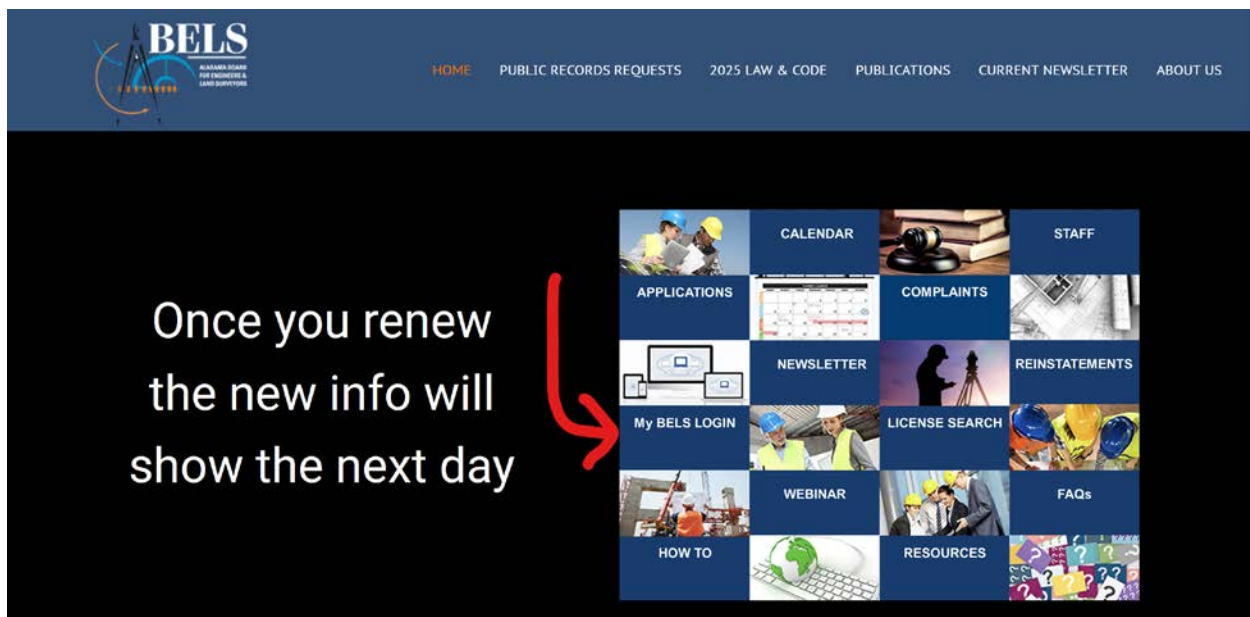


# Unlicensed Respondent of Complaint

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](http://www.bels.alabama.gov)) and Click My BELS Login



Once you renew the new info will show the next day

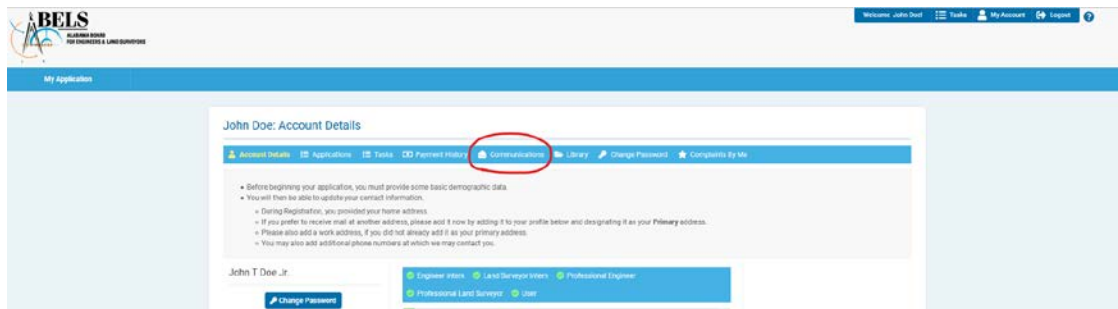
The screenshot shows the BELS website homepage. The header includes the BELS logo and navigation links: HOME, PUBLIC RECORDS REQUESTS, 2025 LAW & CODE, PUBLICATIONS, CURRENT NEWSLETTER, and ABOUT US. The main content area is a grid of 16 buttons: APPLICATIONS, CALENDAR, COMPLAINTS, STAFF, My BELS LOGIN, NEWSLETTER, REINSTATEMENTS, LICENSE SEARCH, WEBINAR, FAQs, HOW TO, and RESOURCES. A red arrow points from the text 'Once you renew the new info will show the next day' to the 'My BELS LOGIN' button.

