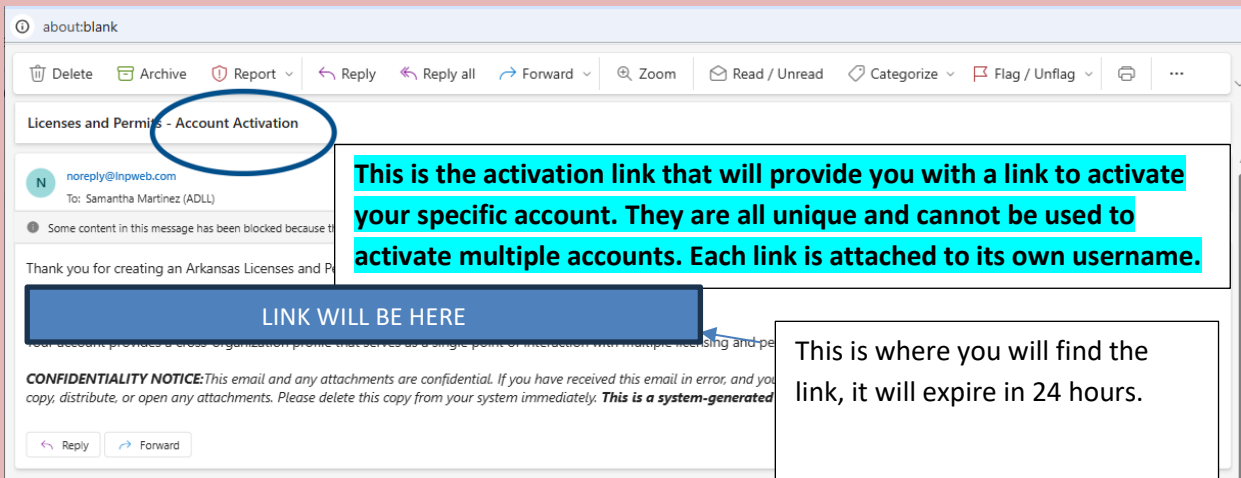
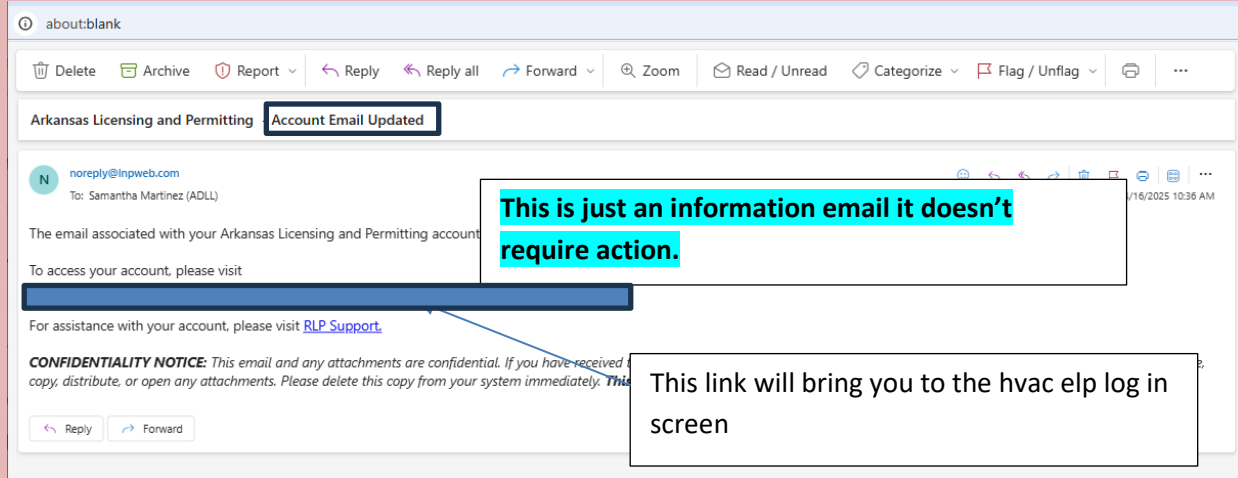
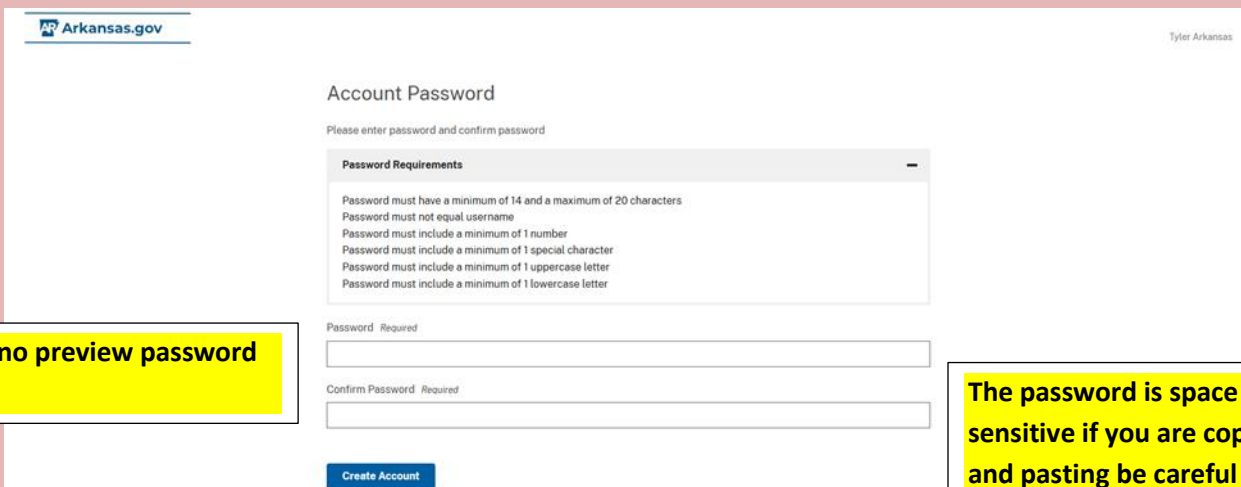


