

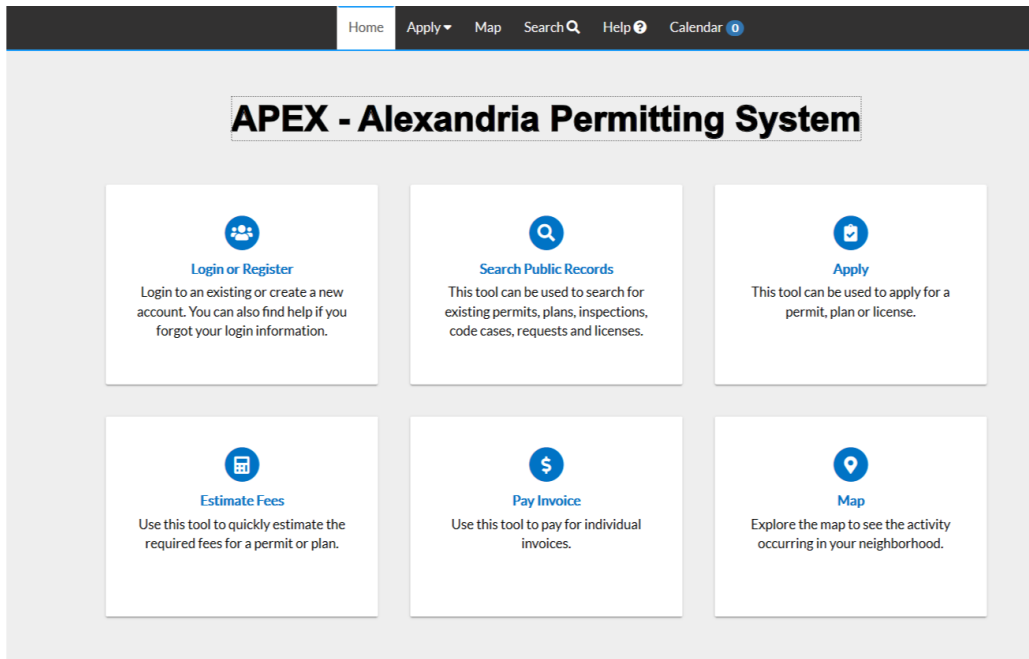
***Effective November 2019-**

Registration of Elevators is Required

How to Register with the Alexandria Permit and Land Use Management Portal

Registration <https://www.alexandriava.gov/APEX>

From the CSS welcome page, click “Login or Register”



Enter your email address

Click “Next”

You will receive a message telling you to check your email

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

Open the email you received and click “Confirm”

From: noreply@alexandriava.gov
Sent: Thursday, August 8, 2019 4:09 PM
To: Permit Center
Subject: Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)

When you arrive back in the portal, click "Register"

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email Permit.Center@alexandriava.gov

Back

Register

Please choose the way you prefer to be contacted

Registration

Step 3 of 3: Contact Information

PERSONAL INFO

*REQUIRED

* First Name	<input type="text" value="Jane"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text" value="Doe"/>
Company	<input type="text"/>
Business Phone	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Other Phone	<input type="text"/>
* Email Address	<input type="text" value="Permit.Center@alexandriava.gov"/>
* Contact Preference	<input type="text" value="Email"/> <input checked="" type="checkbox"/>

Choose a password. Your password must be a minimum of six characters with at least one digit and one uppercase letter.

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password	<input type="password" value="••••••••"/>
	<div style="background-color: #28a745; width: 60%; text-align: center; padding: 2px;">Strong</div>
* Confirm Password	<input type="password" value="••••••••"/> <input type="checkbox"/>


Please fill out your **billing** address in this section.

If you're a robot, don't click here!

Click "Submit"

ADDRESS

Country Type	<input type="text" value="United States"/>
Enter Address	<input type="text" value="Enter a location"/>
* Street Number	<input type="text" value="123"/>
* Street Name	<input type="text" value="King"/>
* City	<input type="text" value="Street"/>
State	<input type="text"/>
* Postal Code	<input type="text" value="22314"/>
County	<input type="text"/>
Unit or Suite	<input type="text"/>
* Address Type	<input type="text" value="Billing"/>

I'm not a robot  [Privacy - Terms](#)

You will arrive at a confirmation page and can login. **Please call Penny Gausman at 703.746.4189 when you have completed the registration, we will need to link you to your elevators.**

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.