



PGFB Business [Renewal and Profile User Manual](#)

1. Go to https://igovsolution.net/pgfbonline/user_login.aspx . The screen shown below will appear.

PGFB Online Application

Welcome to PGFB Online Login ,

Individual Business

Enter all numbers in your phone number and first 5 of your ZIP
as Pin.

Login

2. Check the “Business” checkbox as shown above. Enter your phone number and the zip code of the business in the respective boxes. Click “Login” button.
3. If your credentials are valid, the screen below will be displayed.



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Personal Information Edit

(If you need to change any of these details, please send in supporting documents to the Board.)

Business Name: Owners Name:

Doing Business As: License Number:

Address Information Edit

(Click the edit button to make changes to your information)

Address1: Address2: City: State:

County: Zip:

- My Profile:** Always, you MUST validate that your name, address, contact, and employee information are correct before proceeding
- To make changes to address and contact, click on the “Edit” buttons in the corresponding sections, make the required changes, and click the “Submit” button to save your changes.

Address Information Edit

(Click the edit button to make changes to your information)

Address1: Address2: City: State:

County: Zip:

- To add, update, and remove an employee from your profile, use the “Employee Details” section. Click on the trash can icon to indicate that the employee is no longer working at your company.

Employee Details Add New

Start Date	Last Name	First Name	Middle Name	Address	City	State	Zip	Phone	Status	Delete
Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters	Filters
						AL			Current	

To add a new employee, click on the “Add New” button highlighted above. The screen shown below will appear.



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Add New Employee Details

Last Name <input type="text" value="smith"/>	First Name <input type="text" value="First Name"/>	SSN <input type="text" value="____"/>	DOB <input type="text" value="MM/DD/YYYY"/>
Phone Number <input type="text" value="() -"/>	Phone Type <input type="text" value="Select Phone Type"/>	License Number <input type="text" value="License Number"/>	License Type <input type="text" value="Select License Type"/>
License Status <input type="text" value="Select Status"/>	Address <input type="text" value="Address"/>	City <input type="text" value="City"/>	County <input type="text" value="Select County"/>
State <input type="text" value="Select State"/>	Zip <input type="text" value=""/>	Email <input type="text" value="Email"/>	Search Type <input checked="" type="checkbox"/> Like <input type="checkbox"/> Exact

Person Search Result

Name	SSN	Address	County	C S Z	Phone	Select
Filters	Filters	Filters	Filters	Filters	Filters	
Smith				Cullman AL		<input type="button" value="Select"/>

Type the last name or first name of the employee or other relevant details license number or address to search for an employee. Click the “Search” button. Please note that names and addresses need not match fully. Typing in partial searches like “Smi” for Smith will work.

Please notice the scroll bar on the right side, highlighted. You may need to use that to scroll down to the “Result” section below. Once you identify the employee, click the “Select” highlighted below to add the new employee to your profile.

- Renewal:** You may move onto the Renewal process after you have verified your profile and made changes, if required. Click on the “Renewal” icon at the top. The screen shown below will appear after you confirm that you have reviewed your profile.



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Name	Lic No#	License Type	License Status	Select Renew
Dummy1 Dummy	APP-0001	Apprentice	Active	<input checked="" type="checkbox"/> I want to renew this license.

8. Click on the box next to “I want to renew my Employer License.”
9. In addition, if you’d like renew the licenses of your employees, click on the checkboxes next to “I want to renew this license” for each employee that you want to renew. THIS STEP IS NOT REQUIRED.
10. Please make sure to answer the question highlighted above with the appropriate “Yes” or “No”. The system will not allow proceeding to the next step until all the required answers are marked. Click on the “Next” button to move on.
11. **Regulatory questions:** Answer the next question with “Yes” or “No” and click the “Next” button.

1. I affirm that the business name, contact, address, and employee information is correct.

12. **Preview:** You will be taken to the “Preview” screen shown below. Review your selections and click the “Next” button. Please note that you may have to scroll down to find the “Next” button.



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Preview

Renewal

I want to renew my Employer License.

Select Employees To Renew

Name	Lic No#	License Type	License Status	Select Renew
Dummy1 Dummy	APP-0001	Apprentice	Active	<input checked="" type="checkbox"/> I want to renew this license.

I affirm that I have reviewed my profile and the name, address, and contact information is correct. Yes No

Regulatory Questions

13. **Submission:** This is the final step in the process. Please read the terms and conditions listed here. The system will automatically capture your E-Signature and Date of submission. Enter your credit/debit card details and click the "Submit" button to finish the process. If successful, you will get a success message and an order Id. If not successful, you will get the relevant message.

Please note that this process does not accept American Express credit cards at this time. You will have the option to print your application and receipt after successful completion of the process.

Affirm pay and submit

I hereby affirm that I have met all of the requirements for license renewal set forth by the Alabama State Board of Plumber and Gas Fitters Examination Board. I understand that, within the upcoming licensure period, if the Board selects my license number for CE audit, I may be required to submit proof that I have met all applicable license renewal requirements. I understand that the Board may require such proof at any time and that it is my responsibility to maintain documentation supporting my affirmation of eligibility for license renewal. I understand that I must comply with the rules of the Board and all other applicable statutes and rules. That all information provided herein is true and correct and I recognize that providing false information may result in disciplinary action.

Legally, an eSignature is any symbol executed or adopted by a person with intent to sign the record. By putting your name or any other characters in the signature box you are showing your intention to sign this document. By typing my name in the signature box, I certify that the information I have provided on this entire application is true and correct to the best of my knowledge. I understand that according to Section 34-13-56(a)(2)(m) of the Code of Alabama 1975, any fraud or misrepresentation in obtaining a license is ground to disciplinary action by the board.

By typing my name in the signature box, I certify that the information I have provided on this entire application is true and correct to the best of my knowledge. I understand that according to Section 34-13-56(a)(2)(m) of the Code of Alabama 1975, any fraud or misrepresentation in obtaining a license is ground to disciplinary action by the board.

I certify that I understand any change in business information must be submitted to the Board within thirty (30) days of the change, in compliance with Ala. Code 34037-14. I also understand that business information must be submitted and verified annually between October 1 and December 31, in compliance with Ala. Administrative Code r. 720-x-17-.01.

Electronic Signature : **DummyBusiness** Date : 09/29/2016