

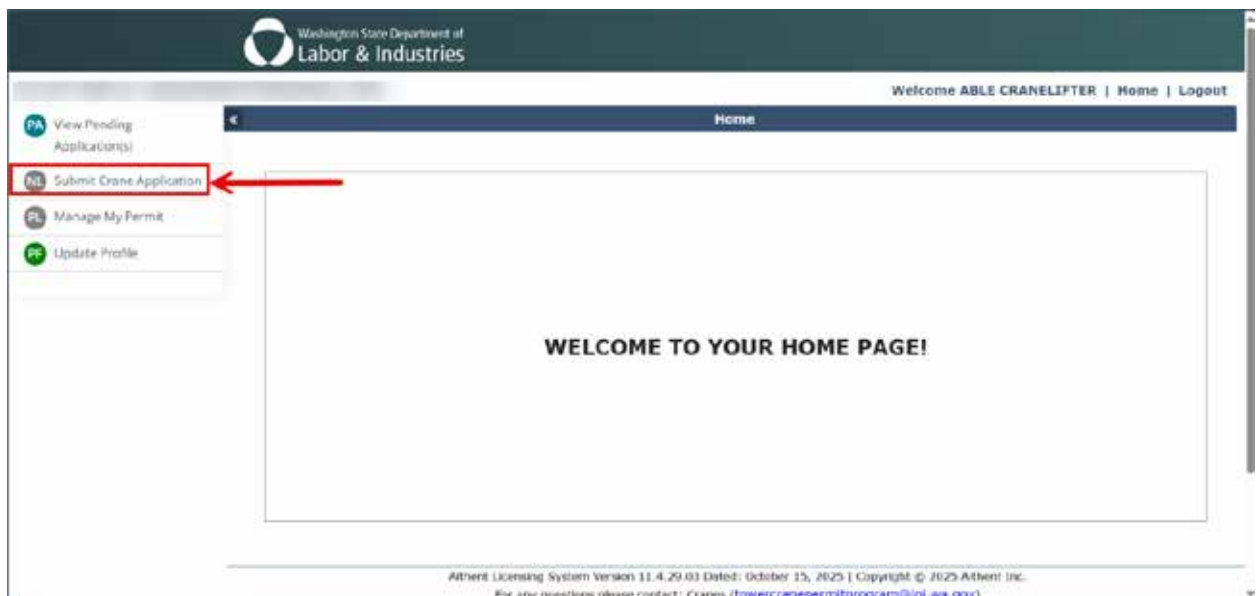
Crane Certification and Permit Management System

Saving draft application and/or withdrawing application

1. Saving a Draft Application: Assembly, Reconfiguration, or Disassembly

These steps explain how to save a partially completed application as a draft, and return to it at another time.

1.1 Begin an application by selecting, "Submit Crane Application" from the home screen.



1.2 Make selections on the Preliminary Step screen depending on the Application Type and crane desired, and then click 'Next.'

**NOTE: For more details on how to submit specific application types, please refer to the training guides for submission of applications.*

Washington State Department of Labor & Industries

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Preliminary Step

Fields marked with asterisk (*) are required.

Application Type*

Please select the application you want to apply for:

- Assembly
- Reconfiguration

Select Crane

- Existing Crane
- New Crane

Permit Type*

- Construction Tower Crane

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For any questions please contact: Cranes (towercranepermitprogram@lni.wa.gov)

1.3 Upon clicking next from the Preliminary Step screen, the Entity Information screen is displayed. From this point until submission of the application, the application will be saved as a draft.

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Assembly

Entity Information | Address Information | Owner Information | Additional Information | Questions | Attestation

Please review information for accuracy.

Entity Information

Entity Name* DO NOT HERE US

UBI # 633-333-333

Primary Contact

First Name* ABLE Middle Name

Last Name* CRANELIFTER

Email* ablecranelifter@gmail.com Phone* 555-555-5555

License Information

General Contractor License# DONOTNH753N1 Expiration Date 06/21/2027 Status ACTIVE

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1.4 Begin filling out the application. Each time a screen is completed and 'Next' is selected to move to the next tab, the information entered into the current tab is saved.

****IMPORTANT: If you navigate away from a page without first clicking 'Next' to save the changes, your changes will be lost.**

- You must complete all required fields (fields marked with red asterisks) on a given screen before you can save the changes and move forward in an application.
- If you click 'Next' before completing all required fields, an error will be displayed. (See screenshot "A" below.)
- If you enter details into the fields on a given screen and then click on another tab or the 'Home' button, rather than clicking 'Next,' an error will be displayed to let you know you have unsaved changes. (See screenshot "B" below.) If you would like to save your changes, click 'Next' before navigating away from the application.

