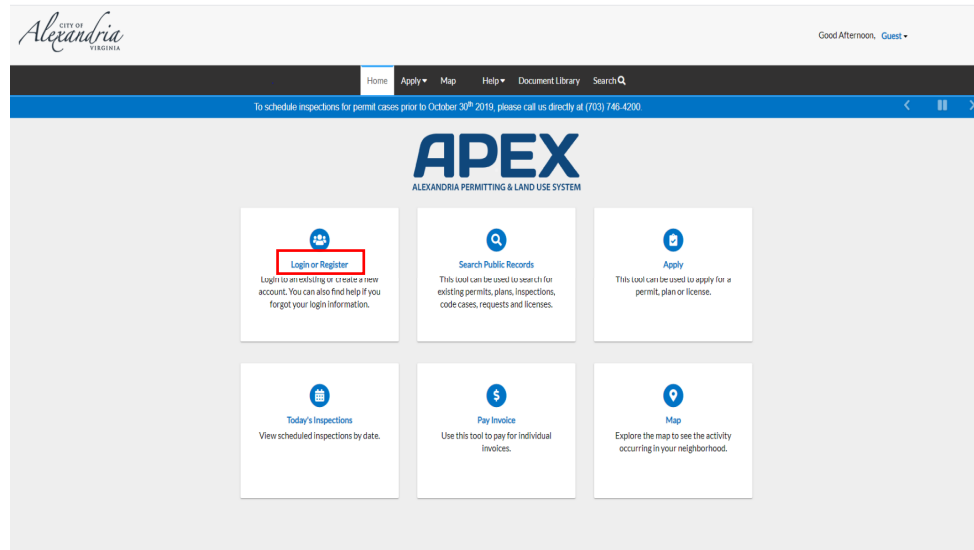


REGISTERING WITH THE APEX PERMITTING AND LAND USE SYSTEM



Follow the steps below to register with the APEX:

1. Navigate to the Customer Self Service (CSS) environment at <https://www.alexandriava.gov/APEX>.
2. Select “**Login or Register**”, then click on “**Register**” and follow the directions to register for an account.

Log In

* Email Address
Email address is required

* Password
Password is required

Remember Me

[Forgot your password?](#)
[Switch jurisdiction?](#)

3. To create an account with CSS, enter your **Email Address** in the field provided and click “**Next**”.

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.



Need Assistance? Call the Permit Center: 703.746.4200

4. Check the email address provided for a confirmation email and click the “**Confirm**” email link to move to the next step of the registration process.

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](#)

5. After clicking “Confirm” and returning to the CSS Registration page; click “**Register**” to begin entering the required contact information.

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email wayneelightfoot@gmail.com

CONTACT INFORMATION

While only some of the fields are required, as much additional information as possible should be provided to help with contacting you in the future.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO *REQUIRED

* First Name

Middle Name

* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference



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PASSWORD

Your password **must** be a minimum of eight (8) characters long with at least one lower case letter, one upper case letter and one number.

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

Strong

* Confirm Password

ADDRESS

Please fill out your address in the final section. Remember - while only some of the fields are required, as much additional information as possible should be provided to help with contacting you in the future.

ADDRESS

Country Type

Enter Address

* Street Number

* Street Name

* City


State

* Postal Code

County

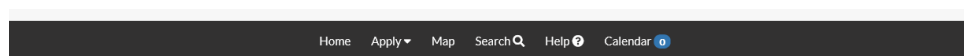
Unit or Suite

* Address Type

I'm not a robot 

[Back](#) [Submit](#)

6. Click "Submit"



Thank you for registering

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

[Log In](#)



Need Assistance? Call the Permit Center: 703.746.4200