Renewing a Class Holder License. (A,B,D&E)

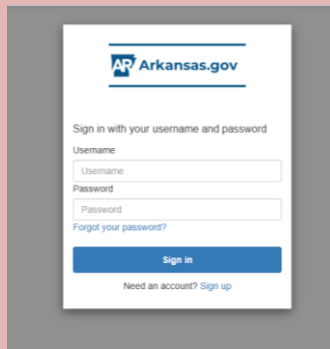
From the activation email (if you do not have a username the agency can provide it.) If you have already activated your profile go to page 2.



Once you click the link you will open the page to a set up password/create account.



The log in screen will appear. It may take up to a minute before you can log in to recognize you.



- Your username and password are case and space sensitive.

This will let you know as the user you are in the licensee profile. If you see the word business in this field that is not the correct profile for renewals.

Home: Licenses main home page, providing links and information about the portal

Submissions: Where you can locate drafts, if you have started an application or where you can find everything that was submitted to your account.

Certificate/License/Permit: Location of your license.

Affiliations: Location of your business and registrants

Invoices: If you have been fined by the board.

Shopping Cart (0): Location to pay for more than one license

IF YOU HAVE NOT STARTED AN APPLICATION – ALL LICENSES ARE ELIGIBLE FOR RENEWAL ON THE FIRST DAY OF THE MONTH THEY EXPIRE. YOU CANNOT RENEW PRIOR TO 30 days. (if you start your application, see top of page three to see where to pick up the draft)

Under certificate/license/Permit you will see your license and the **RENEW NOW** in red. To the left notice the controls. The 2 arrows making an oval is the renewal button

Download available licenses

View your submissions overview.

License Type	License Number	Application Type	Status	Start Date	Expiration Date	Controls
HVACR Contractor	[Redacted]	Original (One)	Active RENEW NOW	05/01/2024	04/30/2025	[Download] [Refresh] [Delete]

If you have started an application and got stuck – proceed to the submissions tab

License View:

Home **Submissions** Certificate/License/Permit Affiliations Invoices Shopping Cart (0)

Submissions

Welcome to your Submissions page. You can view your personal draft, pending, approved, rejected, and denied submissions here. Use the options available in the Controls column to take further action. Rejected submissions may include an explanation accessed by clicking a View Reason link. When a submission is rejected, a new draft is created for you to make a resubmission.

You may also view the submissions that have been sent to you for payment by a subordinate user by selecting the Payment Request tab. Using the selection boxes on the left, you may choose one or more submission and either send them to your Shopping Cart for payment, or Deny them to send the payment request back to the user.

Dates and times in ELP are generated in UTC but displayed on your computer in your local timezone.

Select Agency
ADLL - Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board

My Submissions Payment Requests (0)

Icon Key +

Showing 1 - 2 of 2 Entries Show 10

License Type	Status	Last Updated	Controls
HVACR Contractor	Draft (6 days old)	04/11/2025	
HVACR Contractor	Approved	03/13/2025	

An application to renew has been started. Click on the arrow to continue

Once you get into the application there are 8 parts.

