



Conveyance Management Portal User Guide

New User Registration

This step-by-step guide covers how to sign up or sign into CMP through My L&I

Revised 7/30/2026

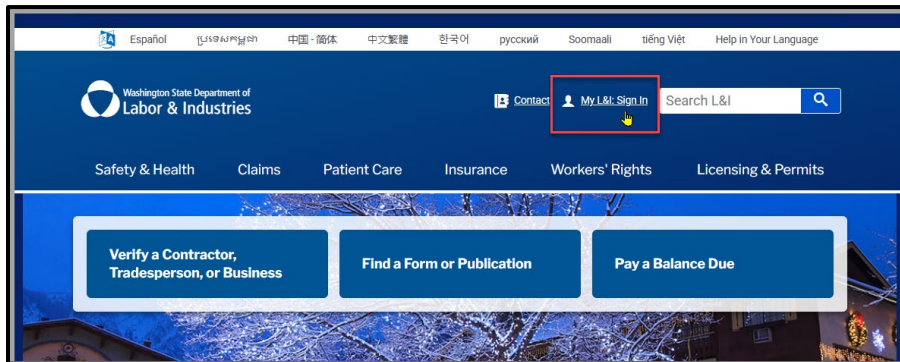
Table of Contents

Register for the Conveyance Management Portal (CMP, Portal)	2
Logging in After Initial Registration	10

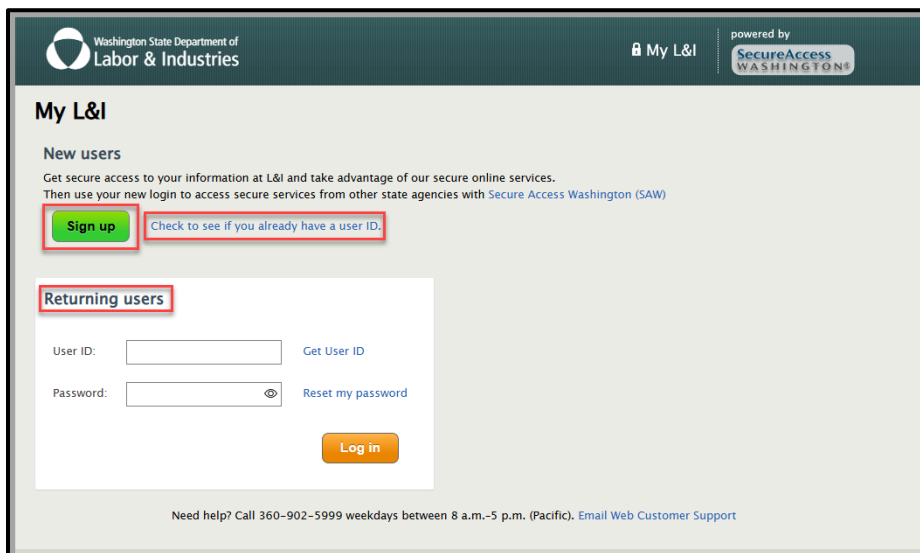
Register for the Conveyance Management Portal (CMP, Portal)

Before you begin, you will need to know your company's Unified Business Identifier (UBI). You can look up your number on the [Department of Revenue's](#) website. Contractors will also need their elevator and general contractor license numbers.

1. From the L&I home page, <https://lni.wa.gov/>, select **My L&I Sign In**.



2. **Check to see if you already have a user ID.** If so, you may sign in as a **Returning User** and skip steps 3-6. If you do not have an existing user ID, select **Sign Up**. Once registered, you will log in as a **Returning User**.



TIP: It's best to avoid using autofill for the User ID and Password. If you choose incorrectly, you'll be directed to register again.

