

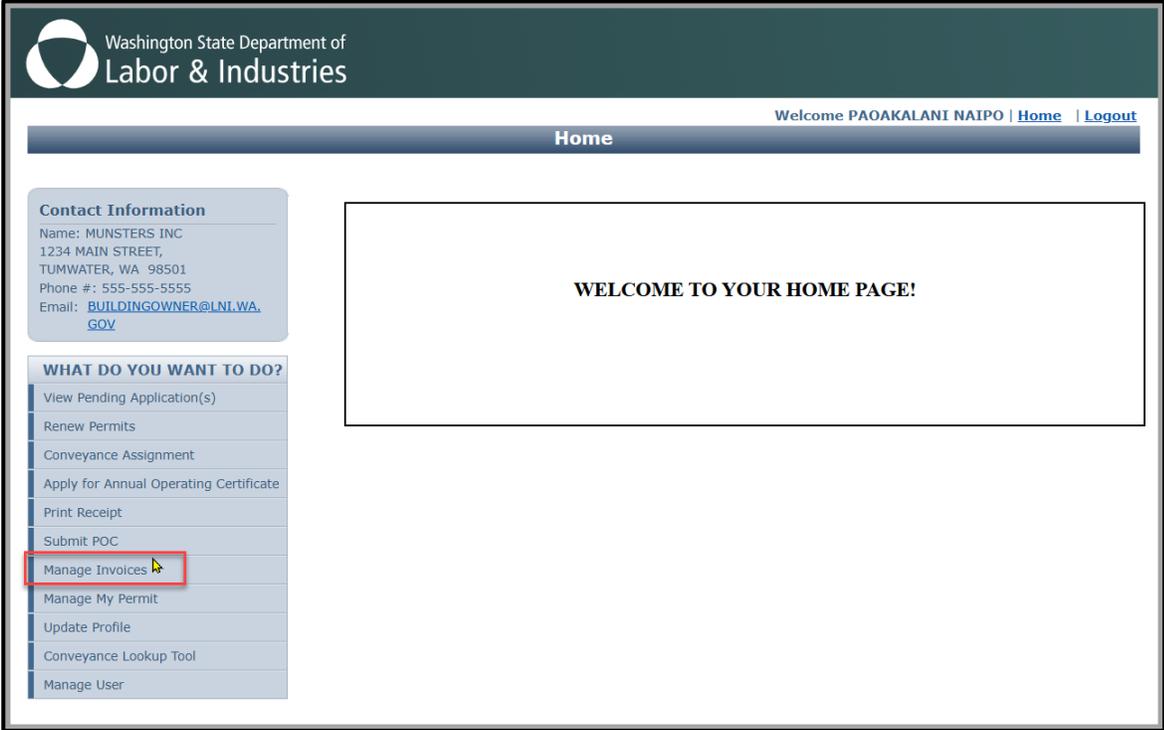


# **Conveyance Management Portal User Guide**

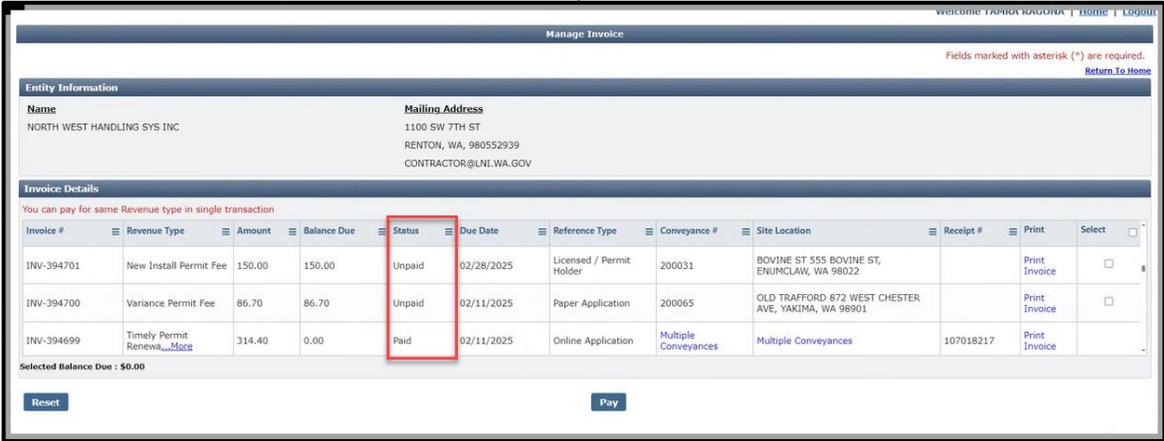
## *Pay Invoices and Penalty Fees, and Print Receipts*

