

Alabama Certificate of Authorizations (COAs) are scheduled to expire on **April 30, 2026**.

### **COA Renewal Application**

The COA Renewal Application opens annually on April 1<sup>st</sup>. As a refresher, ***your COA email and password is unique and not the same as your individual Architect License email and password.*** Simply login with your COA email and password from the licensing portal (see link below) You will find the “Renew” option in the top right of the screen (do not select, “start new application”). Renewal confirmation, receipt, and renewed certificate will be sent to your COA’s email address of record.

### **Fees & Penalties**

The COA renewal fee is \$75. If COA renewal is made after April 30, 2026, it will be classified as a late renewal with a required late fee of \$50 for a total of \$125. So, it is important that COA renewal be made timely to avoid a late penalty. COAs can only be renewed late until May 30, 2026. If not renewed, a reinstatement application and reinstatement fee of \$250 would be required.

Please go to <https://www.onlineboa.org/login> to renew your COA. Thank you for your timely attention to your COA renewal.

### ***Troubleshooting - What to do if...***

#### ***I’m having trouble logging into the Licensing Portal.***

*If you have not already registered for an account in the licensing portal make sure to select “Click here to Register” the first time you go to the licensing portal (rather, than selecting login first). You will receive a temporary password by text message and email (make sure to check your spam folder). You will then be able to login and set your own password.*

*In some cases, you may have a firewall that does not allow our “donotreply” system generated email through and you may need to contact your IT provider to allow emails from our system. The system generated email will come from [donotreply@inlumon.com](mailto:donotreply@inlumon.com).*

#### ***I’m in the Licensing Portal, but I don’t see where I renew.***

*You will see the COA “Renew” option in the top right hand corner of the screen (do not select, “Start Application” – this is only for new license applications and not renewals).*

#### ***We have had a change in the email to login or the prior email is no longer active.***

*Please send the updated information to [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov) Once the update is processed, you will be contacted to login to renew with the new information.*

#### ***Why do I have to have a separate email from my individual license?***

*A unique email is required to be designated to your firm license record in the new system. The new system has to have this to recognize it as a COA license. We understand this will increase security features.*

#### ***More questions?***

*If after reviewing this information, you have any follow up questions, you are experiencing login issues, or if you do not wish to renew your COA, please contact the BOA office at [licensing@boa.alabama.gov](mailto:licensing@boa.alabama.gov). Please include your license number and specific issue so that we can better assist with the login and renewal process.*