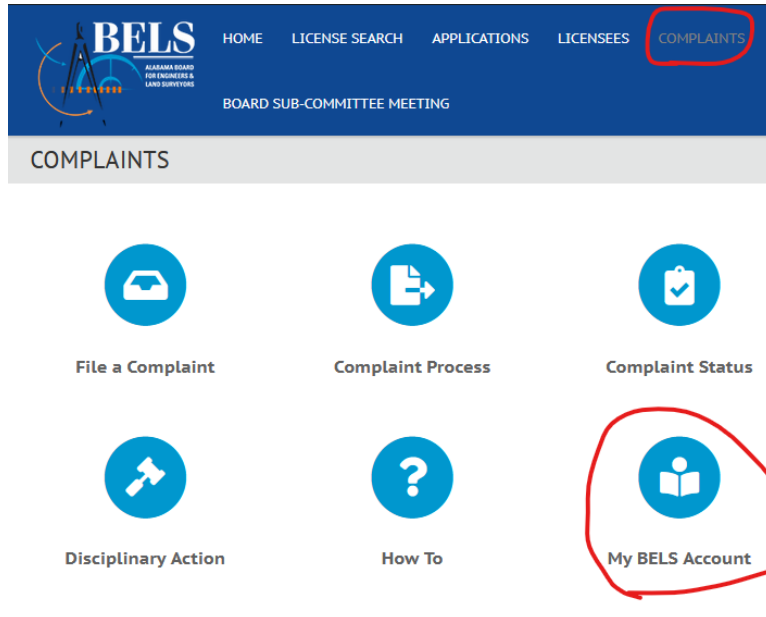


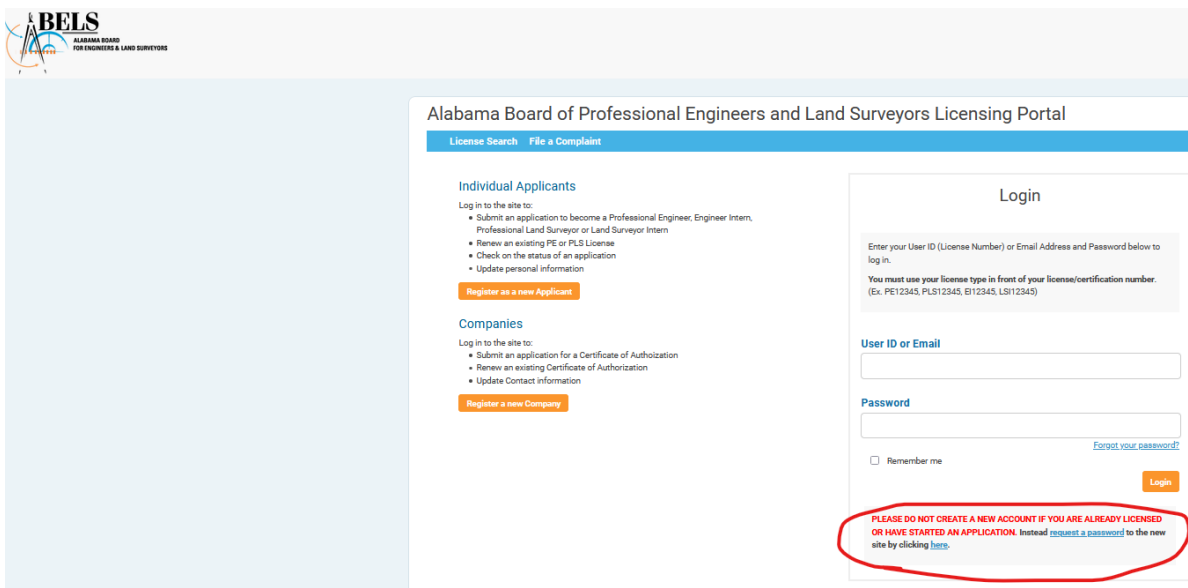
# Unlicensed Respondent of Complaint

We have transitioned to a new database called Learning Builder. **All complaints will be filed through this system. Since a complaint has been filed against you, an account has been set up for you in the new database. You will have access to correspondence that is sent to you on the case. You will need to set your password to get access into your account. Do not create another account.**

- Go to the website under Complaints Hit My BELS Account



- Hit Request a Password or Forgot Your Password (**DO NOT CREATE AN ACCOUNT ONE HAS BEEN CREATED FOR YOU**)



## Page 2 Unlicensed Respondent of Complaint

- Enter your email address we have on file (the email address where you received the notification of the complaint)

When requesting a password using this page, you need to know one of the following:

- The email address you used on your application, or
- Your Credential Number, which is also your User ID.