The screenshot shows the Washington State Department of Labor & Industries application interface. At the top, there is a header with the department logo and the text "Washington State Department of Labor & Industries". Below the header, there is a navigation bar with "Welcome ABLE CRANELIFTER | Home | Logout".

A yellow error message box is displayed, containing the following text:

Please review following errors and correct them.

- Contact is a required field.
- Address is a required field.
- City is a required field.
- Zip is a required field.
- County is a required field.
- Primary Phone # - Ext is a required field.

A green arrow points to the error message box with the text: "An error will be thrown if you click 'Next' before completing all required fields on a screen."

Below the error message, there is a navigation bar with the following tabs: "Entity Information", "Address Information", "Owner Information", "Additional Information", "Questions", and "Attestation". The "Address Information" tab is currently selected.

Below the navigation bar, there is a red message: "Please review Address Information for accuracy." To the right of this message are "BACK" and "NEXT" buttons.

The main form is titled "Entity Mailing Address" and includes a "Copy From" dropdown menu. The form fields are as follows:

Country *	United States			Suite/Apt./Unit/etc.	
Address *	987 QWERTY ST				
City *	PACCO	State/Province *	WASHINGTON	Zip *	99201
County *	Franklin	Primary Phone # - Ext *	509-111-1111	Alternate Phone # - Ext	
Fax		Primary E-mail *	ABLECRANELIFTER@GMAIL	Alternate E-mail	E-mail

allowainl-uat.athent.com says
 You have unsaved changes.
 Click OK to discard the changes and continue on next page, or Cancel to stay on current page.

OK Cancel

Welcome ABLE

Entity Information | **Address Information** | Owner Information | Additional Information | Questions | Attestation

Please review Address Information for accuracy.

Entity Mailing Address

Country * United States -
 Address * 887 QWERTY ST Suite/Apt/Unit/etc.
 City * PASCO State/Province * WASHINGTON Zip *
 County * Franklin Primary Phone # - Ext * 509-111-1111 Alternate Phone # - Ext
 Fax Primary E-mail * ASLECRANELIFTER@GMAIL Alternate E-mail

Site Location

Country * United States -
 Contact * Samantha Cranelifter
 Please enter a physical address where the crane is to be located – PO Box is not allowed.
 Address * 987 QWERTY ST Suite/Apt/Unit/etc.
 City * PASCO State/Province * WASHINGTON Zip *

1.5 To navigate away from the draft application, click on the Home or Logout button at the top right of the screen. This can be done from any tab within the application.

Welcome ABLE CRANELIFTER **Home | Logout**

Assembly

Entity Information | **Address Information** | Owner Information | Additional Information | Questions | Attestation

Please review Address Information for accuracy.

