



Registration to Submit CEQA Documents

Governor's Office of Planning and Research
State Clearinghouse and Planning Unit

Step 1: Register

Please email state.clearinghouse@opr.ca.gov with subject "CEQA Submit Registration" with the following information for each individual registering:

Name:

Entity:

(Lead Agency, Consultant, or Responsible Agency)

Official work email:

Step 2: Validate registration

Validate your registration by logging in with your work email at: <https://cegasubmit.opr.ca.gov/>

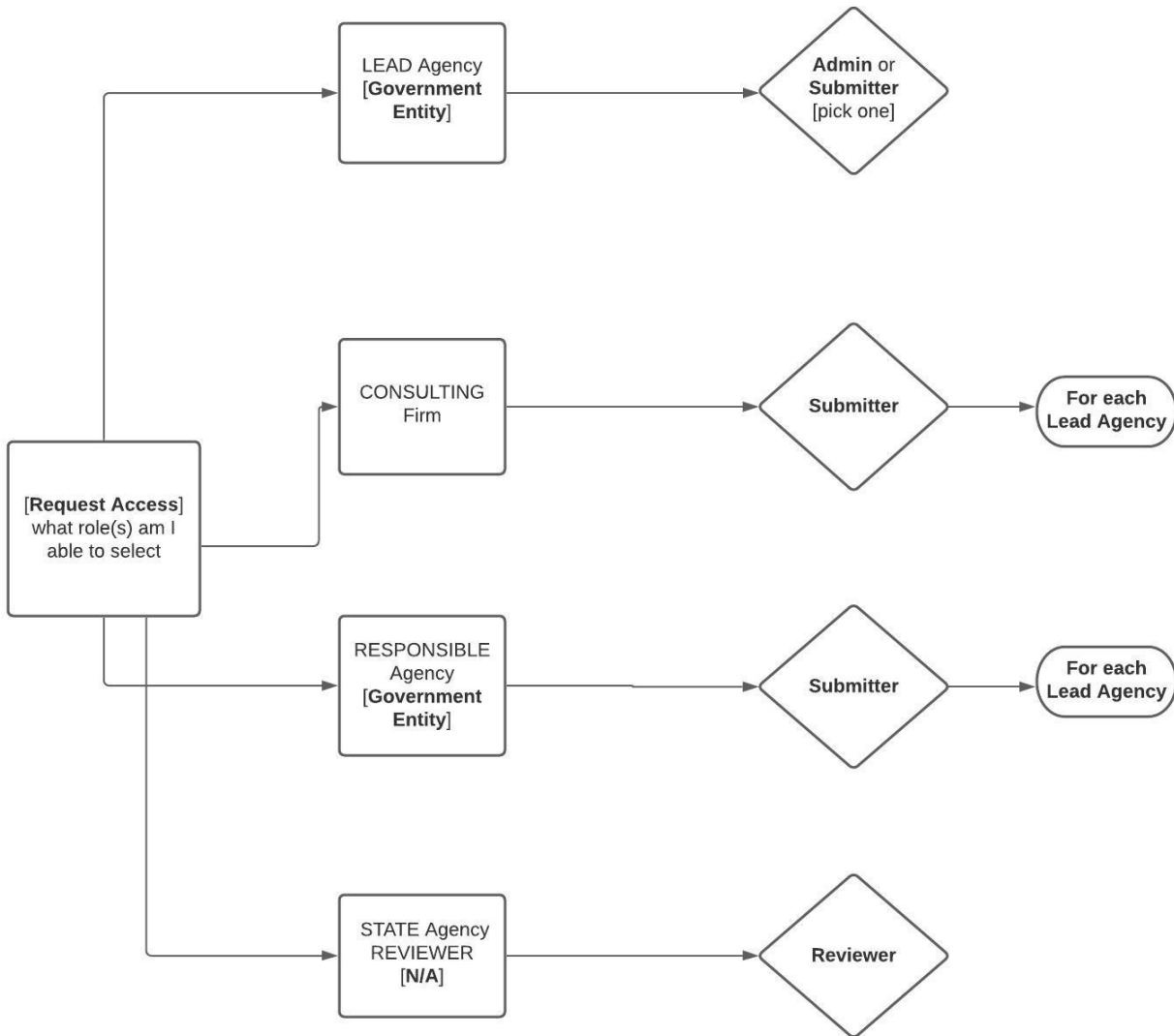
Step 3: Request the appropriate role

- If you are the Lead Agency (government entity), you can choose the Admin OR Submitter role (one or the other). The State Clearinghouse must approve this role for you.
- If you are the Consulting Firm, you can *only* choose the Submitter role (for each Lead Agency you are representing). The Lead Agency Administrator must approve this role for you.
- If you are the Responsible Agency (government entity), you can *only* choose the Submitter role (for each Lead Agency you are filing for). Either the State Clearinghouse or the Lead Agency Administrator can approve this role for you.
(**Note:** The Responsible Agency is *not* the Lead Agency. Please select the Lead Agency for which you are filing as a Responsible Agency.)

What can Administrators, Submitters, and Reviewers do?

Administrator Capabilities

- Approve a Consultant's or Staff from within the Lead Agency's "Submitter" role requests to submit CEQA documents on behalf of the Lead Agency. (**Note** that all Consultants and Staff members must be registered users)
- Submit a CEQA document



Submitter Capabilities

- Submit a CEQA Document on behalf of a Lead Agency or as a Responsible Agency

Reviewer Capabilities

- Feature not yet available

To learn more about the registered user roles, refer to page 15 of the [CEQA Database User Guide](#).

Step 4: Accept Terms of Use



Gavin Newsom
Governor



Kate Gordon
Director

STATE OF CALIFORNIA
Governor's Office of Planning and Research
State Clearinghouse and Planning Unit

CEQA Submit Database Terms of Use

*For first time users, the CEQA Submit Database system will prompt you to accept the **Terms of Use**. See below.*

By using this system, you agree to the following Terms of Use:

1. I understand that all use of this database is for official business of the agency I represent.
2. The account I use to access this database will not be used by other persons. Each user account represents an individual; **shared accounts are not permitted**.
3. The email address I use to access this database belongs to me.
4. I am responsible for preventing unauthorized access to the email account I use to access the database.
5. If I have reason to believe the email account I use to access this application has been compromised, I understand it is my responsibility to notify the OPR.
6. If I am no longer with the agency I represent, I understand it is my responsibility to notify the OPR or the **registered Administrator** within my agency.
7. The Governor's Office of Planning and Research (OPR), State Clearinghouse (SCH) accepts no responsibility for the content or accessibility of the external websites or external documents linked on this website. Attachments that are uploaded will be published on CEQAnet. State and federal agencies must comply with all applicable statutory and regulatory requirements related to the Americans with Disabilities Act for documents posted and made available on internet websites. Local agencies must comply with all applicable statutory and regulatory requirements related to the Americans with Disabilities Act for documents posted and made available on internet websites.
8. Public Resources Code Section 21091(c)(3) and Guidelines Section 15105(e) allows the State Clearinghouse to distribute CEQA documents within three working days after the date of receipt if the submittal is determined by the State Clearinghouse to be complete. Additionally, I understand that the state agency review period does not begin until the State Clearinghouse distributes the CEQA document to state agencies. (Pub. Resources Code, § 21093(c)(2).)
9. I understand that there may be occasions when the CEQAnet database will not be available to the public for intermittent periods, such as, but not limited to, if the database encounters technical difficulties or if unforeseen circumstances occur. In those circumstances, the State Clearinghouse will make its best effort to reinstate the database as soon as feasible.
10. If these terms change, I understand I will be asked to accept the changes before I may continue to use this application.