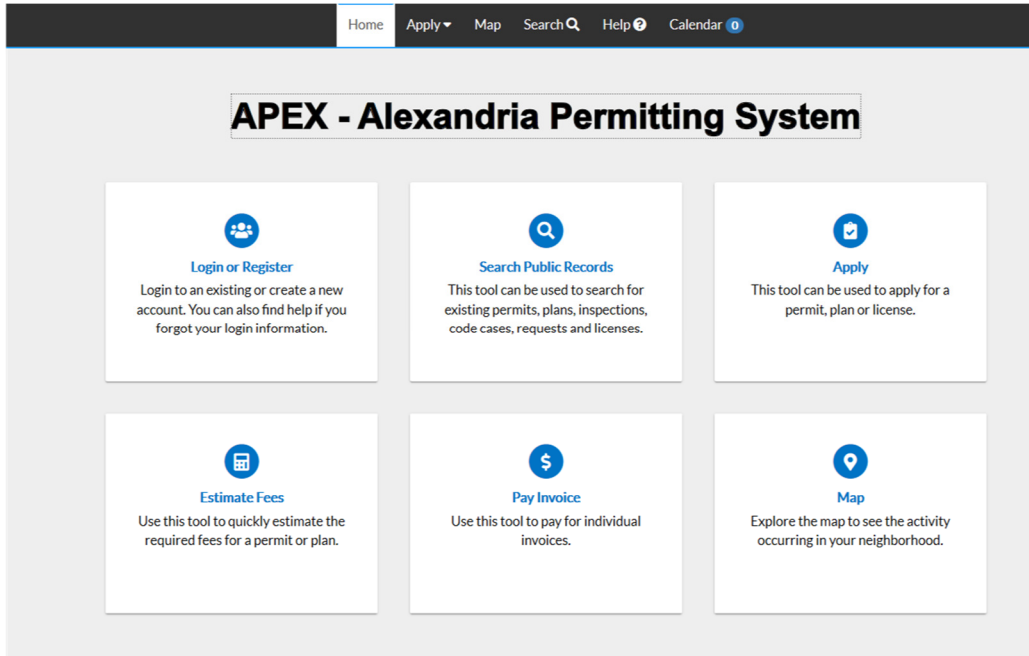


## How to Register with the Alexandria Permit and Land Use Management Portal

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

While only some of the fields are required, we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.

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: 50%; text-align: center; padding: 2px;">Strong</div>
* Confirm Password	<input type="password" value="••••••••"/> <input type="checkbox"/>


Please fill out your address in the final section. Remember - while only some of the fields are required, we encourage you to fill out as much additional information as you can as it will help us in contacting you along the way.

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.

**Thank you for registering**

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