Access JCC PermitLink by selecting [www.jamescitycountyva.gov/permitlink](http://www.jamescitycountyva.gov/permitlink)

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

Welcome to Self Service

*Username*
*Password*

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

*Username

*Password

*Confirm Password

Email  youremail@youremail.com

I'm not a robot

“Confirm password”

Click “Next”
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.

- **First Name**
- **Middle Name**
- **Last Name**
- **Company**
- **Contact Preference**
- **Email Address**

Additional Contact Information

- **Next**
- “Next”
STEP 7: Fill out your address information, then “Submit”.

Registration

Step 4 of 4: Address

- **Country Type**: US
- **Street Number**: 
- **Pre Direction**: 
- **Street Name**: 
- **Street Type**: 
- **Post Direction**: 
- **Unit Suite or Apt**: 
- **City**: 
- **State**: 
- **Postal Code**: 
- **County**: 
- **Address Type**: Location

*REQUIRED

[Submit]