

## Conveyance Management Portal User Guide

## Renew Annual Operating Certificate

This user guide is meant for building owners and property managers.

## Introduction

This guide presents a step-by-step approach to renew an Annual Operating Certificate. It features screen shots of each step.

**An Annual Operating Certificate** is required for each conveyance. The operating certificate shall be up to date and conspicuously posted on or near the conveyance, according to law.

An Annual Operating Certificate must first be issued for a conveyance before it can be renewed.

## **Renew your Annual Operating Certificate**

**1.** Log into the Portal. On the Home screen, select **Renew Permits** from the WHAT DO YOU WANT TO DO? menu.

Washington State Department of Labor & Industries	
	Welcome HERMAN MUNSTER   Home   Logout
	Home
Contact Information Name: MUNSTERS INC. PO BOX 14, ENUMCLAW, WA 98022 Phone #: 555-333-3333 Email: BUILDINGOWNERBLNI.WA. GOV	WELCOME TO YOUR HOME PAGE!
View Pending Application(s) Renew Permits Conveyance Assignment Labels for Assignment	
Print Receipt Submit POC	
Manage Invoices	
Manage My Permit	
Update Profile	
Conveyance Lookup Tool	
Manage User	

2. The Renewal for Annual Operating Certificate – Preliminary Step screen appears. Under the Application Type header, select Renewal for Annual Operating Certificate.

						1	Velcome HERMAN MUNSTER	<u>Home</u>   L	.ogou
		Renewal for	r Annual C	Operating Cer	tificate - Prelimi	nary Step			
							Fields marked with asterisk	(*) are requi	red.
Application Type	-	-		-	-		and the second		
Please select the application © Renewal for Annual Permit Type	you want to apply for: Operating Certificate		_	_	_	_		_	
Permit/Certificate Type	Permit/Certificate #	Endorsement	Permit Status	Expiration Date	Conveyance #	Owner	Site Location	Requested Action	
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400075	INCLINED ELEVATOR	Active	10/20/2025	200192	MUNSTERS INC.	BUILDING G 9987 JACKSON STREET, YELM, WA 98597	Renew	~
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	100402	PASSENGER HYDRAULIC	Active	03/05/2026	200380	MUNSTERS INC.	BROOKSDALE 1998 DEANS BRIDGE, YELM, WA 98597	Renew	~
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400226	PASSENGER CABLE	Active	07/02/2025	200032	MUNSTERS INC.	Blue Building 12 WELLS ST, ENUMCLAW, WA 98022	Renew	•
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400227	SPECIAL PURPOSE	Active	07/02/2025	200503	MUNSTERS INC.	ALCANTORZE 2587 HECTORS LANE, TUMWATER, WA 98501	Renew	~
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400325	MOVING WALK	Active	10/23/2025	200183	MUNSTERS INC.	WEST BUILDING 456 EAST WEST AVENUE STE # 5, PUYALLUP, WA 98371	Renew	*

**NOTE:** Building owners and property managers will only see the option to renew operating certificates for commercial conveyances. Contractors will have the ability to purchase and renew operating certificates for construction hoists.

- **3.** Find the details and site location for the permit(s) you want to renew.
- **4.** In the **Requested Action** column, select **Renew** or **Do Not Renew** as desired for all permits within the list.

**NOTE:** If any location displayed includes a property you no longer own or manage, you can update the Requested Action field to **Do Not Renew**.

**NOTE:** If you select Do Not Renew for permits you want to renew later, it may take a day or two for those permits to reappear in your list of permits to renew.

Please select the application Renewal for Annual	you want to apply for: Operating Certificate							
Permit Type			-	_				
Permit/Certificate Type	Permit/Certificate #	Endorsement	Permit Status	Expiration Date	Conveyance #	Owner	Site Location	Requested Action
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400075	INCLINED ELEVATOR	Active	10/20/2025	200192	MUNSTERS INC.	BUILDING G 9987 JACKSON STREET, YELM, WA 98597	Renew
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	100402	PASSENGER	Active	03/05/2026	200380	MUNSTERS INC.	BROOKSDALE 1998 DEANS BRIDGE, YELM, WA 98597	Renew
COMMERCIAL CONVEYANCE	400226	PASSENGER	Active	07/02/2025	200032	MUNSTERS INC.	Blue Building 12 WELLS ST, L ENUMCLAW, WA 98022	Do Not Renew
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400227	SPECIAL	Active	07/02/2025	200503	MUNSTERS INC.	ALCANTORZE 2587 HECT	Do Not Renew
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400325	MOVING WALK	Active	10/23/2025	200183	MUNSTERS INC.	WEST BUILDING 456 EAST WEST AVENUE STE # 5, PUYALLUP, WA 98371	Do Not Renew
COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	400006	BELT MAN LIFT	Active	01/30/2027	200043	MUNSTERS INC.	N/A 123 MAPLE VALLEY RD, MAPLE VALLEY, WA 98038	Do Not Renew
COMMERCIAL CONVEYANCE	400026	WAC MATERIAL	Active	02/02/2026	200161	MUNSTERS INC.	5 1 ADDAMS WAY, SEATTLE, WA 98109	Do Not Renew

- 5. Select Next.
- 6. Review the Entity Information screen. Select Next.

