



Conveyance Management Portal (CMP) User Guide

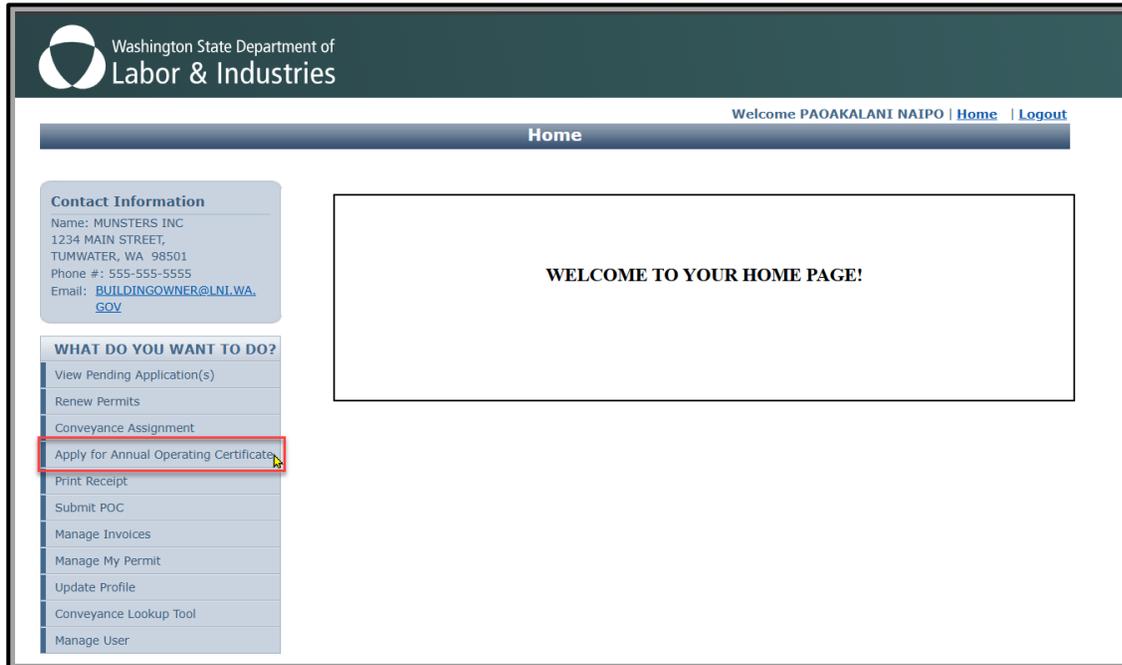
*Apply for an Annual Operating
Certificate*

Introduction

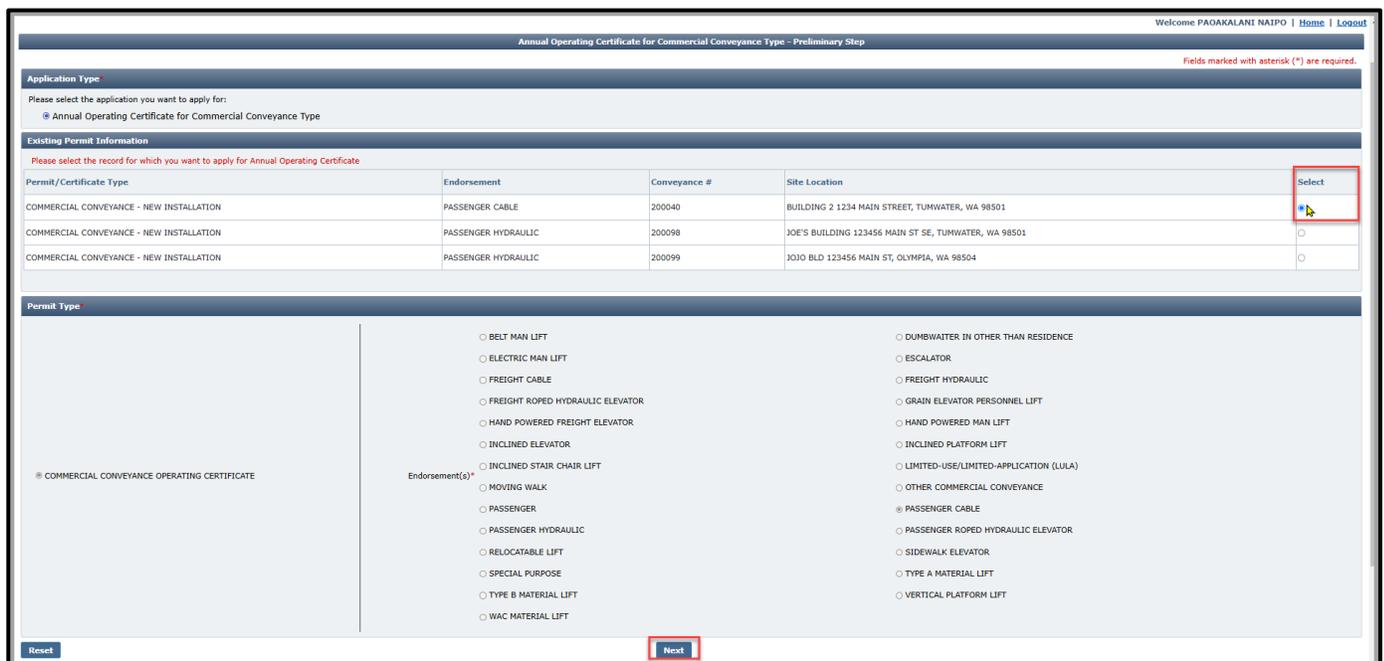
This guide covers how to submit an Annual Operating Certificate. You're required to purchase an operating certificate annually to run your conveyance. The audience for this training is building owners, property managers and contractors.

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**.

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Annual Operating Certificate for Commercial Conveyance Type

Entity Information | Address Information | Attestation

Please review Information for accuracy.

Entity Name* MUNSTERS INC

UBI #* 123-456-789

Reset

Fields marked with asterisk (*) are required.

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BACK 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**.

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Annual Operating Certificate for Commercial Conveyance Type

Entity Information | Address Information | Attestation

Fields marked with asterisk (*) are required.

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Attestation

You must check the following:

I attest that the information provided in this application is accurate and complete to the best of my knowledge.

Name* PAOAKALANI NAIPO Date* 02/14/2021

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Submit Application

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

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Fee Detail

Fee Details	
Annual Operating Certificate Fee (Fixed)	\$217.80
Annual Operating Certificate Fee (Variable)	\$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.

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