

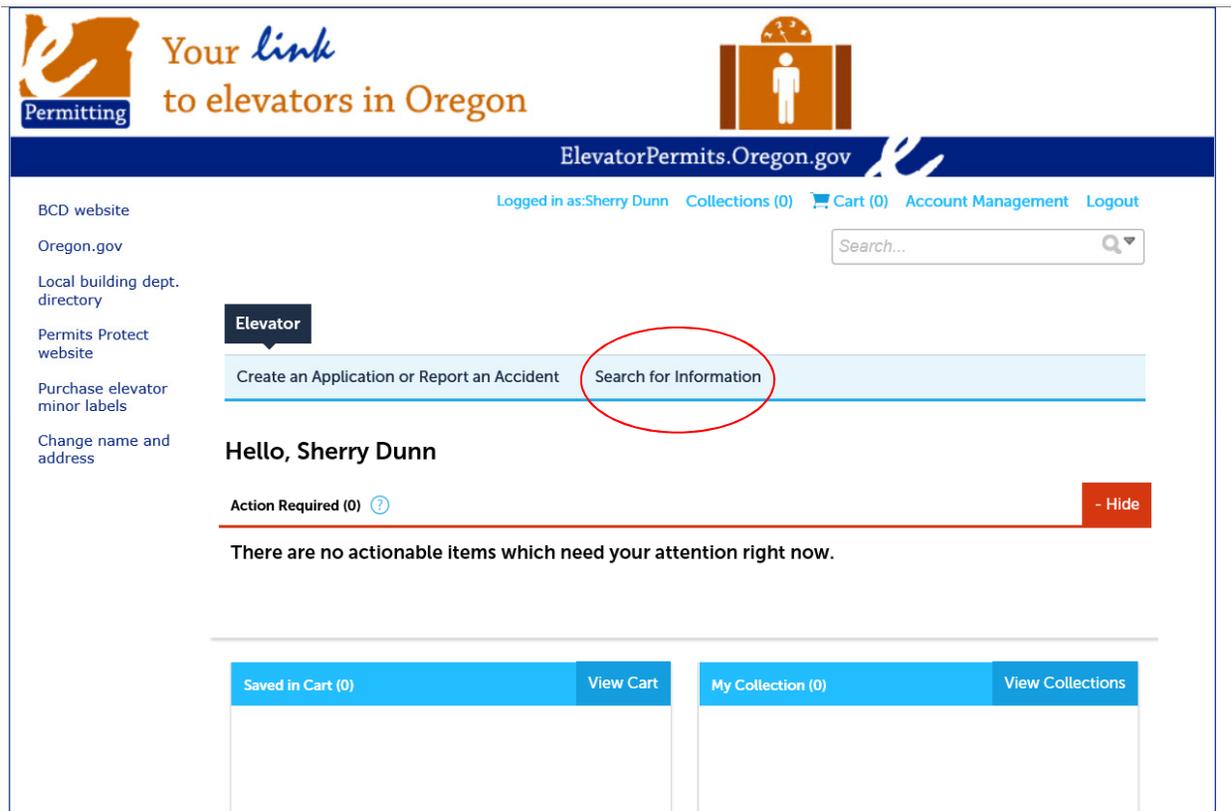
## CREATING A COLLECTION

If you have more than one piece of equipment at your location, or more than one site that you are managing, you can create a collection to make it easier to keep track of all of the equipment you are responsible for, including paying all of your fees at once rather than a separate payment for each piece of equipment.

To create a collection, you must have an active account. If you don't already have one, click on "Register for an Account" in the upper right-hand corner of the screen at [www.ElevatorPermits.Oregon.gov](http://www.ElevatorPermits.Oregon.gov).

**\*\*\*\*\*NOTE:** It is best to use Internet Explorer when using our website.

Start by signing into your account and clicking on "Search for Information" from the Home Page:



The screenshot shows the ElevatorPermits.Oregon.gov website. The header includes the Oregon logo and the text "Your link to elevators in Oregon". Below the header, there is a navigation bar with the text "ElevatorPermits.Oregon.gov". The main content area shows a user logged in as "Sherry Dunn" with "Collections (0)", "Cart (0)", "Account Management", and "Logout" links. A search bar is present. A menu is displayed with options: "Elevator", "Create an Application or Report an Accident", and "Search for Information". The "Search for Information" option is circled in red. Below the menu, there is a greeting "Hello, Sherry Dunn" and a section for "Action Required (0)" with a "- Hide" button. At the bottom, there are sections for "Saved in Cart (0)" and "My Collection (0)".

On the next screen, in the "Equipment ID Number" field, enter your equipment ID/permit number followed by –OP:

**\*\*\*\*\*NOTE:** Each elevator has two record numbers – one for the equipment installation and one for the operating permit (thus the –OP). If, when you enter the equipment ID, you do not add the –OP, you will not see information on your elevator during its operation.

OS website

Oregon.gov

Local building dept.  
directory

Permits Protect  
website

Purchase elevator  
minor labels

Change name and  
address

Search...

### Elevator

Create an Application or Report an Accident    **Search for Information**

## Equipment ID

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
No records found.						

## Search the Elevator Database

Enter information below to search the Elevator database for permits, equipment, and inspection or accident reports. You can enter any of the following information:

- Equipment ID #

### Search by Record Information

Search my i

Equipment ID Number ?  
 X

Start Date: ?  ? End Date: ?

On the next screen, click on "Add to collection":

**Your link to elevators in Oregon**

ElevatorPermits.Oregon.gov

Logged in as: Sherry Dunn | Collections (0) | Cart (0) | Reports (2) | Account Management | Logout

Search...

