



# Conveyance Management Portal User Guide

## *Renew or Reinstate New Installation or Alteration Permits*

# Introduction

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This user guide is for all customers involved with new installation and alteration permits. It covers how to:

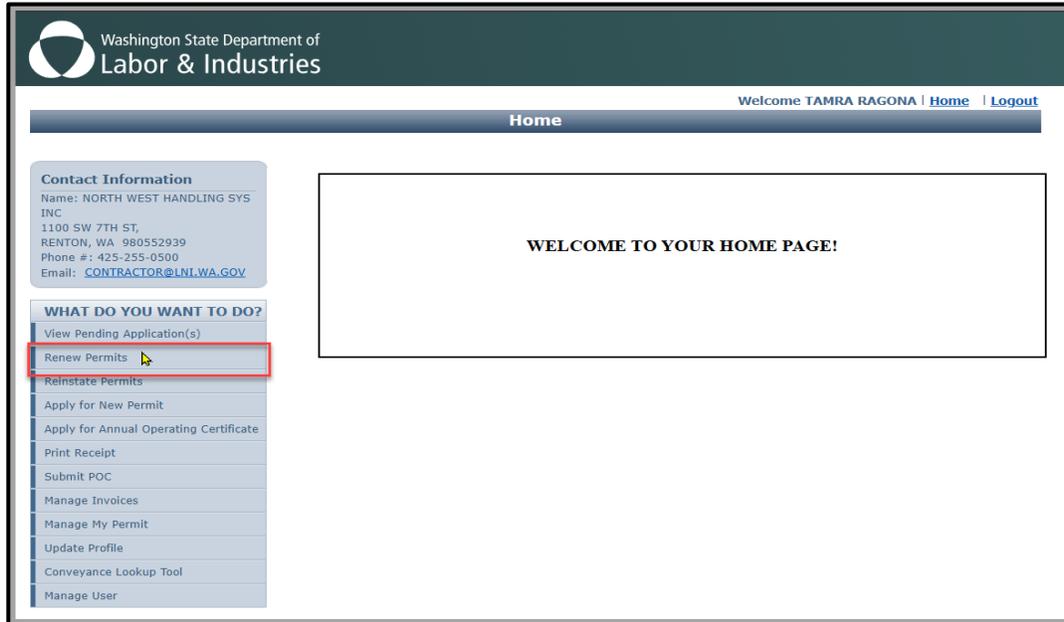
- Renew new installation and alteration permits.
- Reinstate new installation and alteration permits.

**Please note the following definitions:**

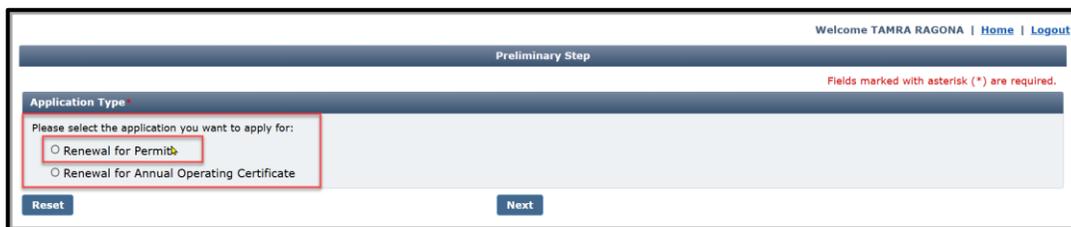
- **Renew:** Renewing an installation or alteration permit prior to the expiration date.
- **Reinstate:** Is similar to renewal, but occurs after the permit has expired and needs to be reinstated.

# Renew new installation or alteration permits

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



2. The Preliminary Step screen appears. Locate the Application Type header and select **Renewal for Permit**.



- An expanded menu with the Permit Type header appears.
- Locate the **Requested Action** column to verify the dropdown accurately displays **Renew** for the permits being renewed. If multiple conveyances appear, you will need to select **Renew** or **Do Not Renew** for all permits displayed.
- Select **Next**.

The screenshot shows the 'Preliminary Step' of a permit renewal process. At the top, it says 'Welcome TAMRA RAGONA | Home | Logout'. Below that, it indicates 'Fields marked with asterisk (\*) are required.' The 'Application Type' section has two radio buttons: 'Renewal for Permit' (selected) and 'Renewal for Annual Operating Certificate'. A red callout box points to the 'Permit Type' table with the text: 'Use drop downs to include only the Permit/Certificate you want to renew. Change any others to Do Not Renew.' The table has columns for Permit/Certificate Type, Permit/Certificate #, Endorsement, Permit Status, Expiration Date, Conveyance #, Owner, Site Location, and Requested Action. The 'Requested Action' column shows dropdown menus for each row. A 'Next' button is highlighted with a red box at the bottom center.

