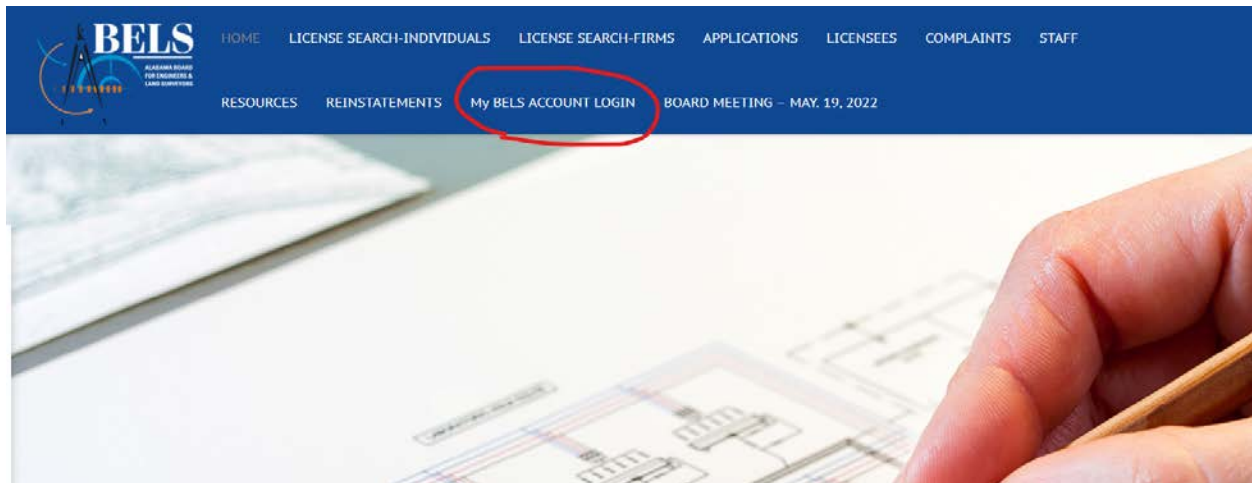


Unlicensed Respondent of Complaint

All complaints are filed through our database 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 login to your account using the email address the notification was sent to and the password that was set for you. **DO NOT CREATE ANOTHER ACCOUNT.**

If during the course of the investigation or after the investigation is completed you plan on applying for licensure, Do Not Create Another Account. Login to your account to access the applications.

- Go to the website (www.bels.alabama.gov) under the blue header at the top and Hit My BELS Account Login

