

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

All licensees and applicants can print receipts for fees, your pocket card or other emails that were sent to you after September 1, 2021.

- Go to the website and click on My BELS Login



- Login to your BELS account

Alabama Board of Professional Engineers and Land Surveyors Licensing Portal

License Search Certificate of Authorization Search File a Complaint

Individual Applicants

[Register as a new Applicant](#)

To Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern

Go to login and put In your User ID to:

- Renew an existing PE or PLS License
- Check on the status of an application
- Update personal information

Companies

[Register a new Company](#)

To Submit an application for a Certificate of Authorization

Go to login and put In your User ID to:

- Renew an existing Certificate of Authorization
- Amend an existing Certificate of Authorization
- Update Contact information

Login

License Type and Number works best as your User ID.

Enter your license type in front of your license or CA number and your Password to log in. Example below:

- PE12345 or PLS12345
- EI12345 or LS112345
- ECA12345 or LSCA12345

User ID or Email

Password

[Forget your password?](#)

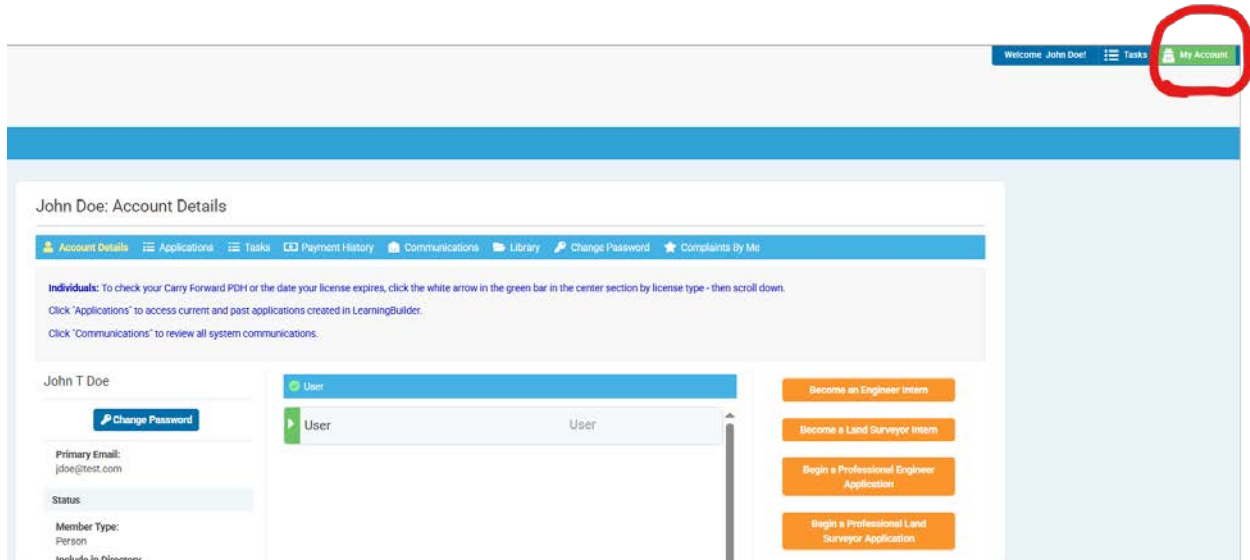
Remember me

[Login](#)

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead request a password to the new site by clicking [here](#).

