



STATE OF WASHINGTON
DEPARTMENT OF LABOR & INDUSTRIES
PO Box 44400 • Olympia, WA 98504-4400

RE: Conveyance Management Portal newsletter #26 (November 2024)

Dear elevator industry business, property owner or manager, and other interested parties,

Preparations are getting down to the wire for the launch of the Elevator Program's Conveyance Management Portal (CMP or Portal) on Feb. 26, 2025. More about that below.

This month, you have an opportunity to see the Portal in action at a Tuesday, Nov. 19, Elevator Safety Advisory Committee meeting. Based on feedback from a survey we sent late last month, we will demonstrate how to apply for a permit. The formal meeting will start at 9 a.m. and the demonstration will start at 9:30 a.m. A stakeholder discussion will precede the meeting at 8 a.m.

[Click here to join the meeting](#)

Or call in (audio only)

[+1 253-372-2181,152505975#](#)

Phone Conference ID: 152 505 975#

Work on the CMP

You may have noticed we didn't send a newsletter in October. We value your time and want newsletters to reflect significant developments. Our latest updates include:

- **Data migration.** This represents one of the most important aspects for launch. We will continue cleaning up the data – making sure there's no duplicates or "old" information, right up until launch. You can expect that leading up to launch, we will ask you to delay filing permit applications or requesting inspections to make the switchover easier.
- **User Acceptance Testing.** We are looking for volunteers to test the new CMP system before it launches! This is an opportunity for you and your team to be ready to use the new system when it launches, and a chance for you to provide feedback to L&I for what needs improvement in the future. **Email us below if you want to participate!** Testing sessions will be scheduled mid-January.
- **Customer training.** We've completed our first Portal User Guide. This document type will be created for many of the Portal's most common user tasks. Its step-by-step instructions include screenshots and can be printed to complement our training videos. We're also working on other ways to ensure you receive quick answers to questions you may have when using the new system. Expect the first set of training materials to be available on the CMP webpage in mid- to late January 2025.

Visit www.Lni.wa.gov/CMP for additional updates. Also, we encourage you forward this newsletter to your industry contacts. Encourage them to [join the Elevator Program's email list](#). Send questions to the Elevator Program, at 360-902-6130 or ElevatorSect@Lni.wa.gov.

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