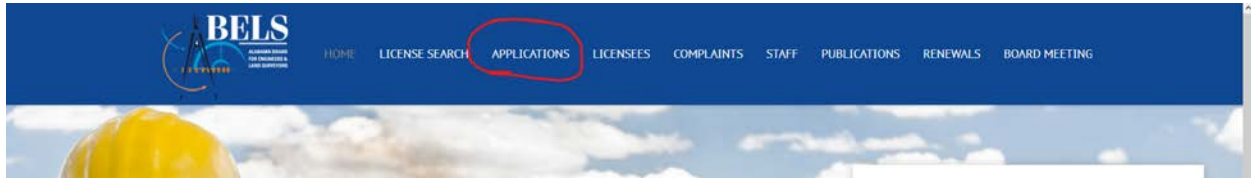


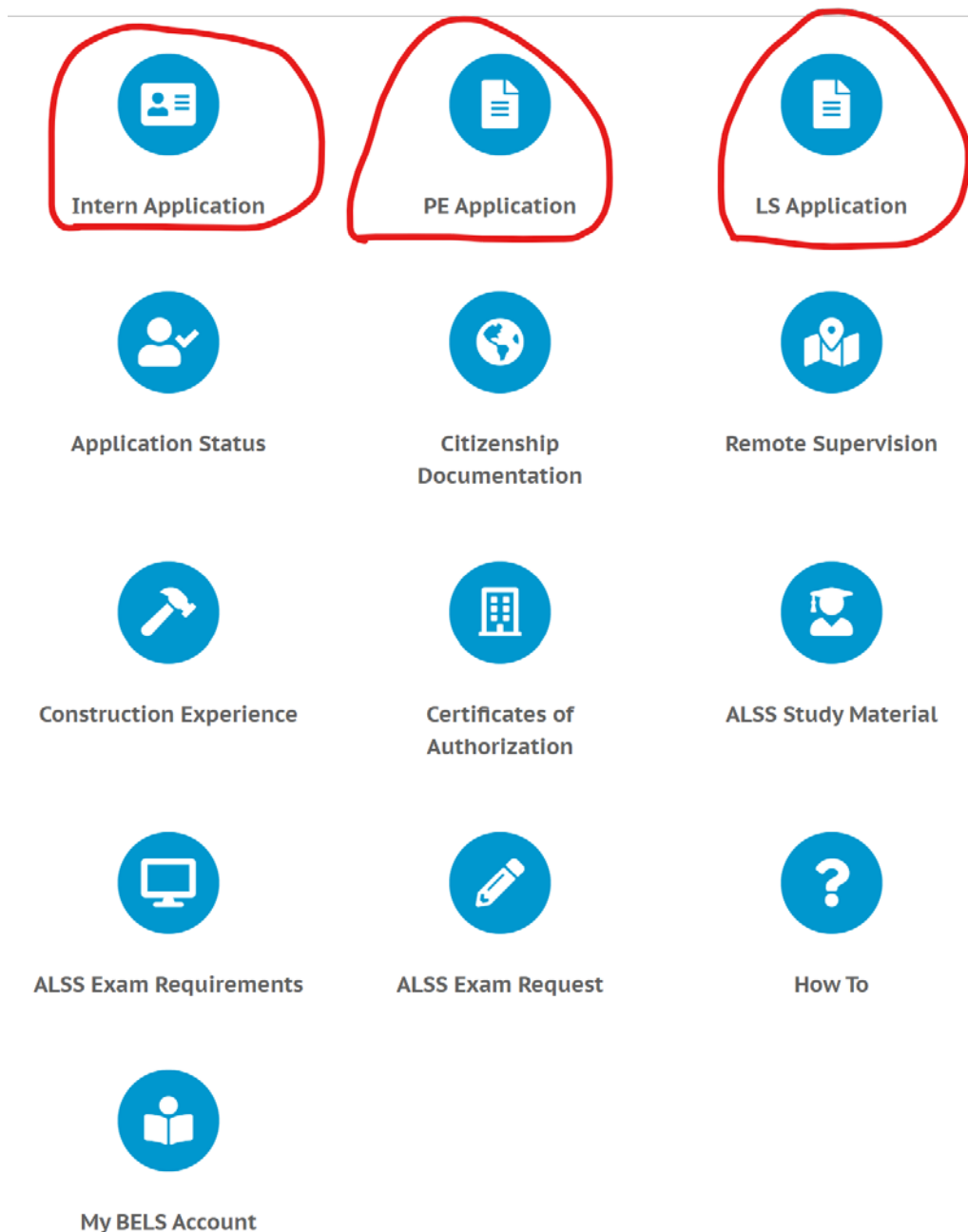
How to Register as a New Applicant

8/16/21

- Go to our website and Hit Applications



- Hit the Application you are wanting to apply for



Page 2 How to Register as a New Applicant

- Hit Register as a New Applicant.

The screenshot shows the homepage of the Alabama Board of Professional Engineers and Land Surveyors Licensing Portal. The header includes the ABELS logo and navigation links for 'License Search' and 'File a Complaint'. The main content area is divided into two columns. The left column, titled 'Individual Applicants', lists actions such as 'Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern', 'Renew an existing PE or PLS License', 'Check on the status of an application', and 'Update personal information'. A red circle highlights the 'Register as a new Applicant' button. Below this is the 'Companies' section with a 'Register a new Company' button. The right column is titled 'Login' and contains a form with fields for 'User ID or Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. A warning message at the bottom of the login section states: '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.'

- Enter your email, social security number, full name, contact information and set up a password. Check you are not a robot and Hit Submit.