You will be sent instructions to reset your password at the email address we have on file.

If any of the following apply to you, please [contact us](#) and provide the name used when completing the application and your date of birth and we will update the email address on your account so you can log in.

- You got the error "No email is on file. Please contact support to reset your password."
- You got the error "Could not find a user for email address" and you were also unsuccessful using your license number
- You no longer have access to the email account we have on file

### Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

[Cancel](#)

[Submit](#)

- You will get this screen to enter your Confirmation Code that is being sent to your email address we have on file or if you hit the link in the email that is sent, it skips this process.

### New Password Request Confirmation

Please check your email for your new password request confirmation code and enter it here to confirm your identity. Then you may set a new password.

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: BELS@learningbuilder.net to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code

[Cancel](#)

[Continue](#)

## Page 3 Unlicensed Respondent of Complaint

- You should have received this email. Hit the link to set your password. **That is the easiest way.** You could hit the link under manual and enter the confirmation code.

BELS: New Password Request

 BELS@learningbuilder.net  
To: [REDACTED]

[Reply](#) [Reply All](#) [Forward](#)  
Tue 8/10/2021 9:3

-CC:  
-BCC:

-- Original Message:



Dear [REDACTED],

We received your request for a new password. Simply click the [link](https://bels.learningbuilder.com/Public/Password/CreateNew?MemberId=152&code=FMHZWYGFTMKV) below to enter a new password:



If you prefer, you may navigate to this page manually.

- Go to <https://bels.learningbuilder.com/Public/Password/ConfirmReset?MemberId=152>
- Enter Confirmation Code: FMHZWYGFTMKV

If you received this email in error, please disregard it.

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov>

*Confidential Notice: This email, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and delete this email immediately.*

- Enter New Password, Confirm New Password and Hit Save

### Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters. You will be required to login after resetting your password.

New Password

Confirm New Password

[Cancel](#) [Save](#)

## Page 4 Unlicensed Respondent of Complaint

- You should now be able to log into your BELS account

The screenshot displays the Alabama Board of Professional Engineers and Land Surveyors Licensing Portal. The page title is "Alabama Board of Professional Engineers and Land Surveyors Licensing Portal". The navigation bar includes "License Search" and "File a Complaint".

On the left side, there are two sections:

- Individual Applicants**: Log in to the site to:
  - 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
  - Update personal informationThere is a button labeled "Register as a new Applicant".
- Companies**: Log in to the site to:
  - Submit an application for a Certificate of Authorization
  - Renew an existing Certificate of Authorization
  - Update Contact informationThere is a button labeled "Register a new Company".

On the right side, there is a "Login" form. The form contains the following fields and elements:

- Instructions: "Enter your User ID (License Number) or Email Address and Password below to log in. You must use your license type in front of your license/certification number. (Ex. PE12345, PLS12345, EI12345, LSI12345)"
- Input field: "User ID or Email"
- Input field: "Password"
- Link: "Forgot your password?"
- Checkbox: "Remember me"
- Button: "Login"
- Warning: "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](#)."

Red arrows point from the "User ID or Email" and "Password" fields to the "Login" button.

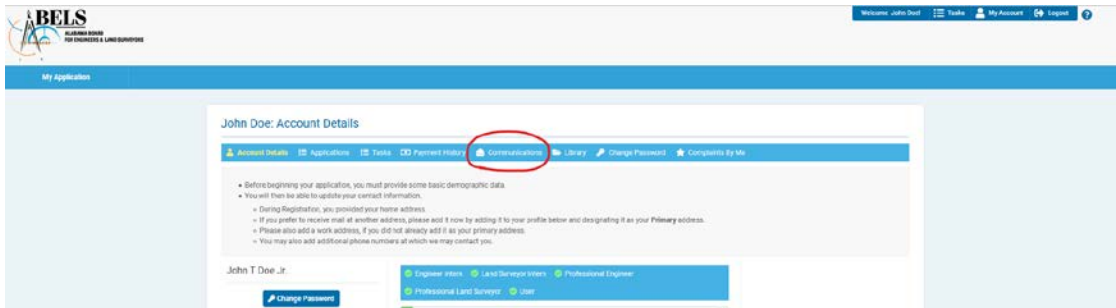
- You will use this same process to reset your password if you forget it. **BELS staff cannot see your password and we will not reset your password.**