ADLL - Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board

Welcome, ADLL - Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board Logout

1 Information Collection 2 Questions & Fees 3 Document Upload 4 Affiliations 5 Information Summary 6 Electronic Signature 7 Payment 8 Confirmation

1 of 8 Information Collection

HVACR Contractor License Renewal Application

At the top of the application, you will see pages involved for a renewal.

- 1.) Collect licensee information
- 2.) Questions and what type of license for the cost
- 3.) Upload documents (registrants do not have documents to upload)
- 4.) Affiliations (class holders will use the business license number, registrants will use the class holders license number)
- 5.) Review all the information you entered.
- 6.) Sign as the licensee – if you sign any other name that will be the name that appears on the license.
- 7.) Select pay for licensee (**registrants only** must select other payment option. Registrants who have not sent a payment request to the class holder will be denied and will be refunded. They will need to reapply)
- 8.) Confirmation – receipt. Your request will be sent to ADLL for approval of application. You will receive an email when the office approves it.

Part 1: of the Application

Personal Information

First Name Required

Middle Name

Last Name Required

Suffix

Please Select

Contact Information

Phone Number Required

Alternate Phone Number

Email Address Required

Re-Enter Email Address Required

Mailing Address

Country Required

United States

Address Line 1 Required

Address Line 2

City Required

State Required

Arkansas

Zip Code Required

County Required

Physical Address

Same as Mailing Address

Country

United States

Address Line 1

Address Line 2

City

State

Arkansas

Zip Code

County

Identification Information

Date of Birth Required

mm/dd/yyyy

Social Security Number Required

Cancel Save and Exit Save and Continue

If you do not select this on the license page, all required fields will appear for you to fill in.

Click save and continue after entering the DOB and SSN

If you need to stop, you can click save and exit and it will save your spot. Your application will then go to your submissions tab for you to pick up later.

Part 2: of the application

The screenshot shows the 'Questions & Fees' step of the application. At the top, a progress bar indicates the current step is 2 of 8. The main heading is 'HVACR Contractor License Renewal Application'. Below this, there are sections for 'Instructions' and 'Questions'. The 'Questions' section contains a question: 'Have you had a change in address? Required'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below the question is a 'Summary' section. It lists 'Form Number: R-HVACR', 'Application Fee Name: Application Fee', and 'License/Permit Fee Name: Class A (Unlimited) - \$200.00'. A table on the right shows the fee breakdown: 'Application Fee \$0.00', 'Application Fee Total \$0.00', 'License/Permit Fee Total \$200.00', and 'Application Grand Total \$200.00'. At the bottom, there are buttons for 'Cancel', 'Back', 'Save and Exit', and 'Save and Continue'.

You must click yes or no, if yes it will open a required field page similar to page one.

The drop down will provide the class and price of license.

All fees including late fee pre – portal charge will appear here. Click save and continue.

Part 3: of the application

The screenshot shows the 'Document Upload' step of the application. The progress bar indicates the current step is 3 of 8. The main heading is 'HVACR Contractor License Renewal Application'. Below this, there are sections for 'Instructions' and 'Document Upload'. The 'Document Upload' section contains two document upload areas. The first is for 'Proof of CEU Completion Affidavit Document Required' with a file named 'CEU.pdf'. The second is for 'Proof of Insurance Insurance Document Required' with a file named 'INSURANCE.pdf'. Both areas have a 'Delete' button. At the bottom, there are buttons for 'Cancel', 'Back', 'Save and Exit', and 'Save and Continue'.

This image is after a document is uploaded. Prior to this screen there will be a blue button that says upload and there will be a save.

CEUs - earned in the last 12 months – (8 hours per code cycle/minimum 4 hours)

Insurance – General liability \$250,000 minimum

Click save and continue

Part 4: of the application

1 Information Collection 2 Questions & Fees 3 Document Upload 4 Affiliations 5 Information Summary 6 Electronic Signature 7 Payment 8 Confirmation

4 of 8 Affiliations

HVACR Contractor License Renewal Application

HVACR Contractor License Renewal Application

Instructions

Icon Key

Options and Control Types

Delete Affiliation

Affiliation Search and Selection - Organization - Required

Instructions

Please use the button below to add your affiliation(s). Once you have added all of your affiliations below, click Save and Continue.

