STATE OF WASHINGTON

DEPARTMENT OF LABOR & INDUSTRIES

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RE: Newsletter 30 (April 2025) – Conveyance Management Portal update

The Conveyance Management Portal (CMP, Portal) launched March 26. Many of you have already found benefits of using the Portal. This newsletter will provide some suggestions in using the CMP based on questions we've received from users since going live.

There are two links you should keep in mind when dealing with the Portal:
- CMPTraining@Lni.wa.gov when you have a difficulty getting a task accomplished. It's the quickest way for you to get a response.
- www.Lni.wa.gov/CMP where you can find user guides, videos, and other training materials for any work you're doing in the Portal.

Suggestions for using CMP successfully
- **Remember to scroll down when signing into the Portal**. We've found when people go to the **My L&I Sign In** at www.Lni.wa.gov, they follow the steps in the user guide. The challenge comes at Step 9, the pop-up screen to get to the Portal. Select **Manage Conveyance Permits, Inspections, and Invoices**, which is found when scrolling down to the bottom of the task list.

- **You need your UBI or contractor license numbers to register.** The Unified Business Identifier is a nine-digit code unique to your business. If you don't know your UBI number, find it through a visit to the Washington State Department of Revenue Business Lookup tool and search using your business name.

- **It's easier to pay using the Portal**. When applying for an operating certificate, submitting plans, or doing other business that requires a payment, it's easier to use the Portal. The Portal will email you a receipt. Contact an office location in your area if you have further questions.

- **Once you pay for your Annual Operating Certificate (AOC)**, you no longer need to pay for additional reprints. You can simply use the Portal to print out the AOC – filing an old "duplicate certificate form" is no longer necessary.

- **Check out your permits, invoices, and account information on the Portal**. The Portal provides the ability for you to manage all your conveyances under your own, individual profile. We urge you to check your business entity's information when you first sign onto the CMP.

Keep in mind
Under law, building owners are ultimately responsible for the conveyance on their property. If the owner obtains a property manager, then it is the owner's responsibility to place that information into the Portal. If you need help, contact CMPTraining@Lni.wa.gov, or an L&I office location in your area, and we can help get the information added to your account.

Like any new technology, patience is key while learning. We're still updating information to the Portal involving activities that took place while we were offline – turning off the old system while getting ready for launch. We expect this information to be added to the Portal in the near future.

And remember to tell others to join the Elevator Program email list for project news and other updates. We will use the email list to let you know about revisions to the Portal, including other customer benefits.

What's next
The Elevator Safety Advisory Committee (ESAC) will meet May 20, starting at 9 a.m. (Stakeholder meeting begins at 8 a.m.). We plan a short update on the CMP, and some time to respond to questions.

Next month's newsletter will be the last of the project reports we have supplied in order to be transparent about the Portal's development. We'll include something of a final report on the project, and more tips about using the Portal.

Please use CMPTraining@Lni.wa.gov to let us know if there are issues you're facing when using the Portal. Your support for this project has been critical, and we look forward to building on its success with you going forward.

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