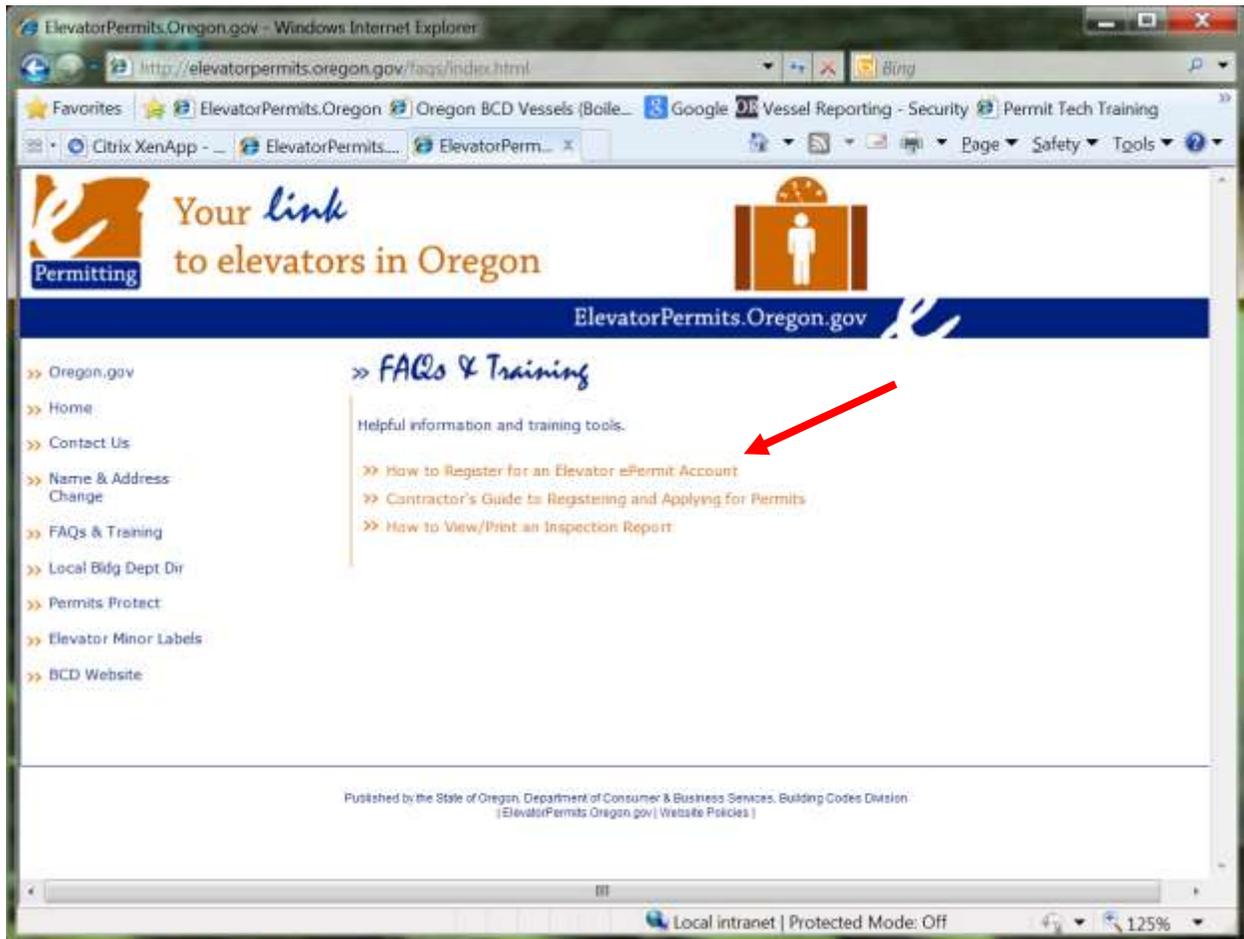
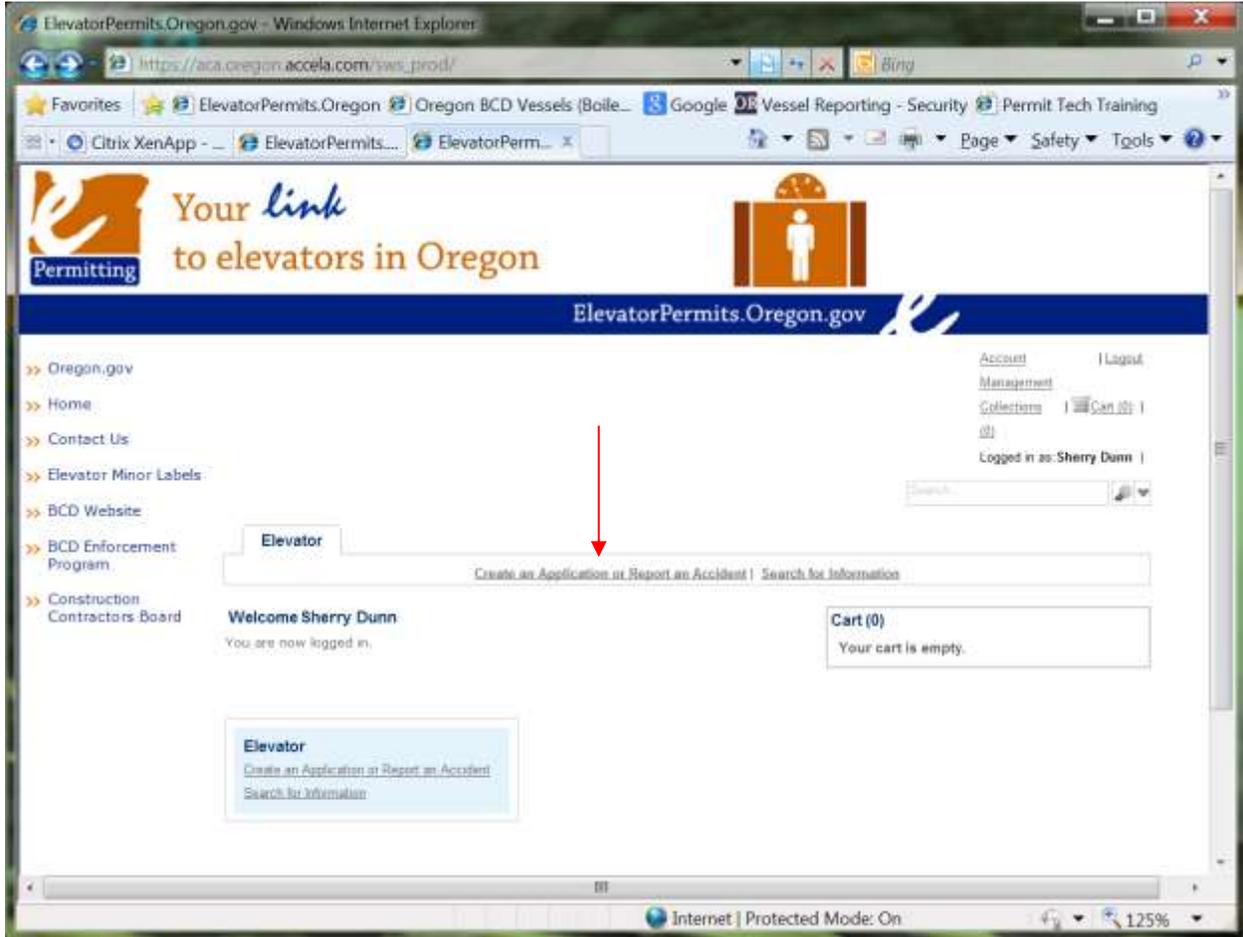


