

HOW TO PRINT A LICENSE

TURN OFF YOUR POP-UP BLOCKER AND ALLOW DOWNLOADED CONTENT FROM THE SITE **BEFORE** ATTEMPTING TO OPEN A PRINTABLE WALLET CARD AND LICENSE CERTIFICATE,

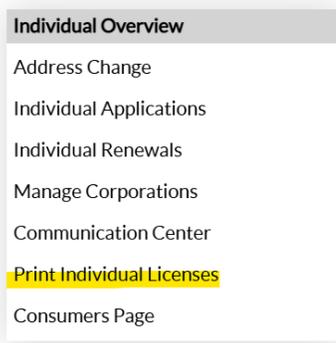
NOTE: Only one attempt is provided to access the printable wallet card and license certificate. The Board suggests saving the document before printing.

If the document does not open due to a pop-up blocker, you must contact the Board to have the document reset. 1-800-304-0853 or information@hblb.alabama.gov

Please include license number with all communications.

For an Individual License

1. From the menu of the Individual Overview Page, select *Print Individual License*:



2. From the grid that displays, select *Open* to the left of the license you wish to print

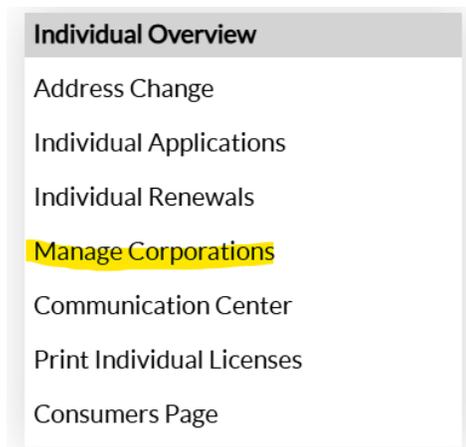
A screenshot of the Alabama Home Builders Licensure Board website. The header includes the state seal and the text "STATE OF ALABAMA HOME BUILDERS LICENSURE BOARD". A "My Account" dropdown menu is visible in the top right. Below the header, there is a user profile icon and the text "Another Test Results". A table displays license information with columns for License Number, License Type, and Expiration Date. The "Print Individual Licenses" menu item is also visible on the left side of the page.

	License Number	License Type	Expiration Date	
Open	000000000003	Home Builder License	12/31/2025	You have printed a maximum of one License. If you have questions, please contact the Alabama Home Builders Licensure Board via 334-242-2230.
Open	000000000003	Home Builder License	12/31/2026	You are allowed to print a maximum of one License.

3. A PDF document will open that may be saved to your computer and printed.

For a Corporate License

1. From the menu of the Individual Overview Page, select *Manage Corporation*:



2. From the grid that opens, select the *Manage Corporation* to the left of the license you wish to print

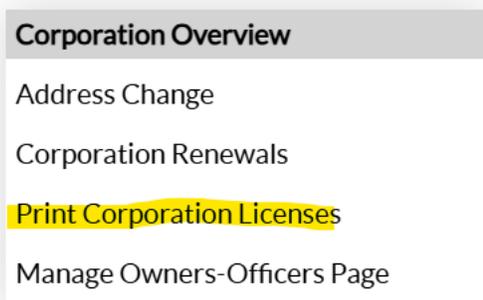
The screenshot shows the Alabama Home Builders Licensure Board dashboard. At the top left is the logo and "STATE OF ALABAMA HOME BUILDERS LICENSURE BOARD". On the right is a "My Account" dropdown. Below the header, there is a user profile section for "Another Test" with a redacted name and a message: "From this page you can view Corporations of which you are authorized to manage. Select the Manage Corporation option to access and manage the Corporation." Below this is a table of corporations and a sidebar menu.

	Corporation Name	File ID#	License	License Status
Manage Corporation	Test Roofers, Inc.	000000000202	Roofing License	Ratify Renewal
Manage Corporation	_Test Talk to Ted, LLC	000000000052	Home Builder License	Ratify Renewal
Manage Corporation	_Test BRC, Inc.	000000000022	Home Builder License	Ratify Renewal

Navigation: 1 of 1 items per page 1 - 3 of 3 items

Footer: Home, CONNECT WITH US (Facebook, LinkedIn, Twitter, YouTube), OFFICE HOURS: MON-FRI 7:30AM-4:30PM

3. From the menu of the Corporate Overview Page, select *Print Corporation Licenses*



4. From the grid that displays, select *Open* to the left of the license you wish to print

The screenshot shows the Alabama Home Builders Licensure Board website. The header includes the logo and the text "STATE OF ALABAMA HOME BUILDERS LICENSURE BOARD". A "My Account" button is in the top right. Below the header, there is a search bar with "Test Roofers, Inc." and "Results" displayed. A navigation menu on the left lists: Corporation Overview, Address Change, Corporation Renewals, **Print Corporation Licenses**, and Manage Owners-Officers Page. The main content area features a table with the following data:

	License #	License Type	Expiration Date	Validation Messages
Open	00000000202	Roofing License	12/31/2025	You are allowed to print a maximum of one License.
Open	00000000202	Roofing License	12/31/2026	You are allowed to print a maximum of one License.

The footer contains navigation links (Home, Contact Us, Disclaimer), social media links (facebook, instagram, youtube), and contact information: "OFFICE HOURS: MON-FRI 7:30AM-4:30PM", "445 Herron Street Montgomery, AL 36104", and "Office: 334-242-2230 / Fax: 334-263-1397".

5. A PDF document will open that may be saved to your computer and printed.