**Washington State Department of
Labor & Industries**

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.

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


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.
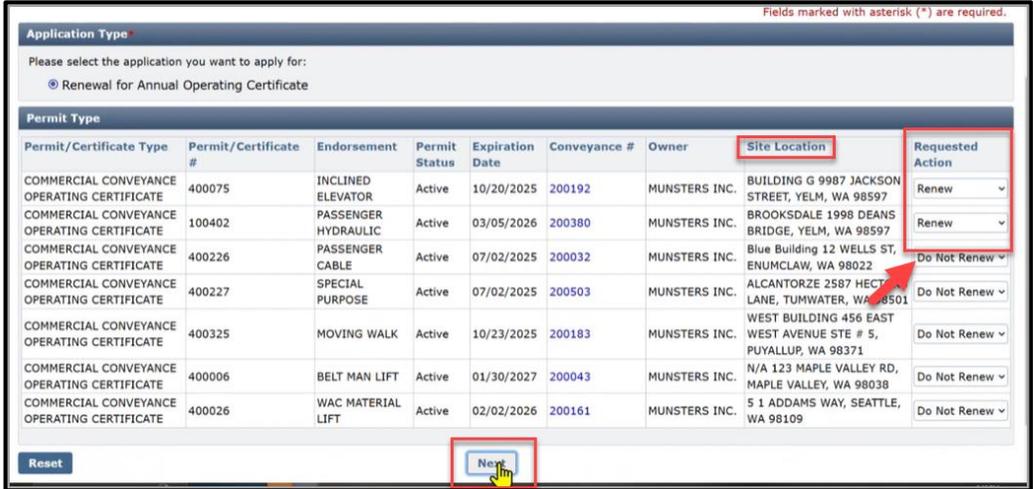
5. Select **Next**.

6. Review the Entity Information screen. Select **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.

   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 ElevatorSect@Lni.wa.gov.

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.

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.
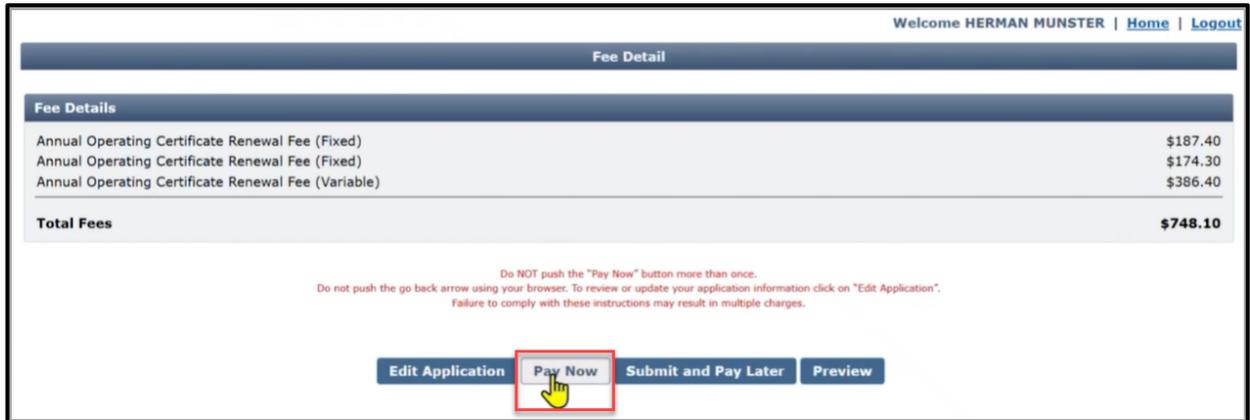
12. Once you submit payment information on our secure vendor portal, a confirmation screen appears confirming that your transaction is successfully completed.

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.

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: CMPTraining@Lni.wa.gov, and reference the training title in the subject line.