

Barbour County Commission

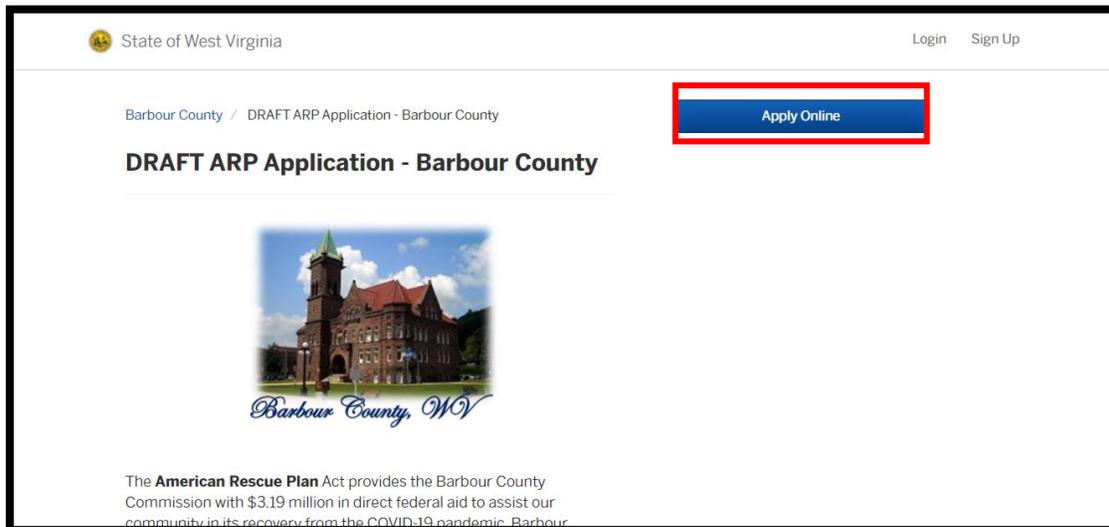


ARP Application Manual

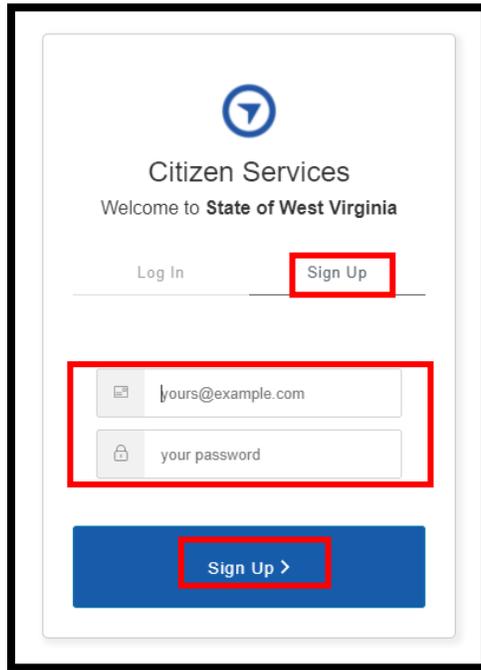
Go to: www.barbourcountywv.org



Click Apply online

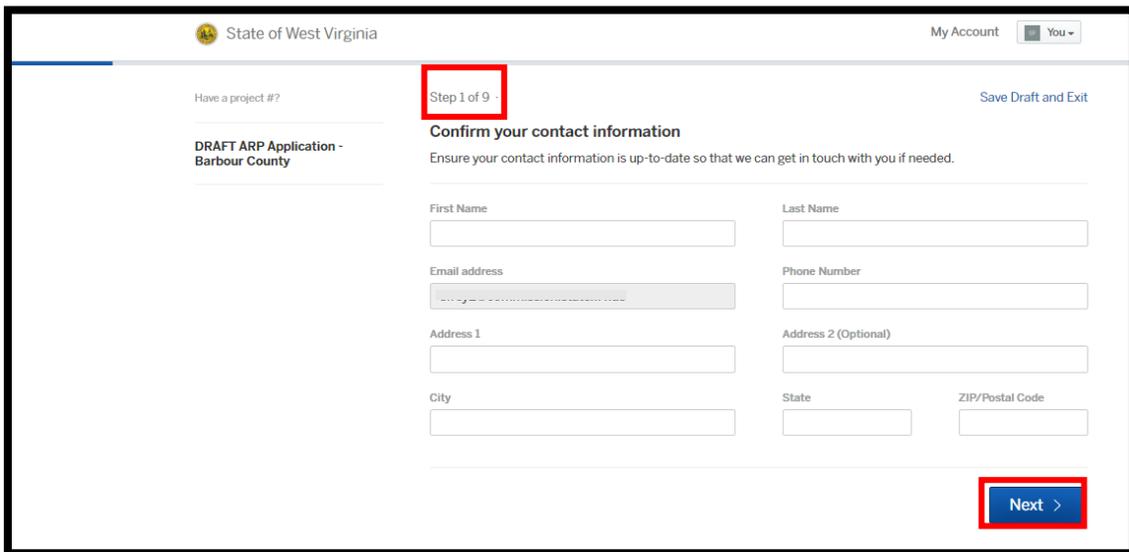


Create a WV Citizen’s Services account. If you already have an account, select “Log In” instead of “Sign Up”.



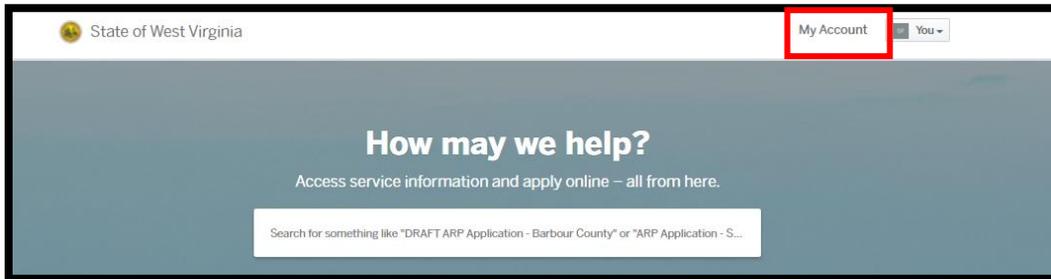
The screenshot shows the 'Citizen Services' login page for the State of West Virginia. At the top, there is a logo and the text 'Citizen Services' and 'Welcome to State of West Virginia'. Below this, there are two buttons: 'Log In' and 'Sign Up'. The 'Sign Up' button is highlighted with a red box. Underneath, there are two input fields: one for an email address (containing 'yours@example.com') and one for a password (containing 'your password'). Both input fields are also highlighted with a red box. At the bottom, there is a large blue button labeled 'Sign Up >' which is also highlighted with a red box.

Begin filling out the application. Throughout the process, the application will tell you what step you are on. Choose Next to proceed to the next step.