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

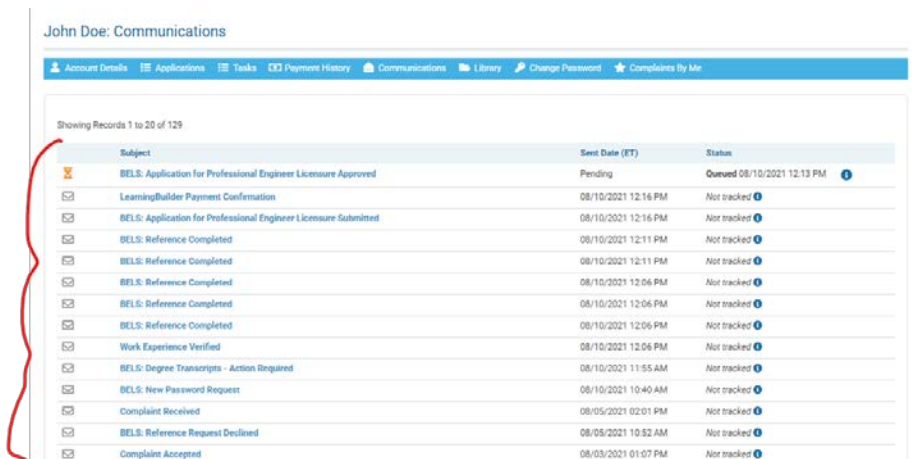
- After you have Logged into your BELS account, Click My Account (top right corner menu option)



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



## Page 3 Unlicensed Respondent of Complaint

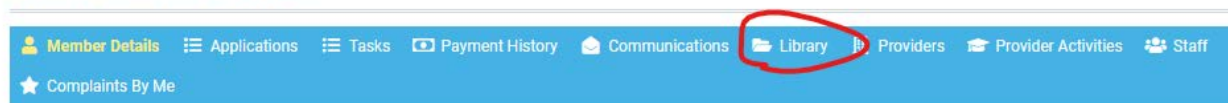
### How to View Documents Referred to in Your Email Sent from the Board Concerning Your Case (Copy of the Complaint Filed, Consent Order, Technical Advisor Comments, etc.)

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



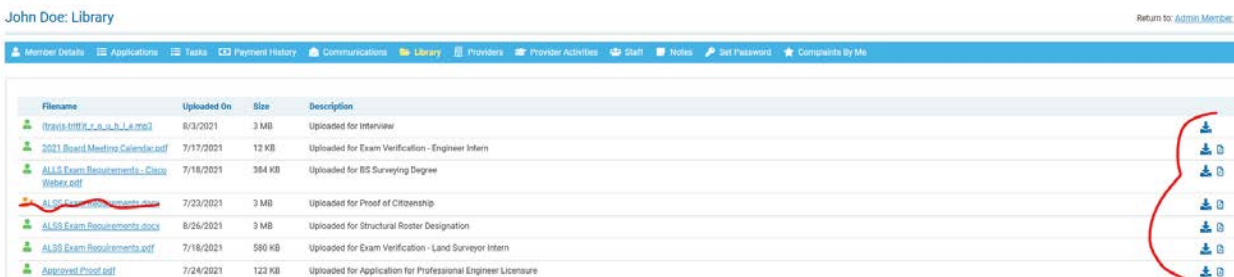
- To print or see your documents, Click Library. You have access to the documents at any time.