The screenshot shows the 'Register for an Account' form. It begins with a thank-you message and a 'Please note' section with three bullet points: 'Provide your full legal name', 'You will be required to have a US Social Security Number. There is no waiver to this requirement.', and 'The Alabama Immigration Law requires proof of US Citizenship or legal presence in order to become licensed. You will be required to upload documentation of proof. There is no waiver to this law.' The form is divided into three main sections: 'Login Information' with fields for 'Email*', 'Confirm Email*', 'Password*', and 'Confirm Password*'; 'Personal Identifiers' with a 'Social Security Number*' field; and 'Account Information' with fields for 'Title', 'First Name*', 'Middle Name', 'Last Name*', 'Suffix', 'Home Phone*', 'Home Address*' (with sub-fields for Line 1, 2, and 3), 'City*', 'State' (a dropdown menu), 'Zip/Postal Code', 'Country*' (a dropdown menu), and 'Province'. At the bottom, there is a 'I'm not a robot' checkbox, a CAPTCHA logo, and 'Cancel' and 'Submit' buttons.

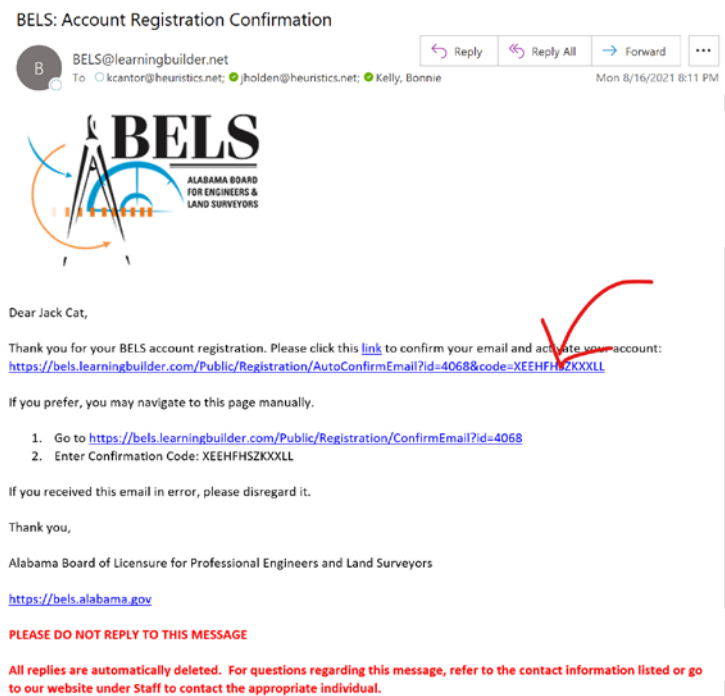
Page 3 How to Register as a New Applicant

- 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.

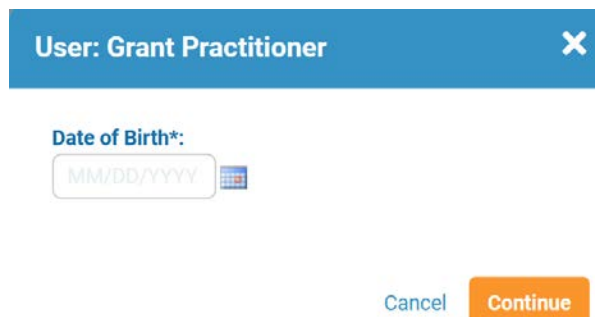


The screenshot shows the BELS website header with the logo and a 'Login' button. Below the header is a form titled 'Email Confirmation'. The form contains the following text: 'Please check your email for your email confirmation code and enter it here to confirm your identity. If you do not receive an 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 for the 'Confirmation Code' and two buttons: 'Cancel' and 'Continue'.

- The email to confirm email address.



- Enter your date of birth and Hit Continue.



The screenshot shows a registration form with a blue header that says 'User: Grant Practitioner' and a close button (X). Below the header is a label 'Date of Birth*:' followed by a text input field containing 'MM/DD/YYYY' and a calendar icon. At the bottom of the form are two buttons: 'Cancel' and 'Continue'.

Page 4 How to Register as a New Applicant

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

Applications

User

[Active]

Learning Plan	Status	
<input checked="" type="radio"/> Name Change Request	Available	Begin

This application is used to request a name change. You must provide supporting documentation to complete the name change process.

Engineer Intern

Engineer Intern

Application	Status	
<input checked="" type="radio"/> Application for Engineer Intern Certification	Available	Begin

This is an application for an Engineer Intern Certification. You will need to demonstrate a combination of the following:

- Education
- Work Experience
- Completion of FE Exam

Land Surveyor Intern

Land Surveyor Intern

Application	Status	
<input checked="" type="radio"/> Application for Land Surveyor Intern Certification	Available	Begin

This is an application for a Land Surveyor Certification. You will need to demonstrate a combination of the following:

- Education
- Work Experience
- Completion of FS Exam

Professional Engineer

Professional Engineer

Application	Status	
<input checked="" type="radio"/> Application for Professional Engineer Licensure	Available	Begin

This is an application to become a licensed Professional Engineer. You will need to demonstrate a combination of the following:

- Education
- Work Experience
- Proof of Citizenship
- Licensed References
- Completion of Exams

Professional Land Surveyor

Professional Land Surveyor

Application	Status	
<input checked="" type="radio"/> Application for Professional Land Surveyor Licensure	Available	Begin

This is an application to become a licensed Professional Land Surveyor. You will need to demonstrate a combination of the following:

- Education
- Work Experience
- Proof of Citizenship
- Licensed References
- Completion of Exams