

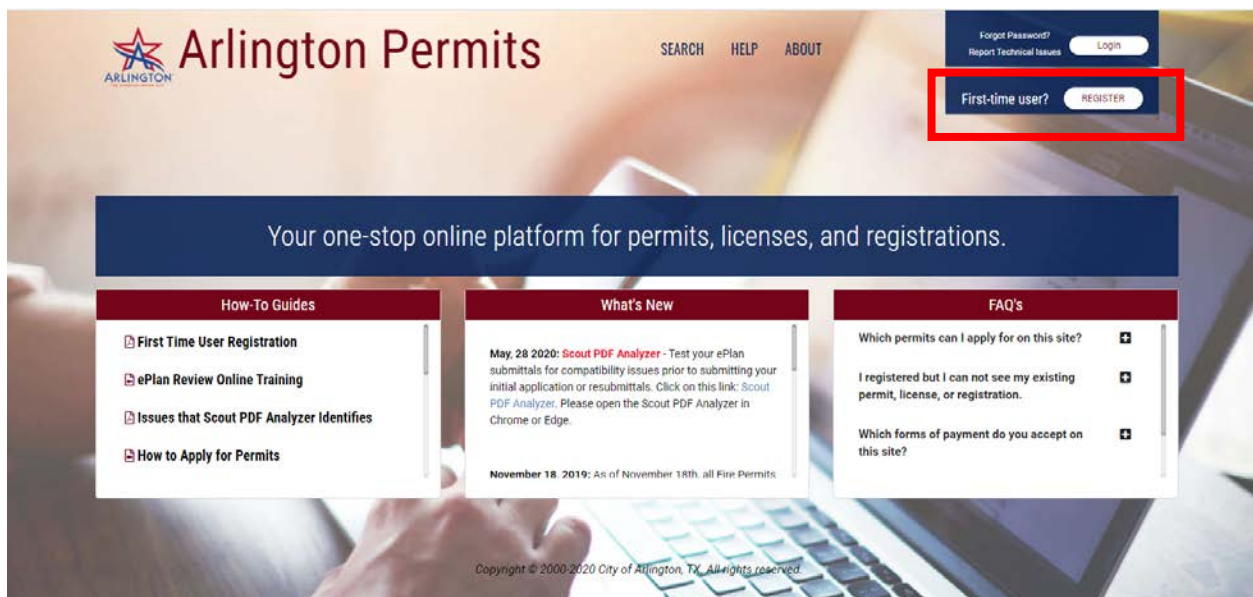


Creating a New Account

First Time User Registering Online

1. Go to www.ArlingtonPermits.com

Click on the “Register” button



2. Complete the Registration Form:

- a. Enter Email a second time to confirm email
- b. Select a Security Question. You will need to know the Security Question and answer to set your password.
- c. Answer the Security Question. You will need to know this answer exactly as entered to set your password. The answer is case sensitive (i.e. "Martin" is not the same as "martin").

The image shows a 'Register New User' form with a dark red header. Below the header is a section titled 'Account details' in a dark red bar. The form contains several input fields: 'First Name' (with a red asterisk), 'Middle Name', 'Last Name' (with a red asterisk), 'Company Name' (with a red asterisk and a help icon), 'Telephone Number' (with a red asterisk and a help icon), 'Type' (a dropdown menu showing 'Mobile'), 'Email' (with a red asterisk), 'Confirm Email' (with a red asterisk, highlighted by a red rectangle and an arrow from annotation 'a.'), 'Security Question' (with a red asterisk, showing a dropdown menu with the text 'What is the name of the high school you attended?' and an arrow from annotation 'b.'), and 'Answer' (with a red asterisk, showing the text 'Martin' and an arrow from annotation 'c.'). The form is followed by a dark red bar titled 'Contact information'.

Register New User

Account details

First Name: *

Middle Name:

Last Name: *

Company Name: * ?

Telephone Number: * ?

Type:

Email: *

Confirm Email: *

Security Question : *

Answer: *

Contact information

3. Complete the Contact Information and click the Submit button.

The screenshot shows a web form titled "Contact information" with a dark red header. Below the header, there are two radio buttons: "Physical Address" (selected) and "PO Box". The form contains several input fields: "Street Number:" with the value "101", "Street Prefix:" with a dropdown showing "S", "Street Name:" with the value "Mesquite", "Street Type" with a dropdown showing "STREET", and "Street Direction:" with a dropdown showing "S". There are also fields for "Unit Type:" (Suite), "Unit Number:" (150), "City:" (ARLINGTON), "State:" (Texas), and "Zip Code:" (76010). At the bottom left is a "Cancel" button, and at the bottom right is a "Submit" button, which is highlighted with a red rectangle.

4. After you click Submit, you will receive the "Thank you for Signing Up" message. You will be sent an email to the address you used when you registered with 5-10 minutes or less. The email will contain your email Verification Code.
5. Check your email for an email from noreply@arlingtontx.gov. If you do not find it in your email, check your spam folder.
6. Copy the Verification code.



7. Follow the link in the email or click the “Goto Verify Email” button in Arlington Permits.
8. If you do not receive an email, click the “Resend Email Validation Code”

Arlington Permits

SEARCH HELP ABOUT

Forgot Password? Report Technical Issues Login

First-time user? REGISTER

Thank You for Signing Up

Thank you for signing up

You have been emailed a code and a link that will allow you to verify that your email is valid. If you do not receive the email within 5-10 minutes, please use the button below to request a new verification email. You should also check your "spam" email folder to make sure the message wasn't routed there.

If you continue to experience difficulty attempting to verify your email, please contact us at Amanda-ITSupportTeam@arlingtontx.gov

Goto Verify Email

Resend Email Validation Code

9. Complete the verification form:
 - a. Paste or enter the Verification Code
 - b. Select your Security Question (the same one you selected in Step 2)
 - c. Answer the Security Question (exactly as you entered it in Step 2)
 - d. Enter your new password
 - e. Confirm your new password (enter exactly as you entered it in New Password)
 - f. Click the “Verify email” button

Arlington Permits

SEARCH HELP ABOUT

Forgot Password? Report Technical Issues Login

First-time user? REGISTER

Verify Your Email and Set Your Password

Email: *

Verification Code: *

Security Question: *

Answer: *

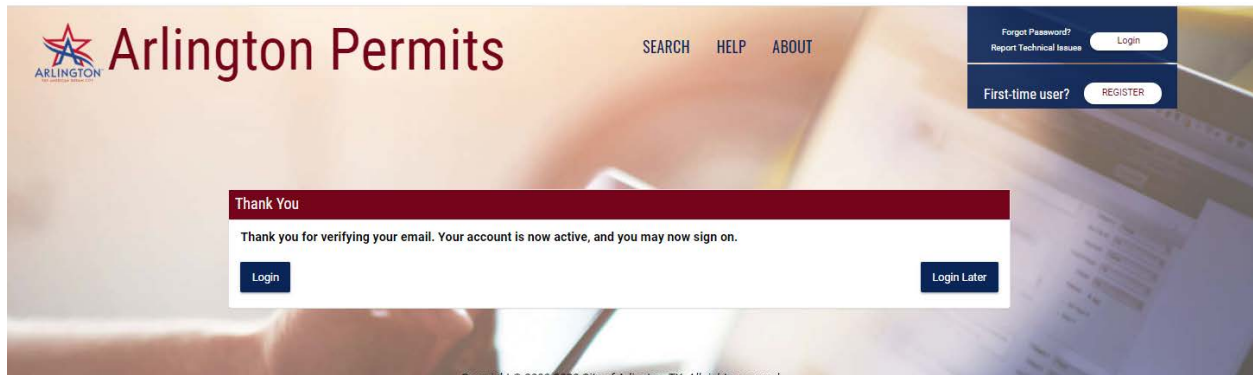
New Password: *

Confirm Password: *

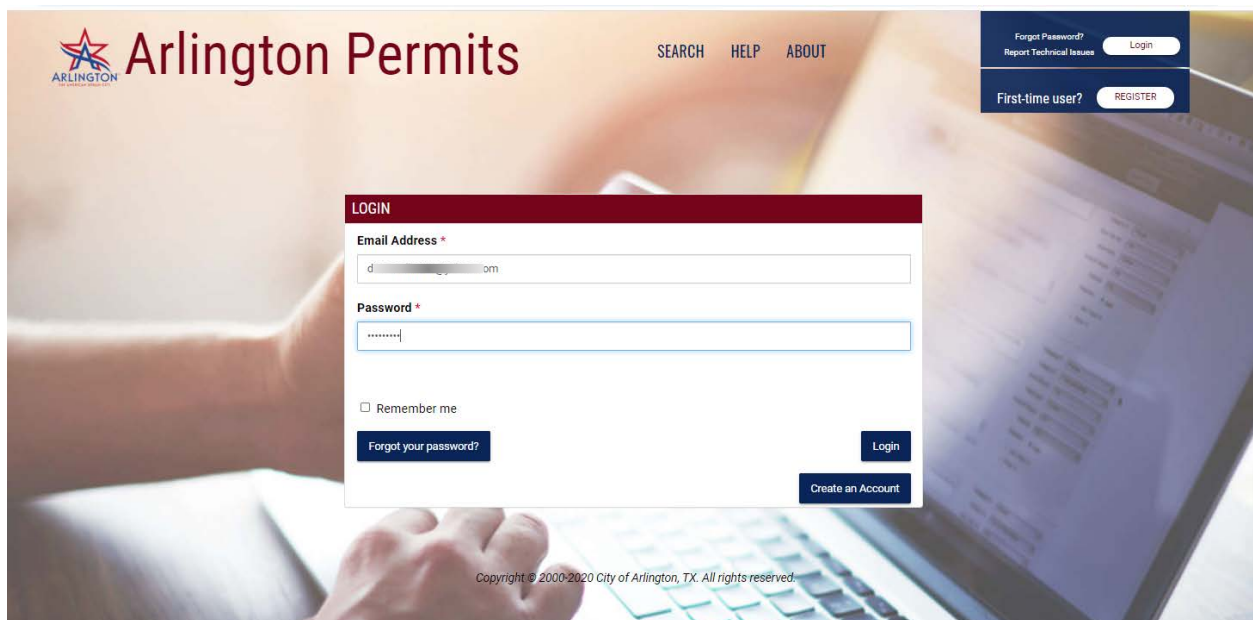
Verify email

Resend Email Validation Code

10. When you have successfully completed the verification form you will receive a thank you message. Click Login to use your new account.



11. Enter you Email Address and Password to Login




12. This is the My Services screen that will appear when you sign into Arlington Permits. This screen will have several sections that will show: your permits, your registration, permits that you can schedule inspection on; and inspection results. From this screen there are multiple options to choose once logged into the system.

Click Apply to begin applying for a registration, license, or permit.

Click Renew to begin renewing a registration.

Click Inspections to schedule a Building Inspection.

Click Pay Fees to pay for a registration, license, or permit



Arlington Permits

[SEARCH](#) [HELP](#) [ABOUT](#)

0

Update Profile

LOG OUT

Report Technical Issues

[MY SERVICES](#) [APPLY](#) [RENEW](#) [INSPECTIONS](#) [PAY FEES](#)

Shown below are the permits you have applied for. Click on the **Permit Number** link to view the details for that permit

My Permits

Show 10 entries

Search:

Permit Number	Address	Status	Balance
<input type="checkbox"/> 2020 002050 000 00 GAR	101 S. MAIN ST. ARLINGTON, VA 22204	APPROVED	\$0.00

Showing page 1 of 1

Previous 1 Next

Check the checkboxes of permits you wish to pay, then click **Pay Selected**

Pay Selected

My License and Registration

Show 10 entries

Search:

Permit Number	License Type	Name	Status	Expiry Date	Start Renewal
The table is empty					

No entries to show

Previous Next

My Inspection List

Scheduled Inspections