

Registered user log on to - [HTTPS://WWW.ALEXANDRIAVA.GOV/APEX](https://www.alexandriava.gov/apex)

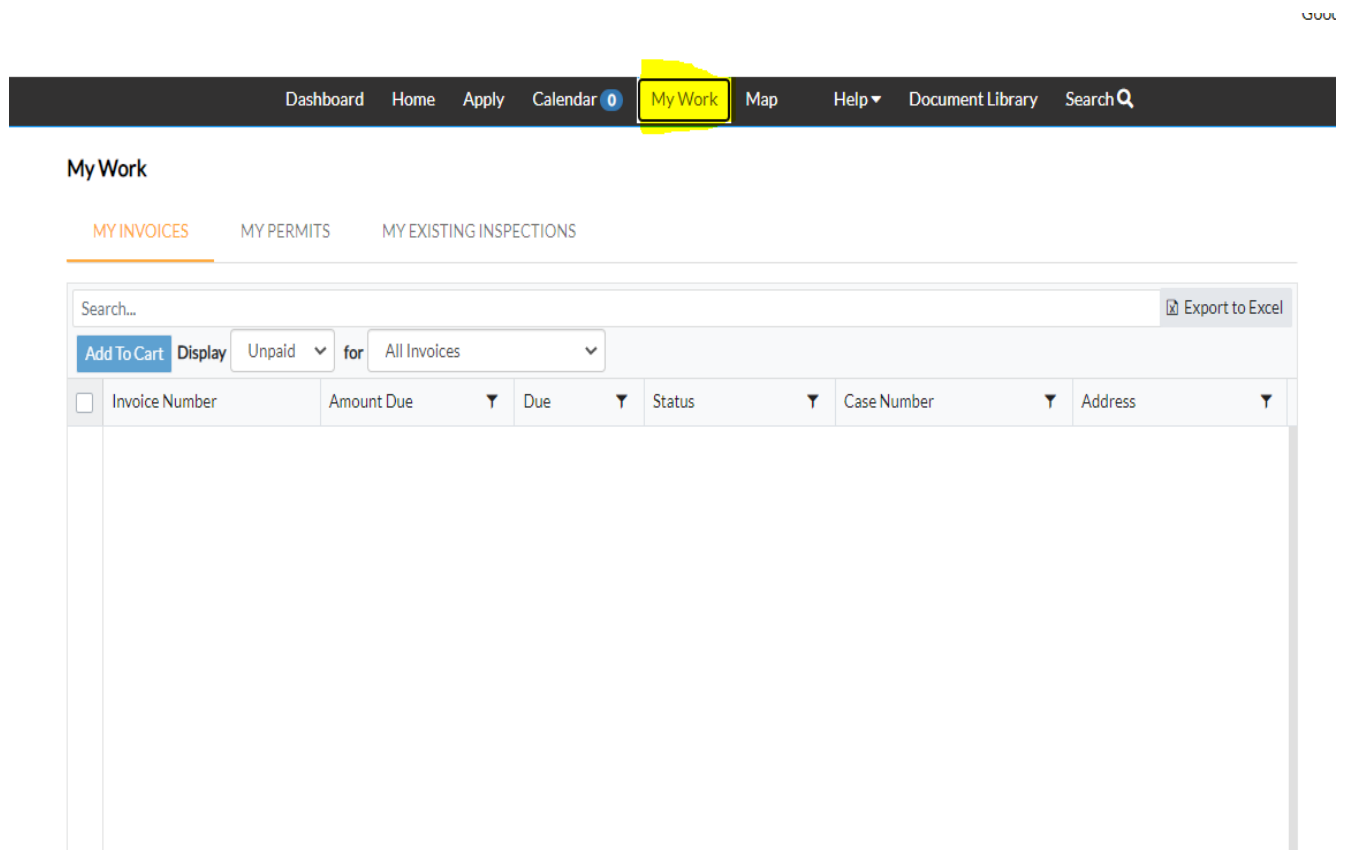
Note: To get certificates, required inspections must have been done and passed and all fees paid.

If you aren't sure of the status of your inspections, call Dominion Elevator at 703.721.2950.

Please follow instructions exactly or the necessary fields will not populate, and you won't be able to print the certificates.

To print the certificates -

A. Once logged in, select My Work from the toolbar.



The screenshot displays the APEX application interface. At the top is a dark navigation bar with links: Dashboard, Home, Apply, Calendar (with a notification icon), My Work (highlighted with a yellow box), Map, Help (with a dropdown arrow), Document Library, and Search (with a magnifying glass icon). Below the navigation bar, the 'My Work' section is active, showing three tabs: MY INVOICES (selected), MY PERMITS, and MY EXISTING INSPECTIONS. The 'MY INVOICES' tab contains a search bar, an 'Add To Cart' button, a 'Display' button, a dropdown menu set to 'Unpaid', a 'for' label, and another dropdown menu set to 'All Invoices'. To the right of these filters is an 'Export to Excel' button. Below the filters is a table with the following headers: Invoice Number, Amount Due (with a sort arrow), Due (with a sort arrow), Status (with a sort arrow), Case Number (with a sort arrow), and Address (with a sort arrow). The table body is currently empty.