BACK NEXT

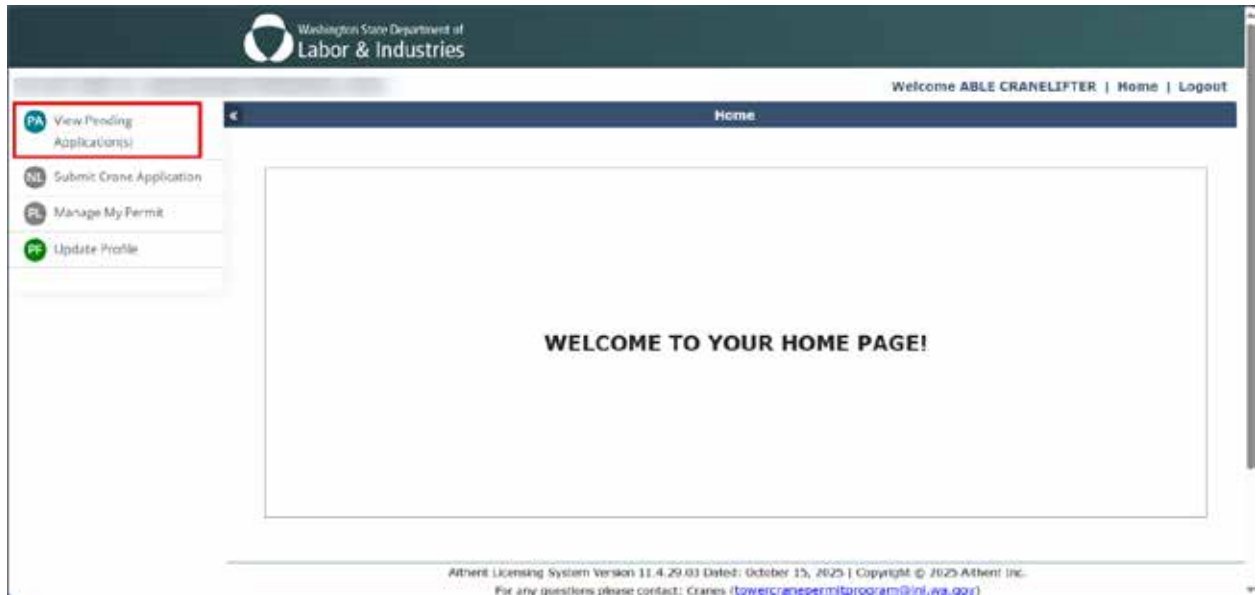
Entity Mailing Address Copy From

Country * United States -
 Address * 887 QWERTY ST Suite/Apt/Unit/etc.
 City * PASCO State/Province * WASHINGTON Zip * 99301
 County * Franklin Primary Phone # - Ext * 509-111-1111 Alternate Phone # - Ext
 Fax Primary E-mail * ASLECRANELIFTER@GMAIL Alternate E-mail E-mail

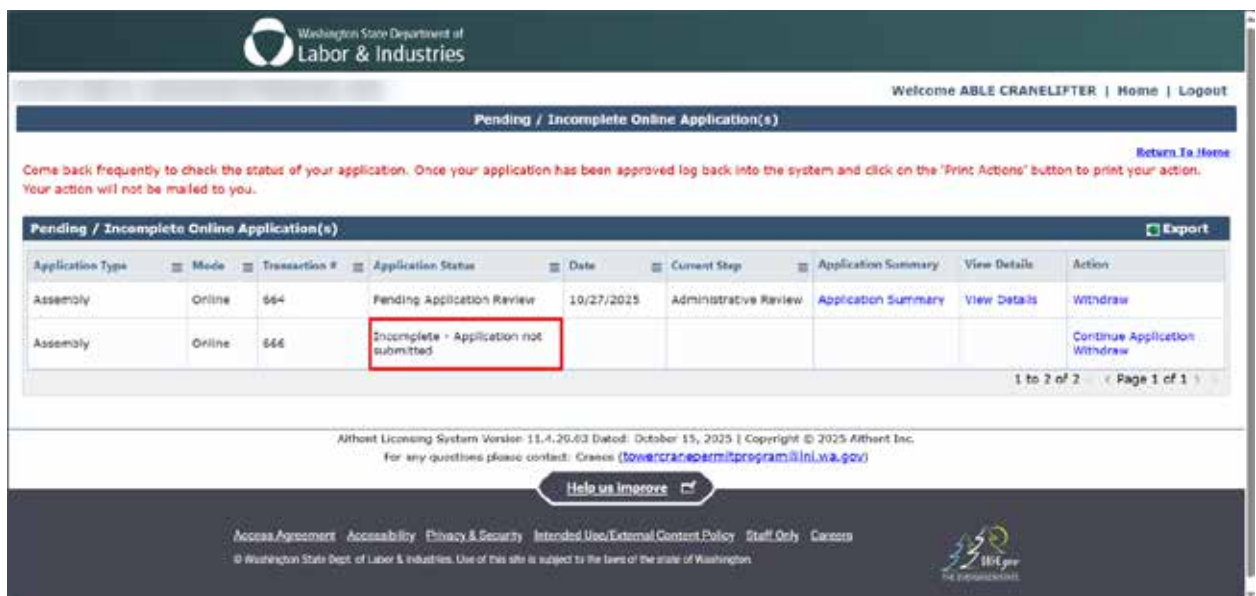
Site Location Copy From

Country * United States -
 Contact * Samantha Cranelifter
 Please enter a physical address where the crane is to be located – PO Box is not allowed.
 Address * 987 QWERTY ST Suite/Apt/Unit/etc.
 City * PASCO State/Province * WASHINGTON Zip * 99301

1.6 To access your draft application at a later time, select 'View Pending Application(s)' from your home screen.



1.7 Your draft application will be displayed in the list with Application Status 'Incomplete – Application not submitted.'



- To continue your application, proceed to step 1.8.
- To withdraw your application, proceed to step 2.1.

1.8 Select the 'Continue Application' link in the Action column to be taken back into your draft application.

Washington State Department of Labor & Industries

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Pending / Incomplete Online Application(s)

[Return To Home](#)

Come back frequently to check the status of your application. Once your application has been approved log back into the system and click on the 'Print Actions' button to print your action. Your action will not be mailed to you.

