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 2: Email Address

Your e-mail address is your username.

Email Permit.Center@alexandriava  Next

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

Open the email you received and click “Confirm”
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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Type</td>
<td>United States</td>
</tr>
<tr>
<td>Enter Address</td>
<td>Enter a location</td>
</tr>
<tr>
<td>* Street Number</td>
<td>123</td>
</tr>
<tr>
<td>* Street Name</td>
<td>King</td>
</tr>
<tr>
<td>* City</td>
<td>Street</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>* Postal Code</td>
<td>22314</td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>Unit or Suite</td>
<td></td>
</tr>
<tr>
<td>* Address Type</td>
<td>Billing</td>
</tr>
</tbody>
</table>

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.