## How to View Emails Sent from the Board Concerning Your Case

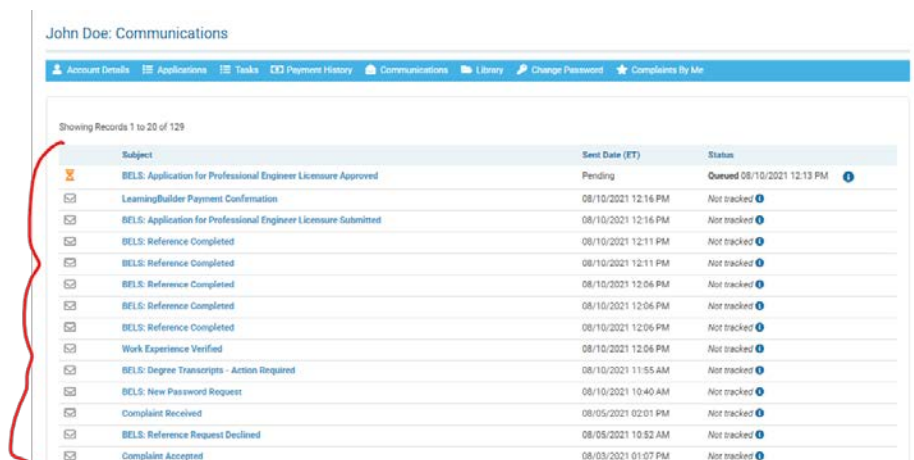
- After you have Logged into your BELS account, Hit My Account (top right corner menu option)



- To print or see your emails, Hit 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. Hit the Email icon to open them to review them or print them.



## Page 6 Unlicensed Respondent of Complaint

### How to View Documents Referred to in Your Email Sent from the Board Concerning Your Case (Copy of the Complaint Filed, Consent Order, Technical Advisor Comments, etc.)

- After you have Logged into your BELS account, Hit My Account (top right corner menu option)



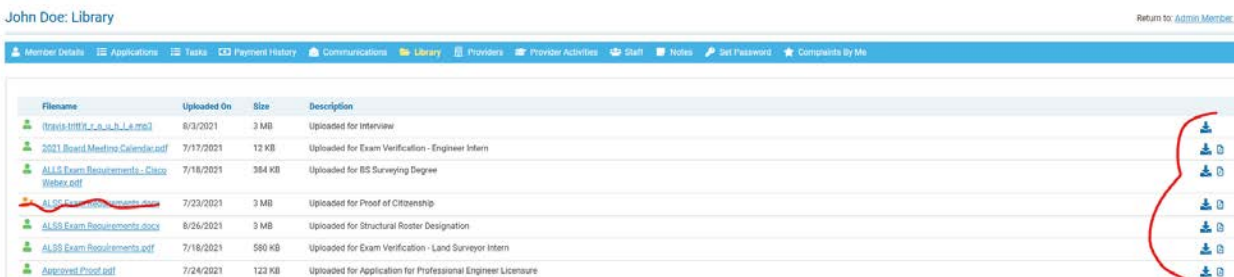
- To print or see your documents, Hit Library. You have access to the documents at any time.

#### John Doe: Member Details



- You will see all the documents that have been uploaded for you to review. Hit the link under File Name to open or you can download or Hit the PDF icon to open them to review them or print them.

John Doe: Library Return to Admin Member



Filename	Uploaded On	Size	Description
<a href="#">(b)(6)-(b)(7)(C)-(b)(7)(D)-(b)(7)(E).msc</a>	8/31/2021	3 MB	Uploaded for Interview
<a href="#">2021 Board Meeting Calendar.pdf</a>	7/17/2021	12 KB	Uploaded for Exam Verification - Engineer Intern
<a href="#">ALSS Exam Requirements - Class Weber.pdf</a>	7/18/2021	384 KB	Uploaded for BS Surveying Degree
<a href="#">ALSS Exam Requirements.docx</a>	7/23/2021	3 MB	Uploaded for Proof of Citizenship
<a href="#">ALSS Exam Requirements.docx</a>	8/26/2021	3 MB	Uploaded for Structural Roster Designation
<a href="#">ALSS Exam Requirements.pdf</a>	7/18/2021	560 KB	Uploaded for Exam Verification - Land Surveyor Intern
<a href="#">Approval Form.pdf</a>	7/24/2021	123 KB	Uploaded for Application for Professional Engineer Licensure

## **How to View Your Disciplinary Plan**

- If you have signed a Consent Order or had an Order issued due to a hearing on your case and the Board determined some disciplinary action (fines, board cost, penalty, course, plan submittals, etc.), you will have a Disciplinary Plan that you will have access to in your BELS account to pay or submit documentation.

**To be Added Later**