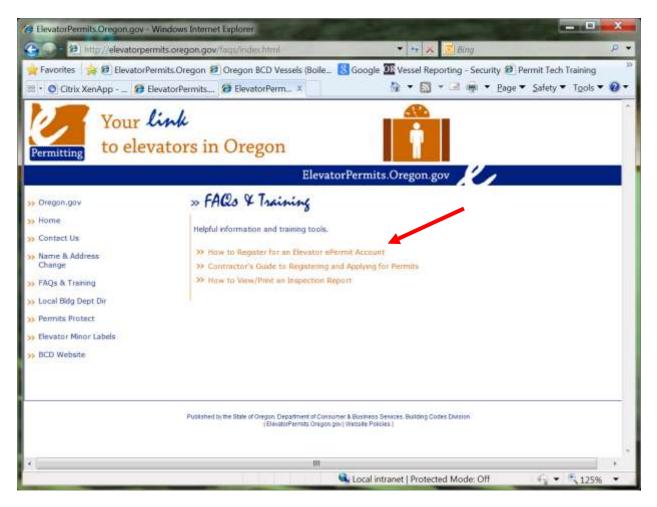
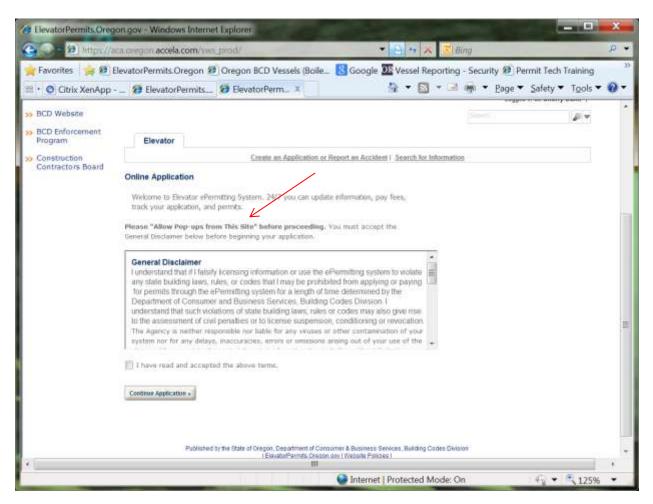
HOW TO REPORT AN ACCIDENT

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



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

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

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Select "Accident Report":

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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:

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Scroll down to "Injured Party" and fill in all required information.

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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

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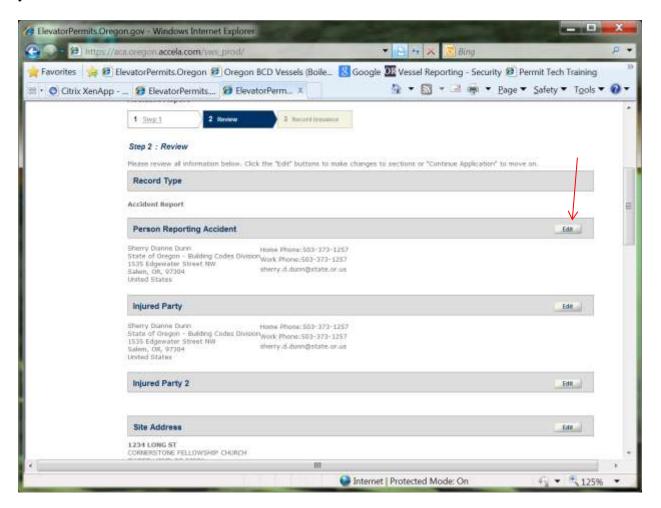
Fill in as much information as you can on the next screen:

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

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