3. Enter your information and optional contact details to reduce the chance of losing access.

Sign up for My L&I
Enter your information

First Name *
Britt ✓

Last Name *
Youngblood ✓

Email *
britt.youngblood@ini.wa. ✓

Contact Phone *
[Redacted] ✓
Format: XXX-XXX-XXXX

Contact info for security (optional) ←
Provide additional contact info to receive multi-factor authentication security codes and reduce the chance of losing access to your account.

Additional Email

Mobile Phone
Format: XXX-XXX-XXXX

Message and data rates may apply for mobile phones. A message will be sent only when you request it.

4. **Create a User ID and Password.** The system will prompt you with a green check mark when you meet the correct password criteria.
5. Next, **review and accept the Access Agreement** by adding your initials and checking the box. Select **Continue**.

Create a user ID and password

User ID *
britty ✓

User IDs must be at least four characters long and may contain ., -, _, @

Your password *
[Redacted] ✓

For your security, please enter a password with:
✓ At least 10 characters
including at least 3 of the following:
✓ One uppercase letter
✓ One lowercase letter
✓ One number
✓ One special character
Do not include your user ID.

Checks appear here when you have it correct. Remember to write your user name and password down and store in a secure location for future reference.

Accept the Access Agreement

To create an account, initial and indicate you have read and accept the [Access Agreement](#)

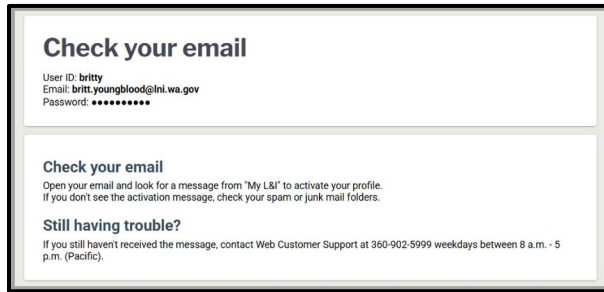
Your Initials * ←

☐ I have read and accept the Access Agreement*

Select Continue

CANCEL CONTINUE

6. Check your email for a link to activate your profile.

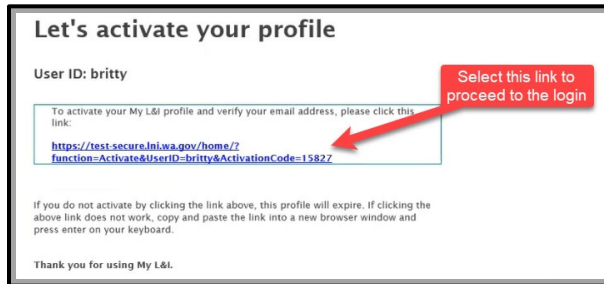


Check your email

User ID: britty
Email: britt.youngblood@lni.wa.gov
Password: ••••••••

Check your email
Open your email and look for a message from "My L&I" to activate your profile. If you don't see the activation message, check your spam or junk mail folders.

Still having trouble?
If you still haven't received the message, contact Web Customer Support at 360-902-5999 weekdays between 8 a.m. - 5 p.m. (Pacific).



Let's activate your profile

User ID: britty

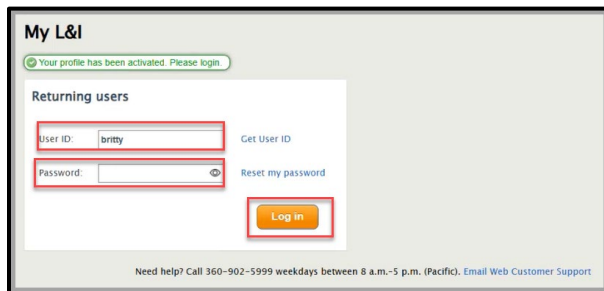
To activate your My L&I profile and verify your email address, please click this link:
<https://test-secure.lni.wa.gov/home/?function=Activate&UserID=britty&ActivationCode=15827>

If you do not activate by clicking the link above, this profile will expire. If clicking the above link does not work, copy and paste the link into a new browser window and press enter on your keyboard.

Thank you for using My L&I.