HOW TO REPORT AN ACCIDENT

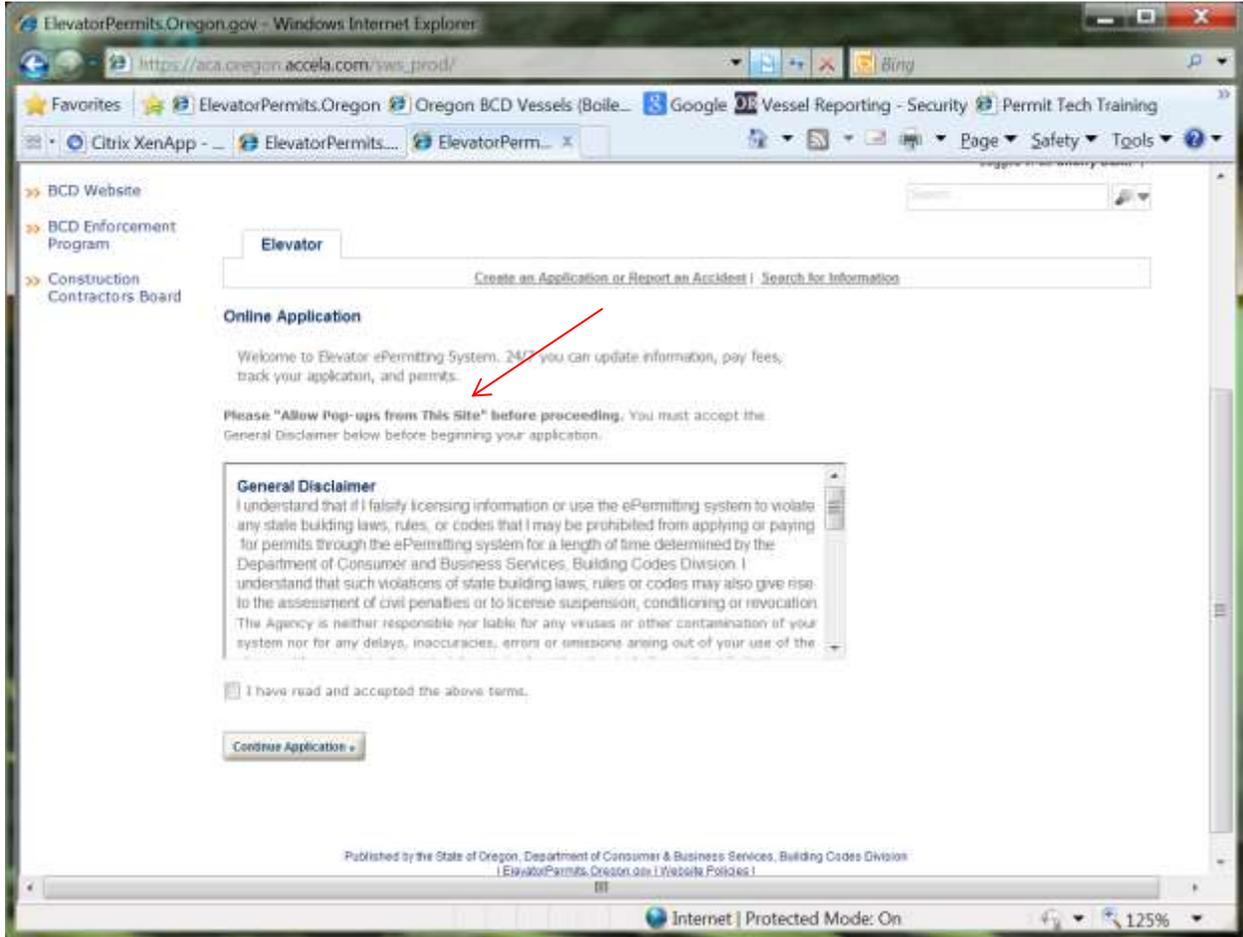
NOTE: Before you can report an accident, you must register for an account and log into www.ElevatorPermits.oregon.gov . To learn how to create an account, go to <http://elevatorpermits.oregon.gov/faqs/index.html> and chose “**How to Register for an Elevator ePermit Account**”



