



Conveyance Management Portal User Guide

Grant or Revoke Property Manager Assignment

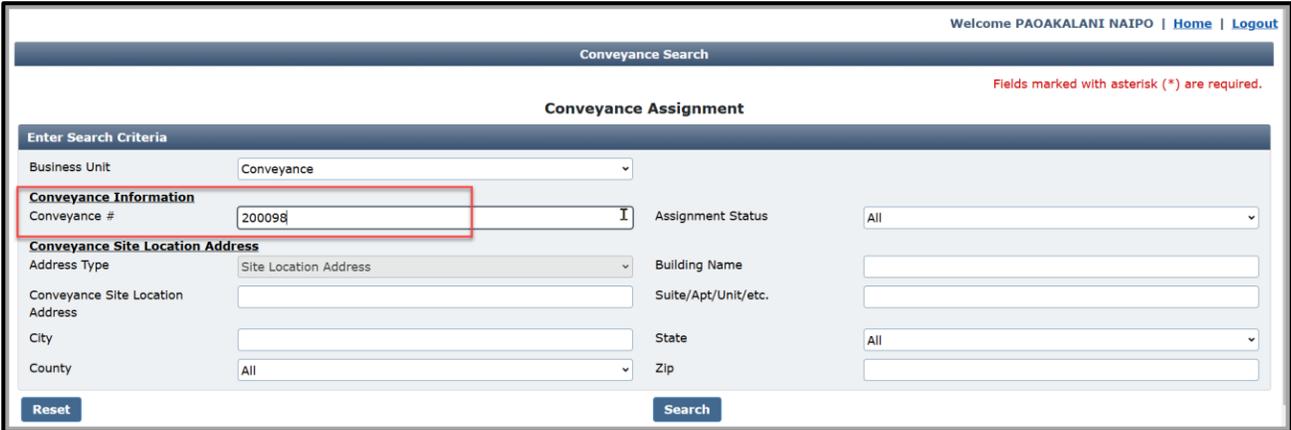
This user guide is meant for building owners.

Assign a Property Manager to a Conveyance

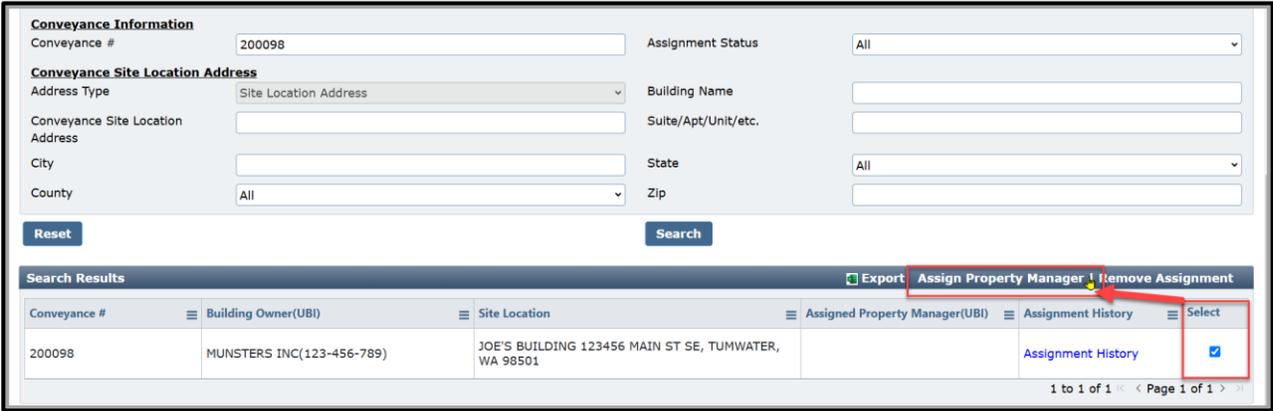
1. Log into the Portal. On the Home Page, select **Conveyance Assignment** from the WHAT DO YOU WANT TO DO? menu.



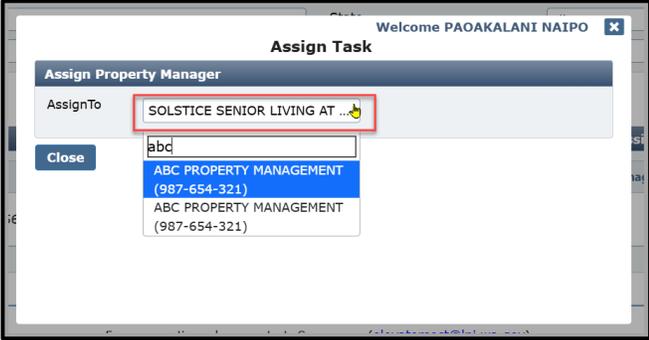
2. Enter any criteria you have to find the desired conveyance and select **Search** at the bottom of the screen. In this example we used the conveyance number but you may use any criteria you have.