Permit/Certificate Type	Permit/Certificate #	Endorsement	Permit Status	Expiration Date	Conveyance #	Owner	Site Location	Requested Action
ALTERATION CONSTRUCTION MATERIAL HOIST (A10.5)	100063	N/A	Active	02/13/2026	200049	VIREN PATEL	WEST BUILDING 123 FOURTH AVE., ENUMCLAW, WA 98022	Renew
COMMERCIAL CONVEYANCE - NEW INSTALLATION	100035	FREIGHT HYDRAULIC	Active	02/25/2025	200031	AKIN	BOVINE ST 555 BOVINE ST, ENUMCLAW, WA 98022	Do Not Renew
Construction Personnel Hoist (A10.4) - New Installation	100256	N/A	Active	02/25/2025	200178	VIREN PATEL	BUILDING A 123 FOURTH AVE, ENUMCLAW, WA 98022	Renew

- Review **Entity** and **Address** information on the next two tabs and select **Next**. This is review only; if any information needs to be updated you will connect with L&I as noted:
  - General Contractors <https://www.lni.wa.gov/licensing-permits/contractors> or email [ContReg@lni.wa.gov](mailto:ContReg@lni.wa.gov)
  - Elevator Contractors <http://lni.wa.gov/CMP> or email [ElevatorSect@lni.wa.gov](mailto:ElevatorSect@lni.wa.gov).

The screenshot shows the 'Entity Information' tab of the 'Renewal for Permit' form. It includes fields for Entity Name, UBI #, Primary Contact (First Name, Middle Name, Last Name, Email, Phone), and License Information (Elevator Contractor License #, Expiration Date, Status, General Contractor License #, Expiration Date, Status). A 'Next' button is highlighted with a red box.

The screenshot shows the 'Address Information' tab of the 'Renewal for Permit' form. It includes fields for Country, Address, City, State/Province, Zip, County, Primary Phone # - Ext, Alternate Phone # - Ext, Primary E-mail, and Alternate E-mail. A 'Next' button is highlighted with a red box.

7. Within the Questions tab, select **Yes** or **No** for each question. Then, select **Next**.

The screenshot shows the 'Renewal for Permit' application interface. At the top, there are navigation tabs: 'Entity Information', 'Address Information', 'Questions', and 'Attestation'. The 'Questions' tab is active. Below the tabs, there is a 'Questions' section with a table containing one question: '1 Is this location on Tribal Nation Lands, Tribal Trust Lands, or on Federal Property?'. To the right of the question, there is a 'Response' section with two radio buttons: 'Yes' and 'NO'. The 'NO' radio button is selected. Below the question and response, there is a 'Reset' button on the left and 'BACK' and 'NEXT' buttons on the right. The 'NEXT' button is highlighted with a red box.

8. On the Attestation tab, select the attestation **checkbox** to attest that your application is complete and accurate to the best of your knowledge.

9. Select **Submit Application**

The screenshot shows the 'Renewal for Permit' application interface. At the top, there are navigation tabs: 'Entity Information', 'Address Information', 'Questions', and 'Attestation'. The 'Attestation' tab is active. Below the tabs, there is an 'Attestation' section with the text 'You must attest the following:'. Below this text, there is a checkbox that is checked, followed by the text 'I attest that the information provided in this application is accurate and complete to the best of my knowledge.'. Below the checkbox, there are two input fields: 'Name\*' with the value 'TAMRA RAGONA' and 'Date\*' with the value '02/20/2022'. Below the input fields, there is a 'Submit Application' button highlighted with a red box. There are also 'BACK' buttons on the left and right sides of the page.

10. The Fee Details page appears. Select **Pay Now** or **Submit and Pay Later**.

The screenshot shows the 'Fee Details' page. At the top, there is a table with the following data:

Fee Description	Amount
Annual Operating Certificate Renewal Fee (Fixed)	\$217.80
Annual Operating Certificate Renewal Fee (Variable)	\$100.80
<b>Total Fees</b>	<b>\$318.60</b>

Below the table, there is a warning message: 'Do NOT push the "Pay Now" button more than once. Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application". Failure to comply with these instructions may result in multiple charges.' Below the warning, there are four buttons: 'Edit Application', 'Pay Now', 'Submit and Pay Later', and 'Preview'. The 'Pay Now' button is highlighted with a red box.