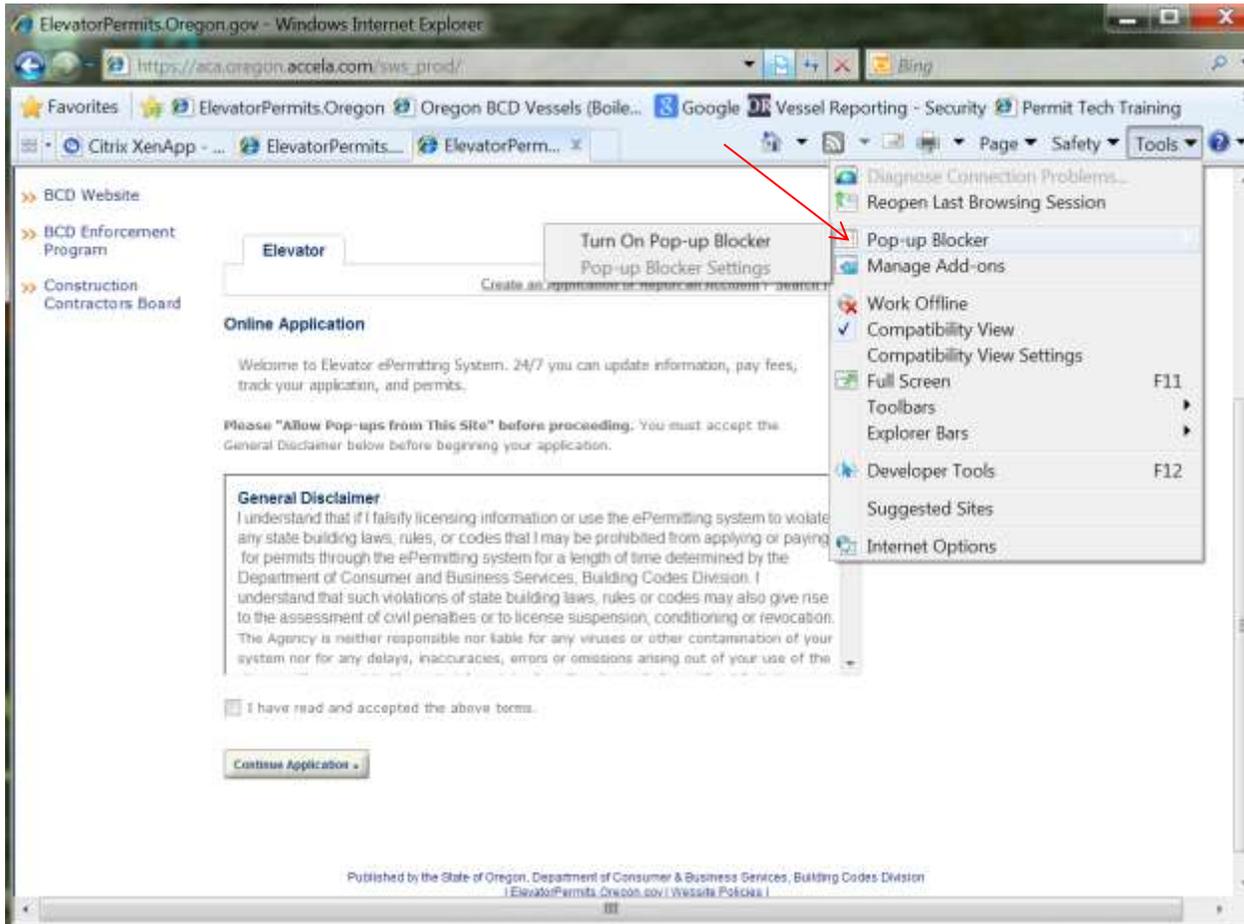
Once you are logged in, click on “Create an Application or Report an Accident”



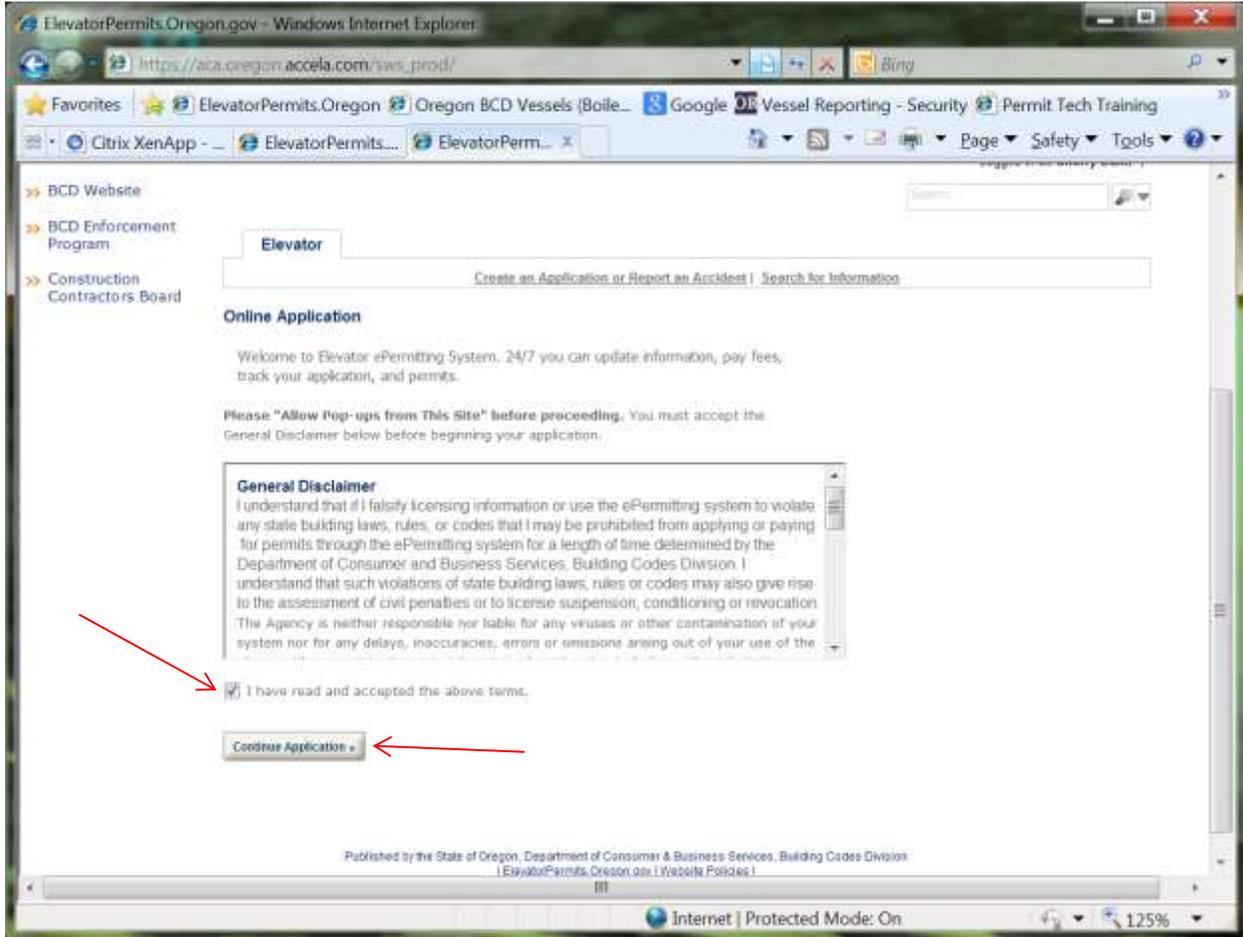
You will need to **“Allow Pop-ups from This Site”**