3. Check the box in the **Select** column for the conveyance, which you would like to designate, then select **Assign Property Manager**.



4. A pop-up will appear to select a property manager to assign. You may select from the drop down or begin by entering the first few letters of the property management company. **Select Assign**.



5. You can see the assignment is complete.



Revoke Property Manager Assignment to a Conveyance

1. From the CMP home screen, locate the WHAT DO YOU WANT TO DO? menu and select **Conveyance Assignment**.

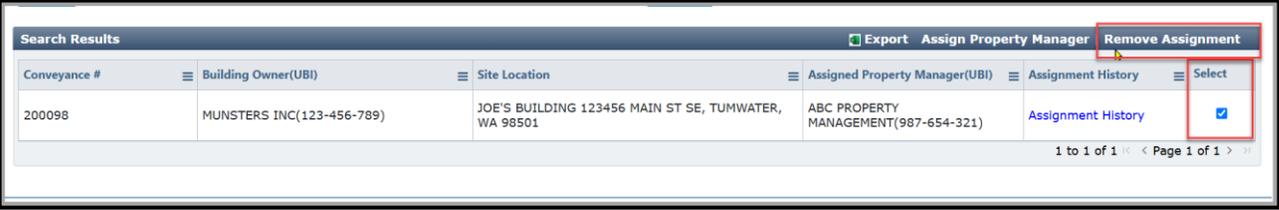


2. Enter any criteria you have to find the desired conveyance and select **Search** at the bottom of the screen. In this example we used the conveyance number but you may use any criteria you have.

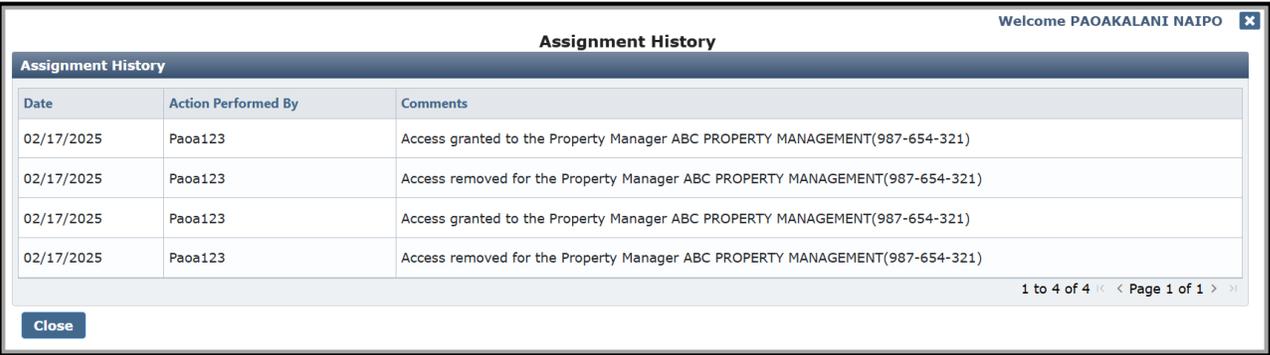
The screenshot shows the 'Conveyance Search' form. The form title is 'Conveyance Search' and the page header includes 'Welcome PAOAKALANI NAIPO | Home | Logout'. Below the title, there is a section for 'Enter Search Criteria'. The 'Business Unit' dropdown is set to 'Conveyance'. The 'Conveyance #' field is highlighted with a red box and contains the value '200098'. Other fields include 'Assignment Status' (set to 'All'), 'Address Type' (set to 'Site Location Address'), 'Building Name', 'Suite/Apt/Unit/etc.', 'City', 'State' (set to 'All'), and 'County' (set to 'All'). A 'Reset' button is on the bottom left and a 'Search' button is on the bottom right. A note at the top right states 'Fields marked with asterisk (*) are required.'

3. Check the box in the Select column for the conveyance you'd like to revoke Property Manager access to, then select **Remove Assignment**.

NOTE: Once Remove Assignment is selected, CMP removes the assignment. There is no pop-up confirmation screen.



4. Select the **Assignment History** link in the Assignment History column to view the conveyance history.



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