**NOTE:** Selecting Pay Now will navigate the user to a third-party secure vendor payment portal. Complete the appropriate steps to submit your payment.

**NOTE:** If Submit and Pay Later is selected, permit review will remain in a hold status until payment is received.

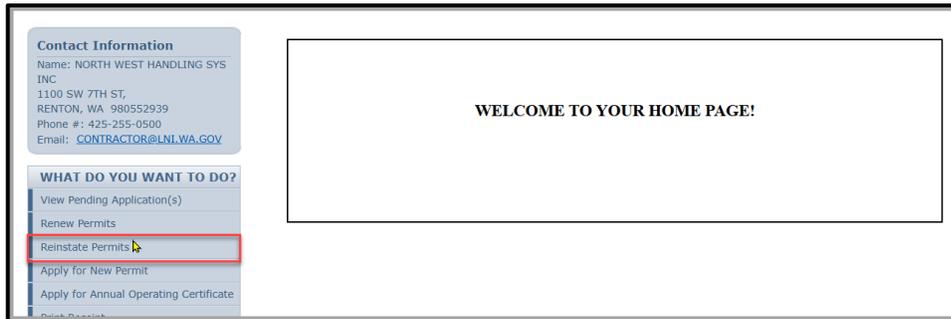
11. A confirmation screen will appear. You may choose to take note of the transaction number for future communication with the department.

12. A confirmation will be sent to the email address on file confirming the application was successfully submitted.

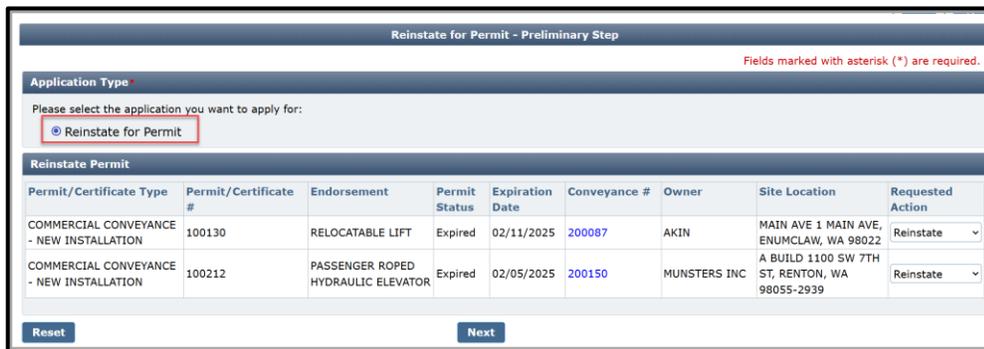
# Reinstate new installation or alteration permits

Remember, reinstating a permit is similar to a renewal, but occurs after the permit has expired.

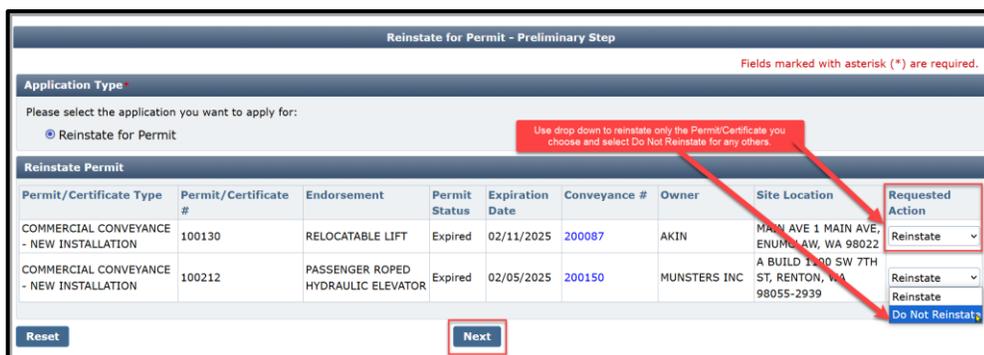
1. Log into the Portal. On the Portal Home screen, select **Reinstate Permits** from the WHAT DO YOU WANT TO DO? menu.



2. In Application Type section select **Reinstate for Permit**.



3. An expanded menu with the Reinstate Permit header appears.
4. Locate the **Requested Action** column to verify the dropdown accurately displays **Reinstate** for the permits being reinstated. If multiple conveyances appear, you will need to select **Reinstate** or **Do Not Reinstate** for all permits displayed.
5. Select **Next**.



