

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.

Washington State Department of Labor & Industries	
	Welcome PAOAKALANI NAIPO <u>Home</u> <u>Logout</u>
	Home
Contact Information Name: MUNSTERS INC 1234 MAIN STREET, TUMWATER, WA 98501 Phone #: 555-5555 Email: BUILDINGOWNER@LNI.WA, GOV WHAT DO YOU WANT TO DO?	WELCOME TO YOUR HOME PAGE!
Renew Permits Conveyance Assignment Apply for Annual Operating Certificate Print Receipt	
Submit POC	
Manage Invoices 😽	
Manage My Permit	
Update Profile	
Conveyance Lookup Tool	
Manage User	

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 us any criteria you have.

	Welcome PAOAKALANI NAIPO Home Log							
	Conveyance Search							
				Fields marked with asterisk (*) are required				
		Conveyance	e Assignment					
Enter Search Criteria			_					
Business Unit	Conveyance	~						
Conveyance Information		1						
Conveyance #	200098	I	Assignment Status	All				
Conveyance Site Location A	ddress	*						
Address Type	Site Location Address	*	Building Name					
Conveyance Site Location Address			Suite/Apt/Unit/etc.					
City			State	All				
County	All	~	Zip					
Reset			Search					

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

Conveyance Information								
Conveyance #	200098		Assignment Status		All			*
Conveyance Site Location Addr	ress							
Address Type	Site Location Address	*	Building Name					
Conveyance Site Location Address			Suite/Apt/Unit/etc.					
City			State		All			•
County	All	~	Zip					
Reset			Search					
Search Results					Export Assign Prop	erty Manager <mark>I,</mark> Remove A	Assignm	ient
Conveyance # 📃 Build	ling Owner(UBI)	Site Location	=	■ Assigned	d Property Manager(UBI)	■ Assignment History	≡ Sele	ct
200098 MUN	STERS INC(123-456-789)	JOE'S BUILDING 123456 MAIN ST SE, TUMWATER, WA 98501				Assignment History		
						1 to 1 of 1 🗠 < Pa	ge 1 of 1	> >

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**.

-	Welcome PAOAKALANI NAIPO			Welcome PAOAKALANI NAIPO 🔀
Assign Proper	rty Manager	As	sign Prop	erty Manager
AssignTo	SOLSTICE SENIOR LIVING AT	As	signTo	ABC PROPERTY MANAGEMENT
Close	ABC PROPERTY MANAGEMENT (987-654-321) ABC PROPERTY MANAGEMENT (987-654-321)	E	ose	Assign

5. You can see the assignment is complete.

Search Results	Search Results Export Assign Property Manager Remove Assignment						
Conveyance #	■ Building Owner(UBI)	≡ Site Locat	tion	Assigned Property Manager(UBI) 😑	Assignment History	Select	
200098	MUNSTERS INC(123-456-789)	JOE'S BU WA 9850	JILDING 123456 MAIN ST SE, TUMWATER, D1	ABC PROPERTY MANAGEMENT(987-654-321)	Assignment History		
	1 to 1 of 1 K < Page 1 of 1 > >						

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.**

Washington State Departmen Labor & Industrie	t of 2S
	Welcome PAOAKALANI NAIPO Home Logout
	Home
Contact Information Name: MUNSTERS INC 1234 MAIN STREET, TUMWATER, WA 98501 Phone #: 555-555-5555 Email: BUILDINGOWNER@LNI.WA. GOV	WELCOME TO YOUR HOME PAGE!
WHAT DO YOU WANT TO DO? View Pending Application(s) Renew Permits	
Conveyance Assignment	
Apply for Annual Operating Certificate	
Print Receipt	
Submit POC	
Manage Invoices 😽	
Manage My Permit	
Update Profile	
Conveyance Lookup Tool	
Manage User	

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					Welcome PAOAKALANI NAIPO H	ome Logout		
	Conveyance Search							
					Fields marked with asterisk (*)	are required.		
		Conveyance	e Assignment					
Enter Search Criteria	_	_	_	_				
Business Unit	Conveyance	•						
Conveyance Information								
Conveyance #	200098	I	Assignment Status	All		*		
Conveyance Site Location Add	lress							
Address Type	Site Location Address	*	Building Name					
Conveyance Site Location Address			Suite/Apt/Unit/etc.					
City			State	All		~		
County	All	~	Zip					
Reset			Search					

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 popup confirmation screen.

Search Results						
Conveyance #	Building Owner(UBI)	Site Location	Assigned Property Manager(UBI)	Assignment History	E Select	
200098	MUNSTERS INC(123-456-789)	JOE'S BUILDING 123456 MAIN ST SE, TUMWATER, WA 98501	ABC PROPERTY MANAGEMENT(987-654-321)	Assignment History		
				1 to 1 of 1 💷 < Page	elof1>⊃	

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

		Assistement History	Welcome PAOAKALANI NAIPO	×
Assignment His	tory	Assignment history		
Date	Action Performed By	Comments		
02/17/2025	Paoa123	Access granted to the Property Manager ABC PROPERTY MANAGEMENT(987-654-321)		
02/17/2025	Paoa123	Access removed for the Property Manager ABC PROPERTY MANAGEMENT(987-654-321)		
02/17/2025	Paoa123	Access granted to the Property Manager ABC PROPERTY MANAGEMENT(987-654-321)		
02/17/2025	Paoa123	Access removed for the Property Manager ABC PROPERTY MANAGEMENT(987-654-321)		
			1 to 4 of 4 \leq < Page 1 of 1 $>$	>1
Close				

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