License Number

Constituent Name

No Affiliations

Below the field here there will be a blue button that says add affiliations click it and a box will appear. It will allow you to search by name, license number or address. (if you don't know your business license number you can email ADLL.HVAC@arkansas.gov)

Class holder (A,B,D & E) use business license

Registrants use class holder license.

Add Affiliation - Organization - Required

Please use the below search field to find the license or account to whom you wish to affiliate.

Category

Licenses number search

Add Affiliation - HVACR Contractor - Required

Please use the below search field to find the license or account to whom you wish to affiliate.

Category

License Number

Add Affiliation - HVACR Contractor - Required

Please use the below search field to find the license or account to whom you wish to affiliate.

Category

License Number

Showing 1 - 1 of 1 Entries Show 30

Select	License Number	Constituent Name	Physical Address
<input type="checkbox"/>	1234567890	Cooling McChiller	

- Enter the number
- Search and see your business below
- Select the business

Add Affiliation - HVACR Contractor - Required

Please use the below search field to find the license or account to which you wish to affiliate.

Category: License Number

License Number: 123abcde456

Search Clear

Showing 1 - 1 of 1 Entries

Select	License Number ID	Constituent Name ID	Physical Address ID
<input checked="" type="checkbox"/>	123abcde456	Cooling McChiller	

Add Selected Cancel

After you select click the add selected button

Affiliation Search and Selection - HVACR Contractor - Required

Instructions

Please use the buttons below to add your affiliation(s). Once you have added all of your affiliations below, click Save and Continue.

License Number ID	Constituent Name ID	Physical Address ID
123abcde456	Cooling McChiller	

Add Affiliation

Cancel Back Save and Exit Save and Continue

You will see the business has been added and you will click save and continue.

Part 5 – is an overview of everything you entered click confirm.

Information Summary

Here you can review the information entered in the application. Select Edit to make updates or changes to the information entered. If everything looks good, select the action button below to continue with the submission of your application.

Application Information

Agency: ADLL - Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board
 Form Number
 License Type:
 Application Type: Original (One)
 Application Title:

Personal Information

First Name: Code
 Middle Name: T
Physical Address

Country: United States
 Address Line 1: 834 Clowman St
 City: Conway
 State: AR
 Zip Code: 72036
 County: Mississippi

Identification Information

Date of Birth: 01/20/1999
 Social Security Number: 999-99-9999

Questions & Fees

Employer Name: Ficar Heat A/R Co
 Responsible License Holder Name: Code: Demo
 License #: 15474032
 ACT 829: Are you or your spouse a current member or veteran of the U.S. Military? No
 Telephone Number: 5052 505-5055
 Email Address: sarah@fincarheat.com
 Employer Mailing Address
 Address Line 1: 100 West Capitol Ave
 Address Line 2: Suite 400
 City: FORTSMITH, Little Rock
 State: Arkansas
 Zip Code: 72201
 Telephone Number: 5052 505-5055
 Email Address: sarah@fincarheat.com

Fee Summary

Application Fee

Total	
-------	--

Affiliations

Selected License Account Type: Organization
 Constituent Name: Ficar Heat A/R Co
 License Number: 15474032
 Mailing Address: 33100 W Blvd, Monroe, AR 70509

Cancel Save and Exit Confirm

Once you have reviewed the information click confirm.

Part 6: of the application

Information Collection Questions & Fees Document Upload Affiliations Information Summary **Electronic Signature** Payment Confirmation

6 of 8 **Electronic Signature**

HVACR Contractor License Renewal Application

HVACR Contractor License Renewal Application

Instructions

Electronic Signature

I attest that the information on this form is correct and accurate to the best of my knowledge. My signature of this application acknowledges it is my responsibility to keep Licensing advise of my current address, phone, and employer.

Required

Please enter your name in the field below *Required*

My Payment Options

Choose your payment option

If you would like to pay the fees associated with this form now, please select one of the payment options below:

Pay by Credit Card - \$207.03 **Pay by E-check - \$202.00**

Other Payment Options

Affiliation options

If you would like to send a payment request for the fees associated with this form, please select the applicable party from the drop down list below and select the Send Payment Request button.

Superior

Please Select

Send Payment Request

Cancel Back Save and Exit Save To Cart

ADLL-Heating, Ventilation, Air Conditioning and Refrigeration Licensing Board

Click that you attest

Enter the name of the person filling out the application

Licensees go direct to pay

Part 7: The cart

Arkansas GovPay

Payment Type Customer Info Payment Information Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
Renewal	Class A (Unlimited)	\$200.00	1	\$200.00
TPKFEE_SERVICEFEE	Convenience Fee	\$7.03	1	\$7.03
Total				\$207.03

Transaction Summary

Class A (Unlimited) \$200.00
Convenience Fee \$7.03
Pay now through Arkansas.gov \$207.03

Need Help?
Please complete the Customer Information Section.

