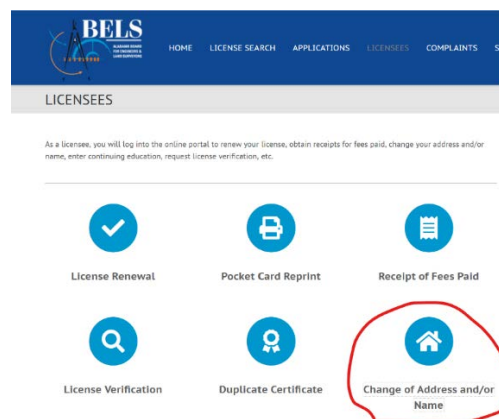
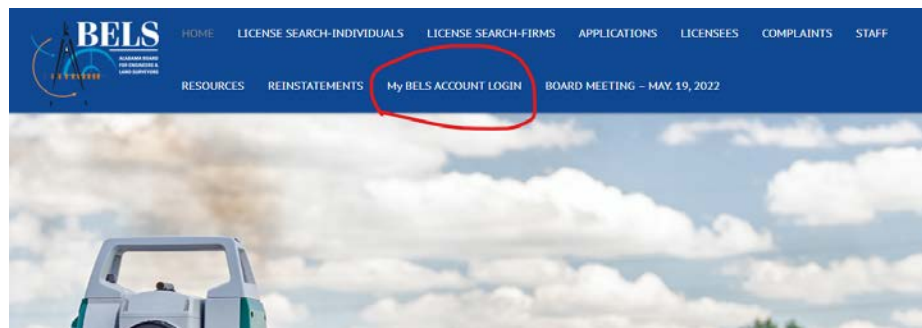


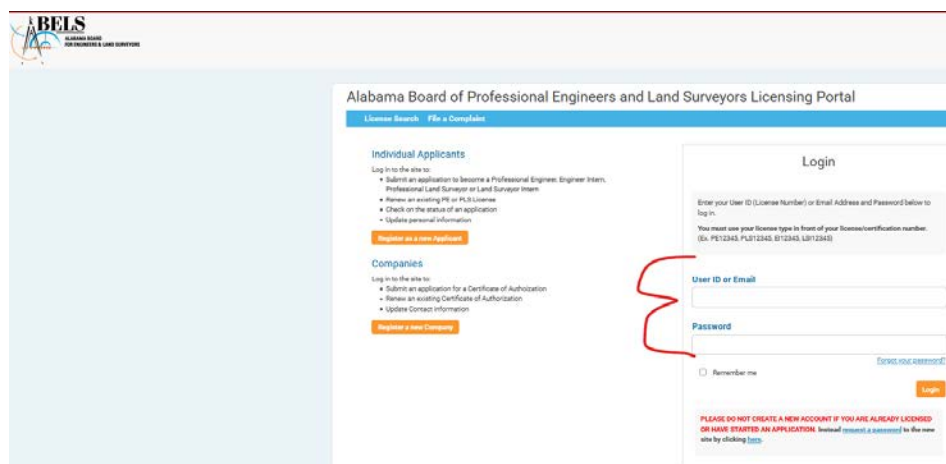
How to Change Address, Email Address or Phone Number in BELS Account

We have transitioned to a new database called Learning Builder. **All licensees and applicants can now change your own contact information (home and company addresses, email address and phone number) in your account.** It is a live update.

- You would go to the website either under My BELS Account Login or under Licensees then under Change of Address and/or Name



- 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)



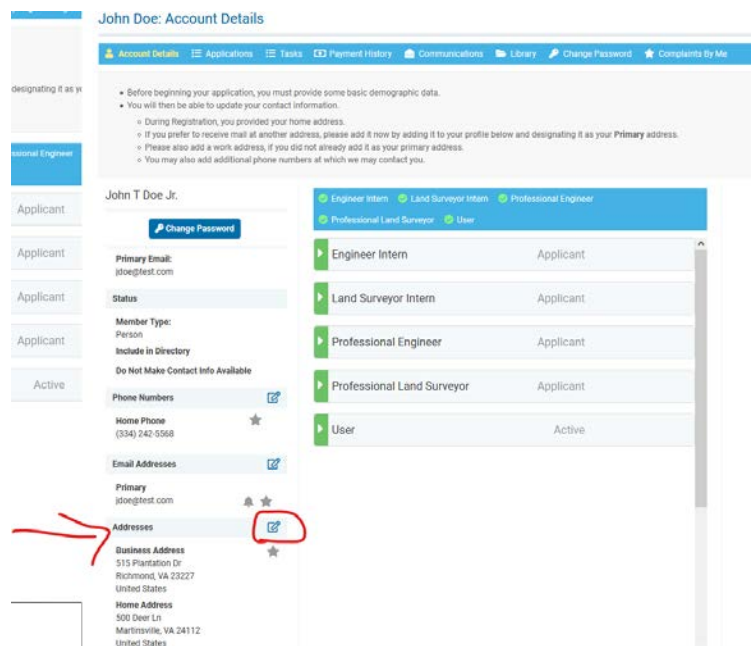
Page 2 How to Change Address, Email Address or Phone Number in BELS Account

- Hit to MyAccount (top right corner menu option)



Home Address



- To change your home address, on the left side you will see Addresses. Hit the Pencil. **Your company address will be changed in a different location.** Do not add a company address in this section.



