

Conveyance Management Portal User Guide

Pay Invoices and Penalty Fees, and Print Receipts

Pay Invoice & Penalties

1. Log into the Portal. Select **Manage Invoices** from the WHAT DO YOU WANT TO DO? menu at the bottom left.

Washington State Departme Labor & Industi	ent of ries
	Welcome PAOAKALANI NAIPO <u>Home</u> <u>Logout</u>
	Home
Contact Information Name: MUNSTERS INC 1234 MAIN STREET, TUMWATER, WA 98501 Phone #: S55-5555555555555555555555555555555555	WELCOME TO YOUR HOME PAGE!
WHAT DO YOU WANT TO DO?	
View Pending Application(s)	
Renew Permits	
Apply for Appual Operating Certificate	
Print Receipt	
Submit POC	
Manage Invoices 🗟	
Manage My Permit	
Update Profile	
Conveyance Lookup Tool	
Manage User	

- **2.** The Manage Invoice screen appears. A list of invoices, paid, unpaid, and partially paid will appear.
- 3. Use the Status field filter to search for unpaid invoices.

									weicome TAP	KA KAGUNA	Home	Logou
-	-		_		_	Manage Invoice	_		-	-	-	
									Fields marked	d with asteris	k (*) are rei <u>Return</u>	quired. To Home
Entity Inform	ation									-		
Name				Mailing	Address							
NORTH WEST H	HANDLING SYS INC			1100 S	W 7TH ST							
				RENTO	N, WA, 980552939							
				CONTR	ACTOR@LNI.WA.GO	V						
Invoice Detail	s	-										
You can nay for	same Revenue type in single tr	ransaction										_
Invoice #	= Revenue Type =	Amount	= Balance Due	= Status	= Due Date	= Reference Type	= Conveyance #	= Site Location	= Receipt #	= Print	Select	
			-	- Claras						-		
INV-394701	New Install Permit Fee	150.00	150.00	Unpaid	02/28/2025	Licensed / Permit Holder	200031	BOVINE ST 555 BOVINE ST, ENUMCLAW, WA 98022		Print Invoice	D	
INV-394700	Variance Permit Fee	86.70	86.70	Unpaid	02/11/2025	Paper Application	200065	OLD TRAFFORD 872 WEST CHESTER AVE, YAKIMA, WA 98901		Print Invoice	0	
INV-394699	Timely Permit RenewaMore	314.40	0.00	Paid	02/11/2025	Online Application	Multiple Conveyances	Multiple Conveyances	107018217	Print Invoice		
Selected Balance	Due : \$0.00				-							
Reset						Pay						

NOTE – To see the fees due, select the **More** link. A pop-up will appear showing the breakdown of the total amount due.

				×
		Amount Breakup	(
е Туре		Revenue Type		Amount
Timely Permit Renewal Fee		Timely Permit R	\$78.60	
Timely Permit Renewal Fee		Timely Permit R	\$78.60	
nely Permit R	enewal Fee	Timely Permit R	\$78.60	
nely Permit R	enewal Fee	Timely Permit R	enewal Fee	\$78.60
		Close		
Unpaid	02/28/2025	Holder	200031	WA 98022

- 4. Select the checkbox in the **Select** column for the invoices which you'd like to pay.
- **5.** Once the checkbox is selected for the invoice(s) you would like to pay, select **Pay** at the bottom of the page. Then, follow the payment instructions which vary depending on the method of payment you select.