Select this link to proceed to the login

7. Enter your **User ID** and **Password** as a Returning User. Select **Log in**.



My L&I

Your profile has been activated. Please login.

Returning users

User ID: britty [Get User ID](#)

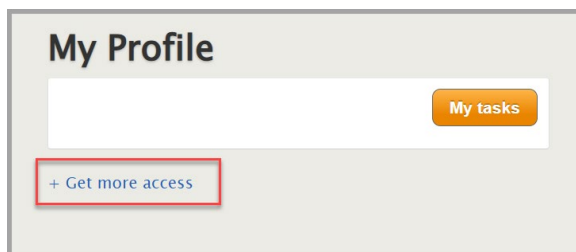
Password: [Reset my password](#)

Log in

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). [Email Web Customer Support](#)

TIP: It's best to avoid using autofill for the User ID and Password.

8. Select **Get More Access**.

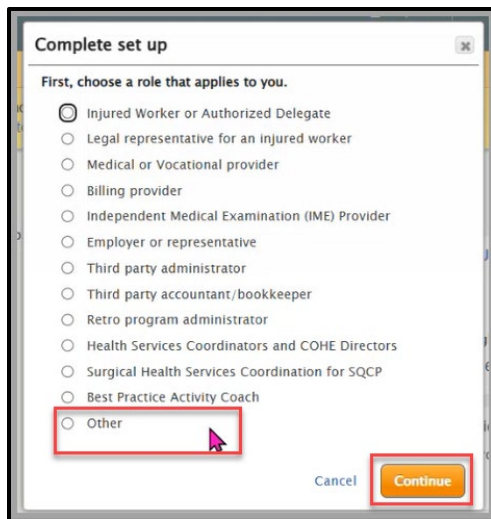


My Profile

My tasks

+ Get more access

9. On the **Complete set up** screen select **Other**, then select **Continue**.



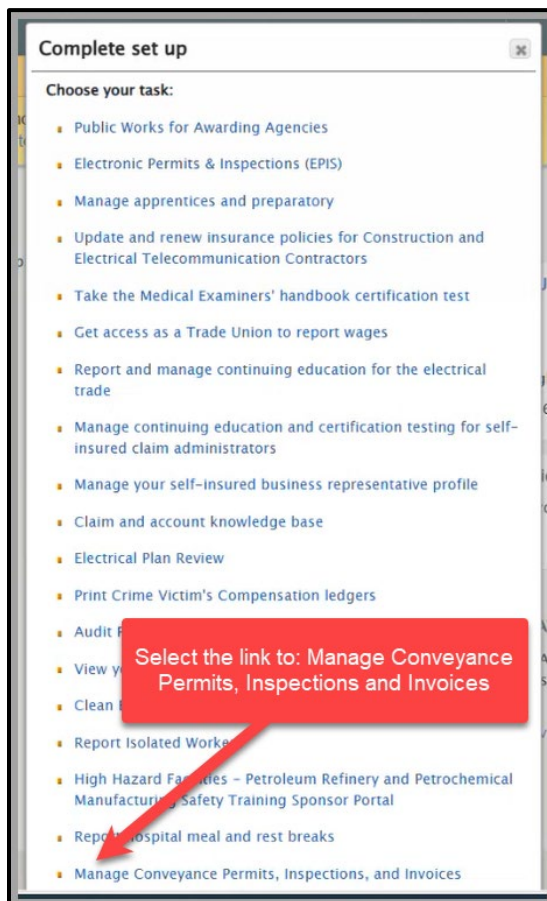
Complete set up

First, choose a role that applies to you.