Pop-ups are controlled in the tools setting on your internet browser:



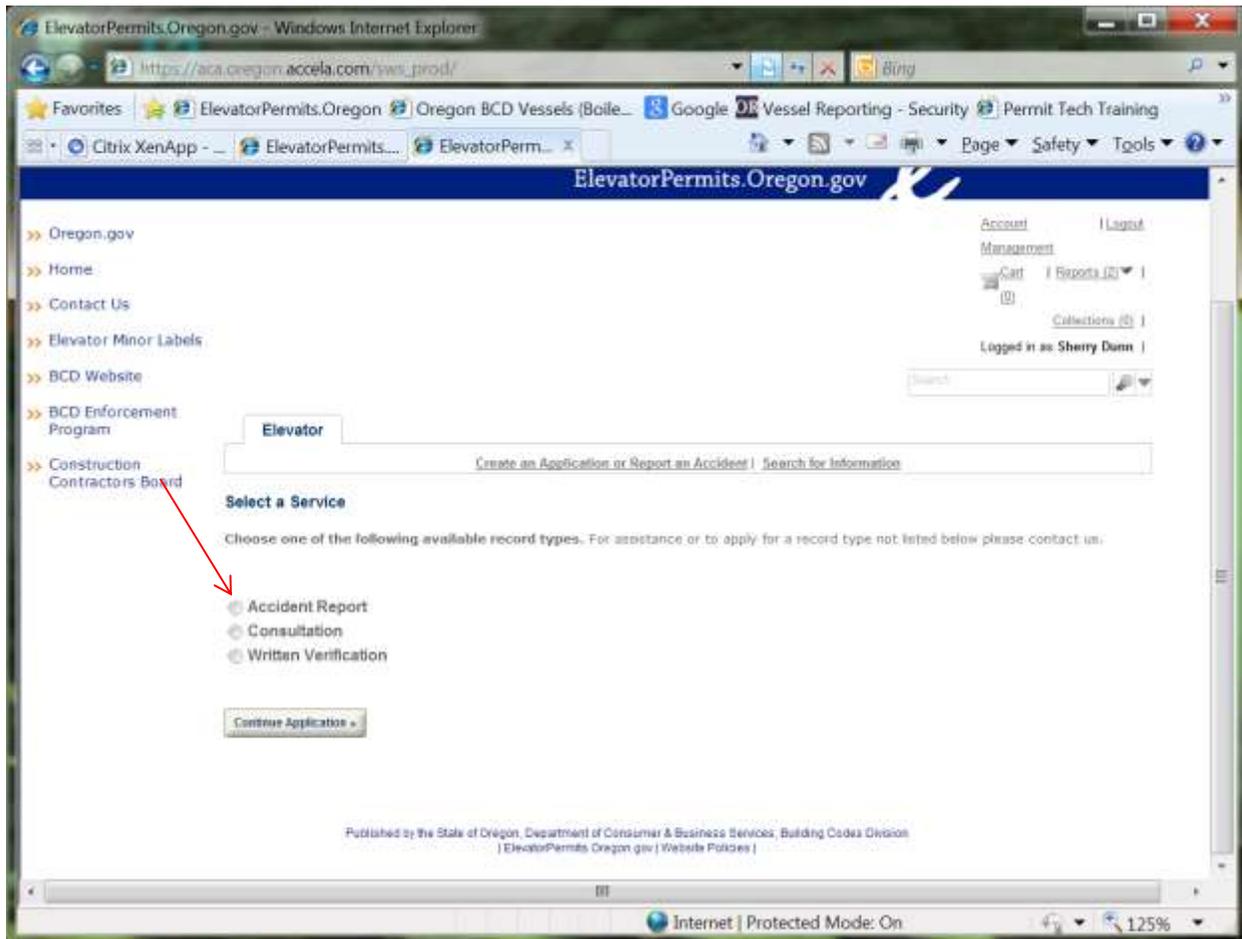
Once you have allowed pop-ups, read the disclaimer and accept the terms:



and click



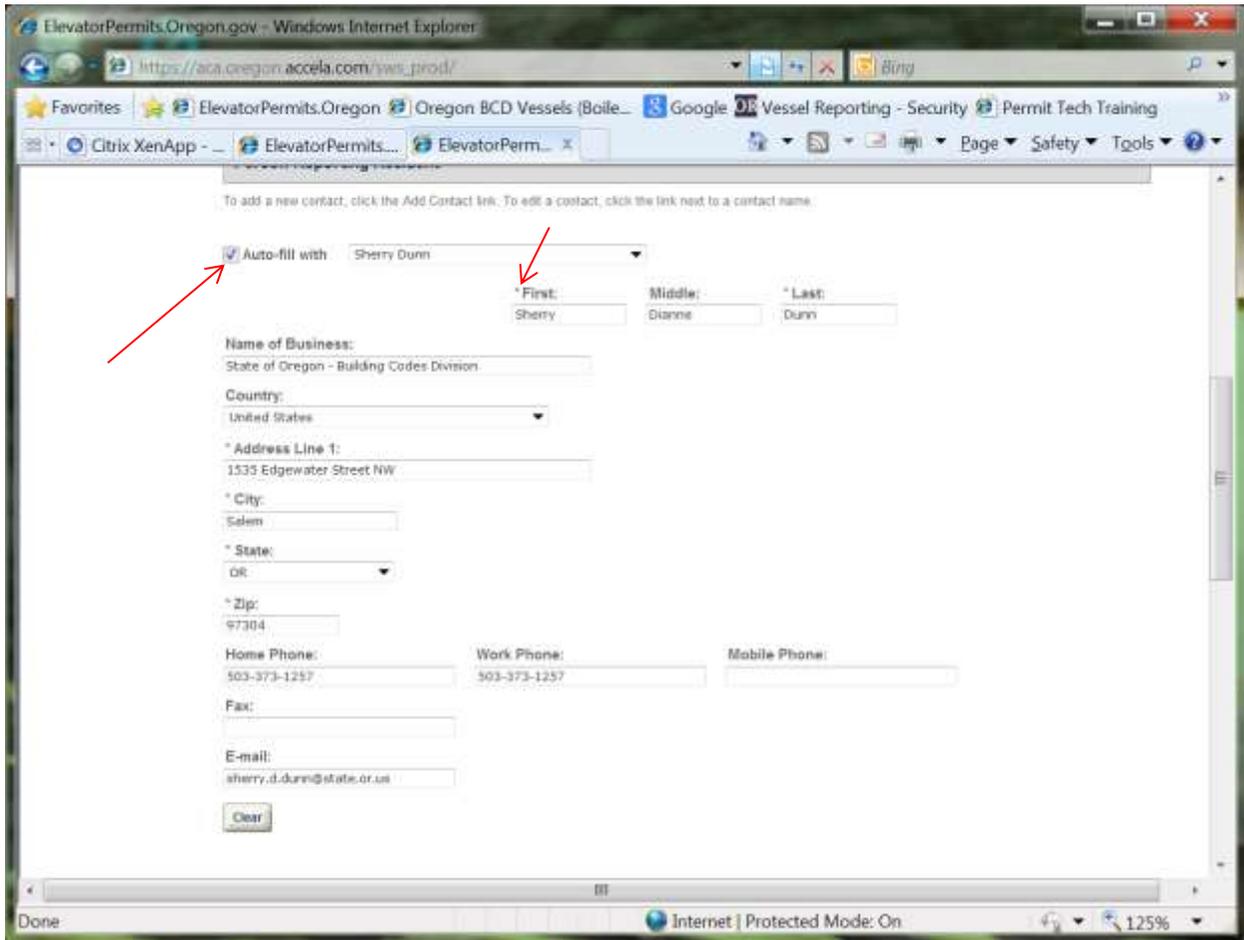
Select “Accident Report”:



and click



Click “**Auto-fill with**” to populate the screen with your information, or enter information for an alternate contact by filling in all fields with * next to them:



Scroll down to “**Injured Party**” and fill in all required information.

NOTE: Do not click “**Auto-fill with**” unless you are the injured party.

The screenshot shows a web browser window with the URL https://aca.oregon.accela.com/sws_prod/. The page title is "ElevatorPermits.Oregon.gov - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a "Favorites" bar with links to "ElevatorPermits.Oregon", "Oregon BCD Vessels (Boile...", "Google", "Vessel Reporting - Security", and "Permit Tech Training". Below the browser window, there are several tabs: "Citrix XenApp - ...", "ElevatorPermits...", and "ElevatorPerm...". The main content area is titled "Injured Party" and contains the following form fields:

- Auto-fill with: Sherry Dunn
- * First: Middle: * Last:
- Name of Business:
- Country: --Select--
- * Address Line 1:
- * City:
- * State: --Select--
- * Zip:
- Home Phone: Work Phone: Mobile Phone:
- Fax:
- E-mail:
- Clear

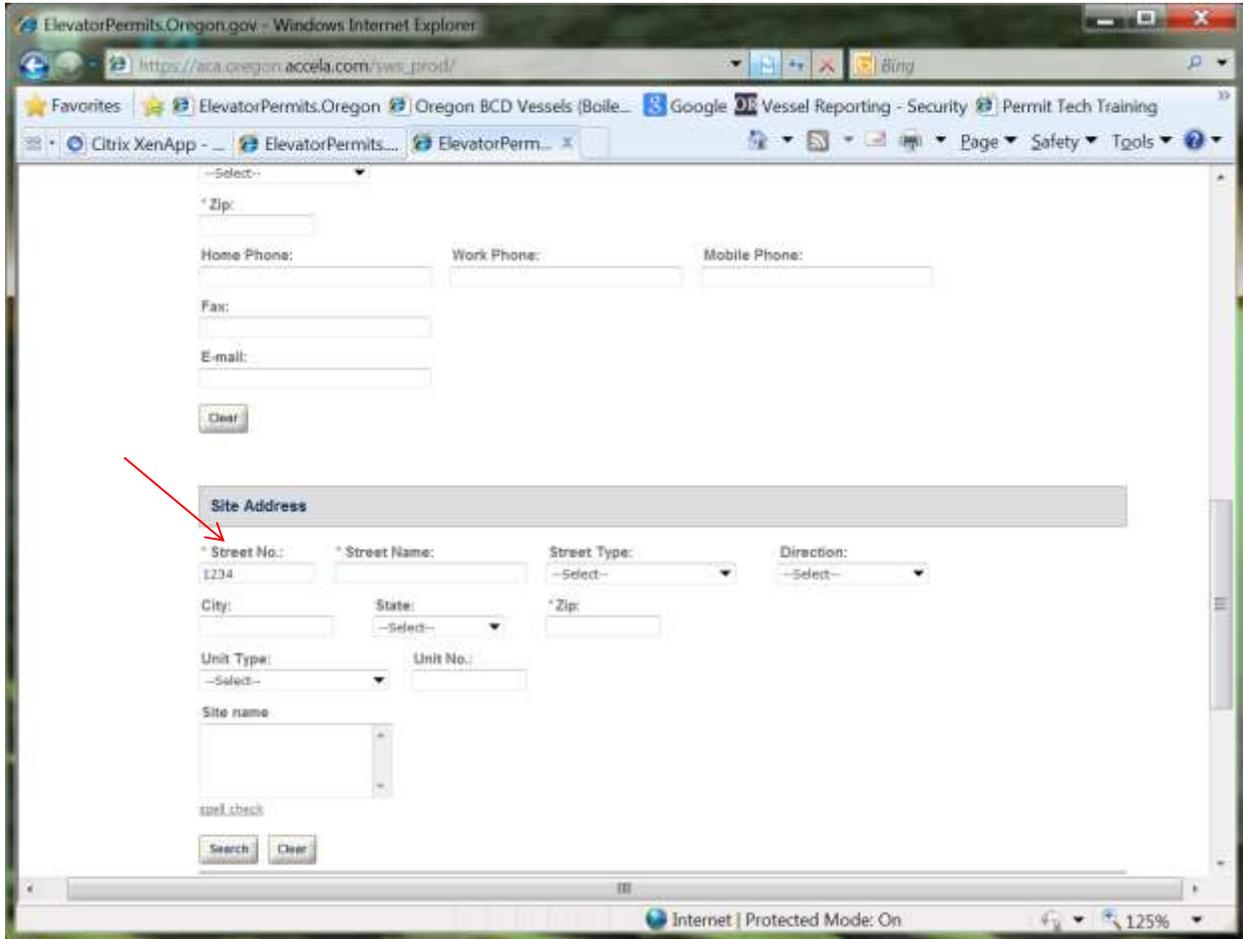
A red arrow points to the "First" name field. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "125%".

