

Screen Guide

Screen Layout

1. Text boxes with an asterisk(*) are required information fields.
2. Do NOT use your Browser's "Back" or "Forward" buttons to navigate between pages or the data entered may be lost. To edit your entered information before submitting the completed form, please use the "Previous" button to go back to the respective tab.
3. At the bottom of each page there will be an option to continue to the next page. If any portion of the required information for that page has been omitted, a dialog box will appear to refer you back to the missing information.
4. A screen resolution of 800x600 or greater is recommended.

Reviewing Completed Application

1. You will be allowed, before entering payment information, to edit and review your entered information. Make any necessary changes then select the "submit" button on the final screen.
2. Attached files, once uploaded, cannot be changed. If you feel that you have attached an incorrect file, log in to your "Licensee Portal" on the ALBME website in order to upload additional documents.

Printing Application

1. After submitting your payment information, you will have the option to print a copy of your online application. Check your printer settings and be ready to print a copy of the final application form submitted.
2. It is recommended that you keep a copy of your online application form. Once received in our office, it will be reviewed for completeness. To check the status of the application and for any missing information in the application, go to the "Check Pending Application" tab on the ALBME website.