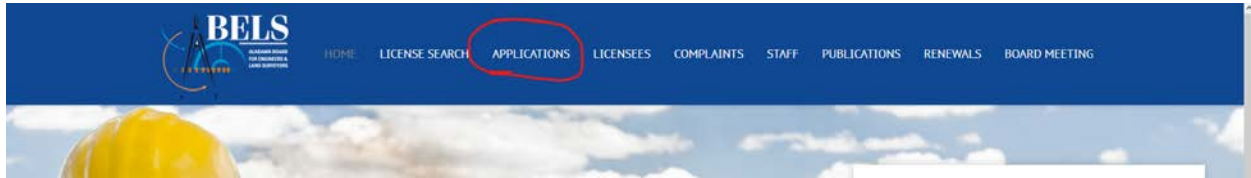


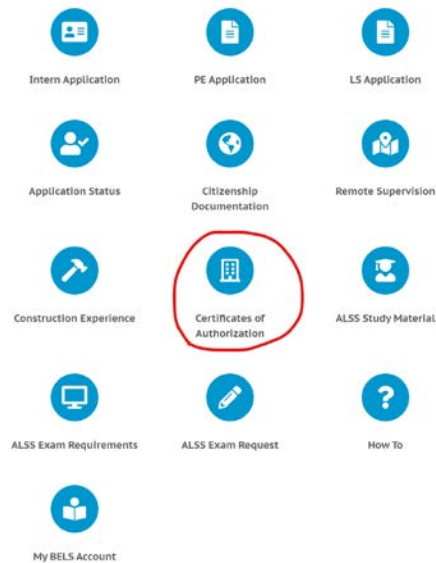
How to Register as a New Company

8/16/21

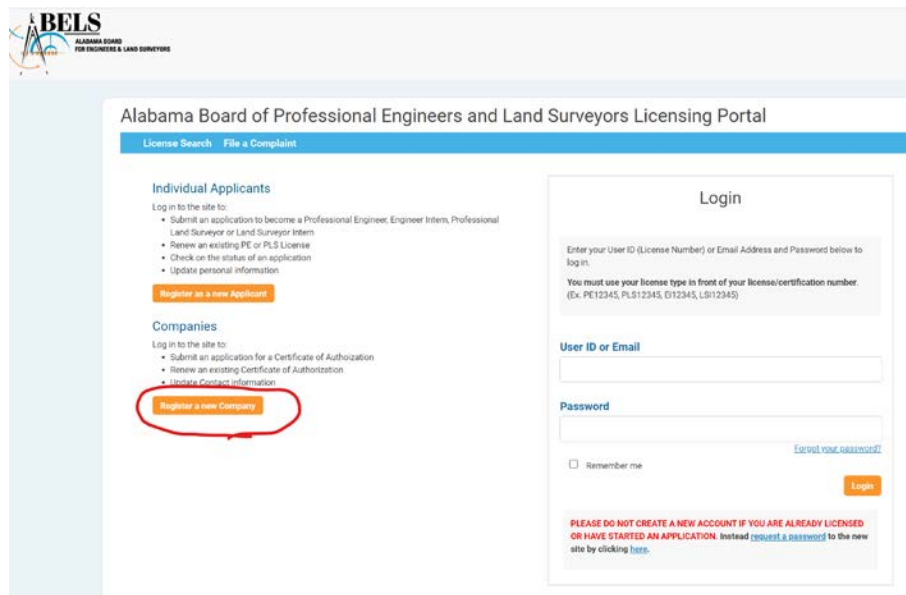
- Go to our website and Hit Applications



- Hit the Certificates of Authorization link



- Hit Register as a New Company



Page 2 How to Register as a New Company

- You would enter the email, business name, contact information and set up a password. **(The email address for a company cannot be the same as the email address used by the managing agent or another licensee. The email address must be unique to the company.)**

Register for an Account

Please provide the following information below about your Business:

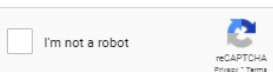
- Email:** The email address that should be used for email communication about this account
 - The email address for a company cannot be the same as the email address used by the managing agent or another licensee.
 - The email address must be unique to the company.
- Organization Name:** The name of the Business
- Website:** The business main website url
- Work Phone:** The phone number to be used if there are questions about this account
- Address Name:** Indicate if this is the Corporate Office Address, Main Office, Alabama Office, etc.
- Address:** Address that should be used as the Primary Address for communication about this account. Must be a street address. A PO Box cannot be used.