Once you have entered all required information, click

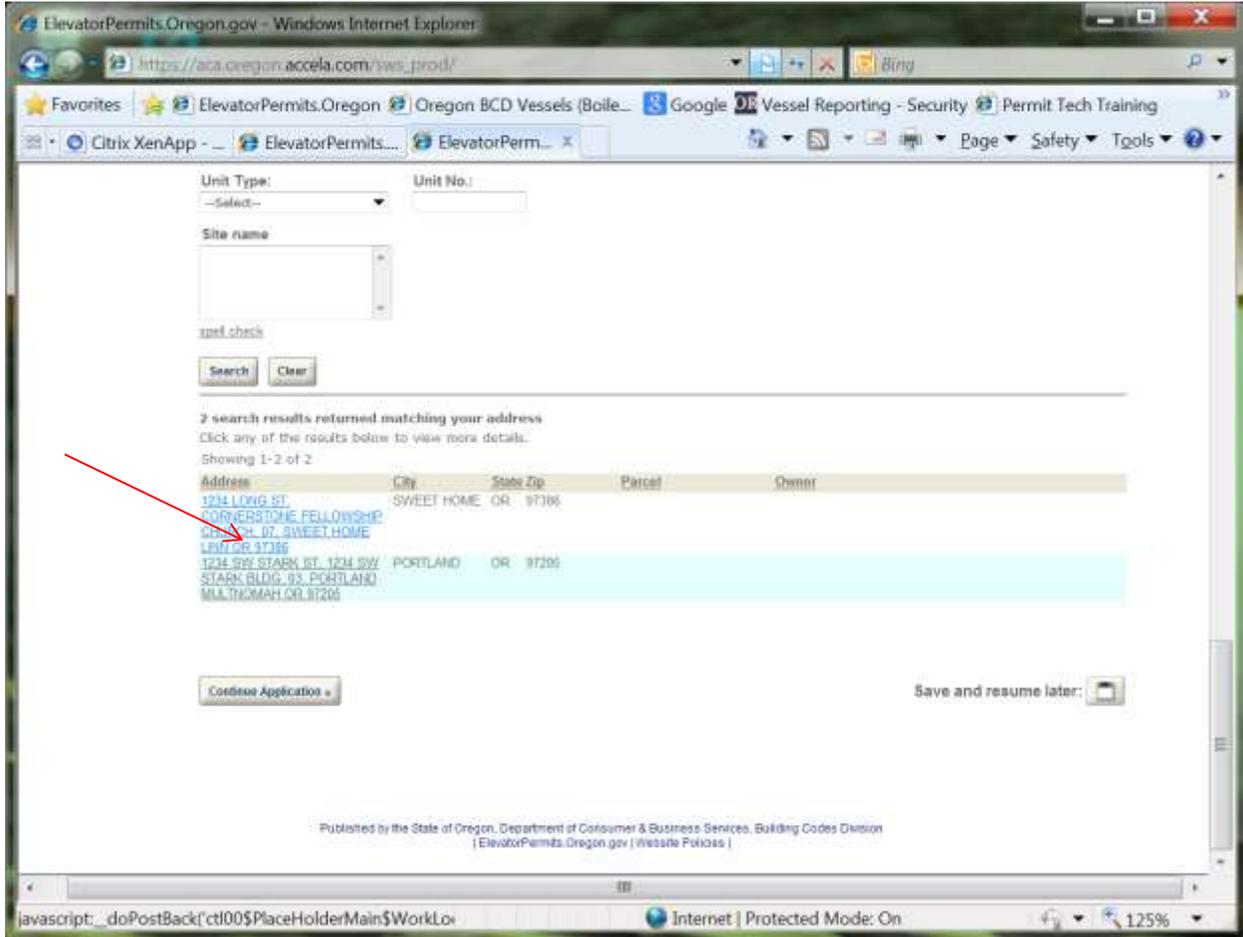
[Continue Application »](#)

If more than one person was injured, fill in all required information in the “**Injured Party 2**” section and scroll down to enter the site address information.