B. Select My Permits.

For Display - select All

For Records- select Updated

For In – select Specified Range

For Start date – enter 01/01/2019

For End date – leave as current date

3000

The screenshot shows a web application interface with a dark navigation bar at the top containing links: Dashboard, Home, Apply, Calendar (with a blue circle icon), My Work (highlighted), Map, Help (with a dropdown arrow), Document Library, and Search (with a magnifying glass icon). Below the navigation bar, the 'My Work' section is active, showing three tabs: MY INVOICES, MY PERMITS (highlighted with a yellow box), and MY EXISTING INSPECTIONS. Under the 'MY PERMITS' tab, there is a search bar with the placeholder text 'Search...'. To the right of the search bar is a button labeled 'Export to Excel'. Below the search bar are several filters: 'Display' with a dropdown menu set to 'All' (highlighted with a yellow box), 'Records' with a dropdown menu set to 'Updated' (highlighted with a yellow box), and 'In' with a dropdown menu set to 'Specified Range' (highlighted with a yellow box). Below these are date filters: 'Start Date' with a text input field containing '01/01/2019' (highlighted with a yellow box) and a calendar icon, and 'End Date' with a text input field containing '11/30/2022' (highlighted with a yellow box) and a calendar icon. A yellow search button with a magnifying glass icon is also present. Below the filters is a table with the following columns: Permit Number, Project, Address, Permit Type, Status, and State. The table is currently empty.

- C. Your elevator numbers and the address for them will appear under Permit Number. Select each elevator permit number to access the information for that unit.

My Work

MY INVOICES
MY PERMITS
MY EXISTING INSPECTIONS

Search...

Export to Excel

Display
All
Records
Updated
In
Specified Range

Start Date
1/1/2019
End Date
11/30/2022

Permit Number	Project	Address	Permit Type	Status	State
ELV2019-00182		301 KING ST Alexandria, VA	Elevator Certificate	Issued	

- D. To print out certificates, select the printer icon in the upper right of the screen.
- All fees must be paid and required inspections must be done and passed for the icon to appear.

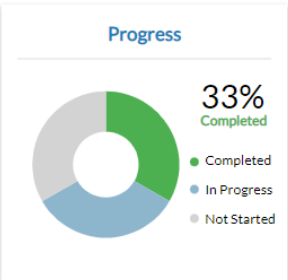
Permit Number: ELV2019-00182



[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Elevator Certificate	Status:	Issued	Project Name:	
IVR Number:	507021	Applied Date:	01/01/2019	Issue Date:	06/30/2019
District:	Old Town	Assigned To:		Expire Date:	06/30/2023
Finalized Date:	06/30/2019				
Description:	#1 trac FEE WAIVED				

- Summary
- Locations
- Fees
- Inspections
- Attachments
- Contacts
- Sub-Records
- More Info



Fees

\$0.00

[View Details](#)

- Workflow
- ✓ ELV-No Load Test - Passed : 05/07/2022
 - ELV-Smoke Detector Test - Scheduled
 - ELV-Routine Inspection (6 month) - Scheduled

Available Actions

No Actions

To pay fees -

E. If fees are due, they will appear in the lower left-hand corner of the screen.

To pay the fees, select Add to Cart .

Permit Number: ELV2019-00182

Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Elevator Certificate	Status:	Issued	Project Name:	
IVR Number:	507021	Applied Date:	01/01/2019	Issue Date:	06/30/2019
District:	Old Town	Assigned To:		Expire Date:	06/30/2023
Finalized Date:	06/30/2019				
Description:	#1 trac FEE WAIVED				

Summary

Locations

Fees

Inspections

Attachments

Contacts

Sub-Records

More Info

Progress

33%
Completed

- Completed
- In Progress
- Not Started

Fees

\$86.25

View Details

Add to Cart

Workflow

- ✓ ELV-No Load Test - Passed : 05/07/2022
- ELV-Smoke Detector Test - Scheduled
- ELV-Routine Inspection (6 month) - Scheduled

Available Actions

Unpaid Fees

\$86.25

12-30-2022

Pay Now

F. Select Check Out and follow the prompts to enter credit card information.

1. 2/28/2022

Shopping Cart

Total \$86.25
[Check Out](#)

Invoice: [INV-2022-00076851](#) Description: ELV2019-00182
Due Date: 12/30/2022

Case Number	Project	Case Address	Amount Due
ELV2019-00182		301 KING ST Alexandria VA	\$86.25

\$86.25
[Remove](#)

[Top](#) | [Main Menu](#)

Total \$86.25
[Check Out](#)