

Creating and Setting Up an ACA Account

Please visit our help page for additional assistance: <https://www.aacounty.org/inspections-and-permits/land-use-navigator/system-help/general-access>
****If you are experiencing difficulties logging into your account clear browser cache/ browsing history data and restart browser to try again.

Register for an Account Login

Home Permits Licensing Planning and Zoning Complaints/Violations Public Works

Advanced Search

Search...

Sign In

USERNAME OR EMAIL*

PASSWORD*

Forgot Password?

SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Welcome to the Anne Arundel County Land Use Navigator Portal
Users do not have to register for an account to search Permitting and Licensing information. Simply click on the PERMITS or LICENSING tab to search for records.

If you are a new user and will be applying for a Permit, requesting an inspection or applying for a License you must register for a free Land Use Navigator (LUN) account by clicking on the "Register Now" button. It only takes a few simple steps. You will be asked to provide the following information:

- Username and password
- Security question and answer
- Contact information
- License numbers (if you are registering as a licensed professional)

If you are an existing user, please enter your user name and password in the boxes and click on the Login button to login to the system.

Once you are logged in, you may use your personal dashboard to view a complete history of your applications, access invoices and receipts, make payments online, check on the status of pending activities, and more!

What would you like to do today?

Creating an Account

On the ACA Homepage, Click [Create an Account](#).

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME:*

E-MAIL ADDRESS:*

pwbend00@aacounty.org

PASSWORD:*

.....

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*

Select

ANSWER:*

I have read and accepted the above terms. [Terms of Service](#)

CONTINUE

BACK

Login Information

Fill out your login information.

Click [Continue](#).

Creating and Setting Up an ACA Account

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual
 Organization

BACK

Contact Type
Select [Individual](#).

Organization will be used later in the account set up process to add a contractor.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual
 Organization

*Required Fields

FIRST:*
Scott

MIDDLE:

LAST:*
Blizzard

NAME OF BUSINESS:
AACO RoWP

MOBILE PHONE*
(443)822-2356

PERSONAL PHONE
(410)222-7344

E-MAIL:*
scott.blizzard@aacounty.org

Add Address

SUBMIT

BACK

Fill out your Contact information.

Your primary phone number can be used in the required [Mobile Phone](#) field.

Click [Submit](#).

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

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***If you are experiencing difficulties logging into your account clear browser cache/ browsing history data and restart browser to try again.

Search...

[Home](#) [Permits](#) [Licensing](#) [Planning and Zoning](#) [Complaints/Violations](#) [Public Works](#)
Advanced Search

 Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: scott.blizzard
E-mail: scott.blizzard@aacounty.org
Password: *****
Security Question: To what city did you go the first time you flew on a plane?

Contact Information

Scott Blizzard Phone 1 443222936
AACO RoWP Phone 2 4102227344
scott.blizzard@aacounty.org

Contact Address List

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

Account Confirmation Page
To continue your Account setup [Login](#).

Creating and Setting Up an ACA Account

Register for an Account Login

Please visit our help page for additional assistance: <https://www.aacounty.org/inspections-and-permits/land-use-navigator/system-help/general-access>
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Search...

Home Permits Licensing Planning and Zoning Complaints/Violations Public Works
Advanced Search

Sign In

USERNAME OR EMAIL:
Scott.blizzard@aacounty.org

PASSWORD:

Forgot Password?

SIGN IN

Remember me on this device

Logged in as: Scott Blizzard Collections (0) Cart (0) Account Management Logout

Login

Sign In with the account you just created.

Please visit our help page for additional assistance: <https://www.aacounty.org/inspections-and-permits/land-use-navigator/system-help/general-access>
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Search...

Home Permits Licensing Planning and Zoning Complaints/Violations Public Works

Dashboard My Records My Account Advanced Search

Hello, Scott Blizzard

Saved in Cart (0) View Cart

My Collection (0) View Collections

There are no items in your shopping cart right now.

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found.				

Logged in as: Scott Blizzard Collections (0) Cart (0) Account Management Logout

Click [Account Management](#).

Please visit our help page for additional assistance: <https://www.aacounty.org/inspections-and-permits/land-use-navigator/system-help/general-access>
****If you are experiencing difficulties logging into your account clear browser cache/ browsing history data and restart browser to try again.