**6. Review Entity and Address information on the next two tabs and select Next.**

This is review only; if any entity information needs to be updated you will connect with L&I as noted:

- General Contractors <https://www.lni.wa.gov/licensing-permits/contractors> or email [ContReg@Lni.wa.gov](mailto:ContReg@Lni.wa.gov)
- Elevator Contractors <http://lni.wa.gov/CMP> or email [ElevatorSect@Lni.wa.gov](mailto:ElevatorSect@Lni.wa.gov).

Entity Information

Entity Name\* NORTH WEST HANDLING SYS INC  
 UBI # 600051641

Primary Contact  
 First Name\* RICHARD Middle Name W  
 Last Name\* WALTENBURG Role\* Licensed Primary Point of Contact  
 Email\* contractor@lni.wa.gov Phone\* 425-255-0500

License Information  
 Elevator Contractor License#\* NORTH0048955CS Expiration Date 03/29/2025 Status ACTIVE  
 General Contractor License#\* NORTH0042753F Expiration Date 10/09/2025 Status ACTIVE

Entity Mailing Address

Country\* United States  
 Address\* 1100 SW 7TH ST  
 City\* RENTON State/Province\* WASHINGTON Suite/Apt./Unit/etc.  
 Zip\* 980552939  
 County\* King Primary Phone # - Ext\* 425-255-0500 Alternate Phone # - Ext  
 Fax Primary E-mail\* CONTRACTOR@LNI.WA.GOV E-mail

**7. Within the Questions tab, select Yes or No for each question. Then, select Next.**

Questions

#	Question	Response
1	Is this location on Tribal Nation Lands, Tribal Trust Lands, or on Federal Property?*	<input type="radio"/> Yes <input checked="" type="radio"/> NO

**8. On the Attestation tab, select the attestation checkbox to attest that your application is complete and accurate to the best of your knowledge.**

**9. Select Submit Application**

Attestation

You must check the following:  
 I attest that the information provided in this application is accurate and complete to the best of my knowledge.

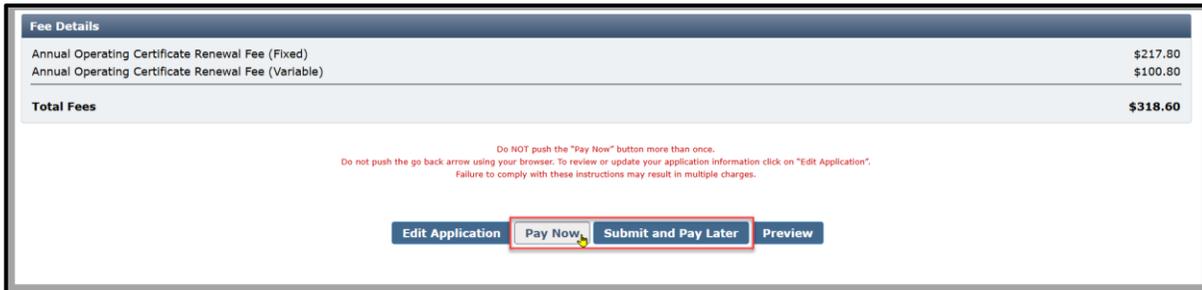
Name\* TAMRA RAGONA Date\* 02/20/2021

Submit Application

**10.**The Fee Details page appears. Select **Pay Now** or **Submit and Pay Later**.

**NOTE:** Selecting Pay Now will navigate the user to a third-party secure vendor payment portal. Complete the appropriate steps to submit your payment.

**NOTE:** If Submit and Pay Later is selected, permit review will remain in a hold status until payment is received.



The screenshot shows a 'Fee Details' section with a table of fees. Below the table is a warning message and a row of action buttons: 'Edit Application', 'Pay Now', 'Submit and Pay Later', and 'Preview'. The 'Pay Now' button is highlighted with a red box.

Fee Details	
Annual Operating Certificate Renewal Fee (Fixed)	\$217.80
Annual Operating Certificate Renewal Fee (Variable)	\$100.80
<b>Total Fees</b>	<b>\$318.60</b>

Do NOT push the "Pay Now" button more than once.  
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".  
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#) [Pay Now](#) [Submit and Pay Later](#) [Preview](#)

**11.**A confirmation screen will appear. You may choose to take note of the transaction number for future communication with the department.

**12.** A confirmation will be sent to the email address on file confirming the application was successfully submitted.

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