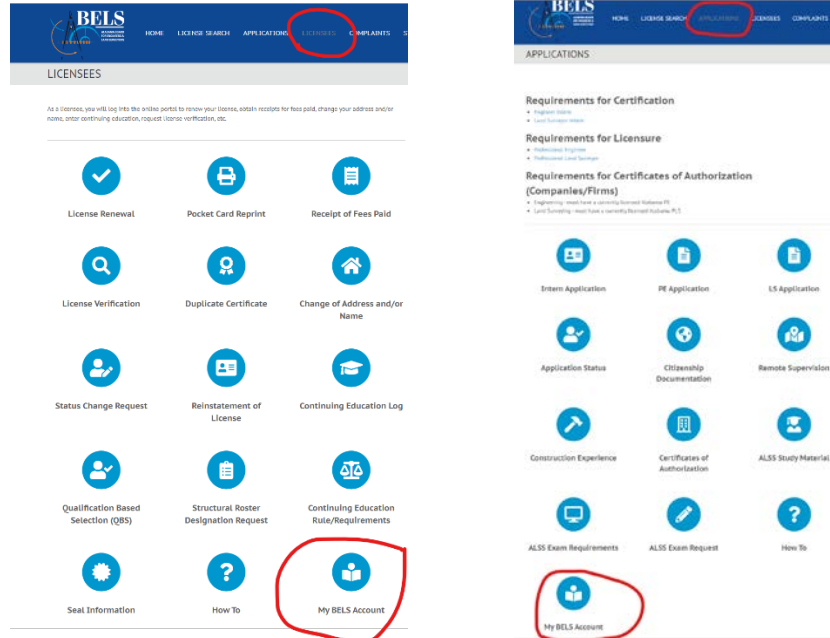


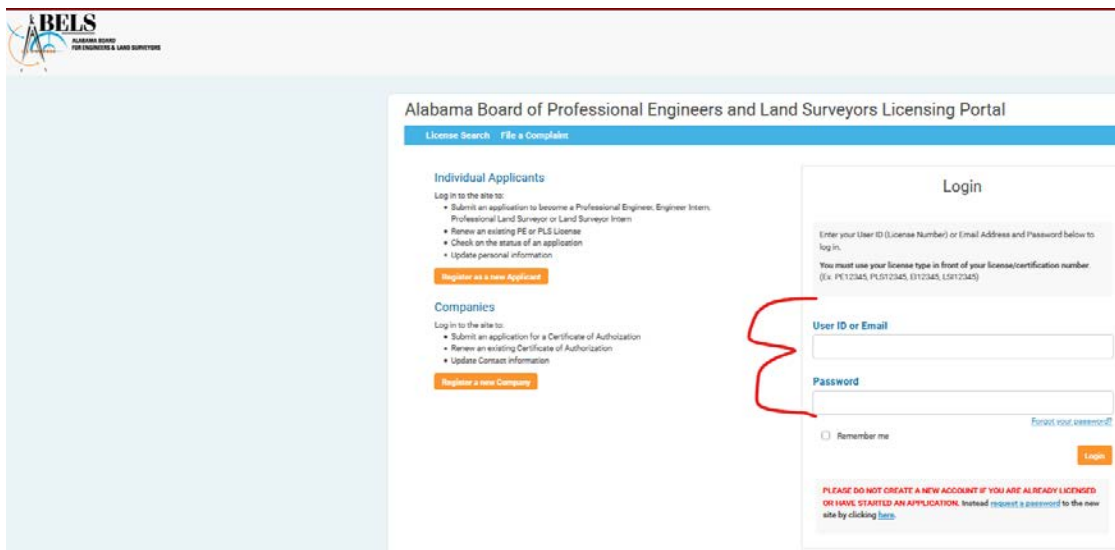
How to Print Receipt of Fees, Pocket Card or Emails in BELS Account

We have transitioned to a new database called Learning Builder. **All licensees and applicants can now print receipts for fees, your pocket card or other emails that were sent to you after September 1, 2021.**

- Go to the website under Licensees or under Applicants and Hit My BELS Account



- Login to your account (if were licensed prior to 9/1/2021, you should have already set your password to be able to login to your account. If you have not, see the How to Create Account & Set Password under the How To link)



