Washington State Department of
**Labor & Industries**

# Conveyance Management Portal
# User Guide

# *Renew or Reinstate New Installation or Alteration Permits*

# Introduction

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 <u>prior</u> to the expiration date.

- **Reinstate:** Is similar to renewal, but occurs after the permit has <u>expired</u> 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.
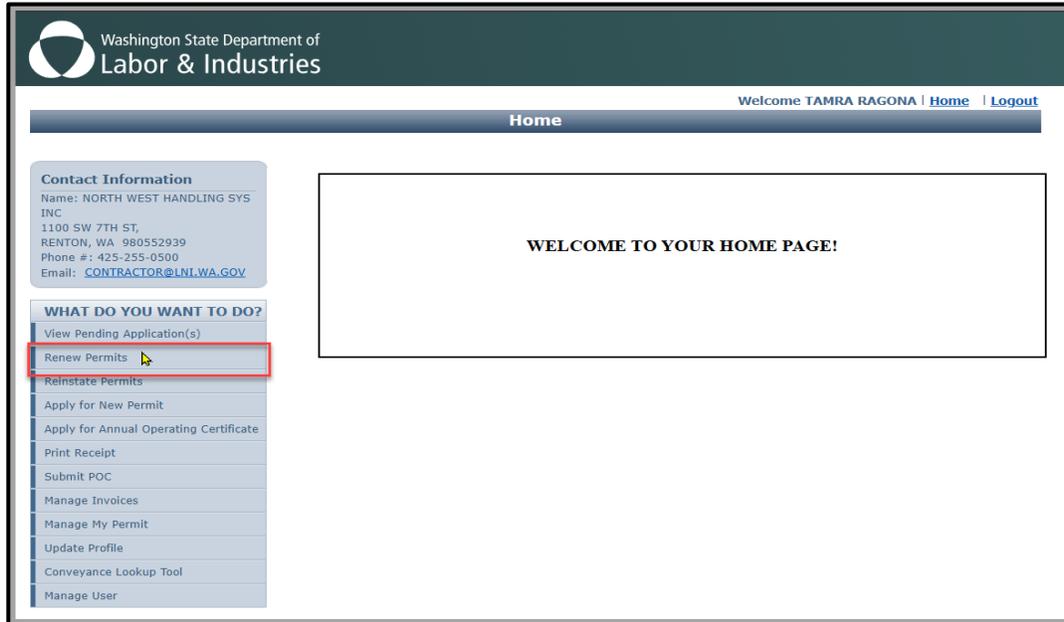


2. The Preliminary Step screen appears. Locate the Application Type header and select **Renewal for Permit**.
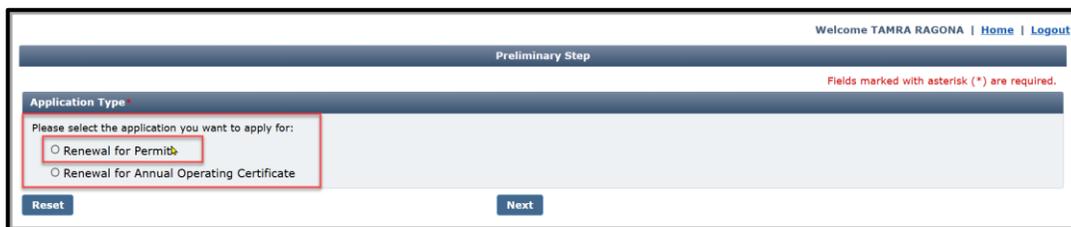
**3.** An expanded menu with the Permit Type header appears.

**4.** 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.

**5.** Select **Next**.



**6.** 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

- Elevator Contractors http://lni.wa.gov/CMP or email ElevatorSect@Lni.wa.gov.

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



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**



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.

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.
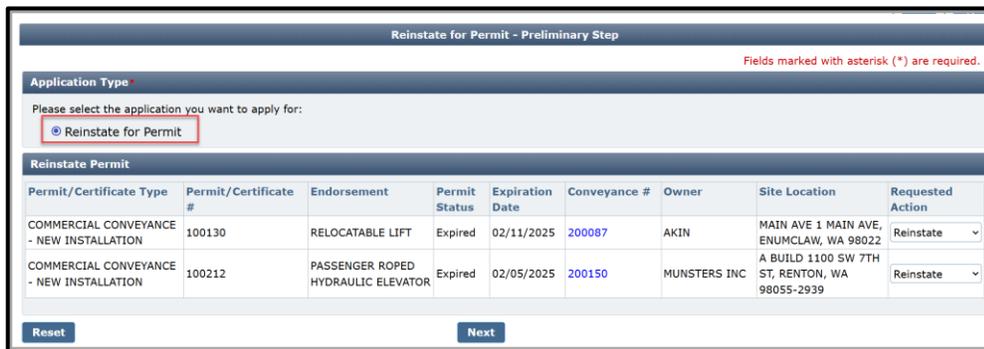
# Reinstate new installation or alteration permits

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.
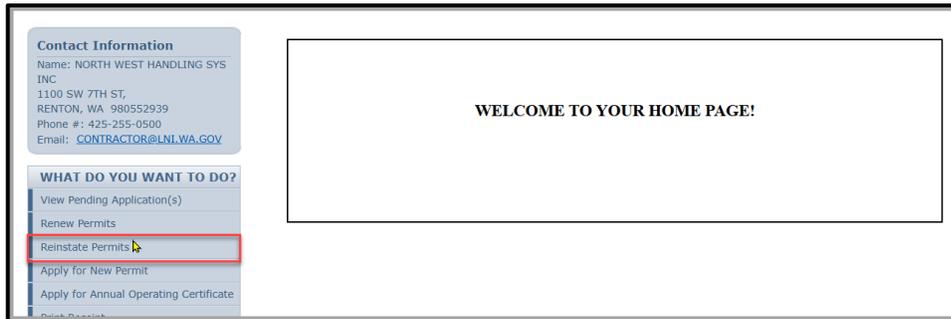


**2.** In Application Type section select **Reinstate for Permit**.



**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.
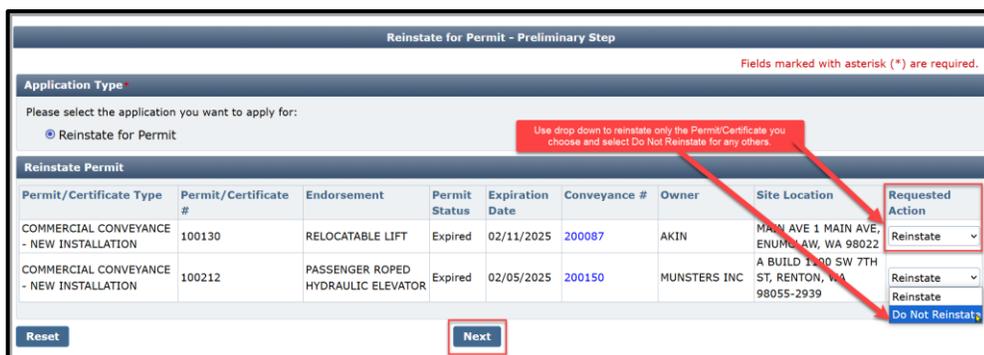
**5.** Select **Next**.

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

   - Elevator Contractors http://lni.wa.gov/CMP or email ElevatorSect@Lni.wa.gov.





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



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**

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.



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