- ☒ Injured Worker or Authorized Delegate
- ☐ Legal representative for an injured worker
- ☐ Medical or Vocational provider
- ☐ Billing provider
- ☐ Independent Medical Examination (IME) Provider
- ☐ Employer or representative
- ☐ Third party administrator
- ☐ Third party accountant/bookkeeper
- ☐ Retro program administrator
- ☐ Health Services Coordinators and COHE Directors
- ☐ Surgical Health Services Coordination for SQCP
- ☐ Best Practice Activity Coach
- ☐ Other

Cancel Continue

10. On the following menu, select **Manage Conveyance Permits, Inspections and Invoices**.



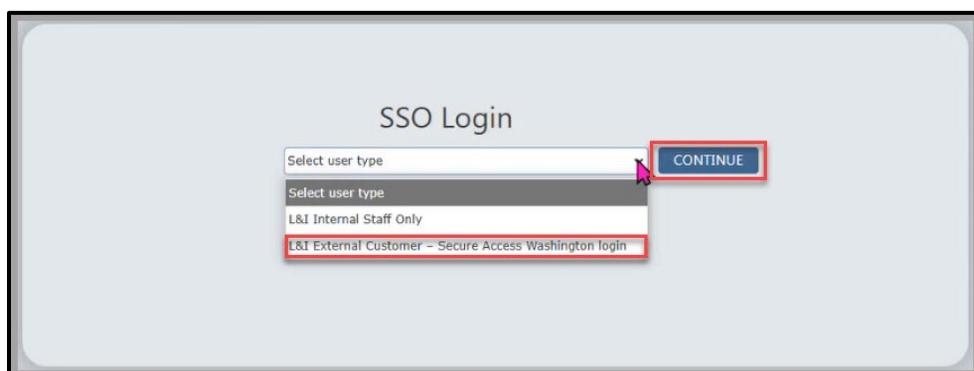
Complete set up

Choose your task:

- Public Works for Awarding Agencies
- Electronic Permits & Inspections (EPIS)
- Manage apprentices and preparatory
- Update and renew insurance policies for Construction and Electrical Telecommunication Contractors
- Take the Medical Examiners' handbook certification test
- Get access as a Trade Union to report wages
- Report and manage continuing education for the electrical trade
- Manage continuing education and certification testing for self-insured claim administrators
- Manage your self-insured business representative profile
- Claim and account knowledge base
- Electrical Plan Review
- Print Crime Victim's Compensation ledgers
- Audit P
- View y
- Clean
- Report Isolated Work
- High Hazard Facilities – Petroleum Refinery and Petrochemical Manufacturing Safety Training Sponsor Portal
- Report hospital meal and rest breaks
- Manage Conveyance Permits, Inspections, and Invoices

Select the link to: Manage Conveyance Permits, Inspections and Invoices

11. At the SSO Login, select **L&I External Customer** from the drop-down menu, then select **Continue**.



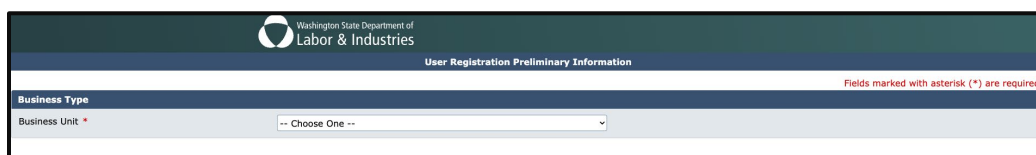
The SSO Login screen features a title "SSO Login" at the top. Below it is a "Select user type" dropdown menu. The dropdown is open, showing two options: "L&I Internal Staff Only" and "L&I External Customer - Secure Access Washington login". The second option is highlighted with a red box. To the right of the dropdown is a blue "CONTINUE" button, also highlighted with a red box. A mouse cursor is pointing at the "L&I External Customer" option.

12. You are now entering Secure Access Washington. Enter the **User ID** and **Password** you created for My L&I and select **Submit**.



