Washington State Department of Labor & Industries

Conveyance Management Portal User Guide

Printing from the Portal

A step-by-step guide to printing documents from the Portal including Invoices, Receipts, Permits and Annual Operating Certificates

Introduction

This user guide is for all customers involved with a conveyance. All Portal users can print or download:

- Receipts
- Permits
- Annual Operating Certificates

NOTE: You will only be able to print documents for conveyances you own or manage. You will not be able to print documents for conveyances transferred to another owner or for revoked or suspended conveyances.

NOTE: All documentation uploaded or entered into the Portal is subject to public disclosure at any time.

Printing invoices

- **1.** Log in to the Portal.
- **2.** The Home Page will appear. Select **Manage Invoice** from the "WHAT DO YOU WANT TO DO" menu at the bottom left.

Washington State Department of Labor & Industries	
	Welcome HERMAN MUNSTER Home Logout
	Home
Contact Information Name: NUMSTERS INC. PO BOX 14, ENUMCLAW, WA 38022 Phone #: 555-33333 Email: ENLIDINGOVINERALIN, WA, 502	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	

- **3.** On the next screen, you'll see all the invoices generated for your business entity, or for conveyances you have been granted access to if you are a property manager. You can sort using the **Status** column or the **Balance Due** column to manage your invoices.
- 4. Check the Status column to see if your invoices are paid, partially paid, or unpaid. Use the Balance Due column to see the amount owing for each of your invoices. If an invoice has been paid, the balance due will show as zero. If an invoice has a balance due, that will also be displayed here.

5. Find the invoice you want to print, select the **Print Invoice** link in the right column.

Washington State Department of Labor & Industries												
Welcome HERMAN MUNSTER Home Logout												
Manage Invoice												
							•	Fie	lds marked with	asterisk (*	are required.	
Entity Information Return 10 March												
Name Mailing Address MUNSTERS INC. P0 B0X 14 ENUMCLAW, WA 99022 BULUDIGOVINEEBQLINLINA.GOV												
Invoice Details You can pay for san	e Revenue type in sin	gle transactio	n 🖌	//		_			_	_	/	
Invoice #	Revenue Type =	Amount =	Balance Due	Status =	Due Date	Reference Type =	Conveyance # =	Site Location	Receipt # =	Print	Select	
INV-003848	Penalty Invoice	500.00	500.00	Unpaid	01/24/2025	Inspection	200043	N/A 123 MAPLE VALLEY RD, MAPLE VALLEY, WA 98038		Print Invoice	0	
INV-003833	Annual Operating CerMore	748.10	0.00	Pald	12/23/2024	Online Application	Multiple Conveyances	Multiple Conveyances	1854	Print Invoice		
INV-003827	Annual Operating CerMore	560.70	0.00	Paid	12/23/2024	Online Application	200380	BROOKSDALE 1998 DEANS BRIDGE, YELM, WA 98597	1848	Print Invoice		
Selected Balance Du	: \$0.00											
Reset						Pay						

6. A pop-up will appear when the invoice PDF is downloaded. Select the most recent download to print. Print as normally done on your computer. You can close the document screen once complete.

Fotiles Teforemation											Prin 18.6	tInvoice_PrintInv	oice (4).pdf	squired. L <u>fo Home</u>
Name MUNSTERS INC.				P E B	Mailing Add PO BOX 14 ENUMCLAW, BUILDINGOV	dress WA, 98022 WNER@LNI.WA.GOV					ŀ			
Invoice Details	_						_			_				
You can pay for same	Revenue type in single t	transaction												
Invoice #	E Revenue Type		Balance Due	≡ State	tus ≡	Due Date	Reference Type	=	Conveyance #	Site Location	=	Receipt # E	Print	Select 🗌
INV-002474	Annual Operating CerMore	348.60	0.00	Paid	t	11/04/2024	Online Application		Multiple Conveyances	Multiple Conveyances		1614	Print Invoice	
INV-002293	Annual Operating Certificate Fee	144.70	0.00	Paid	t	10/23/2024	Online Application		200183	WEST BUILDING 456 EAST STE # 5, PUYALLUP, WA 98	WEST AVENUE	1586	Print Invoice	
INV-002292	Annual Operating Certificate Fee	144.70	144.70	Unp	baid	10/23/2024	Online Application						Print Invoice	□.
Selected Balance Due	\$0.00													
								-						
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PrintInvoice_WACN	is					1 10 1		^						🔶 🗄 🕴
			₽											
	Washington State Department of Labor & Industries													
							Invoice							
1223/2024 MANSTERS NC. PO BOX 14 ENUMCUAW, VA 96022 PremtCentation # 40075, 106402 Conveyance #. Bits Loadon: Dear HERMAM MUNRTER. Invoice Estatis Invoice Estatis														
				Reven	ue Type:	Annual Op	perating Certificate Renewal	Fee	e					
				Invoice	е Туре:	Regular								

The **Manage Invoice** screen will appear again. You can follow the same process to print an invoice with an unpaid balance.

- You can pay a balance online once an invoice is available.
- You can also print the invoice and send your payment by mail or pay in person at an L&I customer service location.

