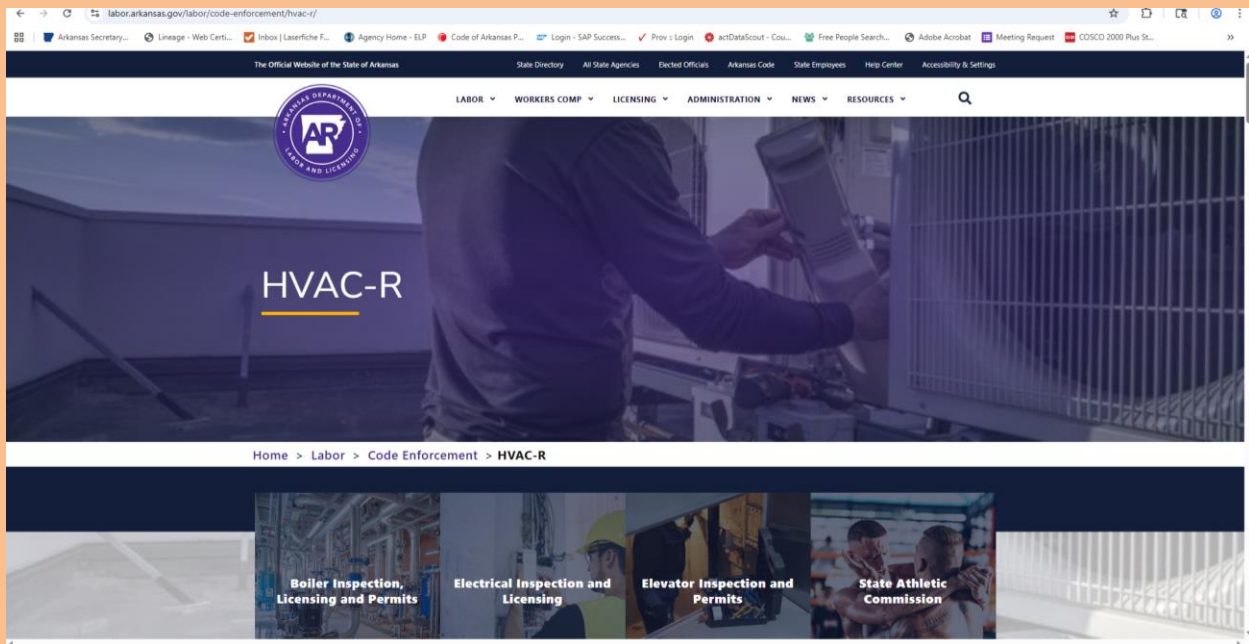
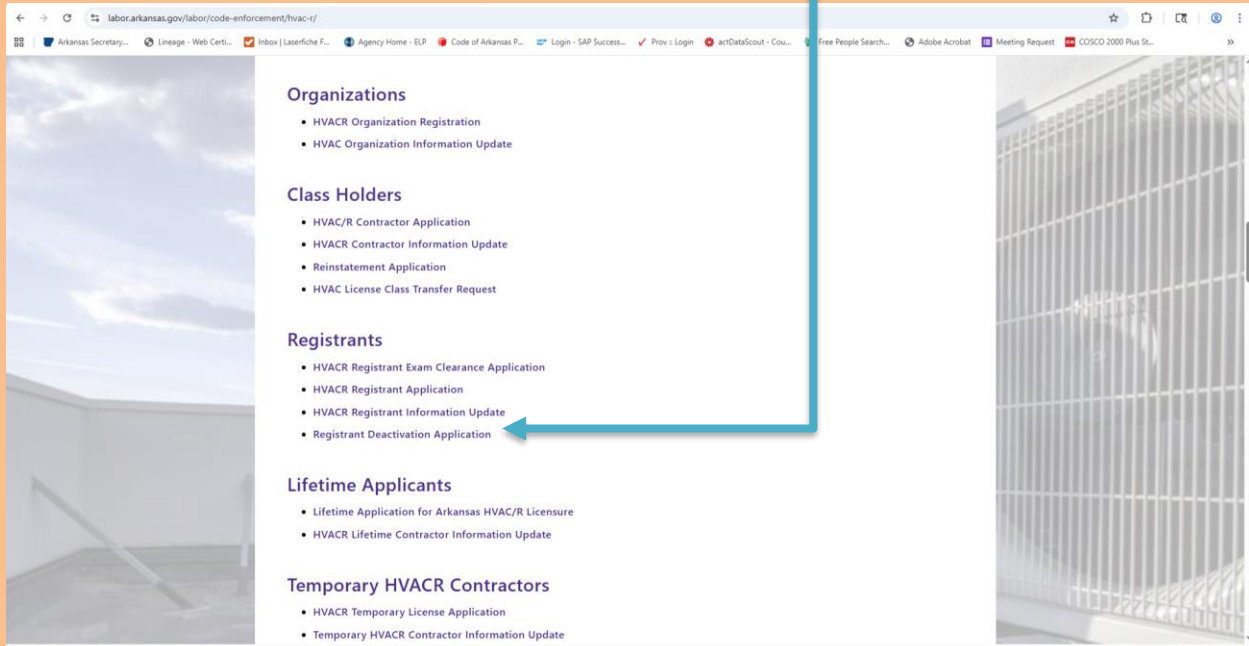


