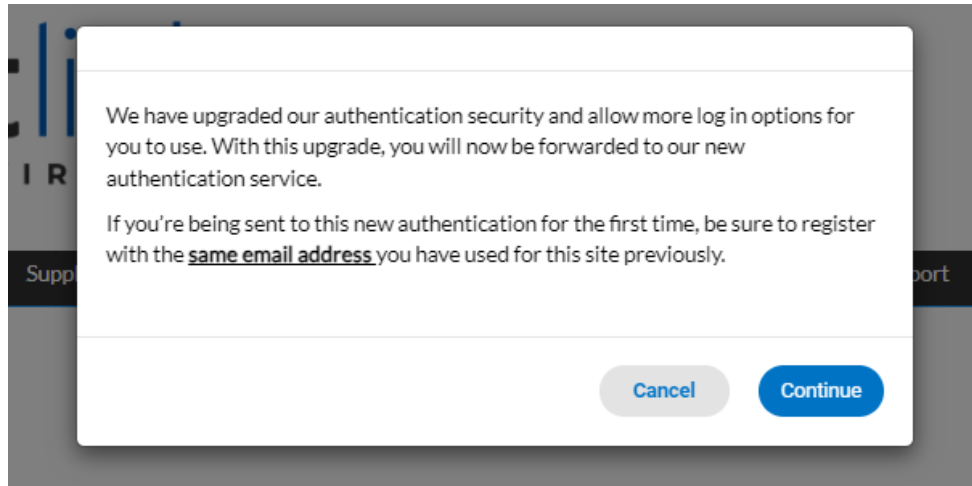


James City County PermitLink Re-Registration Instructions

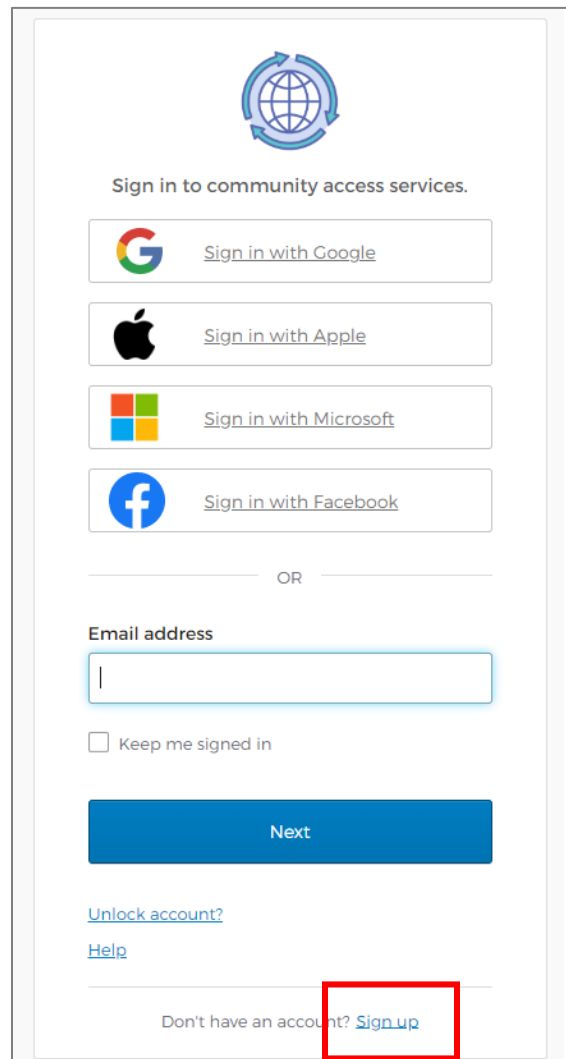
1. Go to the JCC PermitLink website (https://comdev.jamescitycountyva.gov/EnerGov_Prod/SelfService). Click “Login or Register”. You will receive an alert that you are being taken to the new registration site. Read the message and click “Continue”.