For best results, enter a portion of the “Site Address” (such as the street number) then click



Scroll down to see your search results and click on a result to select it:

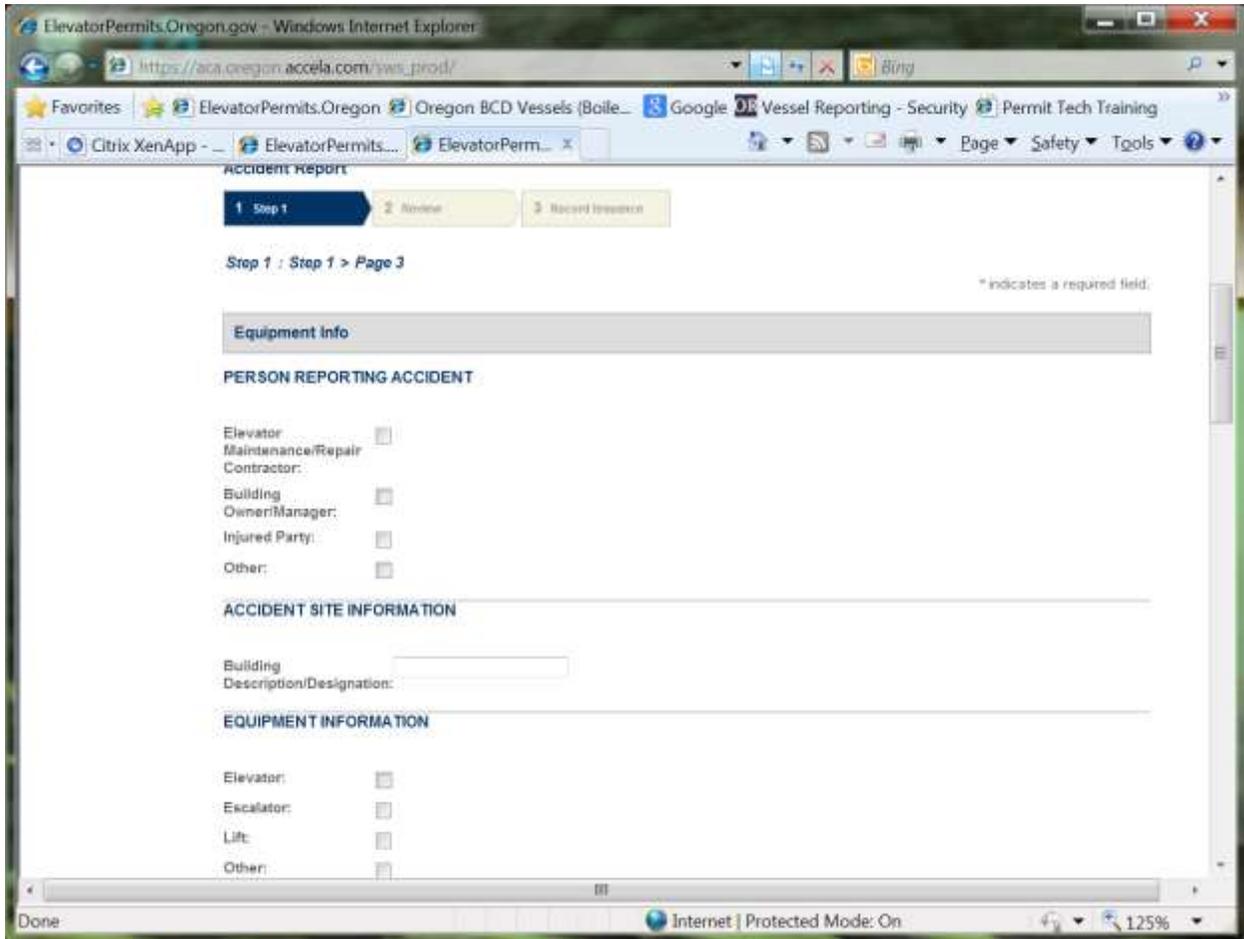


and click



Fill in as much information as you can on the next screen:

You **must** submit the Equipment ID Number which can be found on the operating permit.



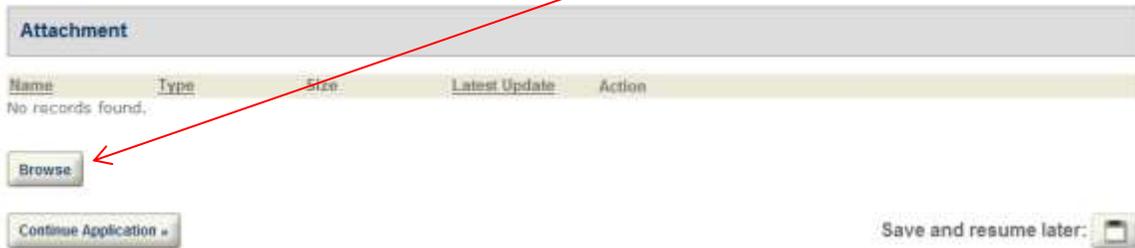
and click

Continue Application »

NOTE: You can attach pictures or documents using the

Browse

button.