Page 3 How to Change Address, Email Address or Phone Number in BELS Account

- You will select Home as the address type and enter the information (province is only for foreign addresses). Select your Primary Address by hitting the Star. **If the Board mails information to you, that is the only address it will be sent to.** You can only have 1 primary address. **Home addresses will not be posted on the website under License Search unless it is part of your company address.**

Cancel Save Addresses

Address Type
Home Address  

Line 1*:
515 Plantation Dr

Line 2:

Line 3:



City*:
Richmond

State:
VA

Zip/Postal Code
23227

Country*:
United States

Province:

Address Type
Home Address 2  

Line 1*:
500 Deer Ln

Line 2:

Line 3:

City*:
Martinsville

State:
VA

Zip/Postal Code
24112

Country*:
United States

Province:

Add Address

Page 4 How to Change Address, Email Address or Phone Number in BELS Account

Current Employer & Work Address

- To change your current employer and work address, in the center under your license type, you will see your current employer's name and current work address (you may have to scroll down to see it). Hit the Edit button. Make the change and Hit Save & Close. If you have an NCEES Account and want to include your account number in case it's needed in the future you can add it. It's not required.

Professional Engineer	Applicant	Edit
Credential Number	PE456789	
Current Employer Name	Heuristic Solutions new4	
Current Work Address	1901 Fort Myer Dr Ste 1105, Arlington, VA 22209-1604	
Initial Issue Date	8/4/2021	

Professional Engineer: Edit Role [X]

Role Status Alert: Role Status is Applicant

Current Employer Name:

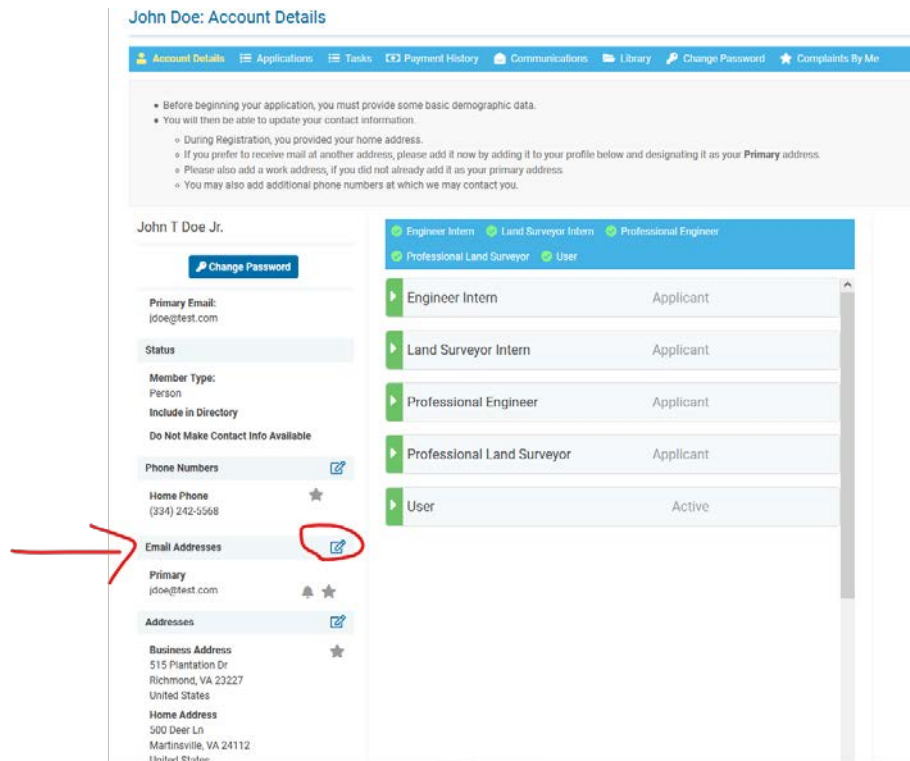
Current Work Address:

NCEES Account Number:

[Cancel](#) [Save & Close](#)

Email Address

- To change your email address, on the left side you will see Email Addresses. Hit the Pencil.



- You can add as many email addresses as you like, but **the email address you have entered as your Primary Email Address will be the email you use when logging into your BELS account.** You can only have 1 primary email address.

Email Addresses

Cancel Save Email Addresses

Primary

jdoe@test.com

Add Email Address

Cancel Save Email Addresses

Page 6 How to Change Address, Email Address or Phone Number in BELS Account

- To change your phone number, on the left side you will see Phone Numbers. Hit the Pencil.

John Doe: Account Details

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

- Before beginning your application, you must provide some basic demographic data.
- You will then be able to update your contact information.
- During Registration, you provided your home address.
- If you prefer to receive mail at another address, please add it now by adding it to your profile below and designating it as your **Primary** address.
- Please also add a work address, if you did not already add it as your primary address.
- You may also add additional phone numbers at which we may contact you.

John T Doe Jr.

Change Password


Primary Email: jdoe@test.com


Status


Member Type: Person


Include in Directory


Do Not Make Contact Info Available


Phone Numbers 

Home Phone (334) 242-5568 

Email Addresses 

Primary jdoe@test.com 


Addresses 

Business Address 515 Plantation Dr Richmond, VA 23227 United States 



Home Address 500 Deer Ln Martinsville, VA 24112 United States

Engineer Intern	Applicant
Land Surveyor Intern	Applicant
Professional Engineer	Applicant
Professional Land Surveyor	Applicant
User	Active

- You will select phone number type and enter the information. You can add as many phone numbers as you like. Select your Primary Phone Number by hitting the Star. If the Board calls you, that is the phone number we will contact first. You can only have 1 primary phone number.

Phone Numbers 

Cancel Save Phone Numbers

Home Phone  

(334) 242-5568

Add Phone Number

Cancel Save Phone Numbers