



# Conveyance Management Portal (CMP) User Guide

## *New User Registration*

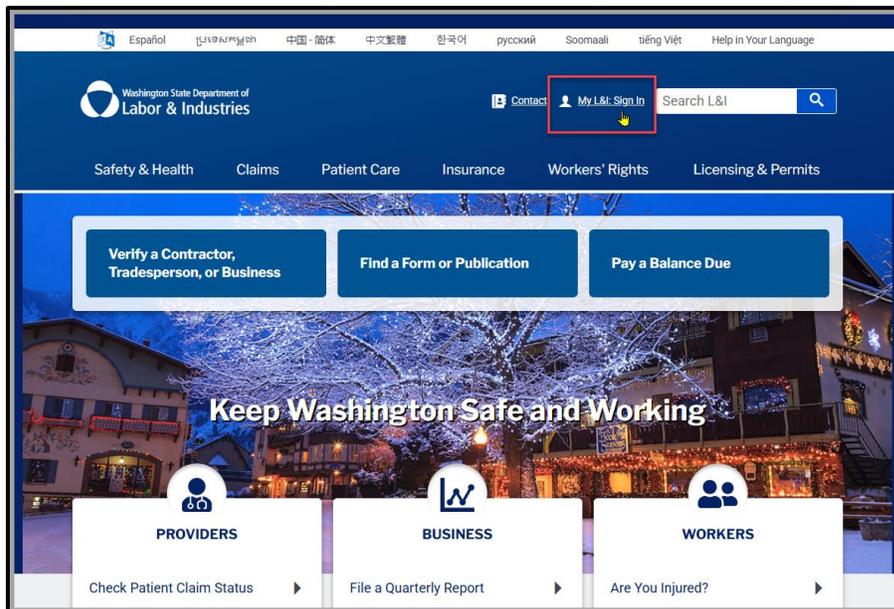
This step-by-step guide covers how to sign up or sign into CMP through My L&I

# Register for the Conveyance Management Portal (CMP, Portal)

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Before you begin, you will need to know your company's Unified Business Identifier (UBI). If you need to find your number, go online to the state **Department of Revenue**.

1. From the L&I home page, <https://lni.wa.gov/>, select **My L&I Sign In**.



2. **Check to see if you already have a user ID.** If so, you may sign in as a **Returning User**, otherwise select **Sign Up**.

**NOTE:** Once initially registered, you will go directly to the **Returning User** option.

**NOTE:** If you already have an account and are a **Returning User**, login and skip steps 3-6. Instead, proceed from **step 7** to continue.

Washington State Department of Labor & Industries

My L&I

powered by SecureAccess WASHINGTON

### My L&I

**New users**

Get secure access to your information at L&I and take advantage of our secure online services. Then use your new login to access secure services from other state agencies with [Secure Access Washington \(SAW\)](#)

[Sign up](#) [Check to see if you already have a user ID.](#)

**Returning users**

User ID:  [Get User ID](#)

Password:  [Reset my password](#)

[Log in](#)

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). [Email Web Customer Support](#)

3. Enter your information and optional contact details to reduce the chance of losing access.

### Sign up for My L&I

Enter your information

First Name \* Britt ✓

Last Name \* Youngblood ✓

Email \* britt.youngblood@lni.wa. ✓

Contact Phone \* 564-669-9117 ✓  
Format: XXX-XXX-XXXX

**Contact info for security (optional)** ←

Provide additional contact info to receive multi-factor authentication security codes and reduce the chance of losing access to your account.

Additional Email

Mobile Phone  
Format: XXX-XXX-XXXX

Message and data rates may apply for mobile phones. A message will be sent only when you request it.

4. **Create a User ID and Password.** The system will prompt you with a green check mark when you meet the correct password criteria.
5. Next, **review and accept the Access Agreement** by adding your initials and check the box. Select **Continue**.

**Create a user ID and password**

User ID \*  
britty ✓

User IDs must be at least four characters long and may contain !, ", #, \$, %, &, ' @

Your password \*  
\*\*\*\*\*

For your security, please enter a password with:

- ✓ At least 10 characters
- ✓ One uppercase letter
- ✓ One lowercase letter
- ✓ One number
- ✓ One special character

Do not include your user ID.