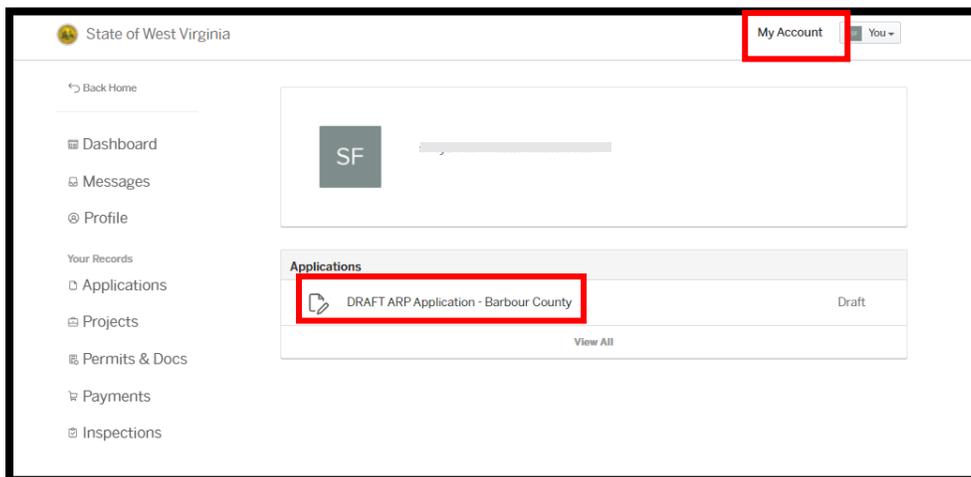


The screenshot shows a web application form for a 'DRAFT ARP Application - Barbour County'. The page header includes the State of West Virginia logo and 'My Account' with a user profile icon. The main content area is titled 'Confirm your contact information' and includes a sub-header 'Step 1 of 9 -' which is highlighted with a red box. Below this, there is a form with several input fields: 'First Name', 'Last Name', 'Email address', 'Phone Number', 'Address 1', 'Address 2 (Optional)', 'City', 'State', and 'ZIP/Postal Code'. A 'Save Draft and Exit' link is visible in the top right. At the bottom right of the form, there is a blue button labeled 'Next >' which is highlighted with a red box.

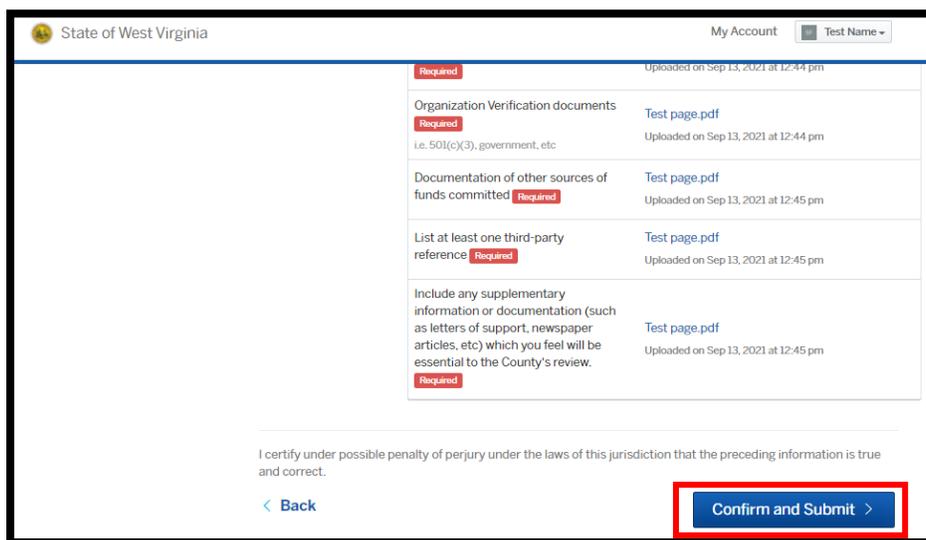
If you save the draft and exit the application program; log back into your account and select 'My Account'