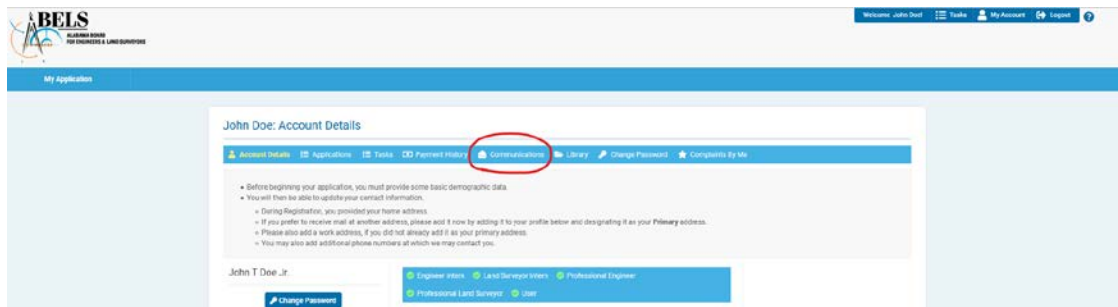


How to View Emails Sent from the Board Concerning Your Case

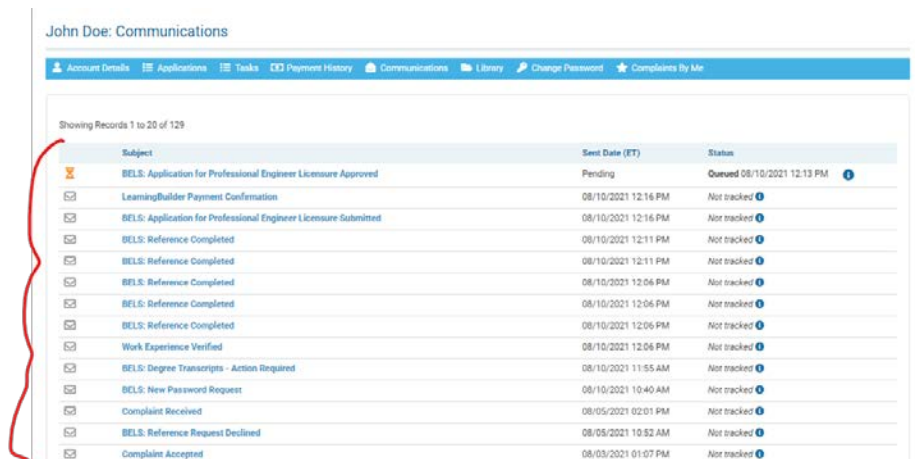
- After you have Logged into your BELS account, Hit My Account (top right corner menu option)



- 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 3 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)

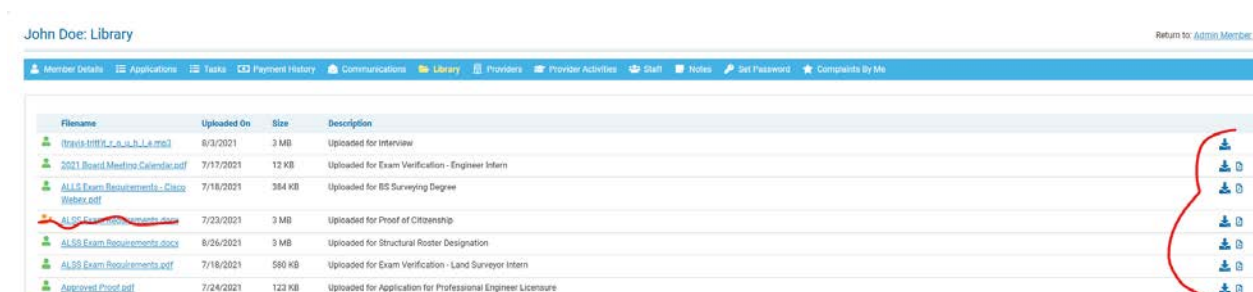


- To print or see your documents, Hit Library. You have access to the documents at any time.

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.



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.
- After you have Logged into your BELS account, you should see your Disciplinary Plan. If you are required to have Coursework and/or Plan Monitoring, you will see Orange buttons for submitting those items.

Unlicensed Disciplinary Plan Return to: [Applications](#)

[Complete Disciplinary Actions](#) [Completin Disciplinary Actions](#)

Required Coursework

Completion Date

Required

Ethics Course due 7/1/22 [Submit Education Activity Details](#)

Plan Monitoring

[\(show more\)](#)

Due Date

Required

Submit plans for the 1st quarter	6/4/2022	Submit Plan
Submit plans for the 2nd quarter	12/1/2022	Submit Plan

Required Civil Penalty and Board Cost

- If you are required to pay a civil penalty and board cost, Hit the orange Complete Disciplinary Actions button.

Unlicensed Disciplinary Plan Return to: [Applications](#)

[Complete Disciplinary Actions](#) [Complete Disciplinary Actions](#)

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- Under the Fees Tab, it will show the fees you are required to pay. These will be separate transactions. Hit Pay Fees next to the fee you are paying.

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees ✕

Main >

Fees

If you are required to pay fees, those required fees will be shown below. Once you have paid your fees and completed any required monitoring activities, click Submit.

Civil Penalty*:
Title: Civil Penalty
Amount: \$ 3,500.00

Pay Fees

Cost*:
Title: Cost
Amount: \$ 192.00

Pay Fees

< Previous

Next >

Finish Later

Cancel

Submit

- It will take you to the payment portal. It shows which fee you are paying. Hit Continue to complete your credit card information. Once you complete this transaction, you will pay your other fee using this same process.

Check Out

Return to Civil Penalty

Item(s) To Be Purchased

Item	Price	Quantity	Total
Civil Penalty	\$3500.00	1	\$3500.00
Total:			\$3500.00

You will be able to review your purchase before finalizing.

Cancel

Continue

- Once you've paid both fees, Hit Submit

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees ✕

Main >

Fees

If you are required to pay fees, those required fees will be shown below. Once you have paid your fees and completed any required monitoring activities, click Submit.

