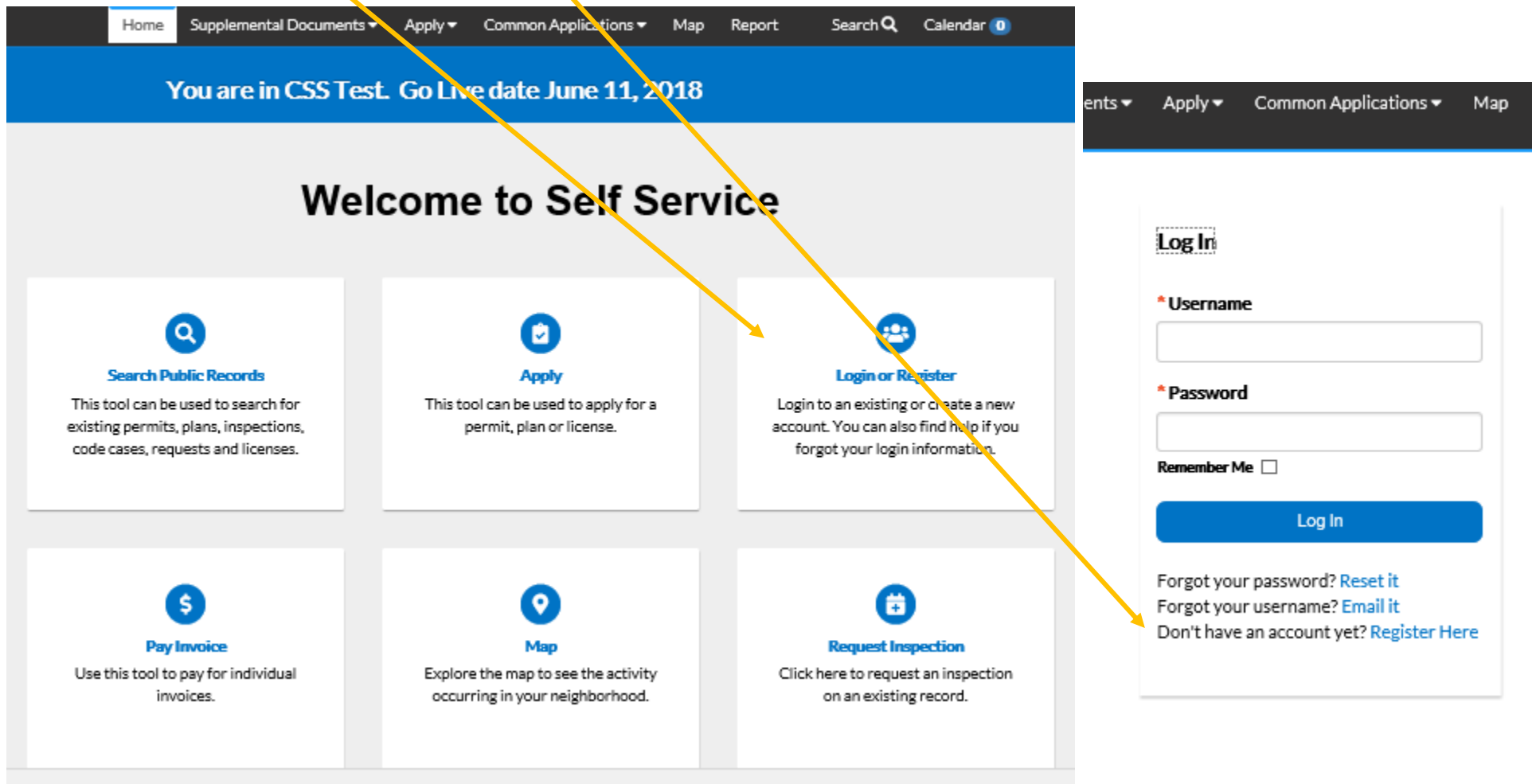


How to Register on JCC PermitLink

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

STEP 1: Click “Login or Register”, then “Register Here”.



The screenshot shows the JCC PermitLink self-service portal. The main navigation bar includes links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. A blue banner at the top of the main content area reads "You are in CSS Test. Go Live date June 11, 2018". Below this is the heading "Welcome to Self Service". The main content area features six service tiles: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Request Inspection. The "Login or Register" tile is highlighted with a yellow arrow pointing to a zoomed-in view of the login/register form on the right. The form includes fields for Username and Password, a Remember Me checkbox, a Log In button, and links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Home Supplemental Documents Apply Common Applications Map Report Search Calendar

You are in CSS Test. Go Live date June 11, 2018

Welcome to Self Service

Search Public Records
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.

Apply
This tool can be used to apply for a permit, plan or license.

Login or Register
Login to an existing or create a new account. You can also find help if you forgot your login information.

Pay Invoice
Use this tool to pay for individual invoices.

Map
Explore the map to see the activity occurring in your neighborhood.

Request Inspection
Click here to request an inspection on an existing record.

ents Apply Common Applications Map

Log In

* Username

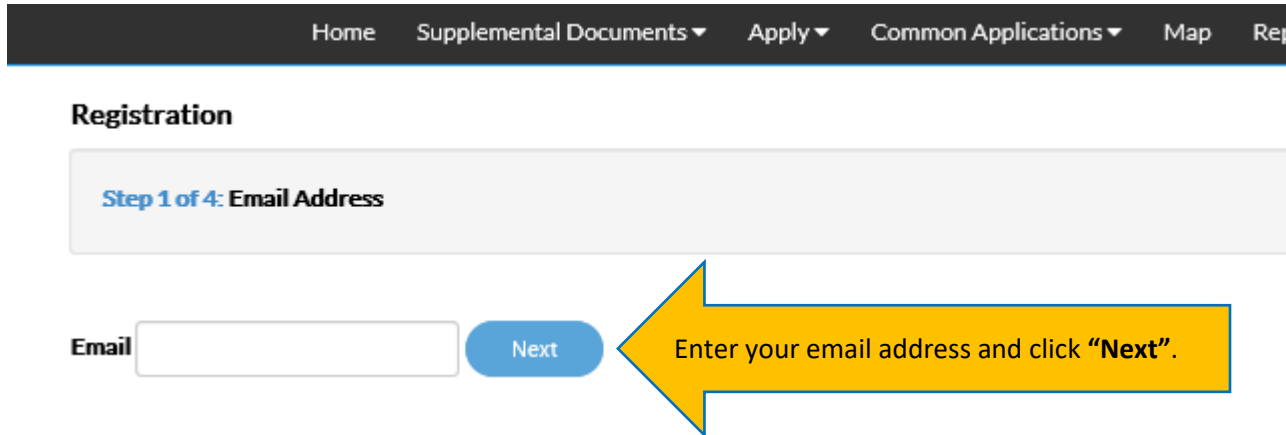
* Password

Remember Me

Log In

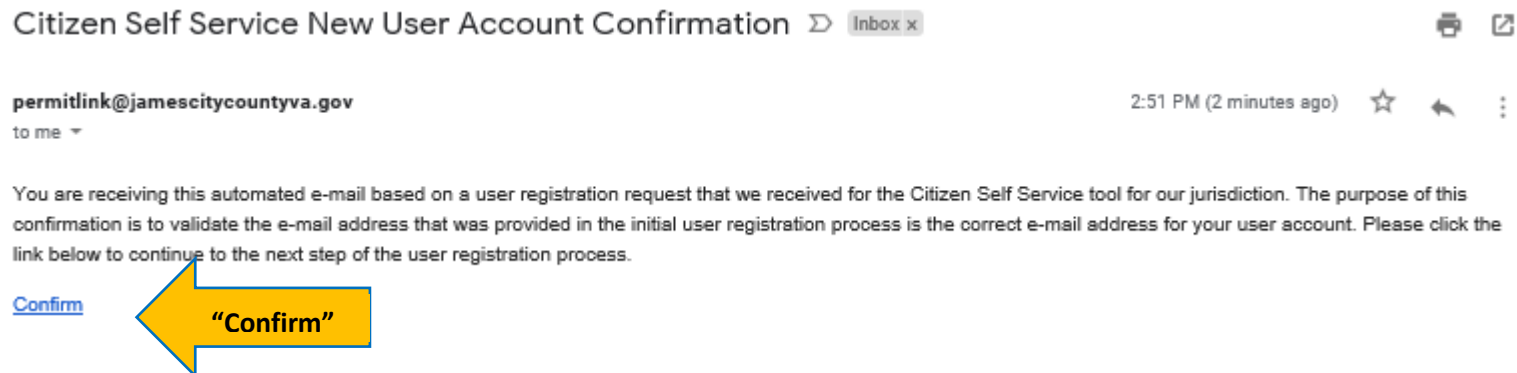
Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

STEP 2: Add your email address and click **“Next”**. Please remember that this address will receive all JCC PermitLink notifications.



STEP 3: Please check your email for a message from permitlink@jamescitycountyva.gov. (Tip: If you do not receive this email, check your junk/spam folders. If you still do not receive the email, you may need to add this email address as a “safe sender” in your email settings).

STEP 4: Once in your email, click the **“Confirm”** link.



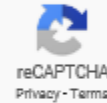
STEP 5: By confirming your email, you will be automatically prompted back into JCC PermitLink. **“Confirm Password”**, then **“Next”**.

Registration

Step 2 of 4: Login information

***REQUIRED**

I'm not a robot



*** Username**

*** Password**

*** Confirm Password**

Email youremail@youremail.com

Next

Click **“Next”**

“Confirm password”

STEP 6: Fill out the fields as indicated, then “Next”.

Note: If you are associated with a company, please add the name of your company. You may also provide your phone number by clicking “Additional Contact Information”.

Registration

Step 3 of 4: Personal Info

Fill out required fields.



***REQUIRED**

* First Name

Middle Name

* Last Name

Company

* Contact Preference

--Select Contact Preference--



* Email Address

youremail@youremail.com

Additional Contact Information

Next

“Next”



STEP 7: Fill out your address information, then "Submit".

Registration

Step 4 of 4: Address

Fill out your address information.



*REQUIRED

Country Type	<input type="text" value="US"/>	▼
*Street Number	<input type="text"/>	
Pre Direction	<input type="text"/>	▼
Street Name	<input type="text"/>	
Street Type	<input type="text"/>	▼
Post Direction	<input type="text"/>	▼
Unit Suite or Apt	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	▼
Postal Code	<input type="text"/>	
County	<input type="text"/>	
*Address Type	<input type="text" value="Location"/>	▼

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