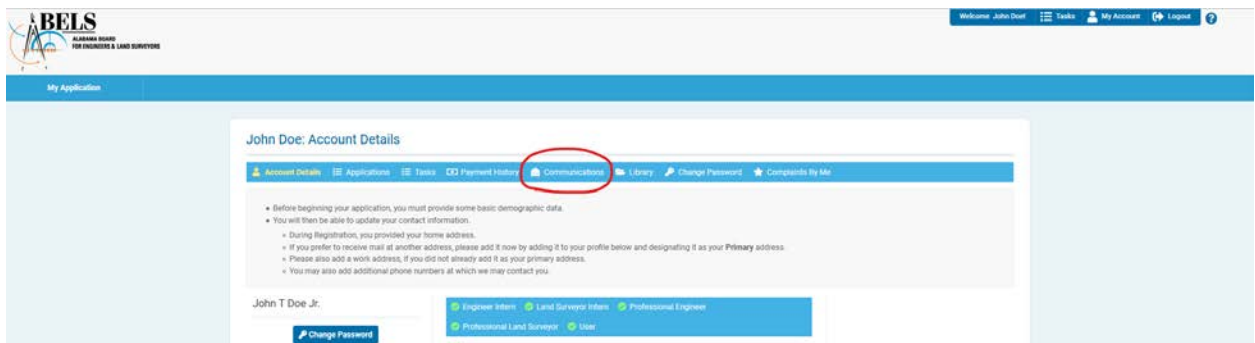
Page 2 How to Print Receipt of Fees, Pocket Card or Emails in BELS Account

- Hit to My Account (top right corner menu option)

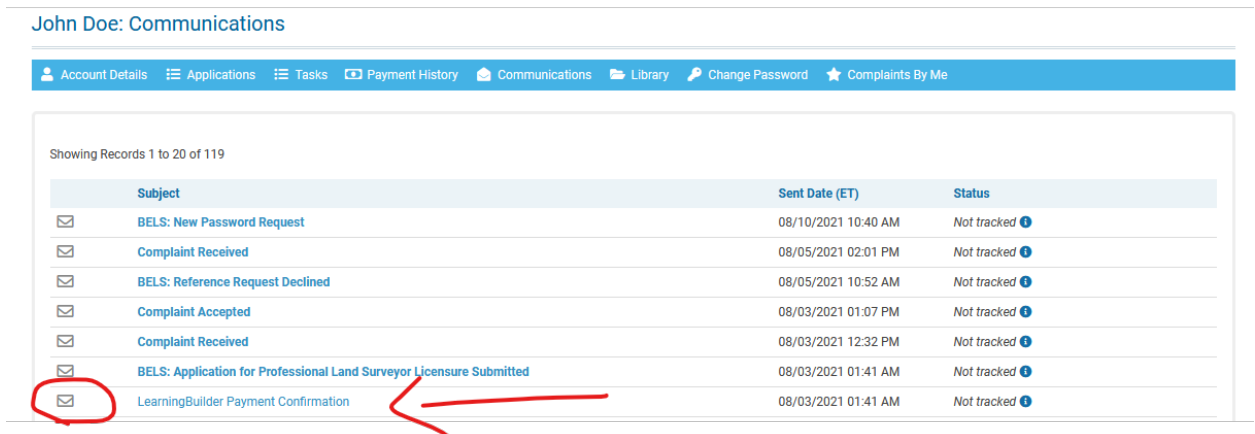


Receipt of Fees

- Receipts for Fees **paid after September 1, 2021** will be emailed to your primary email address. (Alabama Interactive who is the payment gateway will also send you a receipt by email) To print your Learning Builder receipt in your BELS account, Hit Communications. You have access to your receipts at any time.

