



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.

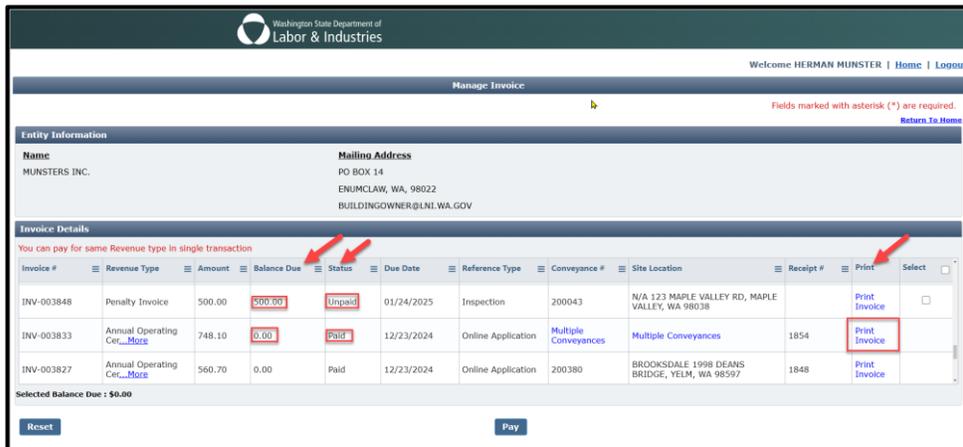
Printing invoices

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.



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.



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.



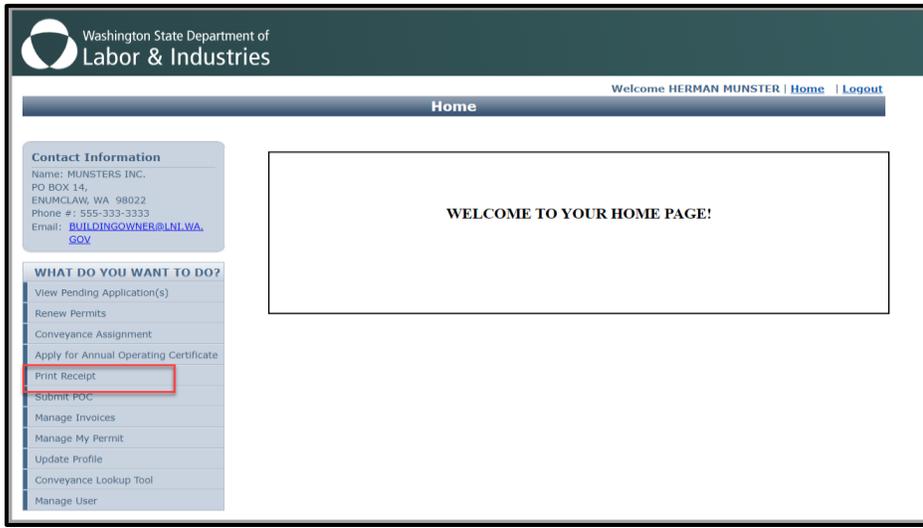
The **Manage Invoice** screen will appear again. You can follow the same process to print an invoice with an unpaid balance.

- 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.



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

Print Receipt

Welcome PADAKALANI NAIPO | Home | Logout

Fields marked with asterisk (*) are required. [Return To Home](#)

Entity Information

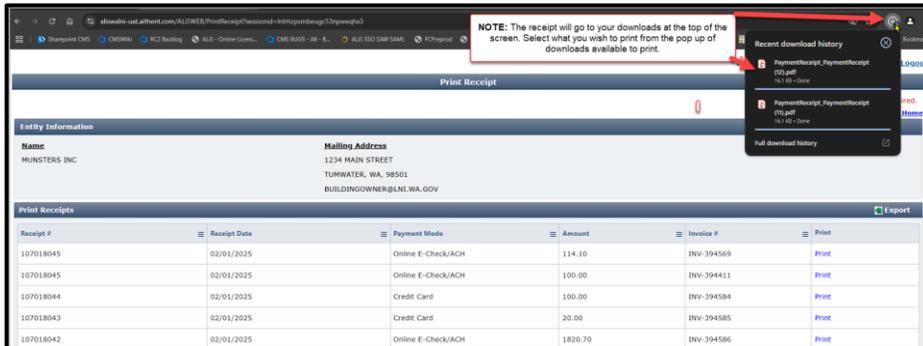
Name MUNSTERS INC	Mailing Address 1234 MAIN STREET TUMWATER, WA, 98501 BUILDINGOWNER@LNI.WA.GOV
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Print Receipts [Export](#)

Receipt #	Receipt Date	Payment Made	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

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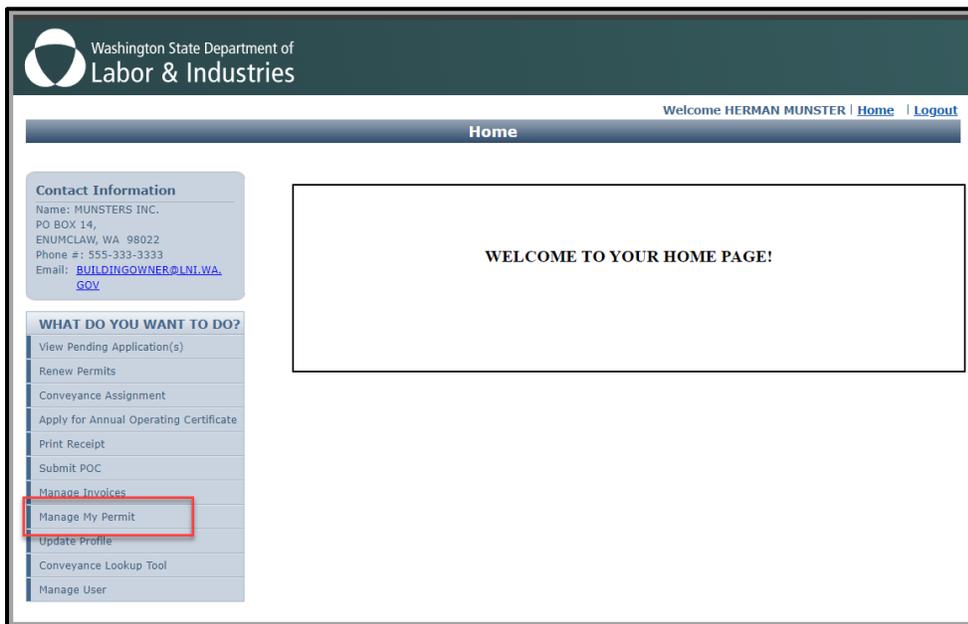
- Once the receipt has downloaded a pop up will appear. Select the download you would like to print.



- 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.



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.



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

Washington State Department of Labor & Industries

Welcome HERMAN MUNSTER | Home | Logout

Manage My Permit

Fields marked with asterisk (*) are required.

Entity Information

Name	Mailing Address
MUNSTERS INC.	PO BOX 14 ENUMCLAW, WA, 98022 BUILDINGOWNER@LNI.WA.GOV

Permit Information

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

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

CMS_License_Certificate_CCO_400006_11072024090714.PDF

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ANNUAL OPERATING CERTIFICATE

Scan here for alternate information, inspections, and more.

N/A
123 MAPLE VALLEY RD
MAPLE VALLEY, WA 98038

MUNSTERS INC.

CONVEYANCE # 200043

EXP DATE 01/30/2026

CAPACITY 10

CONVEYANCE DESIGNATION Blueberry

DEPARTMENT OF LABOR & INDUSTRIES
ELEVATOR SECTION
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