										Ret	urn To Home
Entity Informa	Entity Information										
Name				<u>Mailing A</u>	Mailing Address						
MUNSTERS INC	:			1234 MAIN	1234 MAIN STREET						
				TUMWATE	R, WA, 98501						
				BUILDING	OWNER@LNI.V	VA.GOV					
Invoice Details								_			
You can pay for s	ame Revenue type	e in single trar	Isaction								
Invoice # =	Revenue Type	Amount 😑	Balance Due \equiv	Status 😑	Due Date	Reference Type =	Conveyance #	Site Location	Receipt # =	Print	Select
INV-394745	Annual Operating Cer <u>More</u>	318.60	318.60	Unpaid	02/14/2025	Online Application	200040	BUILDING 2 1234 MAIN STREET, TUMWATER, WA 98501		Print Invoice	☑ .
INV-394738	Annual Operating Cer <u>More</u>	1820.70	0.00	Paid	02/13/2025	Online Application	200098	JOE'S BUILDING 123456 MAIN ST SE, TUMWATER, WA 98501	121000049	Print Invoice	
INV-394728	Annual Operating Cer <u>More</u>	318.60	0.00	Paid	02/13/2025	Online Application	200040	BUILDING 2 1234 MAIN STREET, TUMWATER, WA 98501	121000021	Print Invoice	Ţ
Selected Bala	nce Due : \$318	3.60									
Reset						Pay					

Printing receipts

1. Log into the portal. Select **Print Receipt** from the "WHAT DO YOU WANT TO DO" menu.

Washington State Departme	ent of ries
	Welcome HERMAN MUNSTER Home Logout
	Home
Contact Information Name: MUNSTERS INC. PO BOX 14, ENUMCLAW, WA 98022 Phone #: 555-333-3333 Email: BULLDINGOWNER@LNL.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	

2. Below the **Print Receipt** header, select the **Print** link in the far right column for the receipt you want to print.

Welcome PAGAKALANI NAIPO Home Logost								
Print Receipt								
				Fields marked	with asterisk (*) are required.			
					Return To Home			
Entity Information								
Name	Mailing Address							
MUNSTERS INC	1234 MAIN STREE	r						
	TUMWATER, WA, 9	8501						
	BUILDINGOWNER	plni.wa.gov						
Print Receipts			_		Export			
Receipt # 🗮	Receipt Date	Payment Mode =	Amount =	Invoice #	Print			
107018045	02/01/2025	Online E-Check/ACH	114.10	INV-394569	Print			
107018045	02/01/2025	Online E-Check/ACH	100.00	INV-394411	Print			
107018044	02/01/2025	Credit Card	100.00	INV-394584	Print			
107018043	02/01/2025	Credit Card	20.00	INV-394585	Print			
107018042	02/01/2025	Online E-Check/ACH	1820.70	INV-394586	Print			
129544	01/16/2025	Online E-Check/ACH	318.60	INV-394315	Print			
	1 to 6 of 6 H < Page 1 of 1 > 3H							

3. Once the receipt has downloaded a pop up will appear. Select the download you would like to print.

← → ♂ @ 😫 aliswaini-uataithe	nt.com/ALISWEB/PrintReceipt?sessionid=In/rhzpsmbeuj	gc53npweqhc3	NOTE: The receipt will go to you	r downloads at the top of the				
88 Sharepoint CMS CMSWiki C R	C2 Baddiog 🔞 ALIS - Online Licens 🥥 CMS BUGS - All -	- B 💿 ALIS SSO SAW SAML 🕑 FCPreprod 🧿	downloads avail	Recent download history 🛛 🛞	Bookmark			
	PaymentReceipt PaymentReceipt (12).pdf	Logout						
	Print Receipt							
				0	PaymentReceipt_PaymentReceipt (11).pdf 151.18.0 Scene	ired. Home		
Entity Information								
Name		Mailing Address			Full download history			
MUNSTERS INC		1234 MAIN STREET						
		TUMWATER, WA, 98501						
		BUILDINGOWNER@LNI.WA.GOV						
Print Receipts					Exp	ort		
Receipt #	Receipt Date	Payment Mode	≡ Amount	≡ Invoice #	= Print			
107018045	02/01/2025	Online E-Check/ACH	114.10	INV-394569	Print			
107018045	02/01/2025	Online E-Check/ACH	100.00	INV-394411	Print			
107018044	02/01/2025	Credit Card	100.00	INV-394584	Print			
107018043	02/01/2025	Credit Card	20.00	INV-394585	Print			
107018042	02/01/2025	Online E-Check/ACH	1820.70	INV-394586	Print			

4. Print the document as normally done on your computer.

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