Civil Penalty*:
\$ 3,500.00 for Civil Penalty paid on 6/3/2022 2:05:07 PM
Transaction Id: 100

Cost*:
\$ 192.00 for Cost paid on 6/3/2022 2:05:39 PM
Transaction Id: 101

< Previous

Next >

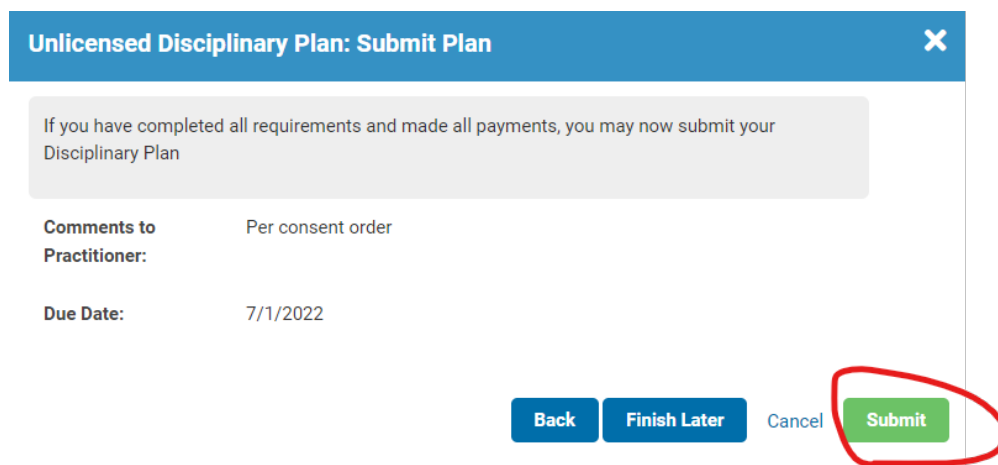
Finish Later

Cancel

Submit

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- Hit Submit to finalize and complete your Disciplinary Plan



Unlicensed Disciplinary Plan: Submit Plan ✕

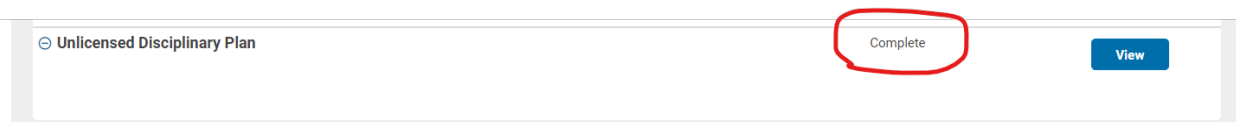
If you have completed all requirements and made all payments, you may now submit your Disciplinary Plan

Comments to Practitioner: Per consent order

Due Date: 7/1/2022

[Back](#) [Finish Later](#) [Cancel](#) [Submit](#)

- Once it has been submitted, you should see your Disciplinary Plan status as complete and you will receive an email confirmation that your Disciplinary Plan is complete.



⊖ Unlicensed Disciplinary Plan [Complete](#) [View](#)

Required Coursework

- If you are required to have coursework (Ethics course, SOP course, etc.), you will see what coursework is required and the due date by hitting the arrow next to Required. Hit the orange Submit Education Activity Details button.



Unlicensed Disciplinary Plan [Return to: Applications](#)

[Complete Disciplinary Actions](#) [Completing Disciplinary Actions](#)

Required Coursework

Required	
⌵	Submit Education Activity Details
Ethics Course due 7/1/22	

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- Enter the information on the course, upload the certificate and Hit Submit.

Disciplinary Plan Course: Submit Education Activity Details ✕

Please complete the fields below to record your continuing education activity. **The only supporting documentation we accept is a certificate showing the course title, date, the organization who gave the course, how many CEU/PDH were awarded and signed by the organization.** If you took a college course or audited a college course, review "How To Use the Continuing Education Log" on the website under the Licensees Link then under How To.

Title / Description*:

Sponsoring Organization's Name*:

Instructor / Speaker Name*:

Date of Activity*:

Requested Professional Development Hours*:

Supporting Documentation*:

- Once you've submitted the information on the course, your status will show as Submitted.

Unlicensed Disciplinary Plan Return to: [Applications](#)

Complete Disciplinary Actions		Completing Disciplinary Actions
✓ Required Coursework		
Completion Date		
Required		
Ethics 101	6/3/2022	Submitted
Ethics Course due 7/1/22		

Required Plan Monitoring

- If you are required to have submit plans, list of clients, etc. for monitoring, you will see a list of what's required and the due date. Hit the orange Submit Plan button.

