

ALABAMA LAW ENFORCEMENT AGENCY



AATA ALEA PRESENTATION

June 13, 2023

WHO IS ALEA DRIVER LICENSE?

285 Employees

- Front Office (Located Statewide)
 - Exam Offices (76)
 - Reinstatement Offices (10)
- Back Office (Headquarters Staff)
 - Reinstatement Unit
 - Review Officers – Ignition Interlock
 - Safety Responsibility Unit
 - Driver Improvement Unit
 - Mandatory Liability Insurance Unit
 - CDL Unit
 - Medical Unit
 - Records & Data Entry Unit
 - LEADS Help Desk
 - Vessel Registration & ATV Registration Unit
 - Vessel Operator Certification Unit
 - Hearing Unit

LEADS

Alabama Law Enforcement Agency Driver System

- One integrated driver license system that replaced and modernized 12 legacy systems
- Automated and streamlined processes
- Allowed ALEA to expand services which were previously limited
- Implemented April 26, 2022 – Just celebrated our 1 Year Anniversary!
- County users issued **568,482 renewals and duplicates** from April 26, 2022 to April 26, 2023.

EXPANDED ONLINE SERVICES

www.AlabamaDL.alea.gov

- Address Update
- Purchase Motor Vehicle Records
- Purchase Crash Reports
- Reinstatement
 - View Requirements
 - Pay Reinstatement Fee
 - Generate Reinstatement Confirmation Letter
- Apply for a Hardship License
- Make an Appointment (21 locations)
- Upload DOT Medical Cards
- View TSA HazMat Background Check

NEW EMPLOYEES

Email the following information to LeadsInfo@alea.gov

Employee Name

Supervisor Name

County

Phone #

Email address

Role (Clerk or Supervisor privileges)

Office location (Physical address)

Also, please notify us when an employee leaves so we can disable their LEADS account.

TONER REQUESTS

Please call the LEADS Help Desk at 800-433-3001 to request toner cartridges.

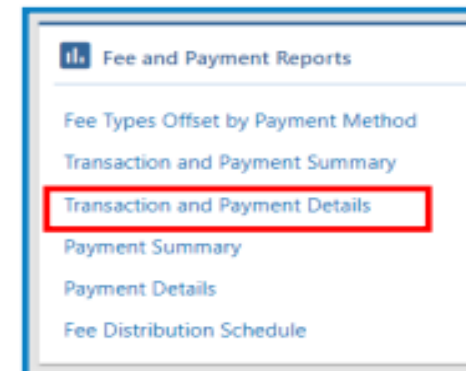
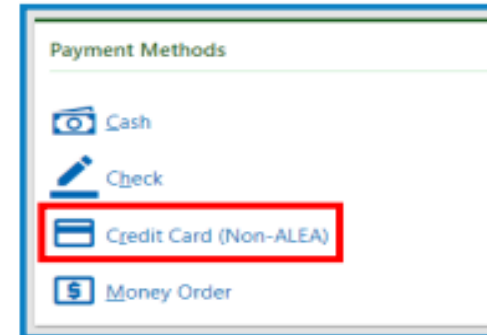
Toner cartridges last up to 50,000 pages so we kindly ask that you do not over order.

Requests should be filled within 3-5 business days. Cartridges will be hand delivered by an ALEA Driver License employee.

LEADS FINANCIALS

FINANCIALS TIPS AND TRICKS:

- For accurate reporting, make sure you select the correct payment type. For County Partners who do not use the ALEA Credit Card vendor, you should select the **Credit Card (Non-ALEA)** hyperlink for credit card transactions.
- Payments and transactions are separate in LEADS. If you need to reverse a transaction, **you also need to void the payment.** The LEADS Helpdesk staff can walk you through reversing the transaction and voiding the payment.
- When going through the reconciliation process, **you must count the physical money in the cash drawer** to ensure it matches with LEADS. If it doesn't match, you should call the Help Desk. **Do not** accept a reconciliation when it does not match the physical cash in the cash drawer until you speak with the Help Desk. If it is after 5pm, you should wait until the morning to discuss with the Help Desk.
- To help you identify which transactions and payments might be causing issues, use the **Transaction and Payment Details** report in the County Hub manager. If the Amount and Payment columns do not match, you will easily be able to find the Service Session responsible for the discrepancy.
- Complete any necessary voids **before** you reconcile for the day. Call the LEADS helpdesk if you need assistance. Corrections cannot be made after reconciliation is completed.



QUESTIONS?

ALEA DL Online Services – www.AlabamaDL.alea.gov

LEADS Help Desk 800-433-3001

LEADSInfo@alea.gov