Accept the Access Agreement

To create an account, initial and indicate you have read and accept the [Access Agreement](#)

Your Initials \* →

I have read and accept the Access Agreement\*

Select Continue →

CANCEL CONTINUE

Checks appear here when you have it correct. Remember to write your user name and password down and store in a secure location for future reference.

6. Check your email for a link to activate your profile.

**Check your email**

User ID: britty  
Email: britt.youngblood@lni.wa.gov  
Password: \*\*\*\*\*

**Check your email**

Open your email and look for a message from "My L&I" to activate your profile. If you don't see the activation message, check your spam or junk mail folders.

**Still having trouble?**

If you still haven't received the message, contact Web Customer Support at 360-902-5999 weekdays between 8 a.m. - 5 p.m. (Pacific).

**Let's activate your profile**

User ID: britty

To activate your My L&I profile and verify your email address, please click this link:

<https://test-secure.lni.wa.gov/home/?function=Activate&UserID=britty&ActivationCode=15827>

If you do not activate by clicking the link above, this profile will expire. If clicking the above link does not work, copy and paste the link into a new browser window and press enter on your keyboard.

Thank you for using My L&I.

Select this link to proceed to the login →

7. Enter your **User Name** and **Password**. Select **Log in**.

My L&I

Your profile has been activated. Please login.

Returning users

User ID: britty Get User ID

Password: [ ] Reset my password

Log in

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). Email Web Customer Support

**NOTE:** If you are a **Returning User**, select **Get More Access** and proceed.

My Profile

My tasks

+ Get more access

8. The **Complete set up** screen appears. Select **Other**, then select **Continue**.

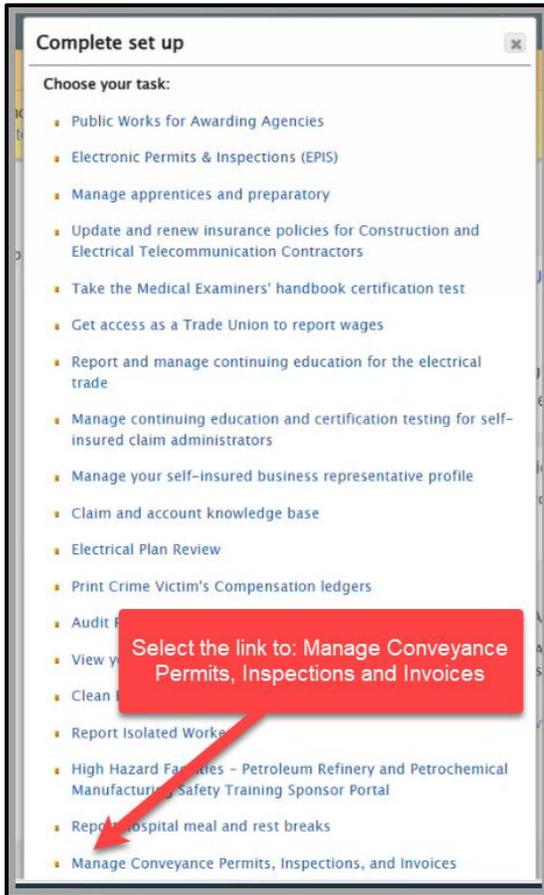
Complete set up

First, choose a role that applies to you.

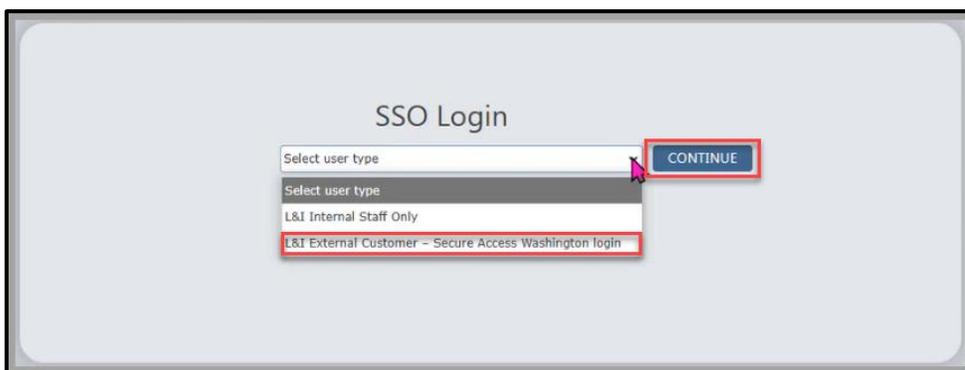
- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) Provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Health Services Coordination for SQCP
- Best Practice Activity Coach
- Other

Cancel Continue

9. A pop-up screen will appear for you to choose your task. Select **Manage Conveyance Permits, Inspections and Invoices**.