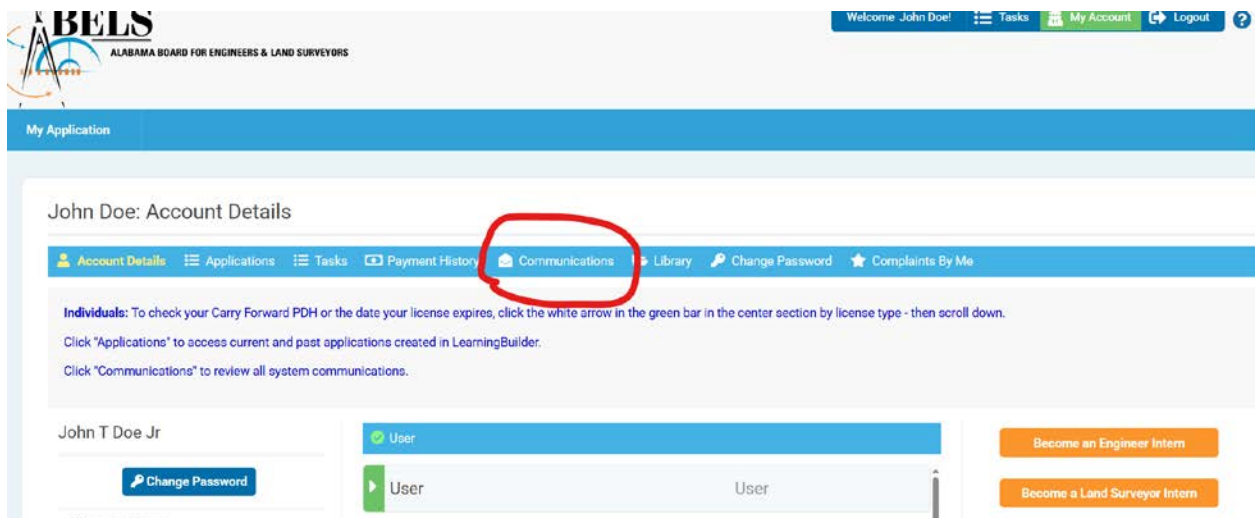
Page 2 How to Print Receipt of Fees, Pocket Card or Emails in BELS Account

- Click to My Account (top right corner menu option) if you are not already there



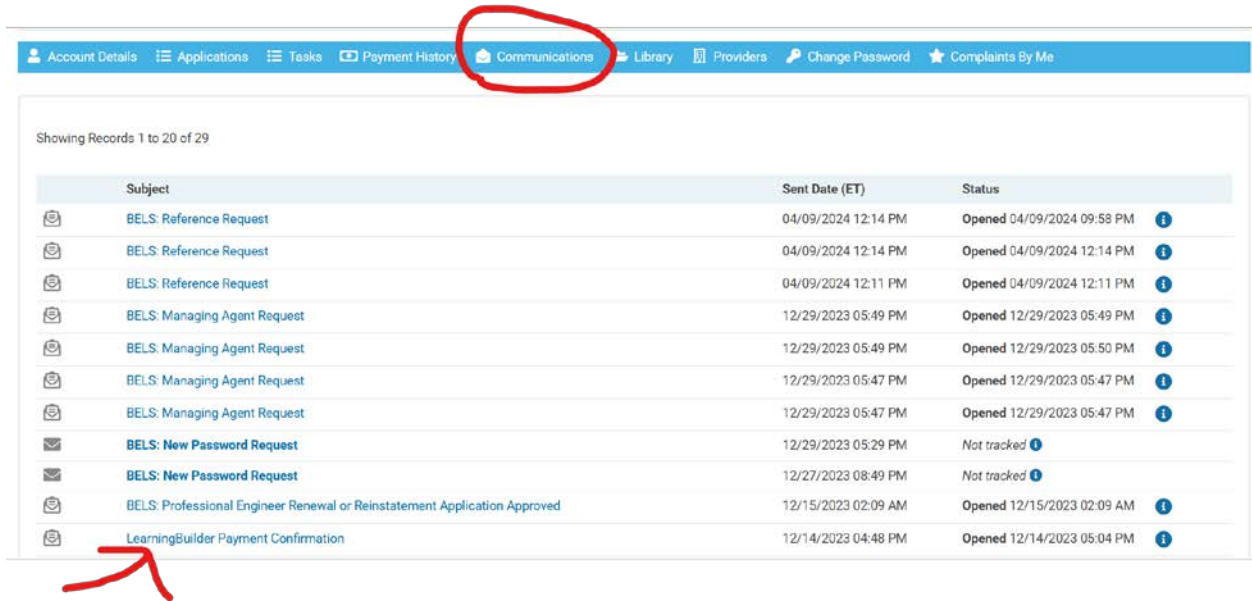
Receipt of Fees

- 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, Click Communications. You have access to your receipts at any time.



























