Washington State Department of Labor & Industries

Conveyance Management Portal (CMP) User Guide

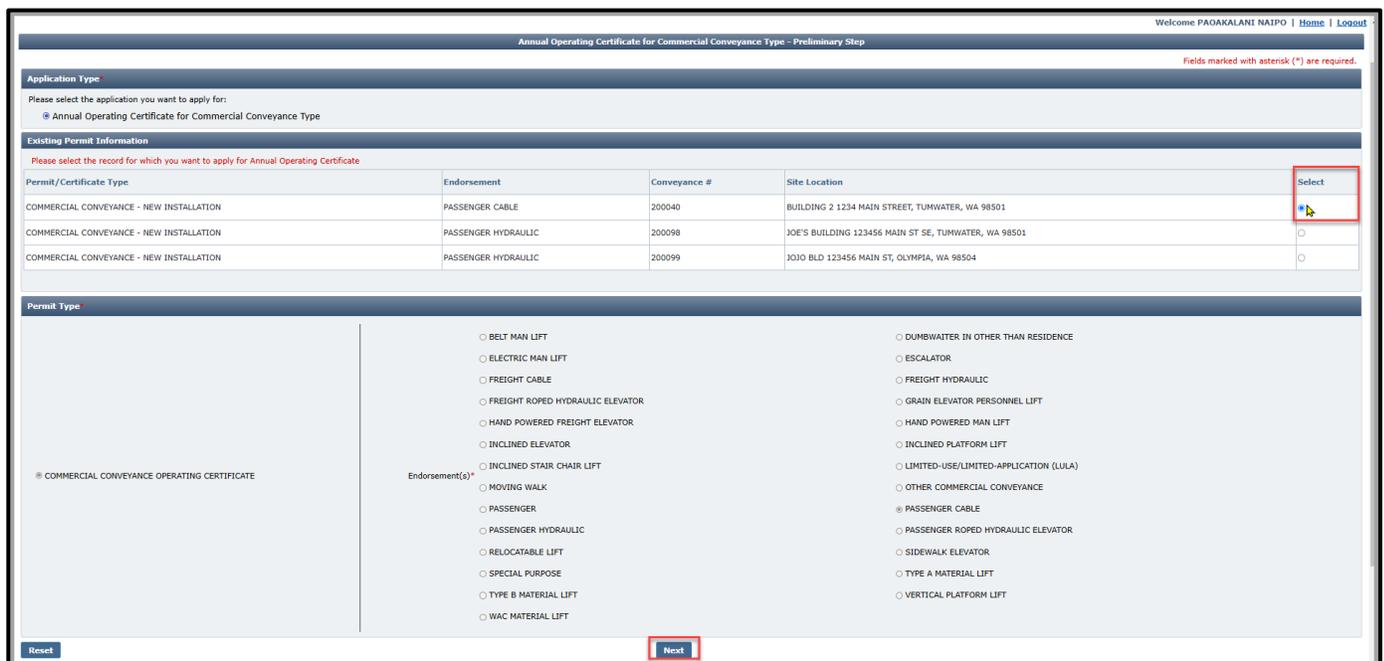## *Apply for an Annual Operating Certificate*

Introduction

This guide covers how to submit an Annual Operating Certificate. You're required to purchase an operating certificate annually to run your conveyance. The audience for this training is building owners, property managers and contractors.

Submit Annual Operating Certificate application

1. Log into the Portal and select **Apply for Annual Operating Certificate** from the WHAT DO YOU WANT TO DO? menu. This will take you to a preliminary step screen.
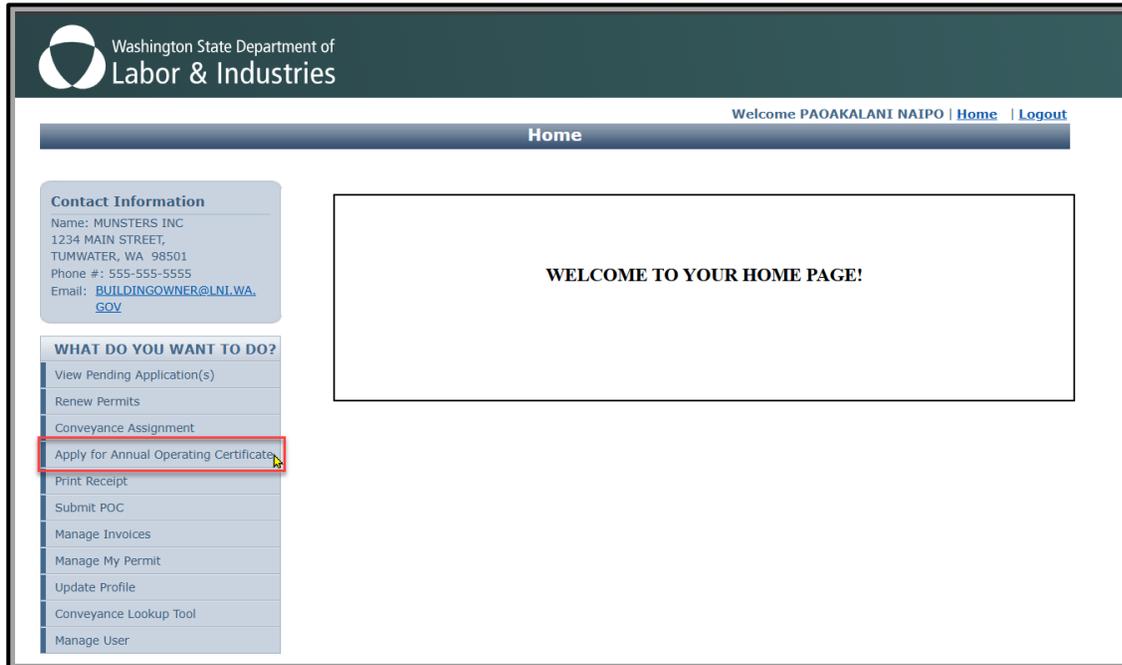
2. Using the **Select** column on the far right, choose a permit that you would like to apply for an annual operating certificate for. Scroll down to the bottom of the page and select **Next**.

3. Review the **Entity Information** tab and select **Next**.

4. On the **Address Information** tab, complete all required fields for the Permit Mailing Address. You may use the copy function if the address is the same as the Entity Mailing Address. When complete, select **Next**.

   NOTE: Items marked with an asterisk denote required information.

5. Annual Operating Certificate for Construction Hoist applications only: Review the Conveyance Equipment Owner Information details for accuracy and select **Next.**

6. Review and select the **Attestation** checkbox. This verifies you have provided the most accurate information regarding the Annual Operating Certificate application.

7. Select **Submit Application**.

8. On the **Fee Details** page, click on the **Pay Now** or **Submit & Pay Later** button. Follow the instructions.

9. The person who completed the application should then check their email inbox for a message confirming the application was successfully submitted.

Questions or comments email: CMPTraining@Lni.wa.gov, and reference the training title in the subject line.