# HOW TO DEACTIVATE A REGISTRANT

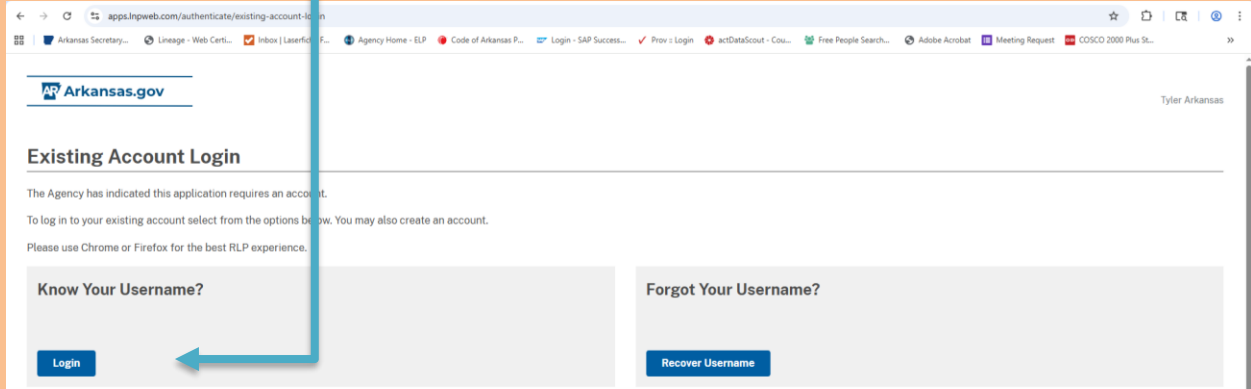
**Step 1: Visit <https://labor.arkansas.gov/labor/code-enforcement/hvac-r/> scroll down to forms.**



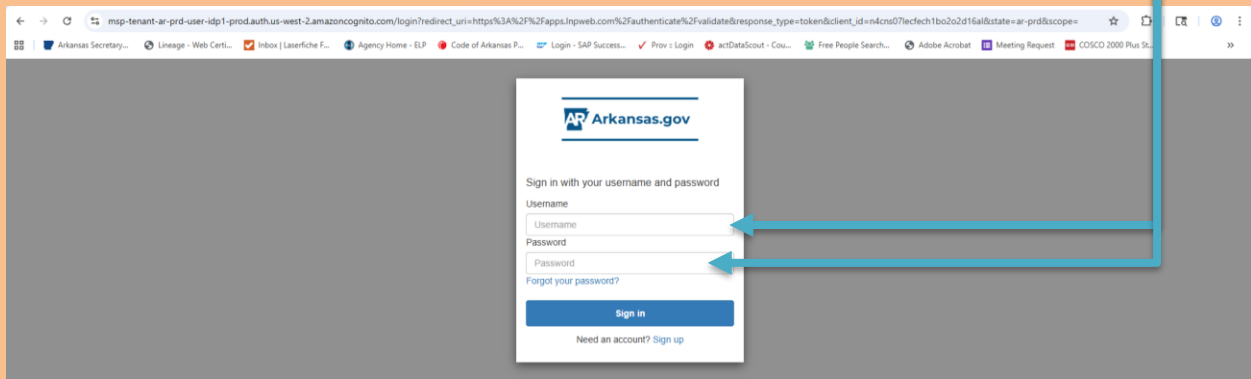
**Step 2: Click on Registrant Deactivation Application**



### Step 3: Click login



### Step 4: Enter the username and password for the applicant you wish to deactivate




# PART 1: The Deactivation Application Information Collection

## Fill in all required fields

apps.lnpweb.com/management/preview-all

Arkansas Secretary... Lineage - Web Certi... Inbox | Laserfiche F... Agency Home - ELP Code of Arkansas P... Login - SAP Success... Prov : Login acDataScout - Cou... Free People Search... Adobe Acrobat Meeting Request COSCO 2000 Plus St...



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- 1 Information Collection
- 2 Questions
- 3 Information Summary
- 4 Electronic Signature
- 5 Confirmation

1 of 5 Information Collection

### Registrant Deactivation Application

Registrant Deactivation Application

**Instructions** +

#### Personal Information

First Name *Required*

Middle Name

Last Name *Required*

Suffix

#### Contact Information

Phone Number *Required*

Alternate Phone Number

Email Address *Required*

Re-Enter Email Address *Required*

Change the email on the account to the individuals email to completely remove them from your business.

#### Mailing Address

Country *Required*

Address Line 1 *Required*

Address Line 2

City *Required*

State *Required*

Zip Code *Required*

County *Required*

#### Physical Address

Same as Mailing Address

Country

Click to match the mailing address.

## CONTINUED PART 1: The Deactivation Application Information Collection

**Identification Information**

Date of Birth *Required*  
mm/dd/yyyy

Social Security Number *Required*

Enter the DOB and SSN for the applicant. Click save and continue

## PART 2: The Deactivation Application Questions

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**AR**

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2 Questions 3 Information Summary 4 Electronic Signature 5 Confirmation

**Registrant Deactivation Application**

**Questions**

Registrant # *Required*  
70 of 70 remaining

Reason for Deactivation *Required*  
5000 of 5000 remaining

Enter the registrant number and the reason for the deactivation.

## PART 3: The Deactivation Application Information Summary

You will see all the information you entered

## PART 3: The Deactivation Application Electronic Signature

The screenshot shows a web browser window with the URL `apps.lgweb.com/management/preview-all`. The page header includes the ADLL logo and the text "ADLL - Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board". A progress bar at the top indicates the current step is "4 Electronic Signature", with "5 Confirmation" next. The main heading is "Registrant Deactivation Application". Below this, the "Electronic Signature" section contains a checkbox labeled "I attest that the information on this form is correct and accurate to the best of my knowledge. Required". Below the checkbox is a text input field with the label "Please enter your name in the field below Required". A callout box with a white background and black border contains the text: "Click the attest button" and "Type your name 'name of person completing the application'", with blue arrows pointing to the checkbox and the name field respectively.

**The application will be sent to the office and once approved the individual will be removed from your affiliation list.**