

Workers Comp/Disability Instructions

- 1) GO TO WWW.WCB.NY.GOV
- 2) Click on WC/DB Exemptions
- 3) Click on Request for WC/DB Exemption (Form CE-200)
- 4) Click on "Select to Access Web Based Exemption Application" (This is a box on the bottom of the page)
- 5) Create a password, confirm password, enter mother's maiden name, enter business phone
- 6) Click the Sign On Box
- 7) Fill out application (choose sole owner/operator IF you do not hire any employees)
- 8) Submit application
- 9) Print out certificate for verification (Print by holding "CTRL" + "P" on the computer keyboard)