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

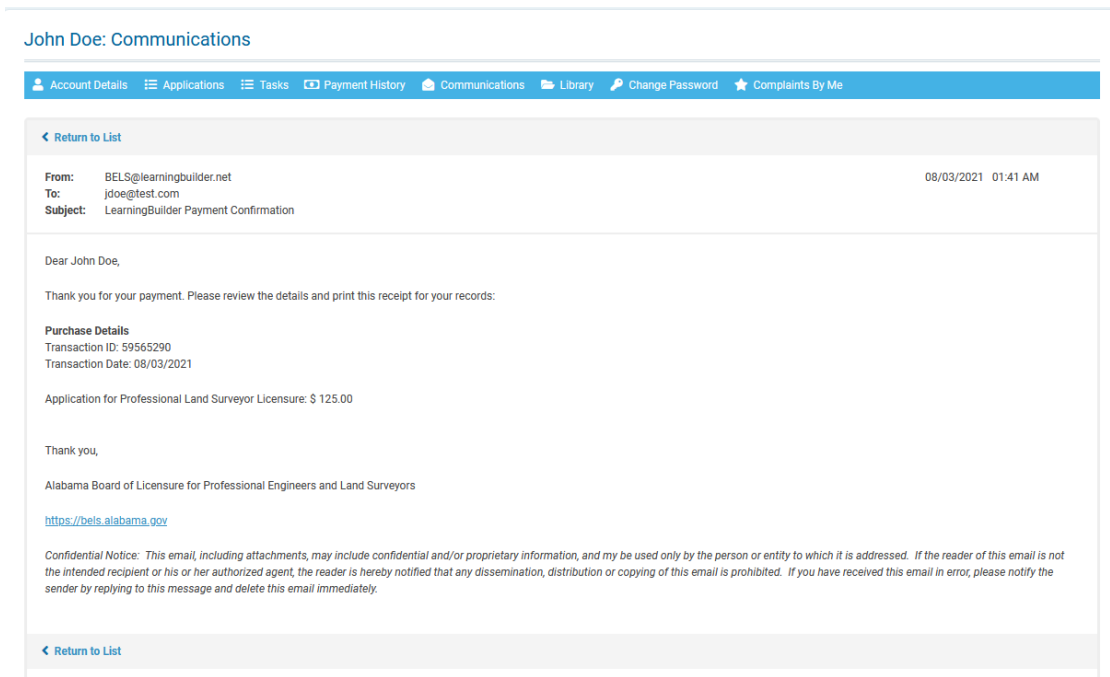
- Look for LearningBuilder Payment Confirmation. Click the Email icon.



Showing Records 1 to 20 of 29

Subject	Sent Date (ET)	Status
 BELS: Reference Request	04/09/2024 12:14 PM	Opened 04/09/2024 09:58 PM 
 BELS: Reference Request	04/09/2024 12:14 PM	Opened 04/09/2024 12:14 PM 
 BELS: Reference Request	04/09/2024 12:11 PM	Opened 04/09/2024 12:11 PM 
 BELS: Managing Agent Request	12/29/2023 05:49 PM	Opened 12/29/2023 05:49 PM 
 BELS: Managing Agent Request	12/29/2023 05:49 PM	Opened 12/29/2023 05:50 PM 
 BELS: Managing Agent Request	12/29/2023 05:47 PM	Opened 12/29/2023 05:47 PM 
 BELS: Managing Agent Request	12/29/2023 05:47 PM	Opened 12/29/2023 05:47 PM 
 BELS: Managing Agent Request	12/29/2023 05:47 PM	Opened 12/29/2023 05:47 PM 
 BELS: New Password Request	12/29/2023 05:29 PM	Not tracked 
 BELS: New Password Request	12/27/2023 08:49 PM	Not tracked 
 BELS: Professional Engineer Renewal or Reinstatement Application Approved	12/15/2023 02:09 AM	Opened 12/15/2023 02:09 AM 
 LearningBuilder Payment Confirmation	12/14/2023 04:48 PM	Opened 12/14/2023 05:04 PM 