Login Information

Email*: Password*:
Confirm Email*: Confirm Password*:

Account Information

Organization Name*: Business Address*
Address Name*:
Website: Line 1*:
[Test Website Address](#) Line 2*:
Work Phone*: Line 3*:
City*:
State:
Zip/Postal Code:
Country*:
Province:



Cancel

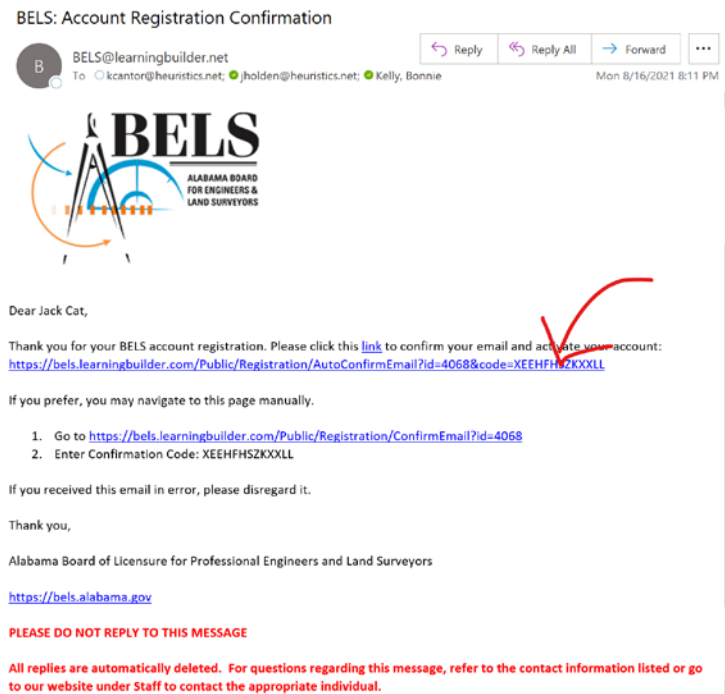
Page 3 How to Register as a New Company

- You would get an email to confirm your email address. Hit the link in the email (**easiest**) or you can do manual and enter the confirmation code.



The screenshot shows the BELS website header with the logo and a 'Login' button. Below the header is a form titled 'Email Confirmation'. The form contains the following text: 'Please check your email for your email confirmation code and enter it here to confirm your identity.' Below this is a note: 'If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: info@bels.alabama.gov to your "Safe Senders" list to ensure you are able to receive e-mails from the system.' There is a text input field labeled 'Confirmation Code' and two buttons: 'Cancel' and 'Confirm'.

- The email to confirm email address.



Page 4 How to Register as a New Company

- Select what type of business you have – Corporation, Firm, Partnership, LLC, LLP, Sole Proprietorship or Other and Hit Continue

Company: Company Details ✕

Please enter the following information about your organization.

Business Structure*:

Select Business Structure

- Corporation
- Firm
- Partnership
- LLC
- LLP

[Continue](#)

- Hit Begin next to the application you want to start the application process on

BLS
ALABAMA BOARD
FOR ENGINEERS & LAND SURVEYORS

My Application

Applications

Company

[Active]

There are no Applications for Company, and there are none available for you to begin at this time.

Engineering Company

Application	Status	
Engineering Company Certificate of Authorization	Available	Begin

Surveying Company

Application	Status	
Land Surveying Company Certificate of Authorization	Available	Begin