# Pay Invoice & Penalties

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



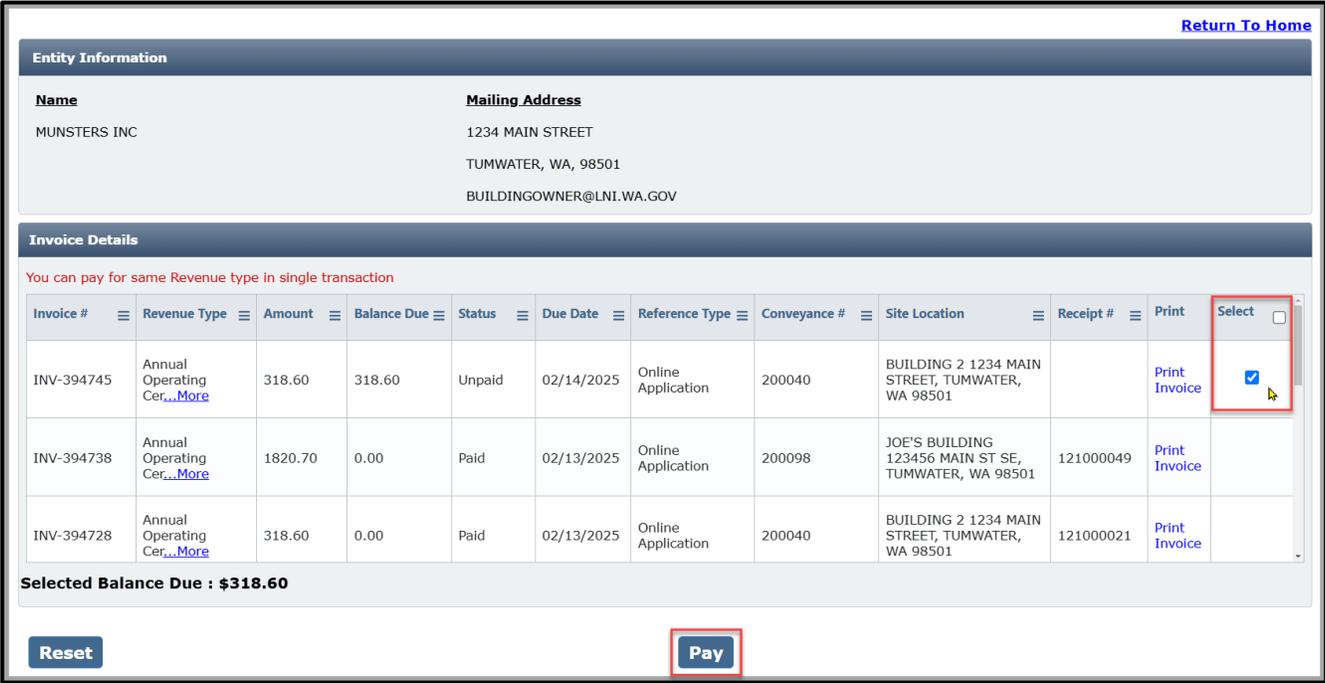
2. The Manage Invoice screen appears. A list of invoices, paid, unpaid, and partially paid will appear.
3. Use the Status field filter to search for unpaid invoices.