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



John Doe: Communications

Account Details Applications Tasks Payment History Communications Library Change Password Complaints By Me

[Return to List](#)

From: BELS@learningbuilder.net
To: jdoe@test.com
Subject: LearningBuilder Payment Confirmation

08/03/2021 01:41 AM

Dear John Doe,

Thank you for your payment. Please review the details and print this receipt for your records:

Purchase Details
Transaction ID: 59565290
Transaction Date: 08/03/2021

Application for Professional Land Surveyor Licensure: \$ 125.00

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

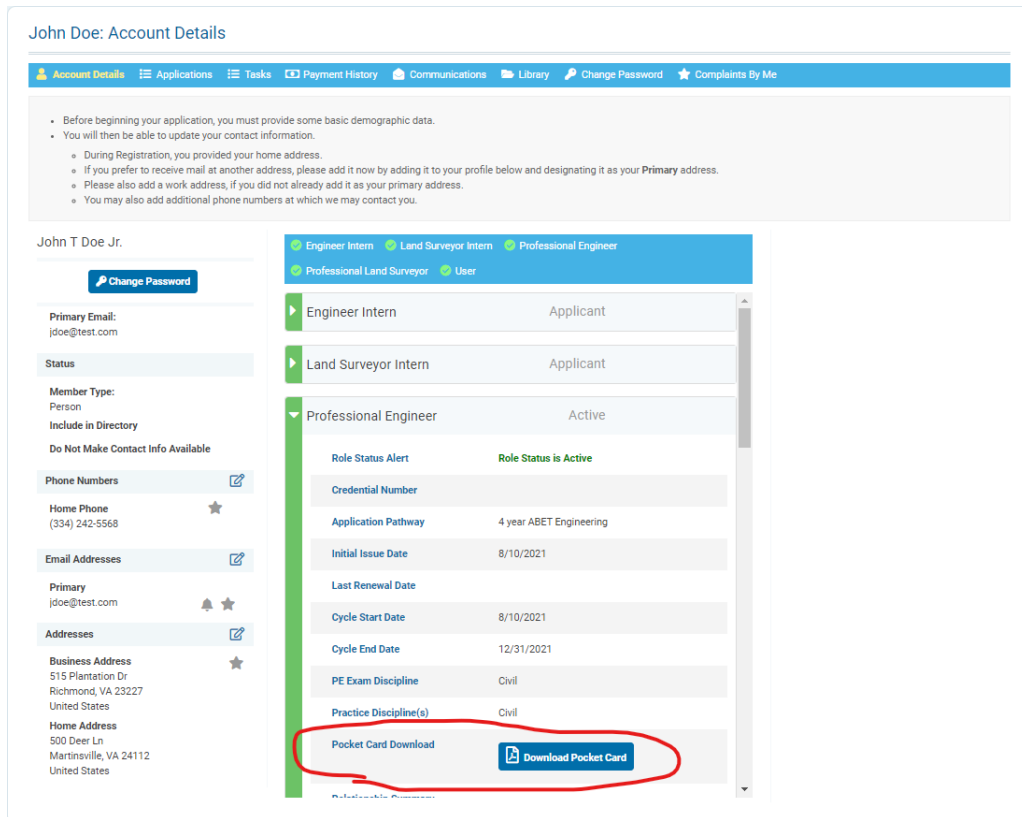
<https://bels.alabama.gov>

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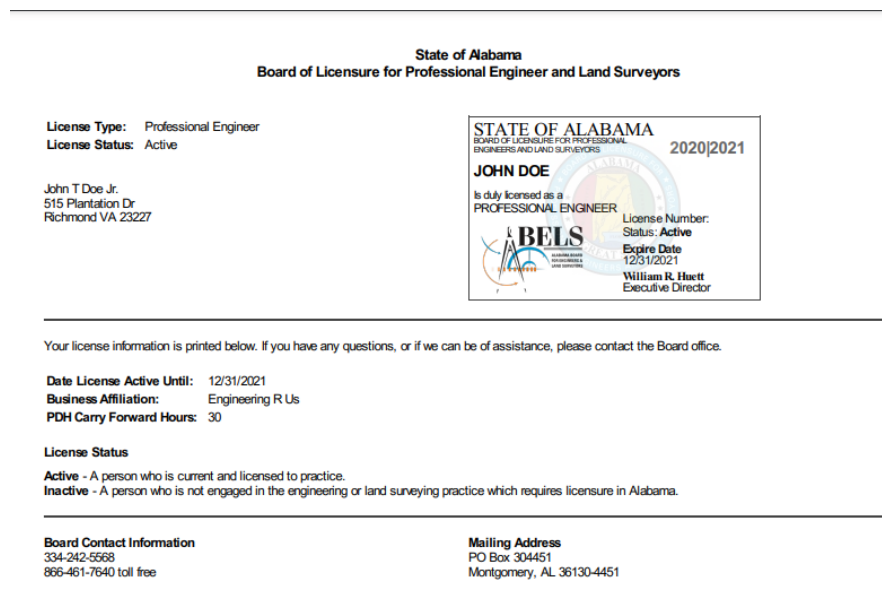
[Return to List](#)

Pocket Card

- **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 Click Pocket Card Download. You have access to the pocket card at any time.

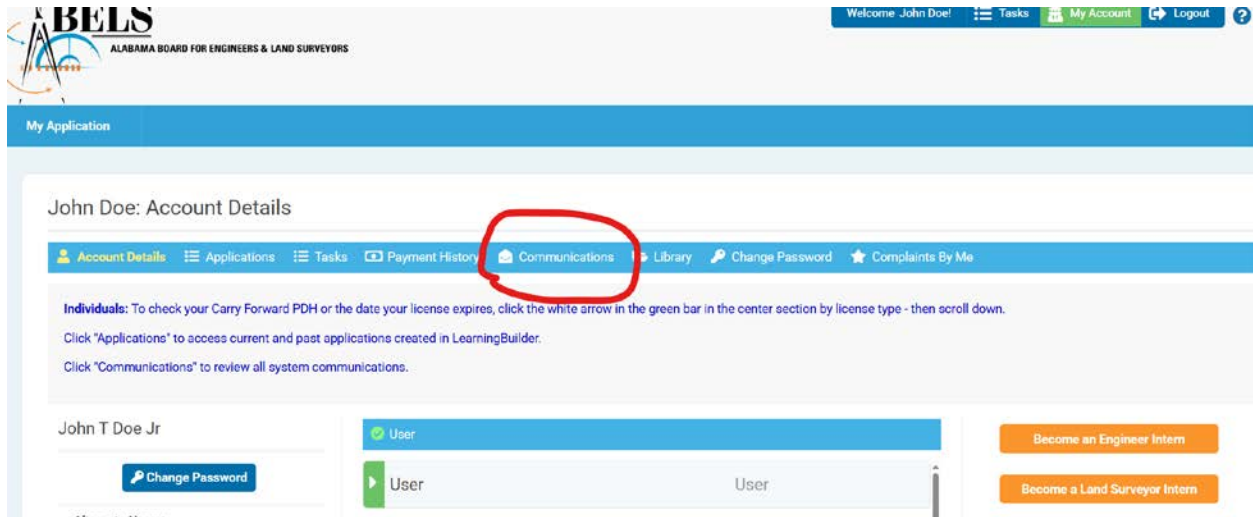


- You will see your current pocket card. You can print it.



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, Click Communications. You have access to the emails at any time.



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