Payment

Payment-Type Credit/Debit Card

Customer Information

Country * United States

Last Name * [Redacted]

Company Name [Redacted]

Address * [Redacted]

Address 2 [Redacted]

City * [Redacted] State * [Redacted]

ZIP/Postal Code * [Redacted]

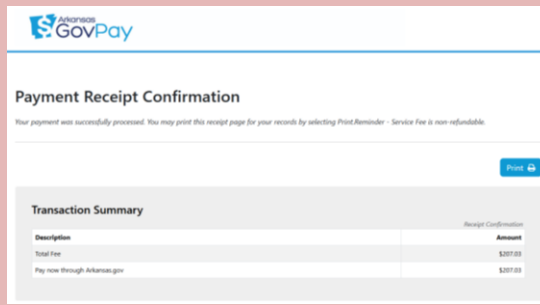
Convenience Fee \$7.03
Pay now through Arkansas.gov \$207.03

Total with portal fee

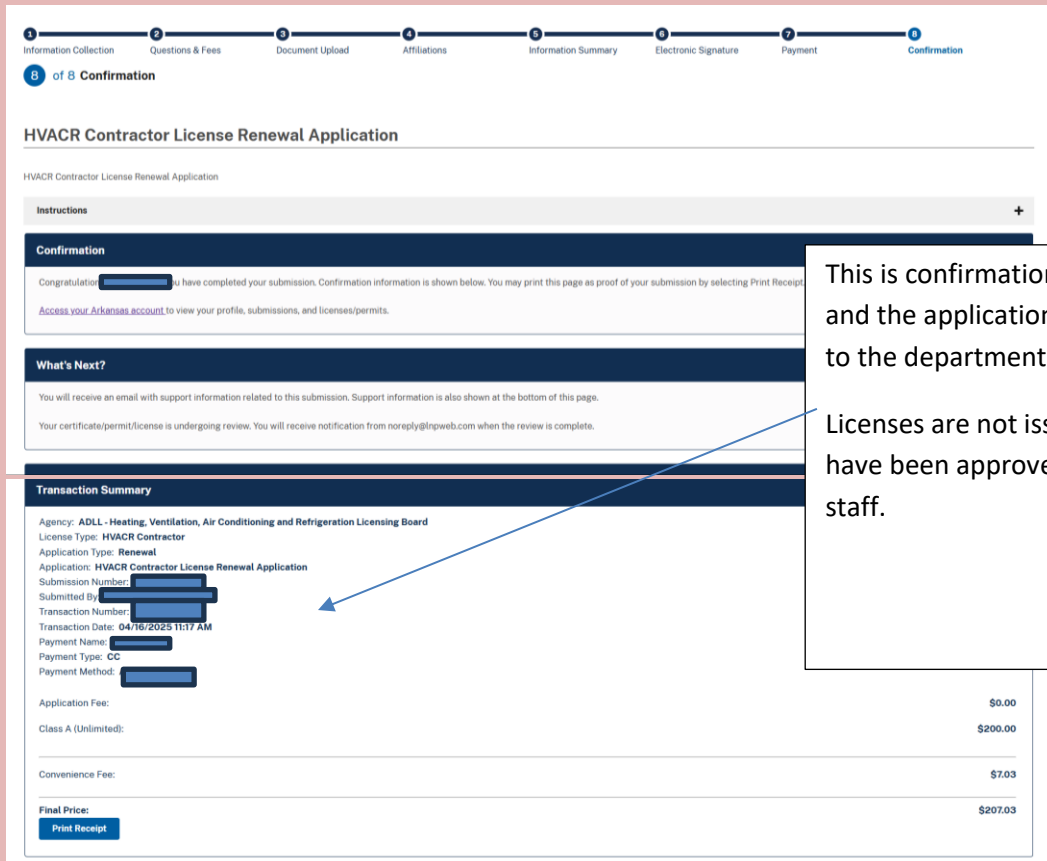
Be sure to include the billing address and zip code that the card is mailed to.

Second part – of part 7.

The receipt is emailed to the email address you provide. Our section cannot provide receipts as this is a feature done through the GovPay portal.



Part 8 - Confirmation



This is confirmation of payment, and the application has been sent to the department for review.

Licenses are not issued until they have been approved internally by staff.