

Elevator Certificate of Operation Renewal

- Click on "Account Management"

Announcements Logged in as: [redacted] Accessibility Support Collections (0) Cart (0) **Account Management** Logout

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.

First Last or License:

Home BCC Licenses BCC Permits Plan Review Fire Services Complaints

Dashboard My Records My Account Advanced Search ▼

Welcome [redacted] **Cart (0)**
You are now logged in. Your cart is empty.

What would you like to do today?
If you would like to create a plan review application, please make sure your plan files meet our requirements. Click here for detailed instructions.

If you have any questions regarding the new system and how to link your license to your account, please visit our [FAQ's page](#)

To get started, select one of the services listed below:

click "Account Management"

- 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

Edit

User Name:

E-mail:

Password:

Security Question: What was the name of your first dog?

Mobile Phone:

Receive SMS Message: NO

click "Add a License"



Add a License

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.

Showing 0-0 of 0

State License #	License Type	First Name	Last Name	Expired Date	Business Name	Address Line 1	City	State	Zip	Home Phone	Mobile Phone	Status	Action
No records found.													

- Select “Elevator Serial Number” as the License type
- Type in the State Serial Number
- Click “Find License”

**Updating Your Account:
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency. In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

* indicates a required field.

License Information 1. select "Elevator Serial Number"

* License Type: * State License Number:

2. input the Serial Number

3. click "Find License"

Find License

-Click “Connect” next to the Serial Number

Adding a License:

* indicates a required field.

License Information

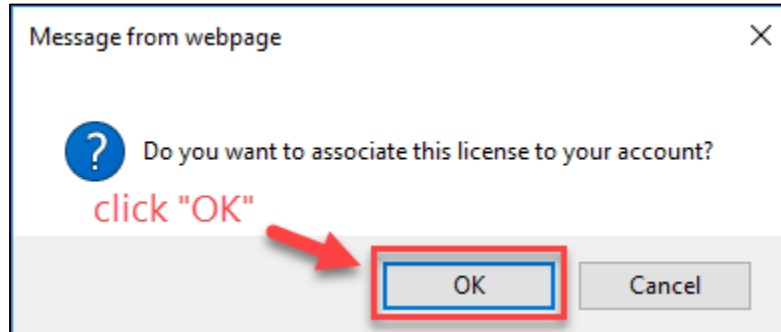
Showing 1-1 of 1

License Number	Type	Name	Business Name	Action
	Elevator Serial Number			Connect

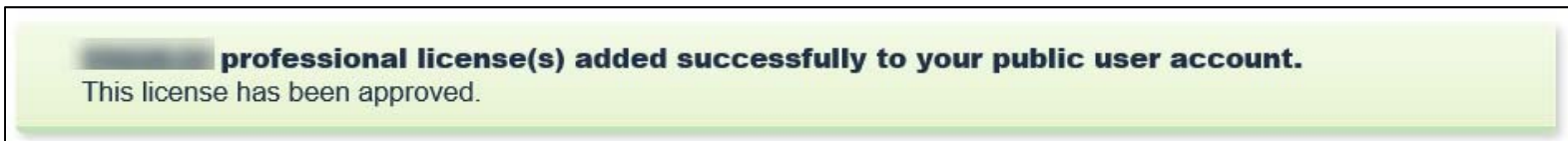
click "Connect"

Search Again »

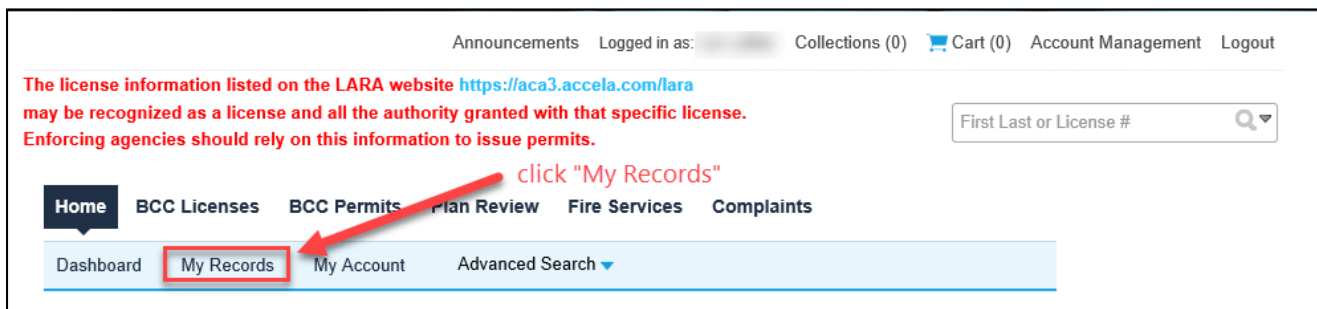
- Click "OK" to connect the Serial Number to your account



- You will receive confirmation of a successful connection.



-Click "My Records"



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

The screenshot shows the LARA web application interface. At the top, there is a navigation bar with links for Home, BCC Licenses, BCC Permits, Plan Review, Fire Services, and Complaints. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. The main content area shows a sidebar with 'BCC Licenses' and 'BCC Permits' (the latter is selected and highlighted with a red box). A red arrow points from the text 'serial numbers will be found beneath "BCC Permits"' to the 'BCC Permits' link. Below the sidebar, there is a table with columns: Date, Record Number, Record Type, Address, Status, Action, Related Records, Description, and Short Notes. The first row in the table has a date of 10/06/2017, a record type of 'State Elevator Serial Number', and a status of 'Active'. The 'Action' column for this row contains a 'Renew Application' button, which is highlighted with a red box. A red arrow points from the text 'locate the row with the appropriate serial number and click "Renew Application"' to this button.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Related Records	Description	Short Notes
<input type="checkbox"/>	10/06/2017	[REDACTED]	State Elevator Serial Number	[REDACTED]	Active	Renew Application	1		

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