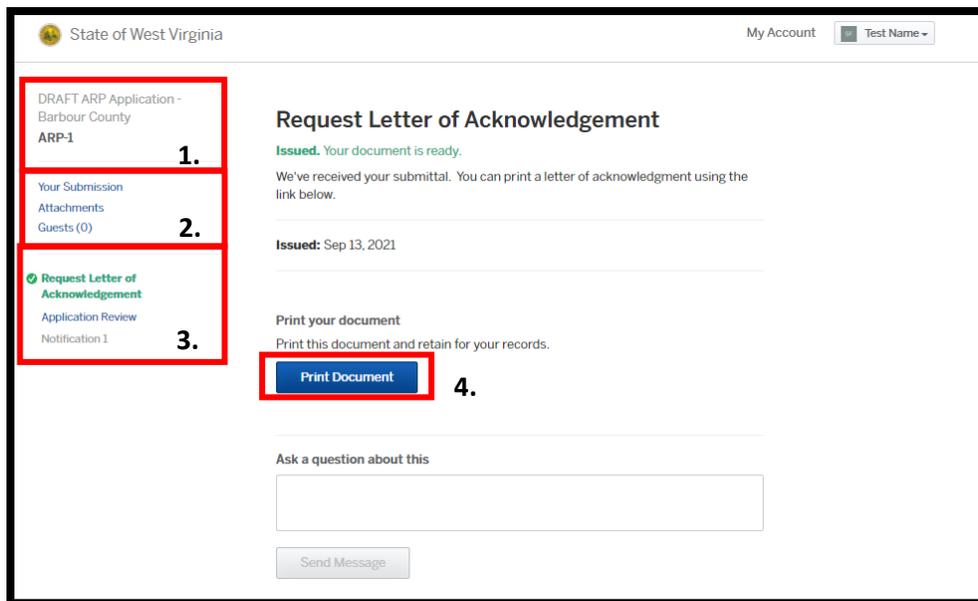


Choose the active application and continue working.

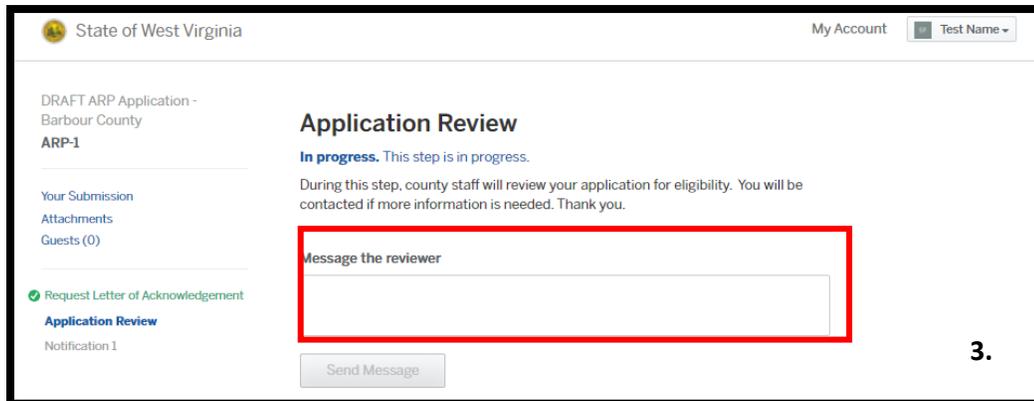


Confirm your information and submit the application.

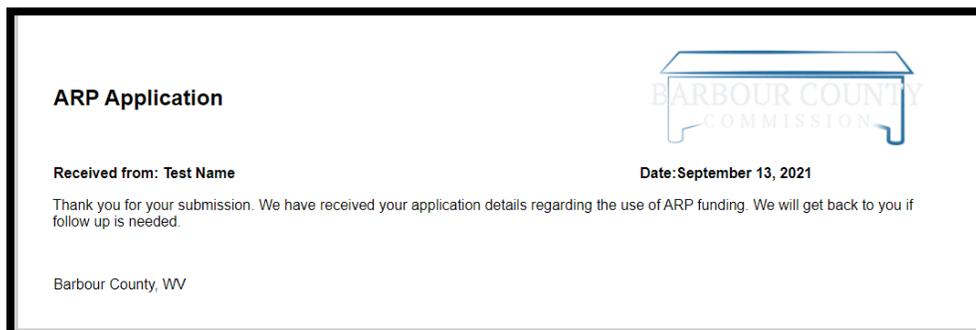




1. This is where you can find your application number.
2. View your submitted application and attachments
3. Application progress. Correspondence can take place here.



4. Print a copy of the Acknowledgment Notice



Email confirmation will be received upon successful completion.



Dashboard

State of West Virginia My Account Test Name

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- Your Records
 - Applications
 - Projects
 - Permits & Docs
 - Payments
 - Inspections

SF **Test Name Test Last Name**

Permits & Documents			
	Request Acknowledgement DRAFT ARP Application - Barbour County -	Issued Sep 13, 2021	Expires --
View All			

Applications	
	DRAFT ARP Application - Barbour County ARP-1 Sep 13, 2021
View All	