The screenshot shows a 'Plan Monitoring' section with a '(show more)' link. Below it is a table with a 'Due Date' header. The table lists two required submissions:

Required	Due Date	Action
Submit plans for the 1st quarter	6/4/2022	Submit Plan
Submit plans for the 2nd quarter	12/1/2022	Submit Plan

- Enter comments about what you are submitting, upload the document and Hit Submit.

The modal form titled 'Plan Monitoring: Submit Plan' contains the following fields and buttons:

- Monitoring Requirements:** A text area containing 'Submit plans for the 1st quarter'.
- Due Date:** 6/4/2022
- Enter comments about what you are submitting*:** A text input field.
- Monitoring Upload*:** An 'Upload' button.
- At the bottom: 'Finish Later', 'Cancel', and 'Submit' buttons.

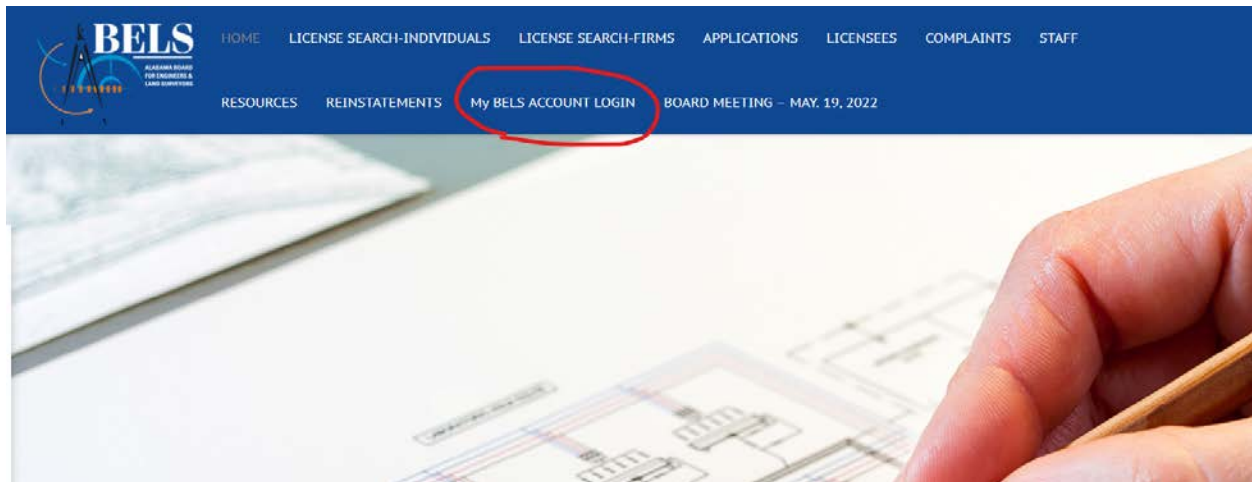
- Once you've submitted the information on the required monitoring, your status will show as In Review.

The screenshot shows the 'Plan Monitoring' section after submission. The status for the first submission is now 'In Review', which is circled in red. The 'Submit Plan' button is no longer visible for this row.

Required	Due Date	Status
Submit plans for the 1st quarter	6/4/2022	In Review
Submit plans for the 2nd quarter	12/1/2022	Submit Plan

How to Reset Your Password

- Go to the website under the blue header at the top and Hit My BELS Account Login



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

A screenshot of the 'Alabama Board of Professional Engineers and Land Surveyors Licensing Portal'. The page has a light blue header with the BELS logo and navigation links. The main content area is white. On the left, there are sections for 'Individual Applicants' and 'Companies' with links to register or log in. On the right, there is a 'Login' form. The form has fields for 'User ID or Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the form, a red circle highlights a warning message: '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.' The 'Forgot your password?' link is also visible.

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- 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](#)

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- 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]

Subject: BELS: New Password Request

-CC:

-BCC:

-- Original Message:

Reply Reply All Forward

Tue 8/10/2021 9:3



Dear [Redacted],

We received your request for a new password. Simply click the [link](#) below to enter a new password:

<https://bels.learningbuilder.com/Public/Password/CreateNew?MemberId=152&code=FMHZWYGFTMKV>

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

1. Go to <https://bels.learningbuilder.com/Public/Password/ConfirmReset?MemberId=152>
2. 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](#)

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

- 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.**