x2 grid. The top-left field is labeled 'Password \*' and has a small asterisk. Below it is a note: '• Must be between 15 and 65 characters.' The top-right field is labeled 'Security Question \*' and has a dropdown arrow. The bottom-left field is labeled 'Confirm Password \*' and has a small asterisk. The bottom-right field is labeled 'Answer \*' and has a small asterisk. A blue 'Continue' button is located at the bottom right of the form.

See the CEPS Application Process – Video (2 of 3) on the CEPS homepage.

## Create a CEPS Account and Profile for a *Company*

**After** creating an individual account, a Company account may be created. It is recommended that at least two contacts on each application have a CEPS Portal account as a backup.

Follow the same steps as above for creating the individual account, but now enter all the information for the company.

1. Enter the **email address for the company** account.
  - a. The email address must be **unique**
  - b. Cannot already be in the system (should not be an individual’s email).

The screenshot shows a 'Create a New Profile' form. It has a grey header bar with the title 'Create a New Profile'. Below the header, there is a note: 'Fields with \* are required.' Below this, there is a section titled 'Profile Information' with a grey background. Inside this section, there is an 'Email \*' field with a small asterisk. The email address 'example@example.com' is entered in the field. Below the email field, there is a link: 'Already have an account? [Log in now](#)'. A blue 'Continue' button is located at the bottom right of the form.

## Caltrans Encroachment Permit System (CEPS)

2. Click “Company”
3. For **Contact Type**, select the best choice:

Utility – Regulated by CPUC	A utility company regulated by the California Utility Commission.
Utility – Not Regulated by CPUC	For all utility companies not regulated by the California Utility Commission
Property Owner – Individual/Company/Organization	Use for Property owner, Company, or Organization (except non-profit)
Non-Profit – Company / Organization	Use for verified non-profit companies
Public Corp – Local Agency	Use if a city, county, or public District
Contractor	Companies acting as Contractors or with Contractors License
Developer	Companies where most of the business is development

4. Enter **Company** name, address, phone, and **email address**. The **email address must be unique** and cannot currently be in the system. It is recommended that every company have a portal account to monitor all applications being requested on their behalf.
5. Click Continue
6. Create a ‘Password’, choose a ‘Security Question’ and ‘Answer.’
7. Click ‘Continue.’

See the CEPS Application Process – Video (2 of 3) on the CEPS homepage.

After creating both CEPS Profile accounts, you are ready to “Start an Application.”