



## Individual Renewal and Profile User Manual

1. Go to [https://igovsolution.net/pgfbonline/user\\_login.aspx](https://igovsolution.net/pgfbonline/user_login.aspx). The screen shown below will appear.

Welcome to PGFB Online Login ,

Individual  Business

Enter all alphabets in your last name and last 4 of your SSN as  
Pin.

Login

2. Check the “Individual” checkbox as shown above. Enter your last name (not case sensitive) and last 4 of your SSN in the respective boxes. Click “Login” button.
3. If your credentials are valid, the screen below will be displayed.



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My Profile Online Application Logout

My Profile
Fee / Fine
Renewal

**Personal Information**

( If you want to update your name, please mail us official documentations (marriage certificate, divorce decree etc) as proof. )

First Name 
 Middle Name 
 Last Name 
 Maiden Name

**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 employment 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

Submit
Cancel

- To add, update, and remove an employer from your profile, use the “Employer Details” section. Click on the trash can icon to change the employment status to “Previous”, which means you are no longer employed in that establishment.

**Employer Details** Add New

Name	Type	Address	City	Zip	Phone	Status	Status Change
Filters	Filters	Filters	Filters	Filters	Filters	Filters	
	Business					Current	

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

Add New Employer Details ✕

Business Search

<b>Business Name</b> <input type="text" value="Business Name"/>	<b>Owners Name</b> <input type="text" value="Owners Name"/>	<b>FEIN</b> <input type="text"/>	<b>Date Started</b> <input type="text" value="MM/DD/YYYY"/>
<b>Phone Number</b> <input type="text" value="( ) - - - -"/>	<b>Phone Type</b> <input type="text" value="Select Phone Type"/>	<b>License Number</b> <input type="text" value="License Number"/>	<b>License Type</b> <input type="text" value="Select License Type"/>
<b>License Status</b> <input type="text" value="Select Status"/>	<b>Address</b> <input type="text" value="Address"/>	<b>City</b> <input type="text" value="City"/>	<b>County</b> <input type="text" value="Select County"/>
<b>State</b> <input type="text" value="Select State"/>	<b>Zip</b> <input type="text"/>	<b>Email</b> <input type="text" value="Email"/>	<b>Search Type</b> <input checked="" type="checkbox"/> Like <input type="checkbox"/> Exact

Type the name of the business or other relevant details license number or address to search for an employer. 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 “Business Search Result” section below. Once you identify the employer, click the “Select” highlighted below to add the new employer to your profile.

Add New Employer Details

<b>Phone Number</b> <input type="text" value="( ) - - - -"/>	<b>Phone Type</b> <input type="text" value="Select Phone Type"/>	<b>License Number</b> <input type="text" value="License Number"/>	<b>License Type</b> <input type="text" value="Select License Type"/>
<b>License Status</b> <input type="text" value="Select Status"/>	<b>Address</b> <input type="text" value="Address"/>	<b>City</b> <input type="text" value="City"/>	<b>County</b> <input type="text" value="Select County"/>
<b>State</b> <input type="text" value="Select State"/>	<b>Zip</b> <input type="text"/>	<b>Email</b> <input type="text" value="Email"/>	<b>Search Type</b> <input checked="" type="checkbox"/> Like <input type="checkbox"/> Exact

Business Search Result

Business Name	FEIN	Date Started	Address	City	State	Phone	Select
Filters	Filters	Filters	Filters	Filters	Filters	Filters	
Dummy			123	Birmingham	AL	(123) 444-4444	<input type="button" value="Select"/>
Dummy			123	Birmingham	AL	(122) 222-2222	<input type="button" value="Select"/>
Dummy Business			123 Main St	Birmingham	AL	(123) 456-7890	<input type="button" value="Select"/>



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7. **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.

8. If you have multiple licenses, they will appear in separate lines.
9. Click on the boxes next to each to indicate that you want to renew those licenses and then click on the “Next” button.
10. Answer the next question with “Yes” or “No”. The system will instruct based on your selections.

11. **Preview:** After answering the questions satisfactorily, 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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My Profile Renewal

1 RENEWAL 2 REGULATORY QUESTIONS 3 PREVIEW 4 AFFIRM PAY AND SUBMIT

Preview

Renewal

I want to renew my Journeyman Gas Fitter License.

Regulatory Questions

Since your last renewal

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

Name : SMITH      Renewal Date # : 09/29/2016      Elec-Signature : SMITH

12. **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.

I hereby affirm that I have met all of the requirements for license renewal set forth by the Alabama State Board of Plumbers 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 address or employer must be submitted to the Board in writing within thirty (30) days of change, in compliance with Ala. Code 34-37-14(a).

Electronic Signature : SMITH Date : 09/29/2016

*Amount Due : 50.00	*Transaction Fee : 2.00	*Total : 52.00
* Person's Name on Card : Person's Name on Card	*Select Debit or Credit : Select Debit or Credit	*Card Type : Select Card Type
* Card # : Card #	*Expiration Date : Select Select	*Security Code : ●●●●●●●●