10. The SSO Login screen appears. From the drop-down, select **L&I External Customer**, then **Continue**.



11. You are now entering Secure Access Washington. Enter the same login information for **User Name** and **Password** and select **Submit**.

The screenshot shows the Secure Access Washington login interface. At the top left is the Seal of the State of Washington. The main heading reads "Welcome to your login for Washington state." Below the heading is a navigation bar with "Sign Up!", "GET HELP", and "Español" buttons. The central area contains a "LOGIN" form with "Username" and "Password" input fields and a "Submit" button. To the right of the form is a graphic for "ON BEHALF OF WASHINGTON STATE AGENCIES" featuring the state capitol building. At the bottom of the form are links for "Forgot your username?" and "Forgot your password?".

12. You are now entering the **Conveyance Management Portal User Registration**. Select the **User Type**. A **Role Designation** will appear below. Select your role; enter your company's **UBI number**. Select **Next**.

The screenshot displays the "User Registration Preliminary Information" form. It includes the following sections:

- Business Type:** Business Unit (Conveyance), Licensee Type (Business Entity).
- User Type:** Please select the user type \* (Building Owner selected).
- Role Designation:** Please select your role \* (Building Owner Administrator selected). A red callout box points to this dropdown with the text "Use the drop-down to select your role." Below this are explanatory notes: "\*Administrator - Main contact responsible for company. This person(s) will control access for Representative accounts." and "\*Representative - Can take action on behalf of company."
- UBI #:** An empty input field.

Buttons for "Reset" and "Next" are located at the bottom of the form.

13. The Initial User Registration will have historical information. You may not edit **Entity Name**. This **Business Name** and **Entity Name** came through the **UBI number** entered. If you chose an administrator role, you can update **Entity Mailing Address** and **User Details**.

**NOTE:** Some information may be blank or may have historical information. Please provide the most current contact information.

**ALSO NOTE:** the **User Phone Number** is a required field and often overlooked.

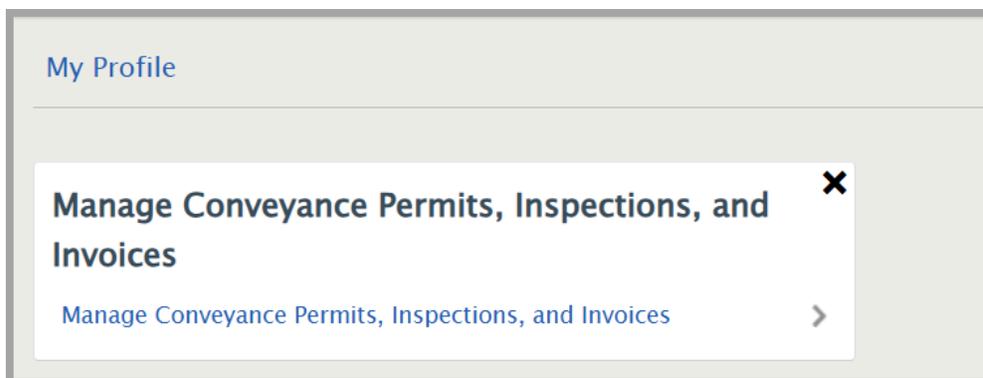
14. **Read the attestation statement.** When you agree, check the box, enter your name and select **Register**.

15. Your **Conveyance Management Portal** registration is complete. You will receive an email notification. Once you receive the email, you may **Proceed to Login**.

16. The **CMP Home Page** will appear.



Going forward you will only sign in through My L&I and will have access to CMP though your profile.



For any additional user guides and training videos please go to **Lni.wa.gov/CMP** or if you have questions please email: **CMPTraining@Lni.wa.gov**.