NOTE: Write down your invoice number if you'd like to use it to find a specific receipt.

Printing receipts

- **1.** Log into the portal.
- **2.** The Home Page will appear. Select **Print Receipt** from the "WHAT DO YOU WANT TO DO" menu at the bottom left.

Washington State Department of Labor & Industries	
	Welcome HERMAN MUNSTER Home Logout
	Home
Contact Information Name: MUMSTERS INC. PO BOX 14, ENLMCLAW, WA 98022 Phone #1: S55:333-3333 Ermail: MULDINGONNER@INI.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	

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

Wekome PAOARALANI NAIPO Home L												
	Print Receipt											
Fields marked with asterisk (*) are req												
Entity Information					Return To Home							
Kning Andreas Malling Address Hane 123 MAN STRET TUMWATER, NA, 9501 BULDROWNERS, BULN, NA, 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 K < Page 1 of 1 > >							

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

← → ♂ @ 🛱 allowalni-ustathent.com/ALGW	EB/PrintReceipt?txessionid=Intithzpsmbeugc5: ALS - Online Licens G CMS BUGS - All - B	Bripweighti3 🎯 ALIS SSO SAW SAML 🔮 FCPreprod 🥳	NOTE: The receipt screen. Select w dow	will go to your downloads at the hat you wish to print from the p wnloads available to print.	e top of the op up of	Recent downloa	d history ((a) (b) (b
	Print Receipt							
					0	PaymentReco (11).pdf 16.1 K8 - Done	sipt_PaymentReceipt	ired. Home
Name MUNSTERS INC	אַן גע נו	alling Address 234 MAIN STREET JMWATER, WA, 98501 JILDINGOWNERRIANI.WA.GOV				Full download histo	ry (2
Print Receipts		-	_		_	_	۹	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	

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

Printing permits and Annual Operating Certificates

- **1.** Log in to the Portal.
- **2.** The Home Page will appear. Select **Manage My Permit** from the "WHAT DO YOU WANT TO DO" menu at the bottom left.

Washington State Department Labor & Industrie	of PS
	Welcome HERMAN MUNSTER Home Logout
	Home
Contact Information Name: MUNSTERS INC. PO BOX 44. ENUMCLAW, WA 98022 Phone #: 555-333-3333 Email: BUILDINGOWNER.@LNI.WA. GOV WHAT DO YOU WANT TO DO? View Pending Application(s)	WELCOME TO YOUR HOME PAGE!
Conveyance Assignment Conveyance Assignment Apply for Annual Operating Certificate Print Receipt Submit POC Manage Involces Manage My Permit Update Profile Conveyance Lookup Tool Manage User	

3. For the permit you chose, select the **Print** link from the column on the far right.

NOTE: You may only print active permits or operating certificates. You may need to scroll down to find the permit you want to print.

Welcome HERMAN MUNSTER Home Logout											
Manage My Permit											
Fields marked with asterisk (*) are required.											
Entity Information	_	_	_			_					
Name Mailing Address MUNSTERS INC. PO 80X 14 ENUMCLAW, WA, 98022 BUUDINGOWNERGLALI,WA.GOV											
Permit Information	_	_	_		_	_	T Remove	Filter			
Permit Type	Permit # ≡	Conveyance # ≡	Owner	Endorsement	Permit Status [†] ≡	Expiration ≡ Date	Site Location	Print			
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400006	200043	MUNSTERS INC.	BELT MAN LIFT	Active	01/30/2026	N/A 123 MAPLE VALLEY RD, MAPLE VALLEY, WA 98038	Print			
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400024	200168	WELLS ST FARMS	LIMITED-USE/LIMITED- APPLICATION (LULA)	Active	02/02/2025	ADDAMS FAMILY JEWELRY 1 ADDAMS WAY, SEATTLE, WA 98109	Print			
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400025	200160	MUNSTERS INC.	HAND POWERED FREIGHT ELEVATOR	Active	02/02/2025	BUILDING J 1 ADDAMS DRIVE, SEATTLE, WA 98109	Print			

4. A pop-up will appear when the PDF is downloaded.

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					We	lcome HERMA	N MUNSTER Hom	e Logout
	_	_	Manage	My Permit	_	_	_	
						Fields marked	with asterisk (*) are	required.
Entity Information								
Name		Mailing	Address					
MUNSTERS INC.		PO BOX	14					
		ENUMCL	AW, WA, 98022					
		BUILDIN	GOWNER@LNI.WA.GO	V				
Permit Information	_	_	_		_	_	T Remov	e Filter
Permit Type	Permit # ≡	Conveyance # ≡	Owner	Endorsement	$Permit\ Status^* \equiv$	Expiration ≡ Date	Site Location	≡ Print
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400006	200043	MUNSTERS INC.	BELT MAN LIFT	Active	01/30/2026	N/A 123 MAPLE VALLEY RD, MAPLE VALLEY, WA 98038	Print
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400024	200168	WELLS ST FARMS	LIMITED-USE/LIMITED- APPLICATION (LULA)	Active	02/02/2025	ADDAMS FAMILY JEWELRY 1 ADDAMS WAY, SEATTLE, WA 98109	⁵ Print

5. Print the document as normally performed on your computer.

