Elevator Certificate of Operation Renewal

- Click on “Account Management”

The license information listed on the LARA website https://aca3.accela.com/lara may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.
- Click “Add a License”

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Account Type
Citizen Account

Login Information
Username: ********
E-mail: 
Password: 
Security Question: What was the name of your first dog?
Mobile Phone: 
Receive SMS Message: NO

License Information
You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

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<table>
<thead>
<tr>
<th>State License #</th>
<th>License Type</th>
<th>First Name</th>
<th>Last Name</th>
<th>Expired Date</th>
<th>Business Name</th>
<th>Address Line 1</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Home Phone</th>
<th>Mobile Phone</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>
| No records found.
- Select “Elevator Serial Number” as the License type

- Type in the State Serial Number

- Click “Find License”

- Click “Connect” next to the Serial Number
- Click “OK” to connect the Serial Number to your account

- You will receive confirmation of a successful connection.

professional license(s) added successfully to your public user account.
This license has been approved.

- Click “My Records”
-The Serial Number will be in the “BCC Permits” Section
-Click “Renew Application” Next to the Serial Number

The Renewal checkout process will now begin. Agree to the certification, click “Continue Application,” and proceed to checkout.