

## 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.

Washington State Departm Labor & Indust	ent of ries
	Welcome PAOAKALANI NAIPO   Home   Logout
	Home
Contact Information Name: MUNSTERS INC 1234 MAIN STREET, TUMWATER, WA 98501 Phone #: 555-555-5555 Formule, BUIL DUNCONNERGENIN WA	WELCOME TO YOUR HOME PAGE!
GOV WHAT DO YOU WANT TO DO? View Pending Application(s)	
Renew Permits Conveyance Assignment Apply for Annual Operating Certificate	
Print Receipt Submit POC	
Manage Involces Manage My Permit	
Update Profile Conveyance Lookup Tool	
Manage User	

**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**.

Welcome PAOAKALANI NAIPO   Home				Home Logout		
Annual Operating Certificate for Commercial Conveyance Type - Preliminary Step						
					Fields marked with asterial	(*) are required.
Application Type						
Please select the application you want to apply for:						
Annual Operating Certificate for Commercial Conveyance Type						
Existing Permit Information				_		
Please select the record for which you want to apply for Annual Operating Certificate						
Permit/Certificate Type		ndorsement	Conveyance #	Site Location		Select
COMMERCIAL CONVEYANCE - NEW INSTALLATION		ASSENGER CABLE	200040	BUILDING 2 1234 MAIN STREET, TUMWATER, WA 98501		• <b>A</b> •
COMMERCIAL CONVEYANCE - NEW INSTALLATION		ASSENGER HYDRAULIC	200098	JOE'S BUILDING 123456 MAIN ST SE, TUMWATER, WA 98501		0
COMMERCIAL CONVEYANCE - NEW INSTALLATION	P	ASSENGER HYDRAULIC	200099	JOJO BLD 123456 MAIN ST, OLYMPIA, WA 98504		0
Permit Type						
© COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	Endorseme	BELT MAN LIFT  ELECTRIC MAN LIFT  FREIGHT CABLE  FREIGHT CABLE  FREIGHT ELEVATOR  HAND POWERED PROAFLIC ELEVATOR  HAND POWERED PREIGHT ELEVATOR  MOVING WALK  PASSENGER  PASSENGER  AMOVING WALK  RELOCATABLE LIFT  SEGGLAL PURPOSE  TYPE B MATERIAL LIFT			O DUMBWATER IN OTHER THAN RESIDENCE O ESCALATOR O FREIGHT HYDRAULIC O GRAIN RELWATOR PRESONNEL LIFT O HAND POWERED MAN LIFT O INCLINE DAVISON LIFT O INCLINE DAVISON LIFT O THER COMMERCIAL CONVEYANCE PASSENGER CABLE PASSENGE PASSENGER CABLE PASSENGER CAB	
Reset						

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3. Review the Entity Information tab and select Next.

		Welcome PAOAKALANI NAIPO   <u>Home</u>   <u>Logout</u>
	Annual Operating Certificate for Commercial Conveyance Type	
Entity Information Address Information Attestation		Fields marked with asterisk (*) are required.
Please review Information for accuracy.		S BACK NEXT D
Entity Information		
Entity Name*	MUNSTERS INC	
UBI #*	123-456-789	
Reset		

**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.

				Welcome PAOAKALANI NAIPO   E	lome   <u>Logout</u>
Annual Operating Certificate for Commercial Conveyance Type					
Entity Information Address Information Attestation				Fields marked with asterisk (*)	are required.
					🔇 ВАСК
Attestation		_	_		
You must check the following:					
I attest that the information provided in this application is accurate and com	plete to the best of my knowledge.				
Name * PAOAKALANI NAIPO		Date*	02/14/202		
	Submit Application				<b>ВАСК</b>

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

		Welcome PAOAKALANI NAIPO   Home   Logout		
	Fee Detail			
Fee Details				
Annual Operating Certificate Fee (Fixed) Annual Operating Certificate Fee (Variable)		\$217.80 \$100.80		
Total Fees		\$318.60		
Do NOT push the "Pay Now" button more than once. Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application". Failure to comply with these instructions may result in multiple charges.				
	Edit Application Pay Now Submit and Pay Later Preview			

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