Pending / Incomplete Online Application(s) Export

Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Assembly	Online	664	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Assembly	Online	666	Incomplete - Application not submitted					Continue Application Withdraw

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1.9 You can now proceed with completion and submission of the application.

2. Withdrawing a Draft Application

These steps explain how to withdraw an application which has been saved as a draft and has not yet been submitted.

2.1 To withdraw your draft application, click the 'Withdraw' link in the Action column.

Washington State Department of Labor & Industries

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Pending / Incomplete Online Application(s)

[Return To Home](#)

Come back frequently to check the status of your application. Once your application has been approved log back into the system and click on the 'Print Actions' button to print your action. Your action will not be mailed to you.

Pending / Incomplete Online Application(s) Export

Application Type	Mode	Transaction #	Application Status	Date	Current Step	Application Summary	View Details	Action
Assembly	Online	664	Pending Application Review	10/27/2025	Administrative Review	Application Summary	View Details	Withdraw
Assembly	Online	666	Incomplete - Application not submitted					Continue Application Withdraw

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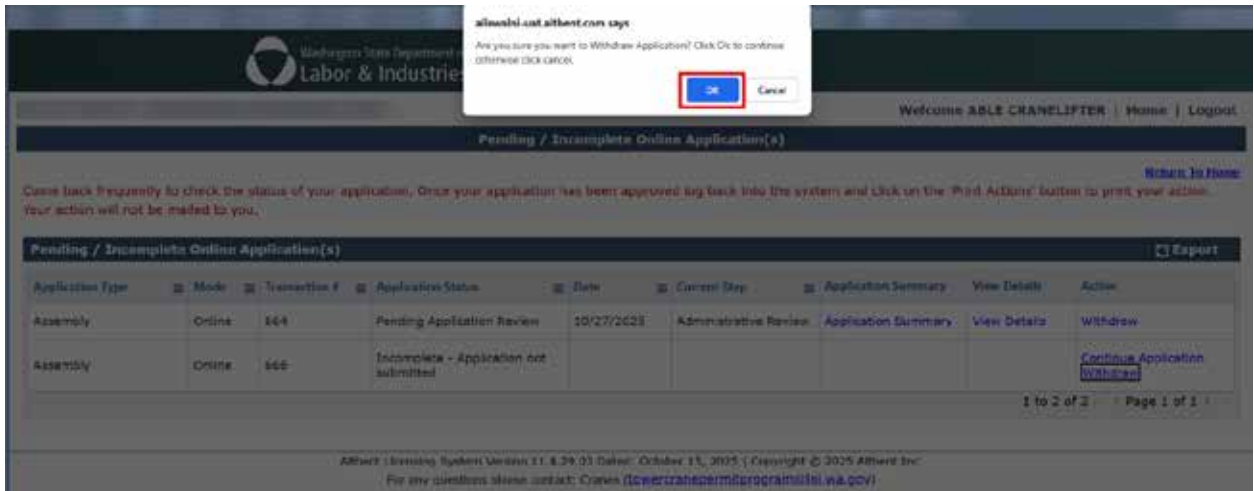
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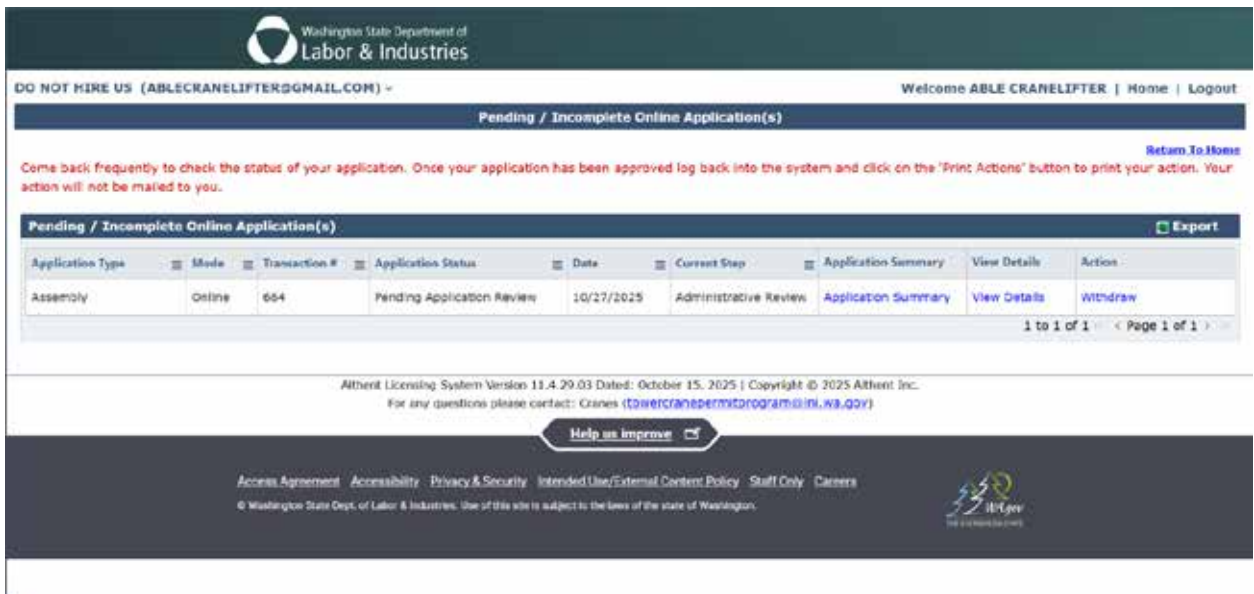
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2.2 Click 'OK' on the pop-up message to confirm you wish to withdraw your application.



