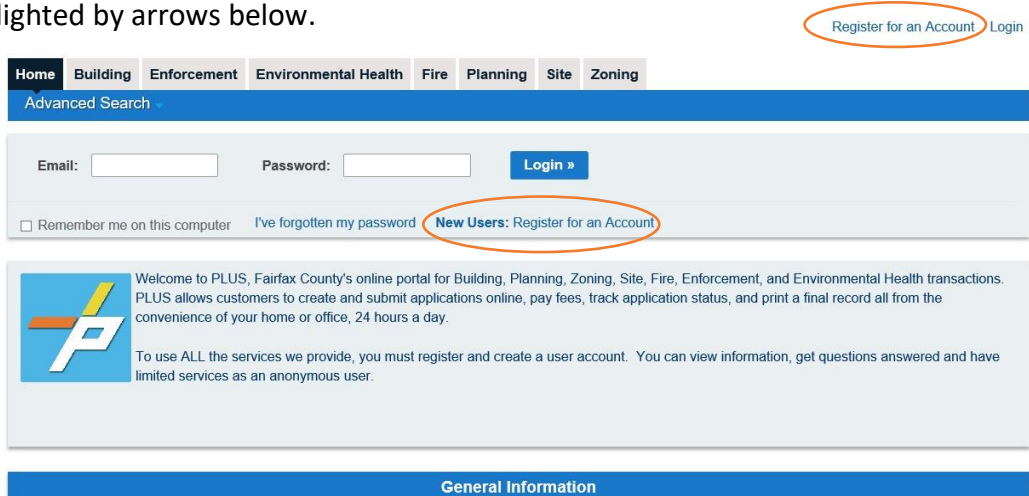


PLUS User Guide

Welcome to the Planning and Land Use System (PLUS). You may use PLUS to apply for permits, track the status of your application, update information, upload documents, pay fees, and in some instances, request inspections. This document serves as a guide of how to use the system as a public user and is applicable to all Fairfax County Plus Users.

How to register for a new account:

Step 1. You can register for a user account by clicking on one of the two links highlighted by arrows below.



Step 2. Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.


For Applications:
I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

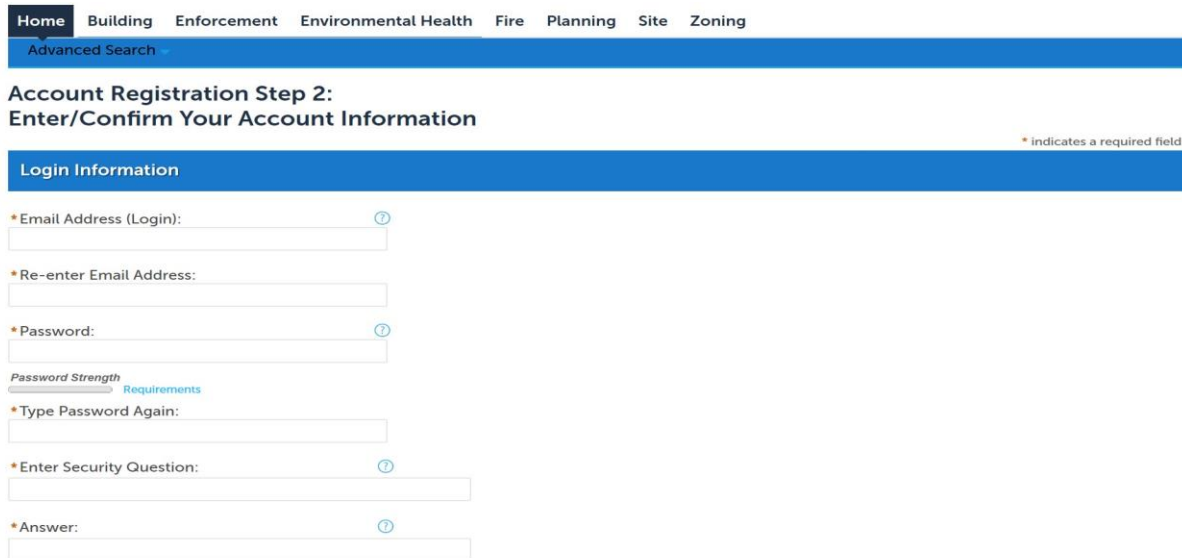
By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.