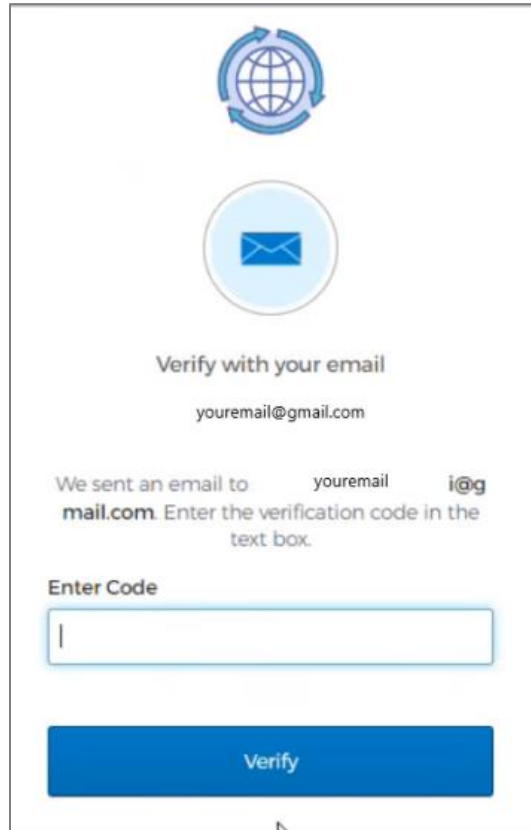
2. Click the “Sign Up” button at the bottom of the page. Alternatively, you may select one of the social log in options at the top **IF** that email address is the same email you’ve used for your JCC PermitLink account.

If you selected “Sign Up”, you will enter the **same email address** you have used for JCC PermitLink previously, first name, last name, mobile phone number, and a new password.

If you selected a social log in option, you will be directed to that application to enter the **same email address** you have used for JCC PermitLink, and log in using your existing password for that application.

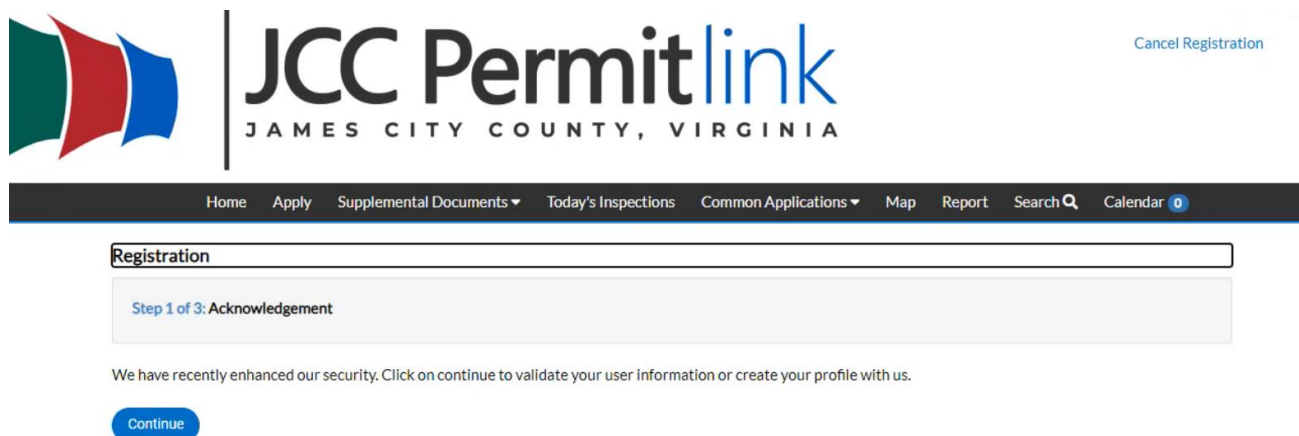


3. If you did not use a social log in option, you will receive a verification code in your email to confirm your account. Enter the verification code and click "Verify". (Skip this step if you selected a social log in option.)



The screenshot shows a verification screen with a globe icon at the top, followed by an email icon. The text reads "Verify with your email" and "youremail@gmail.com". Below this, it says "We sent an email to youremail i@g mail.com. Enter the verification code in the text box." There is a text input field labeled "Enter Code" and a blue "Verify" button at the bottom.

4. After entering your verification code, or successfully logging in using a social log in option, you will be directed back to the JCC PermitLink site and prompted to review your contact information. Update as needed, or click "Continue" if the information looks correct.



The screenshot shows the JCC PermitLink website header with the logo and navigation menu. The main content area displays "Registration" and "Step 1 of 3: Acknowledgement". A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." A blue "Continue" button is visible below the message.

5. After confirming your account information, the process is complete, and your usual dashboard will appear.