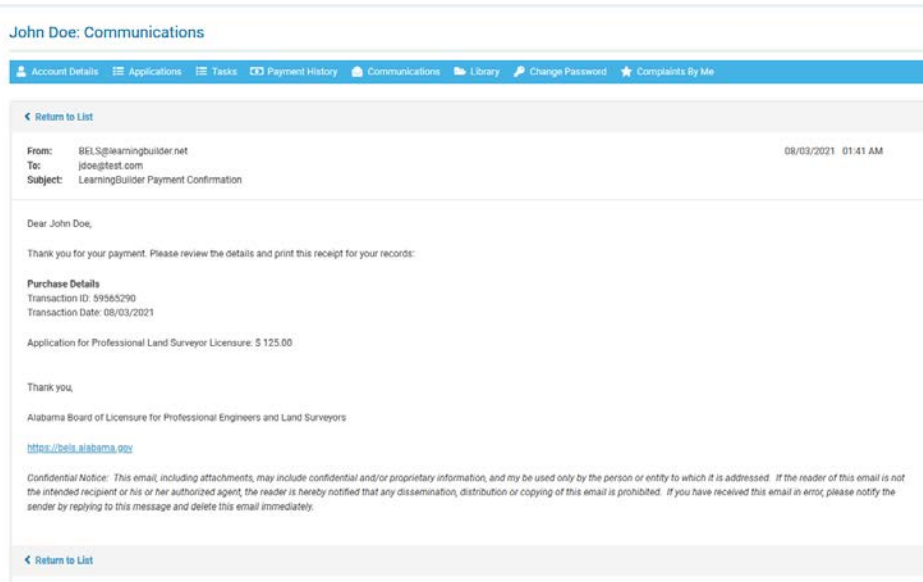


- Look for LearningBuilder Payment Confirmation. Hit the Email icon.



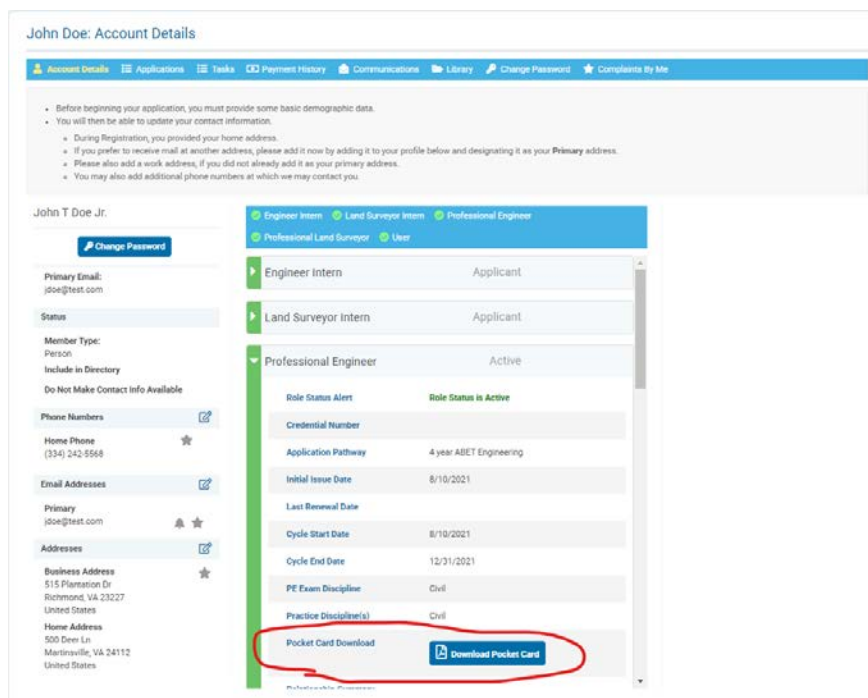
Page 3 How to Print Receipt of Fees, Pocket Card or Emails in BELS Account

- You will see your receipt of the fee you paid and when the email was sent. You can print it.



Pocket Card

- Your pocket card if you were licensed after September 1, 2021 can be accessed in your BELS account at any time. For existing licensees, your pocket card can be printed at any time after you renew. To print your pocket card, under your License Type, scroll till you see Pocket Card Download and Hit Pocket Card Download. You have access to the pocket card at any time.



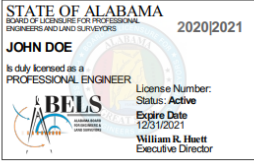
Page 4 How to Print Receipt of Fees, Pocket Card or Emails in BELS Account

- You will see your current pocket card. You can print it.

State of Alabama
Board of Licensure for Professional Engineer and Land Surveyors

License Type: Professional Engineer
License Status: Active

John T Doe Jr.
515 Plantation Dr
Richmond VA 23227



Your license information is printed below. If you have any questions, or if we can be of assistance, please contact the Board office.

