Alarm Permits - New Customers

1. To create an account, click on New Users Register for an Account

2. Accept the terms and click Continue Registration

3. Complete the required fields (indicated with a RED Asterisk *). Then click on Add New under Contact information.

4. Select whether the Contact Type is for a Residence=Individual or for a Business=Organization. Then click Continue

Select Contact Type

5. Complete the required fields and then click Add Contact Address.

6. Complete the address information and then click Save and Close.
7. **Click Continue**

8. **Click the box to confirm the contact is your identity and then click Confirm.**

9. **Complete the security measure and click Continue Registration.**

10. **You will receive a green message saying that your account was created successfully. You can now login to your account using the Login link in upper right side of screen.**

11. **Once you have logged in, your personal dashboard will appear.**

12. **Scroll to the top of the page and click on HOME.** This will bring you to the General Information page.

13. **Scroll down the page to PERMITS and then click on APPLY FOR A PERMIT.**
14. Click in the box to accept the terms. Then click on Continue Application.

15. Scroll down to the bottom. Select Alarm PD Permit. Continue Application.

16. Enter your Street number and name and click SEARCH

17. Click on your address and then Select.

18. The remainder of the boxes will fill in automatically. Select Continue Application.

19. Under Contact List you will are required to add one Billing Contact (Billing Address should be your Primary address) and one Applicant Contact. You can also add any other individuals that are authorized on your account. Click on Add New and add your contacts.
20. Once the contacts are added you will get a green check mark that the Contact Added Successfully. Continue Application.

21. Select if this is a Commercial or Residential Account.
   Select if you have the Burglary Function and/or Panic/Robbery Function. (If you do not enter the correct function you will not be billed correctly and could result in your permit not being processed as well as receive a $100 No Permit fee)
   Enter the Service and Monitoring Company name and phone number. Continue Application.

22. Review that all your information is correct and select Continue Application.

23. Review the fees and ensure they are correct. You should see either a $12 or $22 fee to pay. If you do not go back and make sure the function tabs are checked with a YES. Click on Check Out.

24. To pay click on Check Out.
25. Select the payment option and enter the information. Submit Payment.

Payment Options

- Amount to be charged: $22.00
- [ ] Pay with Credit Card
- [ ] Pay with Bank Account

Credit Card Information:

- [ ] Card Type
- [ ] Card Number
- Security Code
- [ ] Name on Card
- [ ] Exp. Date

Credit Card Holder Information:

- [ ] Auto-fill with
- [ ] Country: United States
- [ ] Street Address
- [ ] City:
- [ ] State:
- [ ] Zip:
- [ ] Phone
- E-mail

Submit Payment »

26. If the payment is successful, you will get a green check mark. You have the option to Print/View Receipt. The receipt will have your new permit number which begins with ALRxx-xxxxx.