The Secure Access Washington login page has a green header with the Washington State Seal and the text "Welcome to your login for Washington state." Below the header is a navigation bar with "SecureAccess Washington" and links for "Sign Up!", "GET HELP", and "Español". The main content area is white. On the left, there is a "LOGIN" section with "Username" and "Password" input fields, a "Submit" button, and links for "Forgot your username?" and "Forgot your password?". On the right, there is a graphic with the text "ON BEHALF OF WASHINGTON STATE AGENCIES" and an image of the Washington State Capitol building.

13. You are now entering the **Conveyance Management Portal User Registration**. From the Business Type drop-down menu, select **Conveyance**.



The Conveyance Management Portal User Registration page has a dark blue header with the Washington State Department of Labor & Industries logo. Below the header is a section titled "User Registration Preliminary Information". There is a red note that says "Fields marked with asterisk (*) are required." Below this, there is a "Business Type" section with a dropdown menu. The dropdown menu is open, showing "Choose One" as the selected option. Below the dropdown menu is a "Business Unit" section with a dropdown menu.

14. Select a **User Type**. A **Role Designation** drop-down menu will appear below. Select your role. Enter your company's **UBI number**. Select **Next**.

NOTE: Administrators are able to update the account profile and manage users who register as representatives.

- **Property Manager** refers to Property Management companies. **Property Managers should register with their management company's UBI number.** This user type allows users to manage more than one property (i.e., properties with different UBI numbers). Conveyances are assigned to property manager accounts by either the building owner or L&I Elevator Program staff. Once conveyances are assigned to the property manager account, the property manager can manage everything including renewing annual permits, viewing/paying/printing invoices and receipts, viewing/printing inspections, and submitting proof of corrections.
- **Conveyance Contractors** must enter their elevator and general contractor license numbers. Once you select the Conveyance Contractor radio button, the additional fields will appear.
- **Building Owner** includes the property owner and any employees of the property owner. Building owners can assign/un-assign their conveyances to property managers.

The screenshot shows the 'User Registration Preliminary Information' form. It includes the following sections:

- Business Type:** Business Unit (Conveyance), Licensee Type (Business Entity).
- User Type:** Please select the user type *. Radio buttons for Conveyance Contractor, Building Owner (selected), and Property Manager.
- Role Designation:** Please select your role *. Drop-down menu showing Building Owner Administrator. A red arrow points to this menu with the text 'Use the drop-down to select your role.'
- UBI #:** A text input field.
- Buttons:** Reset and Next.

Fields marked with asterisk (*) are required.

*Administrator - Main contact responsible for company. This person(s) will control access for Representative accounts.
*Representative - Can take action on behalf of company.

15. The Initial User Registration may be pre-populated with details. If you previously selected the administrator role, you could update the **Entity Mailing Address** and the **User Details** if needed. If the entity name needs to be edited, please reach out to the [Elevator Program](#).

NOTE: Overwriting the details on this screen, overwrites the details for the account, not your personal profile.

ALSO NOTE: the **User Phone Number** is a required field and often overlooked. Enter a 10-digit phone number.

Initial User Registration - Conveyance

Fields marked with asterisk (*) are required.

Entity Information

Entity Name* MUNSTERS INC

UBI # 123-456-789

Primary Contact

First Name* PETER Middle Name

Last Name* PARKER Role* Other Building Prop Manager

Email* convey@lni.wa.gov Phone* 555-867-5309

Entity Mailing Address

Country* United States

Address* 1234 MAIN STREET Suite/Apt/Unit/etc.

City* TUMWATER State/Province* WASHINGTON Zip* 98501

County* Thurston Primary Phone # - Ext* 555-867-5309 Alternate Phone # - Ext

Fax Primary E-mail* BUILDINGOWNER@LNI.WA.GOV Alternate E-mail

User Detail

Last Name* Youngblood First Name* Britt Middle Name

Email* britt.youngblood@lni.wa.gov Phone # - Ext*

16. Read the attestation statement. Check the box, enter your name, and select **Register**.

Attestation

You must check the following:

☒ I have read and agree to the following:

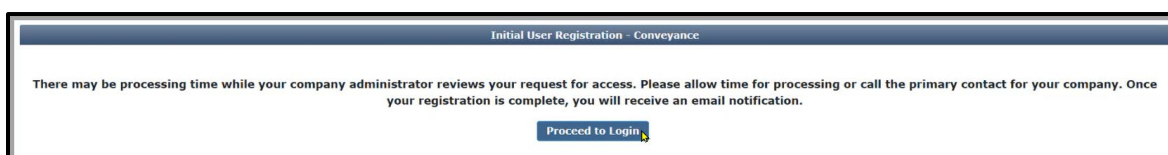
- I consent to receive electronic communication from L&I's Elevator program about conveyances in this system. Communications are considered delivered when they are available in this system. Conveyance Penalty Notices will be delivered via postal mail.
- Agreeing to electronic delivery for Elevator Program communications will not impact the delivery preferences for any other mail coming from L&I, for example communication about workers compensation claims.
- I will keep my email information up to date in this system, and will check for new communications regularly.

Name* Date* 03/21/2022

Reset Register Back

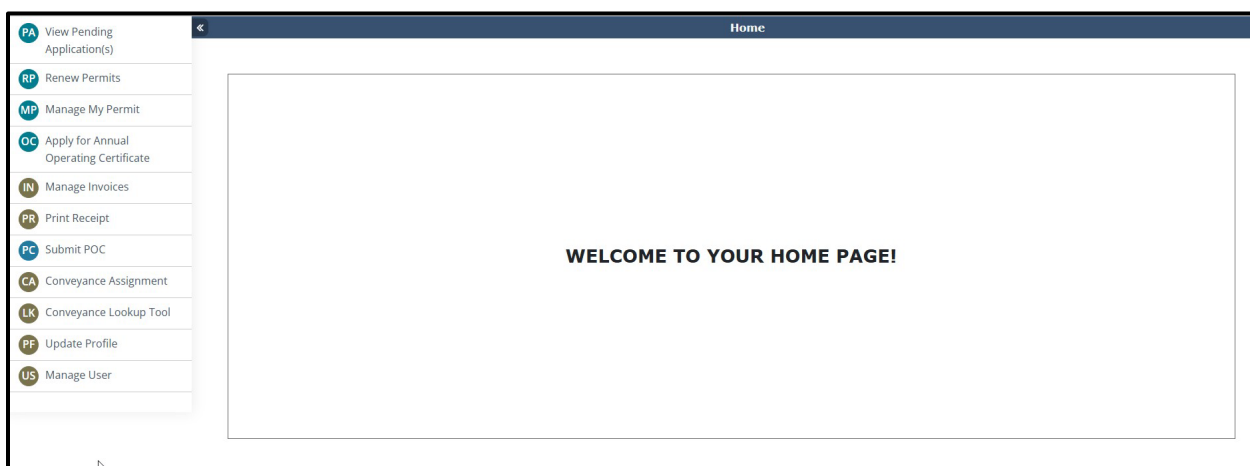
17. Your Conveyance Management Portal registration is complete.

- a. Administrators – select **Proceed to Login**.
- b. Representatives – you will need to wait for approval from an account administrator or L&I Elevator Program staff. This should be done within 24 business hours. You will receive an email from noreply@lni.wa.gov confirming successful registration.



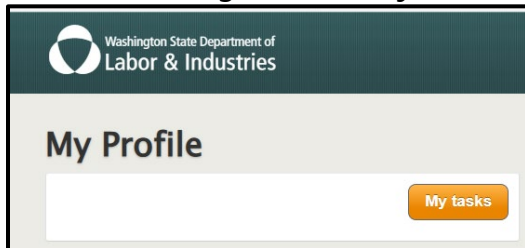
18. The CMP Home Page will appear.

NOTE: Your menu options may differ from the image below depending on user type and role designation.

