ELEVATOR CERTIFICATE PRINTING

Registered users log in here: HTTPS://WWW.ALEXANDRIAVA.GOV/APEX

To print certificates, all inspections must have been completed and passed, and all fees paid.

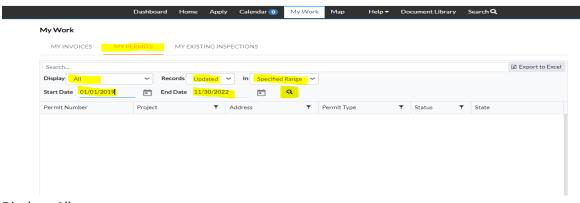
If you aren't sure of the status of your inspections, call Dominion Elevator at 703.397.3518.

The following two sections are to help you navigate to and print your certificate. See Troubleshooting in the event you cannot print.

SECTION ONE: FINDING YOUR CERTIFICATES, & PRINTING

Once logged in, click on My Work from the top toolbar.

From My Work, click on My Permits tab and fill out the fields as shown in the image below.



Display - All

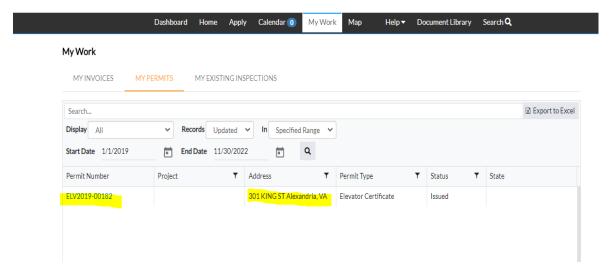
Records- Updated

In – Specified Range

Start date - 01/01/2019 *RESULTS WILL NOT RENDER UNLESS THE START DATE IS FILLED IN AS '01/01/2019'

End date – current date

Your elevator numbers, address and permit type for each unit will appear under Permit Number down on the left. Select an elevator permit number hyperlink to access the information for that unit.

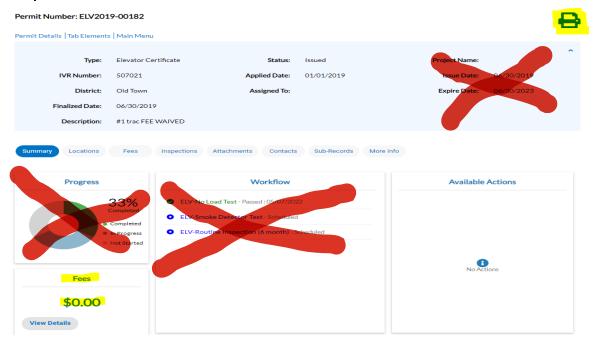


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When you click on the permit number, the screen below will come up. Click the print icon (highlighted in yellow) to print the updated certificate. **

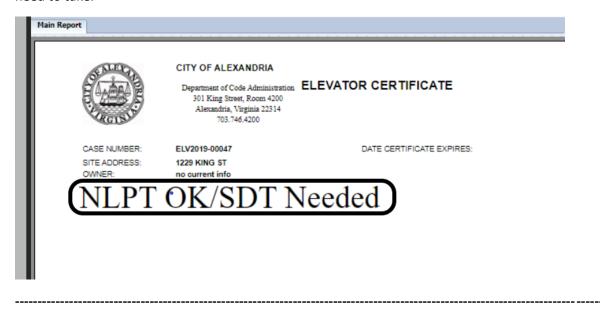
Ignore the information marked out in red below. *You must click the print icon highlighted in yellow below, to print your updated certificate.

Remember, all inspections must have been completed and passed, and all fees paid to print certificates.

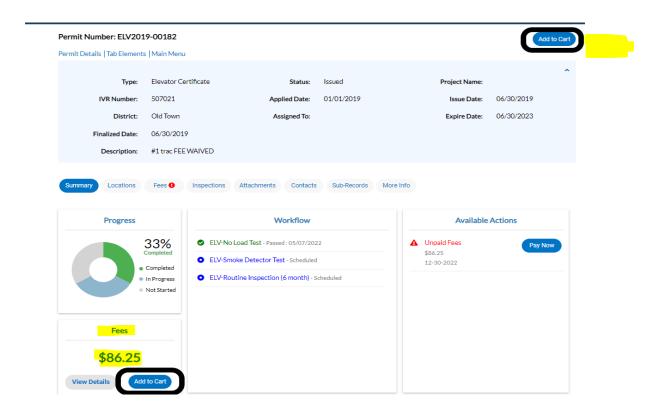


SECTION TWO: TROUBLESHOOTING

If you get a message as in this image, you have not completed your inspections, or one or more inspection(s) has failed. Please contact Dominion Elevator at 703.397.3518 to find out what steps you need to take.



If there are fees due, they will be shown in the lower left panel. To pay the fees, select [AddToCart].



Once you have added charges to your shopping cart, select [CheckOut] and follow the prompts to enter credit card information.



Once all fees are paid, the print icon should replace the [AddToCart] icon under Permit Details.