I have read and accepted the above terms.

Continue Registration »

Step 3. Enter your email address, create a password, and create a security question and answer

in the top section of the following screen. Note: Any time you see the  icon, you can click on it to see more information regarding the field it is associated with.

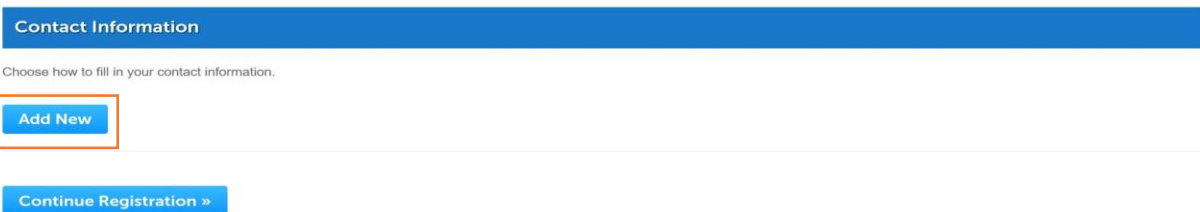


The screenshot shows a web application interface for account registration. At the top, there is a navigation bar with links for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. Below this is an "Advanced Search" bar. The main heading is "Account Registration Step 2: Enter/Confirm Your Account Information". A blue bar below the heading contains the text "Login Information". To the right of this bar, there is a note: "* Indicates a required field." The form contains several input fields, each with a help icon (a circle with a question mark) to its right:

- * Email Address (Login):
- * Re-enter Email Address:
- * Password:
- * Type Password Again:
- * Enter Security Question:
- * Answer:

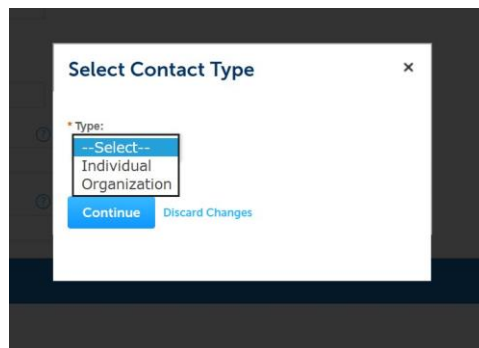
Below the "Password:" field, there is a "Password Strength" indicator and a link to "Requirements".

On the bottom half of the same page, enter your contact information by clicking **Add New**.



The screenshot shows the "Contact Information" section of the registration process. It features a blue header bar with the text "Contact Information". Below the header, there is a sub-header "Choose how to fill in your contact information." and a button labeled "Add New" which is highlighted with an orange border. At the bottom of the section, there is a blue button labeled "Continue Registration >".

You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop down menu and then click **Continue**.



The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. The dialog contains a label "* Type:" followed by a dropdown menu. The dropdown menu is open, showing three options: "--Select--", "Individual", and "Organization". Below the dropdown menu, there are two buttons: "Continue" and "Discard Changes".

Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

Contact Information

* First: * Last: Suffix:

Title: * Primary Phone:

Secondary Phone:

Fax:

* Email:

* Country:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
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Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.

Contact Address Information

* Address Type:

* Address Line 1:

Address Line 2:

Address Line 3:

* City: * State: * ZIP Code:

Save and Close **Save and Add Another** **Clear** **Discard Changes**

You should now see “contact added successfully”. You can edit or remove the contact at this point. **Please note that any change made to the account contact information will be reflected in every record associated with the account.** Click **Continue Registration** to move forward.

Step 4. Your account is now successfully registered. You will receive a **notification** email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.



Logging In:

[Register for an Account](#) [Login](#)

A screenshot of the login form. The top navigation bar is visible. Below it is a blue bar with "Advanced Search". The login form has three numbered annotations: "1" points to the email input field containing "@fairfaxcounty.gov", "2" points to the password input field containing "*****", and "3" points to the "Login" button. Below the form are checkboxes for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

Logging Out:

