

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

All licensees and applicants can change your own contact information (home and company addresses, email address and phone number) in your account. It is a live update.

- Go to the website under 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 LSI12345
- ECA12345 or LSCA12345

User ID or Email

Password

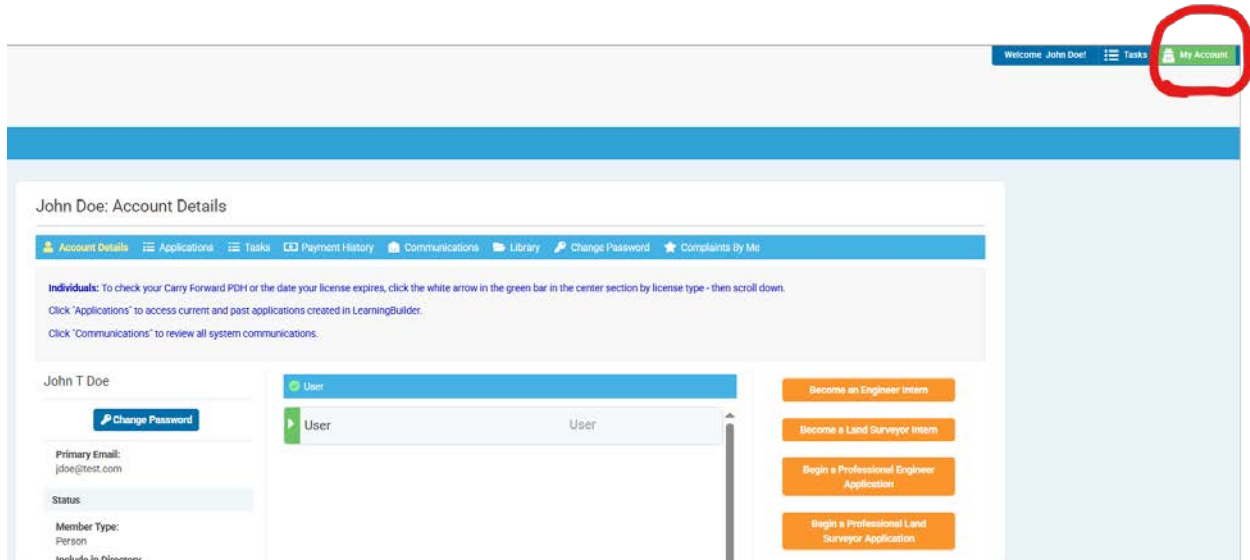
Remember me [Forgot your password?](#)

[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](#).

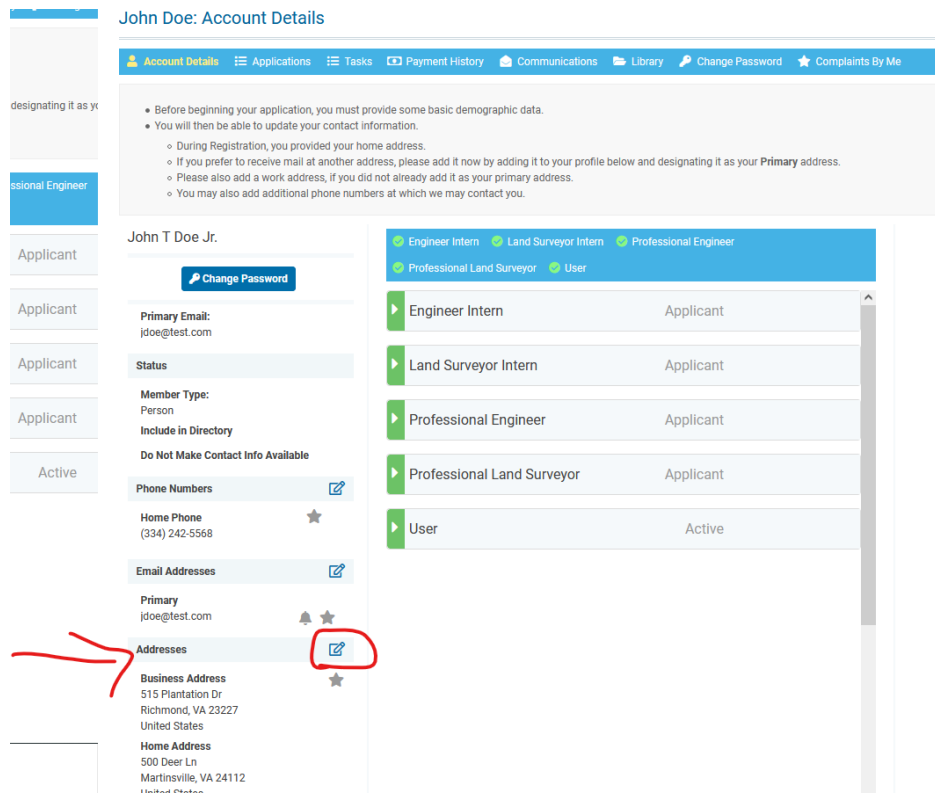
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- Click to MyAccount (top right corner menu option)



Home Address



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



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- You will select Home as the address type and enter the information (province is only for foreign addresses). Select your Primary Address by clicking on 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

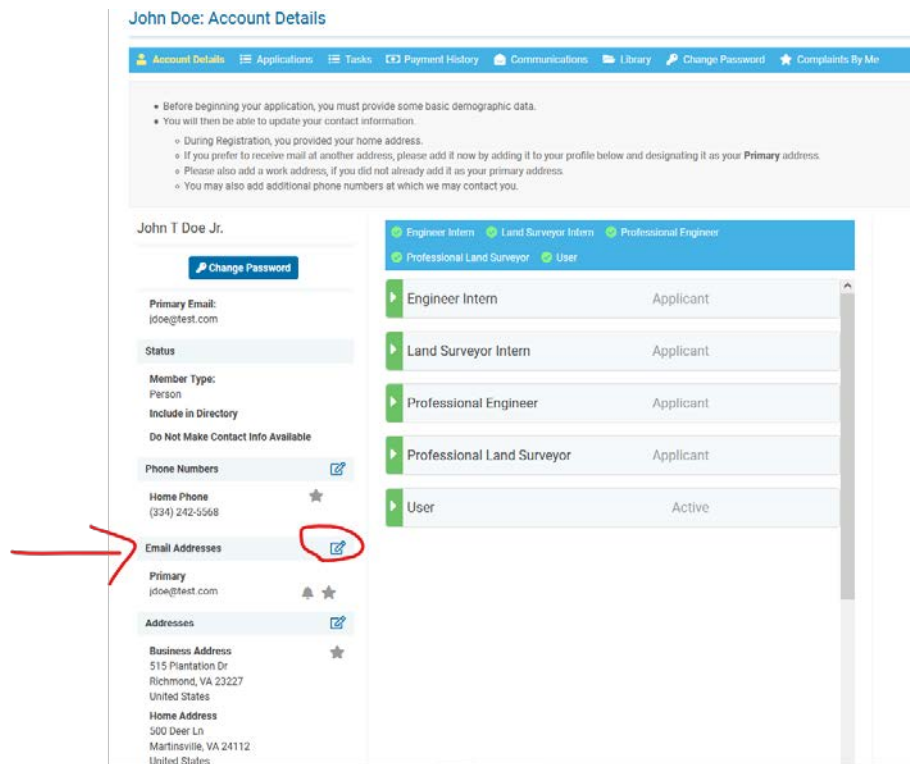
Country*:
United States

Province:

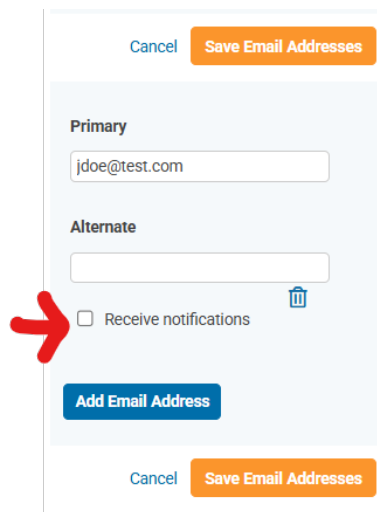
Add Address

Email Address

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

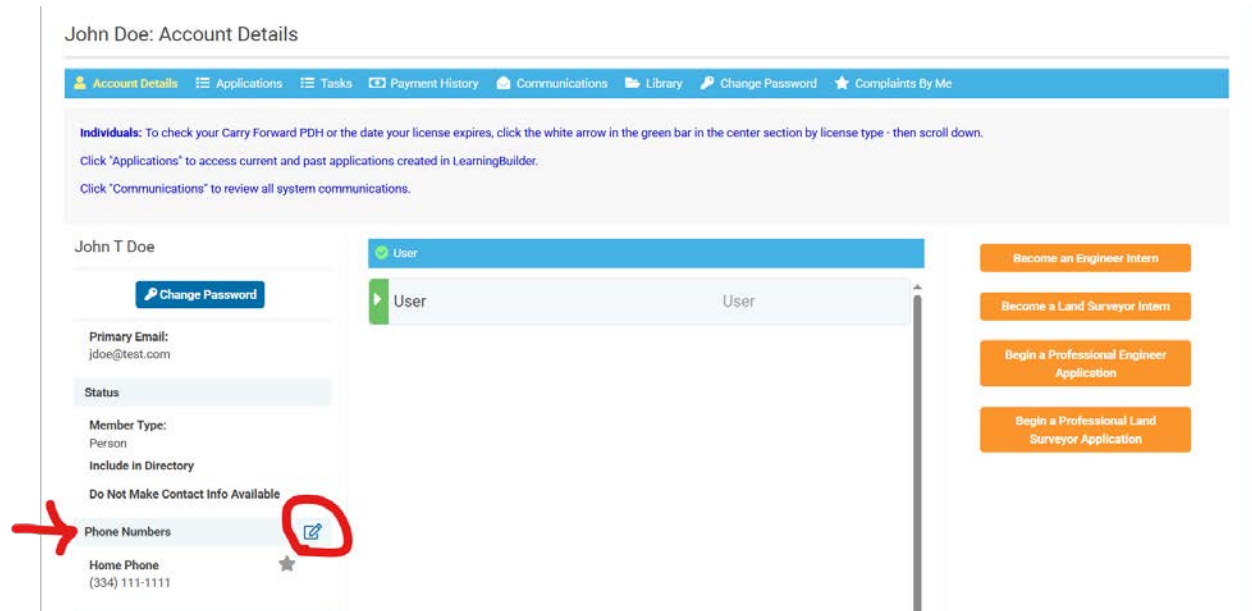


- You can add as many email addresses as you like, but **the email address you have entered as your Primary Email Address will be the email you use when logging into your BELS account.** You can only have 1 primary email address.
- If you want to add an alternate email address and check Receive notifications, that email address will also be sent any email sent to your primary email address.




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



- 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 clicking 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