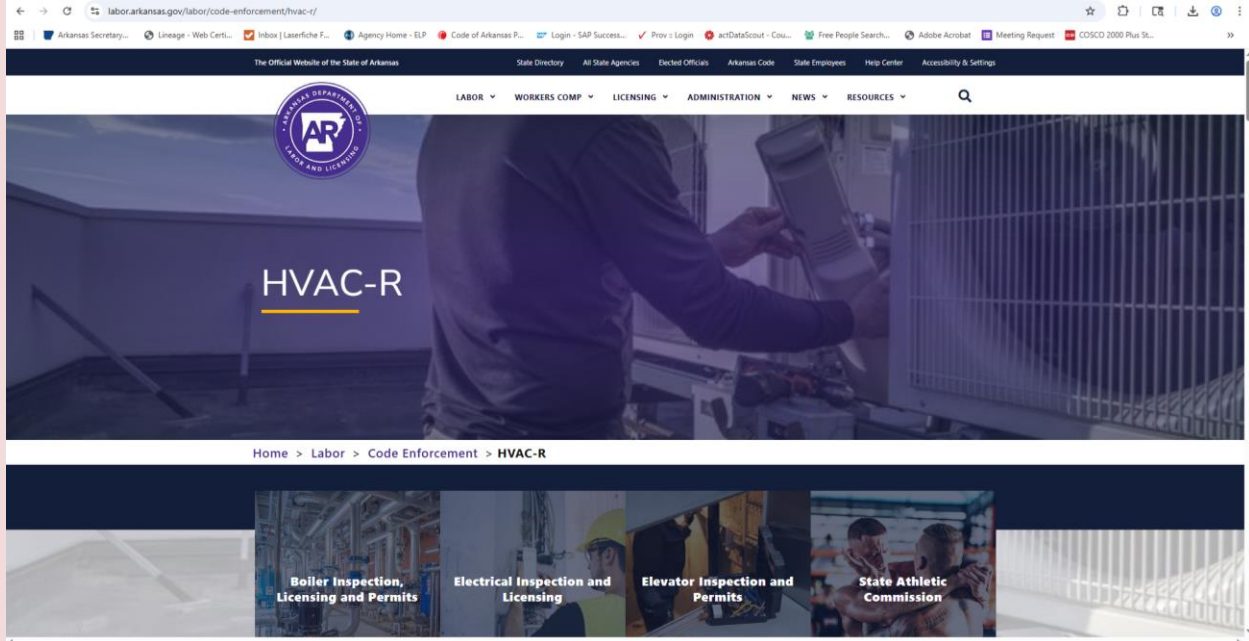
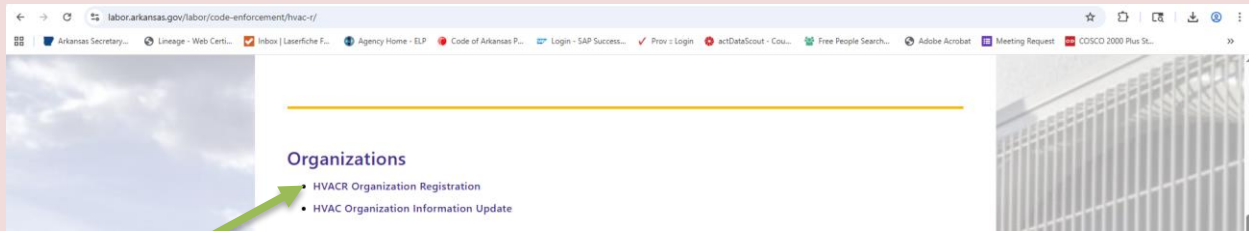


HOW TO CREATE A BUSINESS PROFILE

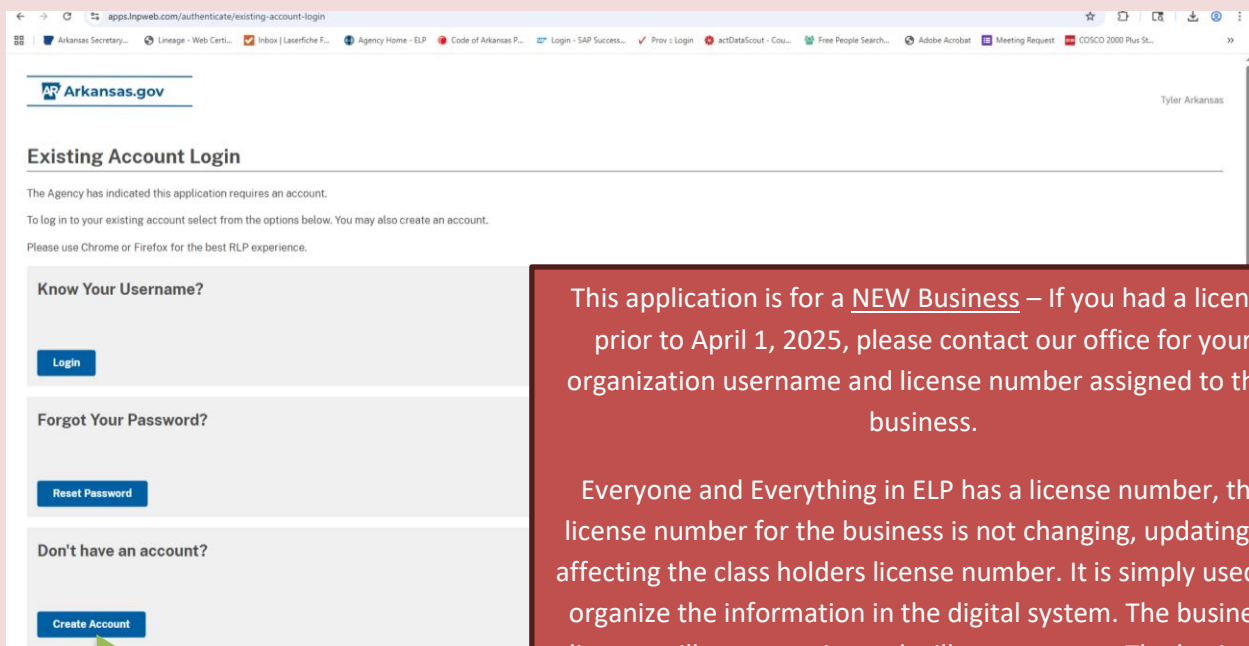
1.) Visit: <https://labor.arkansas.gov/labor/code-enforcement/hvac-r/>



2.) Scroll down to the applications.



3.) Click on HVACR Organization Registration



4.) Click on Create Account

This application is for a NEW Business – If you had a license prior to April 1, 2025, please contact our office for your organization username and license number assigned to that business.

Everyone and Everything in ELP has a license number, the license number for the business is not changing, updating or affecting the class holders license number. It is simply used to organize the information in the digital system. The business license will never expire and will never renew. The business profile is not to be used as a valid HVAC/R contractor license.

5.) Be sure you are on Business Account

6.) Fill in all required fields **BE SURE NOT TO USE YOUR EMAIL AS YOUR USERNAME. USERNAMES CAN NEVER CHANGE AND THEY CAN ONLY BE USED 1 TIME.**

7.) Click submit and proceed with the application.