Date License Active Until: 12/31/2021
Business Affiliation: Engineering R Us
PDH Carry Forward Hours: 30

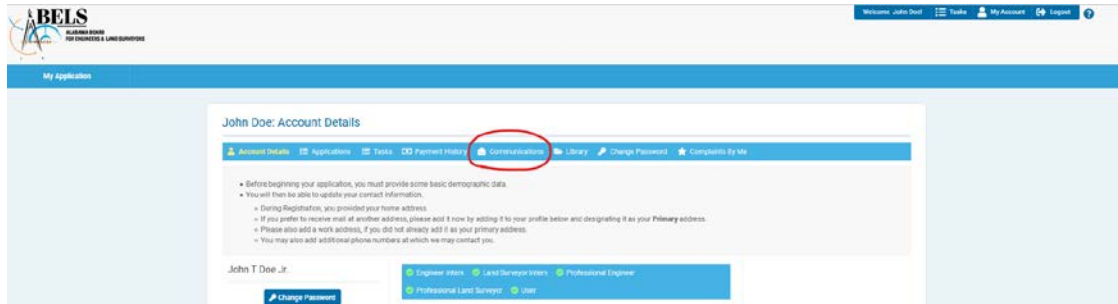
License Status
Active - A person who is current and licensed to practice.
Inactive - A person who is not engaged in the engineering or land surveying practice which requires licensure in Alabama.

Board Contact Information
334-242-5568
866-461-7640 toll free

Mailing Address
PO Box 304451
Montgomery, AL 36130-4451

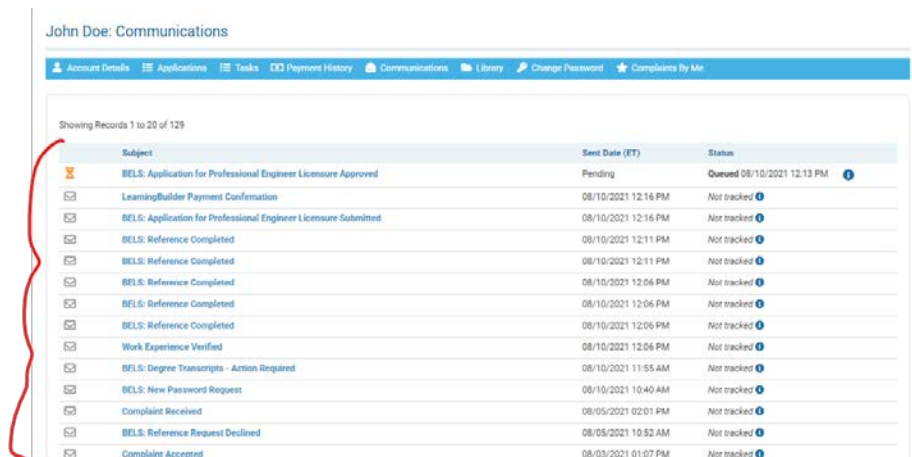
Emails

- Any emails sent to you through Learning Builder after September 1, 2021 can be accessed in your BELS account at any time. To print see your emails, Hit Communications. You have access to the emails at any time.



The screenshot shows the user's account details page. The navigation menu includes: Account Details, Applications, Tasks, Payments History, **Communications** (highlighted with a red circle), Library, Change Password, and Complaints By Me. Below the navigation, there are instructions for updating contact information and a list of user roles: Engineer Intern, Land Surveyor Intern, Professional Engineer, Professional Land Surveyor, and User.

- You will see all the emails that have been sent to you and when they were sent. Hit the Email icon to open them to review them or print them.



John Doe: Communications

Showing Records 1 to 20 of 129

Subject	Sent Date (ET)	Status
BELS: Application for Professional Engineer Licensure Approved		Pending
LearningBuilder Payment Confirmation	08/10/2021 12:16 PM	Not tracked
BELS: Application for Professional Engineer Licensure Submitted	08/10/2021 12:16 PM	Not tracked
BELS: Reference Completed	08/10/2021 12:11 PM	Not tracked
BELS: Reference Completed	08/10/2021 12:11 PM	Not tracked
BELS: Reference Completed	08/10/2021 12:06 PM	Not tracked
BELS: Reference Completed	08/10/2021 12:06 PM	Not tracked
BELS: Reference Completed	08/10/2021 12:06 PM	Not tracked
Work Experience Verified	08/10/2021 12:06 PM	Not tracked
BELS: Degree Transcripts - Action Required	08/10/2021 11:55 AM	Not tracked
BELS: New Password Request	08/10/2021 10:40 AM	Not tracked
Complaint Received	08/05/2021 02:01 PM	Not tracked
BELS: Reference Request Declined	08/05/2021 10:52 AM	Not tracked
Complaint Accepted	08/03/2021 01:07 PM	Not tracked