2.3 Your application is withdrawn and is no longer displayed in your Pending/Incomplete Online Application(s) list.

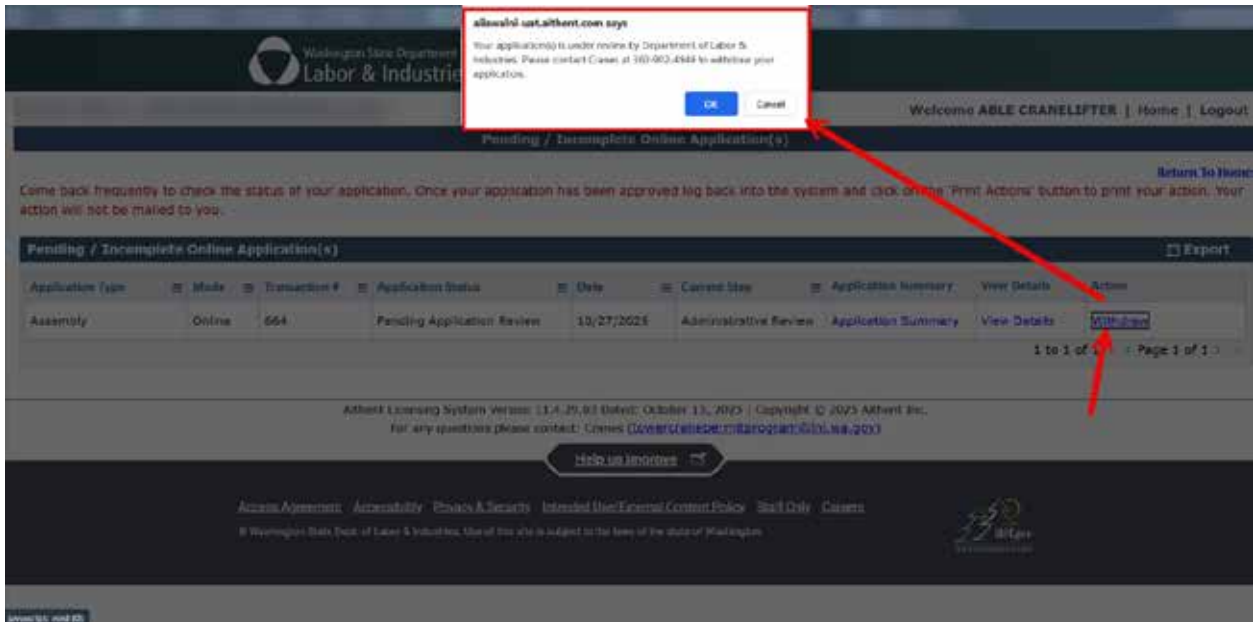


3. Withdrawing a Submitted Application

This section discusses how to have an application withdrawn after it has been submitted to the Department of Labor & Industries.

3.1 Once an application has been successfully submitted, you will not be able to withdraw the application from the external portal.

Upon clicking, “Withdraw” from the Pending/Incomplete Online Application(s) screen, a message will be displayed directing you to contact the Department of Labor & Industries.



3.2 To withdraw an application that has already been submitted for crane assembly, reconfiguration, or disassembly, please call 360-902-4949. Tower Crane Permit Program staff will be able to assist with withdrawing the application.