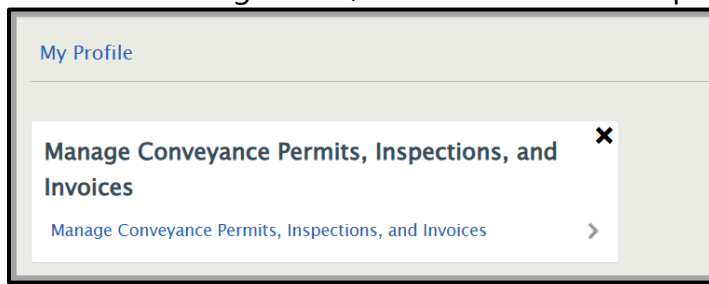


Logging in After Initial Registration

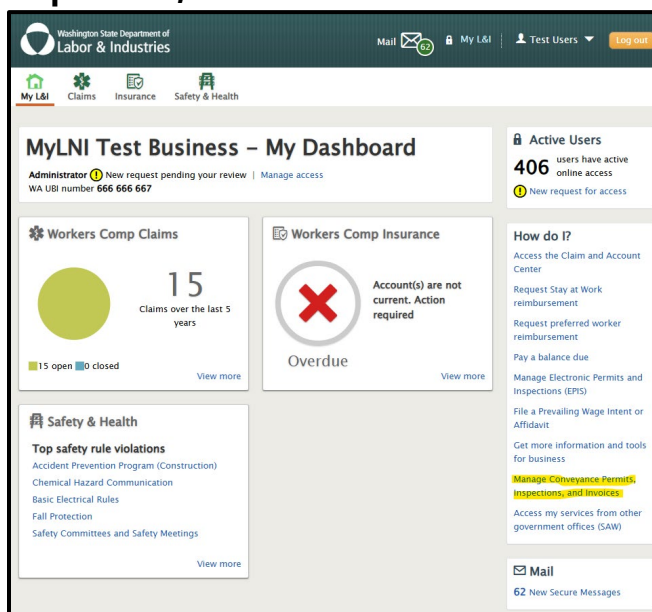
1. Log into **My L&I**.
2. Select the orange button **My tasks** (or **Additional tasks**).



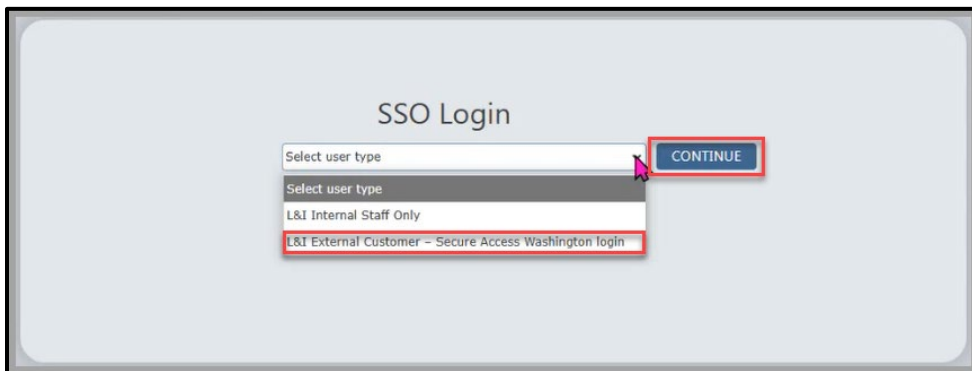
- On the following screen, select the link for the portal.



- If you have an employer dashboard, look for the **Manage Conveyance Permits, Inspections, and Invoices** link in the “How do I?” menu on the right.



3. At the SSO Login, select **L&I External Customer** from the drop-down menu, then select **Continue**.



4. You are now entering Secure Access Washington. Enter the **User ID** and **Password** you created for My L&I and select **Submit**.



5. You should land on the Conveyance Management Portal Home Page.

Additional user guides can be located at lni.wa.gov/cmp. For questions, please email CMPTTraining@lni.wa.gov.