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.

*****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:

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.
On the next screen, click on “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”: 
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”:
Hello, Sherry Dunn

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