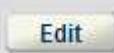


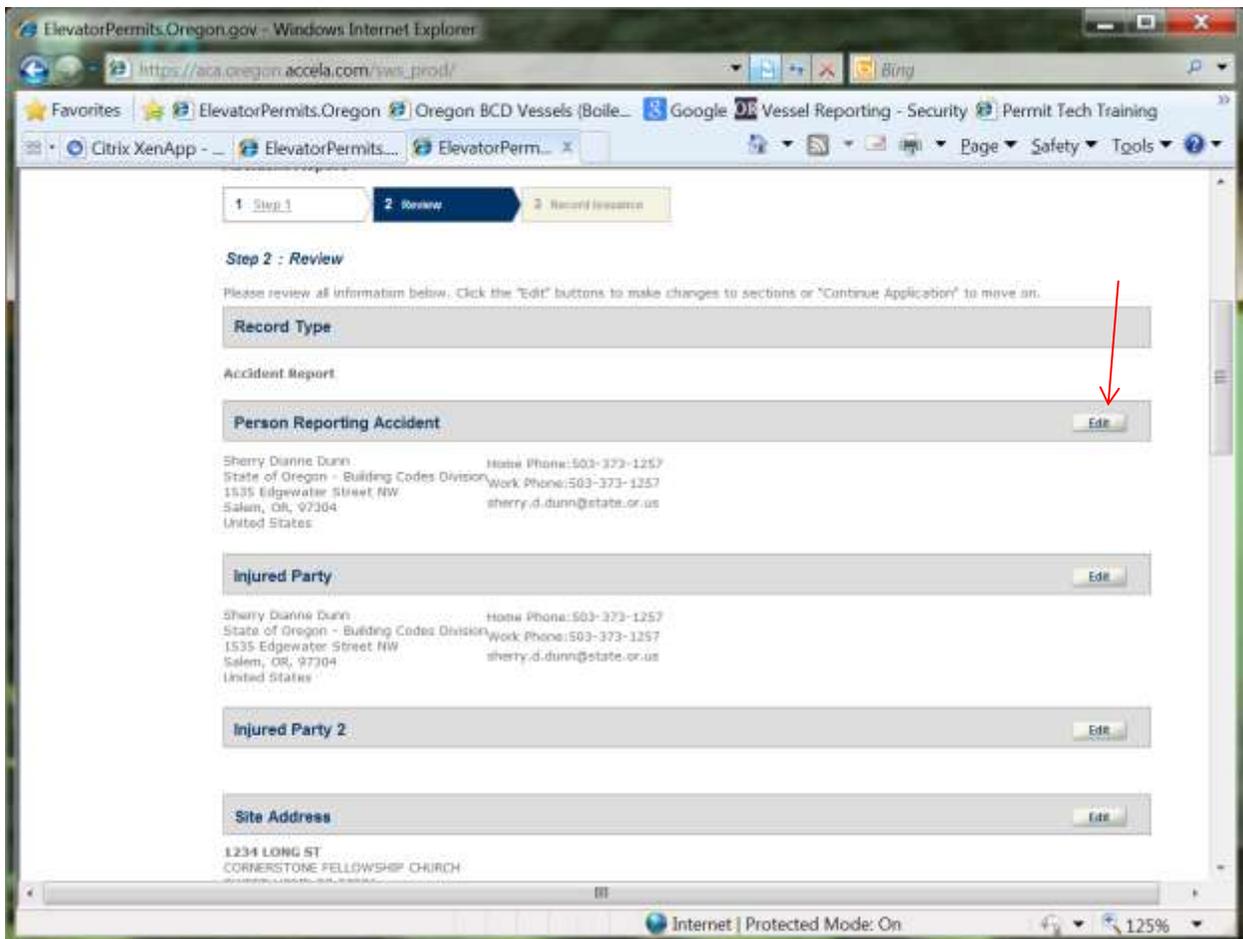
Save and resume later: 

You can also click on
you need to fill out the accident report.

if you don't have all of the information

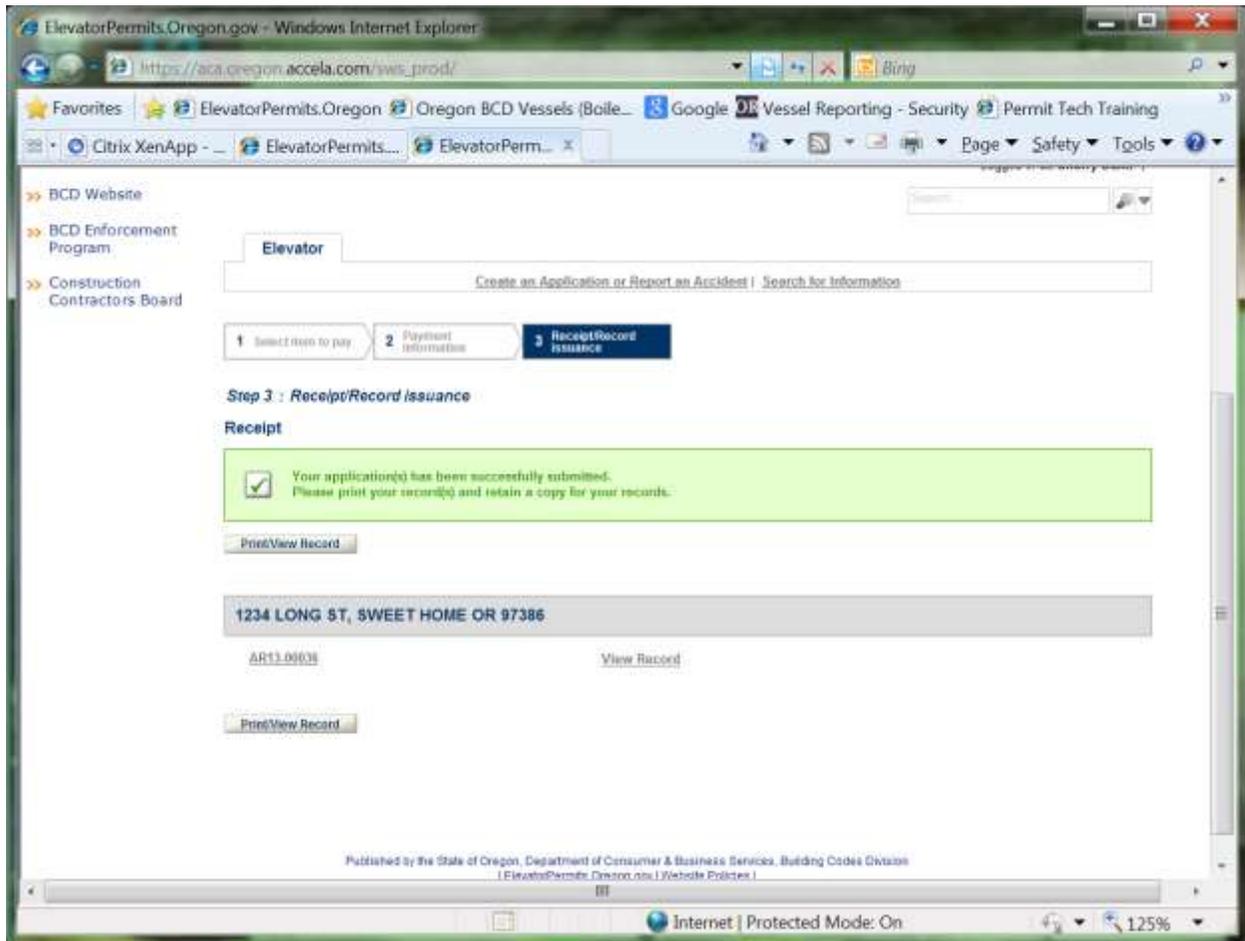


Review your application to make sure it's accurate. Click  to change any information
you need to:



and click

[Continue Application »](#)



Your application has been processed.

NOTE: You cannot, at this time, print a summary of your accident report.