		Welcome HERMAN MUNSTER   Home   Logout
-		Renewal for Annual Operating Certificate
Entity Information A	ddress Information Attestation	Fields marked with asterisk (*) are required.
Please review Informati	ion for accuracy.	BACK NEXT
Entity Information		
Entity Name*	MUNSTERS INC.	
UBI #	555-555-555	
Reset		BACK NEXT >

7. Review the details on the Address Information screen. Select Next.

**NOTE:** The information that appears on the Address Information screen relates to the logged in user.

	Washington State Depar Labor & Indus	tment of stries			
				Welcome HERMAN	N MUNSTER   <u>Home</u>   <u>Logout</u>
	_	Renewal for Annual	I Operating Certificate	-	
Entity Information -	Address Information Attestation			Fields marked	with asterisk (*) are required.
Entity Mailing Addr	ess				
Country *	United States 🗸		~		
Address*	PO BOX 14			Suite/Apt/Unit/etc.	
City *	ENUMCLAW	State/Province*	WASHINGTON ~	Zip*	98022
County *	King ~	Primary Phone # - Ext*	555-333-3333	Alternate Phone # - Ext	555-111-1234
Fax	555-222-8521	Primary E-mail*	BUILDINGOWNER@LNI.W	Alternate E-mail	CONVEY@LNI.WA.GOV
Reset			<b>1</b> 2		BACK NEXT 2

**NOTE:** If at any time you see information that is incorrect but can't be edited in the Portal, it's OK to attest that information is correct. Please email details about the incorrect information, and the corrections needed, to <u>ElevatorSect@Lni.wa.gov</u>.

- **8.** On the Attestation screen, select the attestation checkbox to verify your information is accurate.
- 9. Select **Submit Application**, located at the bottom of the screen.

			Welcome HERMAN MUNSTER   Home   Logout
		Renewal for Annual Operating Certificate	
Entity Inform	hation Address Information Attestation		Fields marked with asterisk (*) are required.
			<b>ВАСК</b>
Attestatio	n		
You must ch	neck the following: that the information provided in this app	ication is accurate and complete to the best of my kr	rowledge.
Name*	HERMAN MUNSTER	Date *	12/23/202
		Submit Applicatifi	С ВАСК

- **10.** The Fee Details screen appears and provides several options. You can:
  - a. Edit Application allows you to review the details on the previous screens.
  - b. Pay Now takes you to a secure vendor portal (see step 14).
  - c. Submit and Pay Later creates an invoice that can be paid later.

- d. Preview generates a printable PDF that displays the information from the previous screens.
- **11.** To complete your permit renewal on the Fee Detail screen, select Pay Now.

	Welcome HERMAN MUNSTER   Home   Logout
	Fee Detail
Fee Details	
Annual Operating Certificate Renewal Fee (Fixed)	\$187.40
Annual Operating Certificate Renewal Fee (Fixed)	\$174.30
Annual Operating Certificate Renewal Fee (Variable)	\$386.40
Total Fees	\$748.10
Do NOT push Do not push the go back arrow using your browser. Failure to comply with th	he "Pay Now" button more than once. To review or update your application information click on "Edit Application". ese instructions may result in multiple charges.
Edit Application	Submit and Pay Later Preview

- **12.**Once you submit payment information on our secure vendor portal, a confirmation screen appears confirming that your transaction is successfully completed.
- **13.**On the Renewal for Annual Operating Certificate Submitted screen, you can save your transaction number for future use, if needed. You can also print your receipt or your application summary.

Welcome HERMAN MUNSTER   Home   Logout
Renewal for Annual Operating Certificate Submitted
Confirmation
Thank you for using our online services. Your online transaction number is 2801 Your Annual Operating Certificate can be accessed and printed via the "Manage My Permit" section from your Home Screen.
Return to Home Logout

**14.** If you'd like to print your renewed operating certificate, please refer to the Printing from the Portal training user guide or video.

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