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

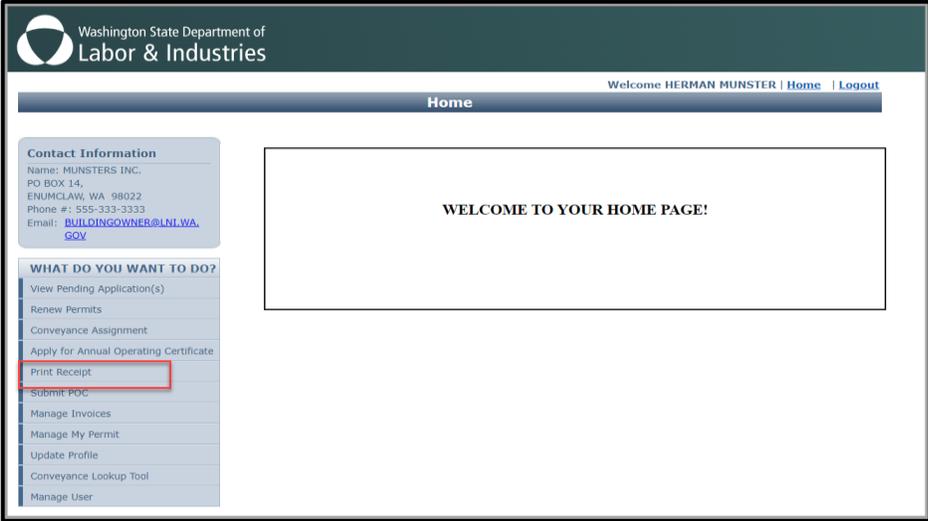


- 4. Select the checkbox in the **Select** column for the invoices which you'd like to pay.
- 5. Once the checkbox is selected for the invoice(s) you would like to pay, select **Pay** at the bottom of the page. Then, follow the payment instructions which vary depending on the method of payment you select.

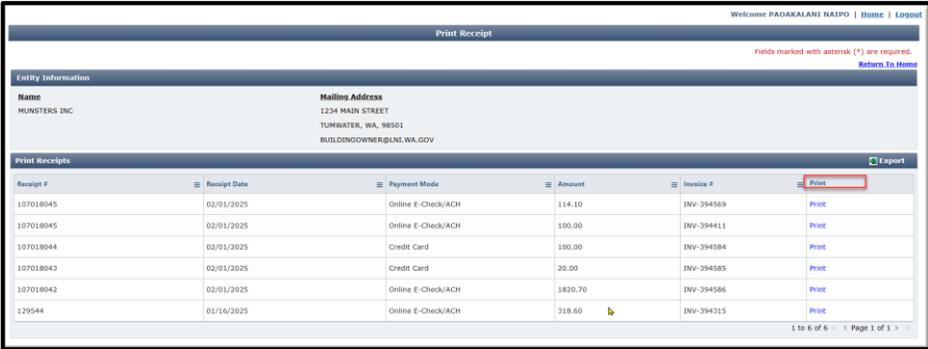


# Printing receipts

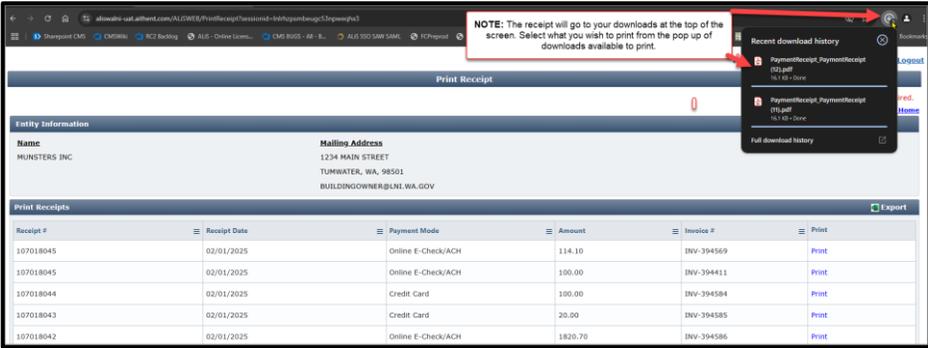
1. Log into the portal. Select **Print Receipt** from the “WHAT DO YOU WANT TO DO” menu.



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



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



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

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