**Elevator**

Create an Application or Report an Accident | Search for Information

**Record PXE2565-OP:**  
**Operating Passenger Electric 2-9 Floors**  
**Record Status: Active**  
**Expiration Date: 11/30/2016**

Record Info | Payments | Custom Component

**Work Location**

900 COURT ST  
 OREGON STATE CAPITOL BLDG  
 SALEM OR 97310

**Add to collection**

Name your collection (required) and add a description if you would like to add clarifying information. Make sure to name your collection something that will help you distinguish between other collections you may create in the future. Click “Add”:

**Your link to elevators in Oregon**

ElevatorPermits.Oregon.gov

Logged in as: Sherry Dunn | Collections (0) | Cart (0) | Reports (2) | Account Management | Logout

Search...

**Elevator**

Create an Application or Report an Accident | Search for Information

**Record PXE2565-OP:**  
**Operating Passenger Electric 2-9 Floors**  
**Record Status: Active**  
**Expiration Date: 11/30/2016**

Record Info | Payments | Custom Component

**Work Location**

900 COURT ST  
 OREGON STATE CAPITOL BLDG  
 SALEM OR 97310

**Create a New Collection**

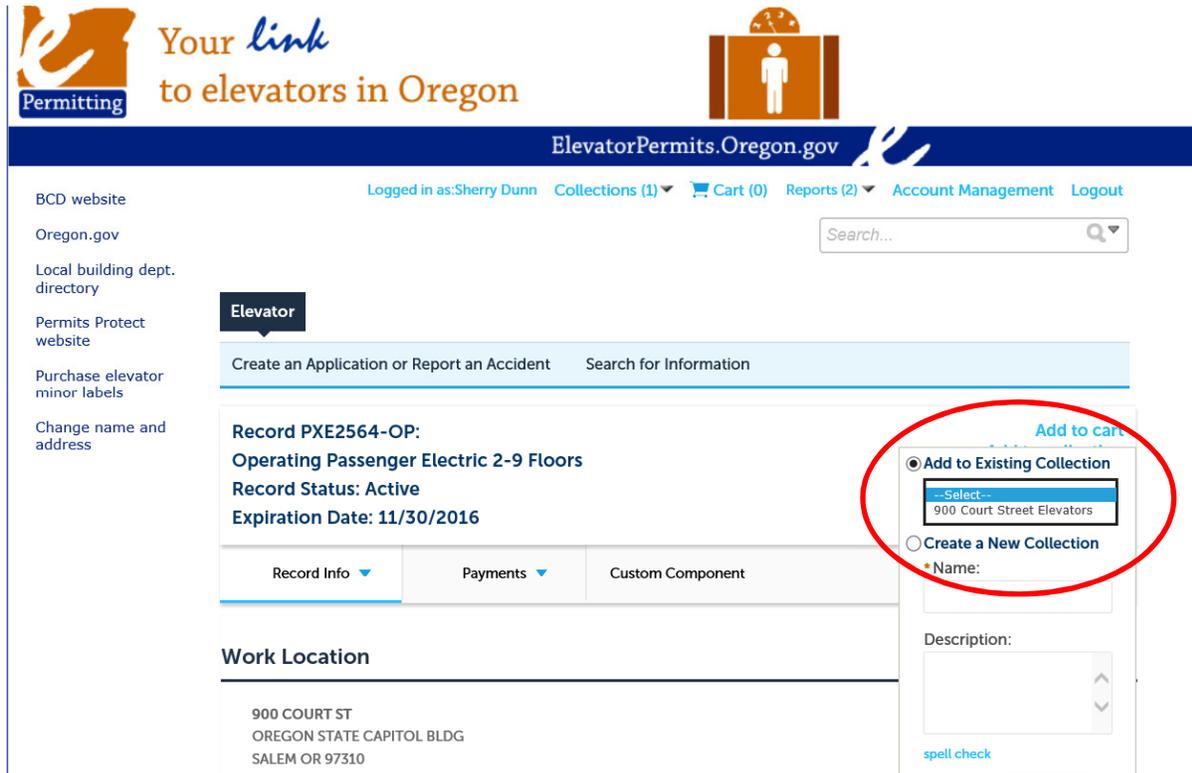
\*Name: 900 Court Street Elevators

Description: All elevators at 900 Court Street

spell check

**Add** **Cancel**

To add the next elevator to that collection, click on “Search for Information” and enter the next equipment ID you would like to add to that collection and click “Search”. Click on “Add to collection” and select the correct collection from the “Add to Existing Collection”, then click “Add”:



Repeat this process for all of the equipment you want to add to this collection.

To start a new collection, follow the steps above.

The next time you sign in to your account, you should see your collections listed under “My Collections”:



Your link  
to elevators in Oregon



ElevatorPermits.Oregon.gov



- BCD website
- Oregon.gov
- Local building dept. directory
- Permits Protect website
- Purchase elevator minor labels
- Change name and address

Logged in as: Sherry Dunn Collections (1) Cart (0) Account Management Logout

**Elevator**

Create an Application or Report an Accident Search for Information

**Hello, Sherry Dunn**

Action Required (0) ?

- Hide

There are no actionable items which need your attention right now.

Saved in Cart (0)	View Cart

My Collection (1)	View Collections
<div style="background-color: #0070C0; color: white; padding: 5px; display: inline-block; border-radius: 50%; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div> <small>Records</small>	<p><b>900 Court Street Elevators</b> Last Updated 08/02/2016</p>