#### John Doe: Member Details



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

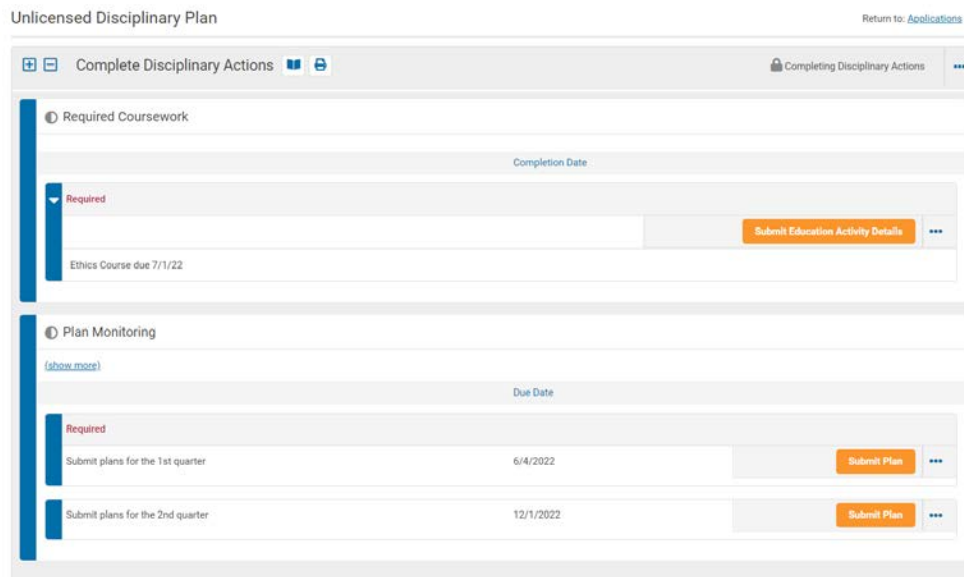
John Doe: Library Return to Admin Member



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.
- 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.



## Required Civil Penalty and Board Cost

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



## Page 5 Unlicensed Respondent of Complaint

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

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees

Main Section

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. Click Continue to complete your credit card information. Once you complete this transaction, you will pay your other fee using this same process.

Check Out

Item(s) To Be Purchased

Item	Price	Quantity	Total
Civil Penalty	\$3500.00	1	\$3500.00
<b>Total:</b>			<b>\$3500.00</b>

You will be able to review your purchase before finalizing.

Cancel Continue

- Once you've paid both fees, Click Submit

Unlicensed Disciplinary Plan: Complete Disciplinary Actions: Fees

Main Section

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

## Page 6 Unlicensed Respondent of Complaint

- Click 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 Clicking the arrow next to Required. Click the orange Submit Education Activity Details button.

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

Complete Disciplinary Actions Completing Disciplinary Actions

### Required Coursework

Required	<a href="#">Submit Education Activity Details</a>
Ethics Course due 7/1/22	

## Page 7 Unlicensed Respondent of Complaint

- Enter the information on the course, upload the certificate and Click 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](#)

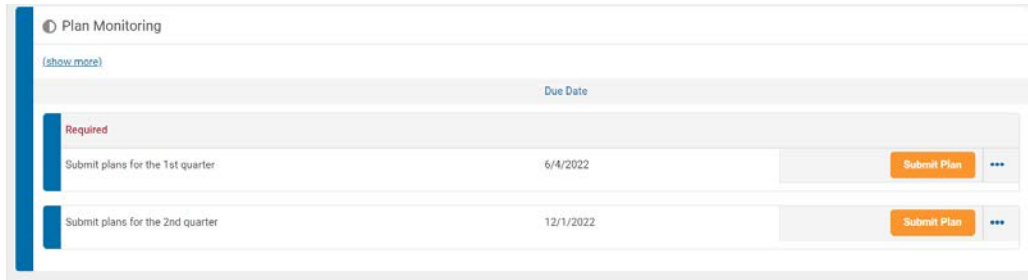
Complete Disciplinary Actions 📖 📄 🔒 🔑 🔍 🔔 ⌵ 🔒 🔑 ⋮ Completing Disciplinary Actions

Required Coursework	
	Completion Date
Required	
Ethics 101	6/3/2022
Ethics Course due 7/1/22	

👤 Submitted

## 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. Click the orange Submit Plan button.



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

**Plan Monitoring: Submit Plan** [X]

Monitoring Requirements:

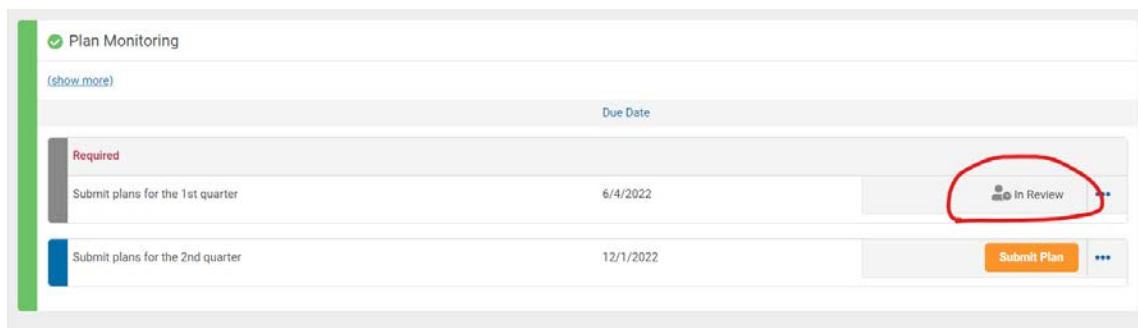
Submit plans for the 1st quarter

Due Date: 6/4/2022

Enter comments about what you are submitting\*:

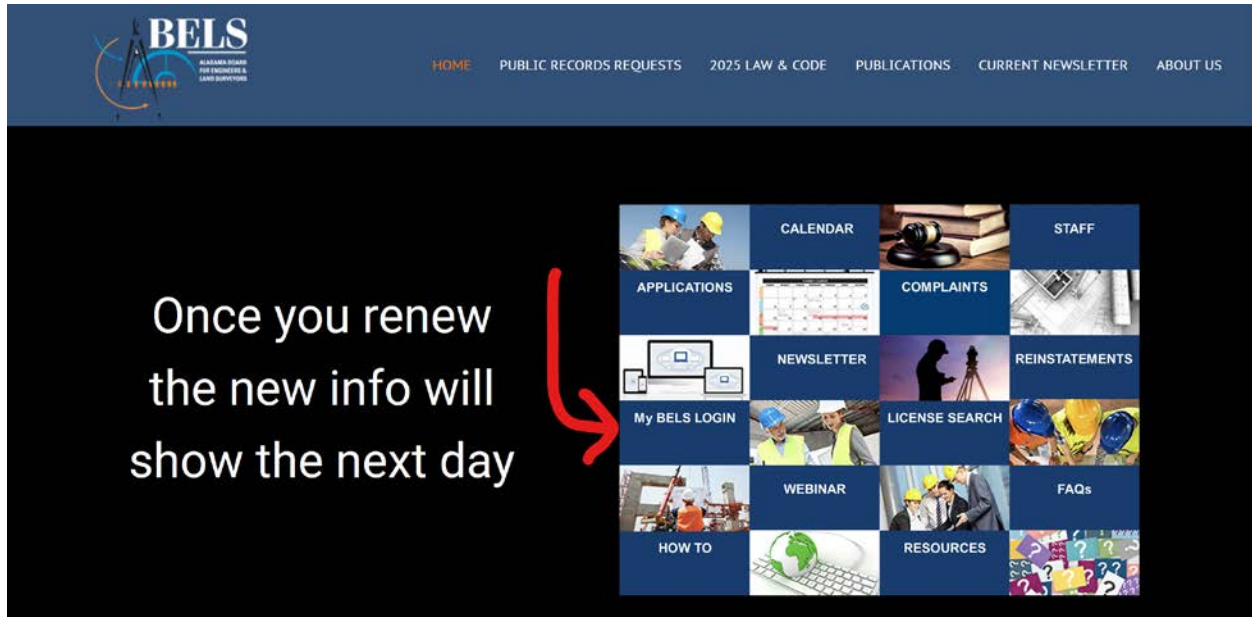
Monitoring Upload\*:

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

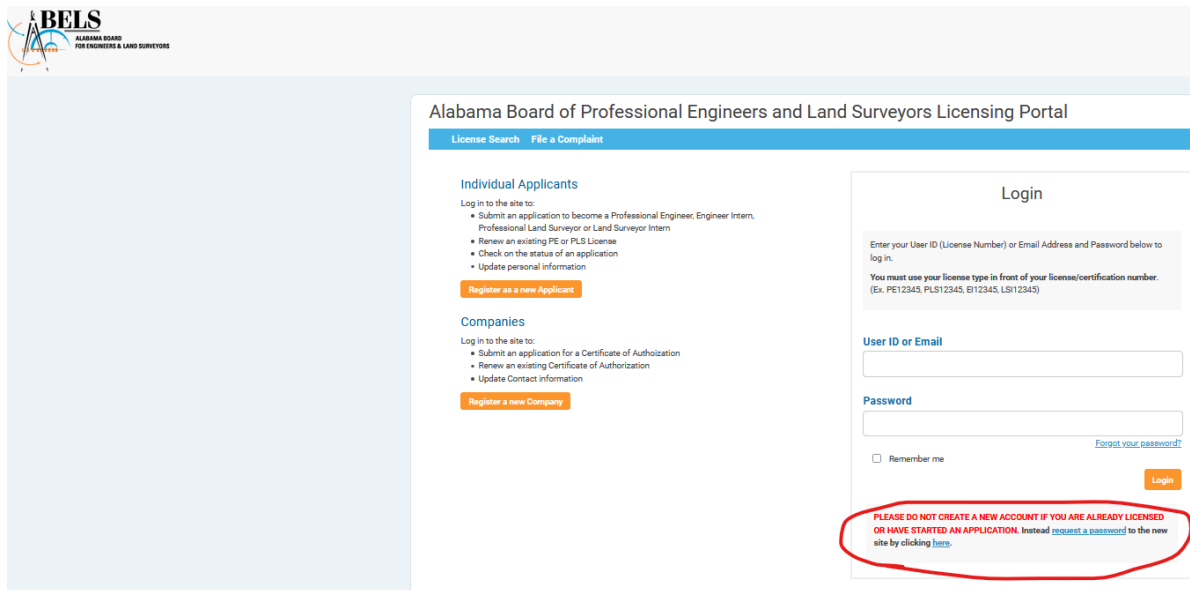


## How to Reset Your Password

- Go to the website and Click My BELS Login



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



## Page 10 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](#)

- 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 Click 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](#)

## Page 11 Unlicensed Respondent of Complaint

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

BELS: New Password Request

 BELS@learningbuilder.net  
To: [REDACTED]  
-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](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 Click 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 12 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". Below the title, there are navigation links for "License Search" and "File a Complaint".

On the left side, there are two main 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 informationA button labeled "Register as a new Applicant" is present.
- Companies**: Log in to the site to:
  - Submit an application for a Certificate of Authorization
  - Renew an existing Certificate of Authorization
  - Update Contact informationA button labeled "Register a new Company" is present.

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

- Text: "Enter your User ID (License Number) or Email Address and Password below to log in."
- Text: "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"
- Text: "Remember me" with an unchecked checkbox.
- Text: "Forgot your password?" with a link.
- Button: "Login"
- Text: "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" input fields to the "Forgot your password?" link.

- 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.**