Search...

Home Permits Licensing Planning and Zoning Complaints/Violations Public Works

Dashboard My Records My Account Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information Edit

User Name: scott.blizzard
E-mail: scott.blizzard@aacounty.org
Password: *****
Security Question: To what city did you go the first time you flew on a plane?

License Information Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

Contact Information Add a Contact

Showing 1-1 of 1

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Scott		Blizzard	AACO RoWP			Individual	Approved	Actions	Scott Blizzard

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

Delegates Add a Delegate

People who can access my account

None

People whose account I can access

None

Account Management

Use the Account Management page to add the Contacts, Contractors and Account Delegates.

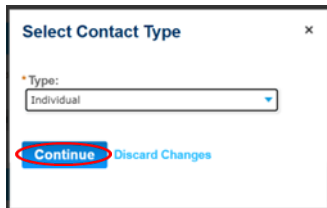
Contacts (Individual) are selectable during the application process.

Contacts (Organization) are contactors selectable during the application and/or reporting forms.

Adding Contacts and Contractors

Click [Add a Contact](#).

Creating and Setting Up an ACA Account



A dialog box titled "Select Contact Type" with a close button (X) in the top right corner. It contains a dropdown menu labeled "Type:" with "Individual" selected. Below the dropdown are two buttons: "Continue" (highlighted with a red circle) and "Discard Changes".

Adding a Contact

Select **Individual**.

Click **Continue**.

Select **Individual**.

Fill out the **Contact Information** fields.

*The primary phone number can be used in the required **Mobile Phone** field.*

Click **Add Contact Address**.

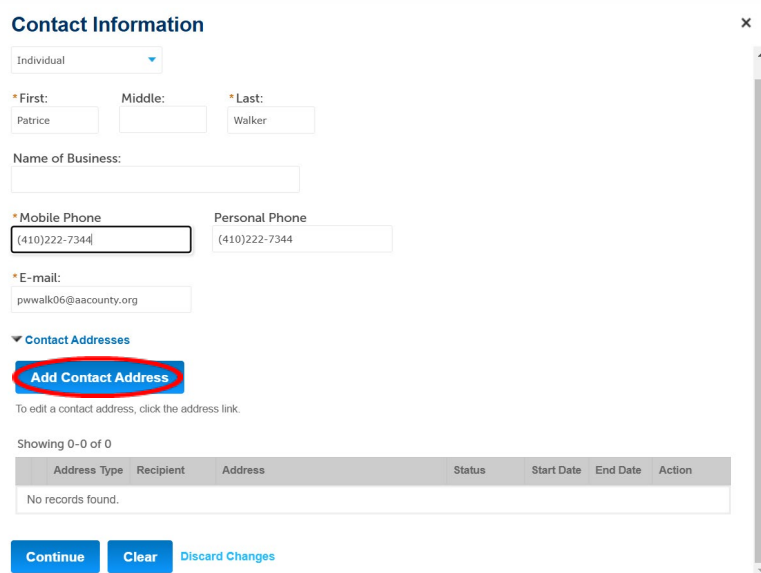
Contact Address

Select **Mailing Address**.

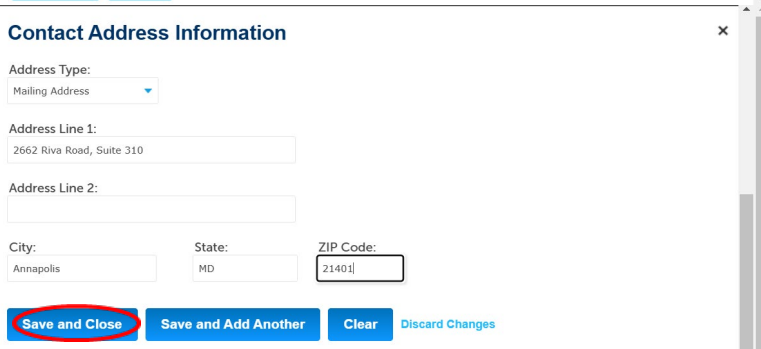
Complete the **Address** fields.

Click **Save and Close**.

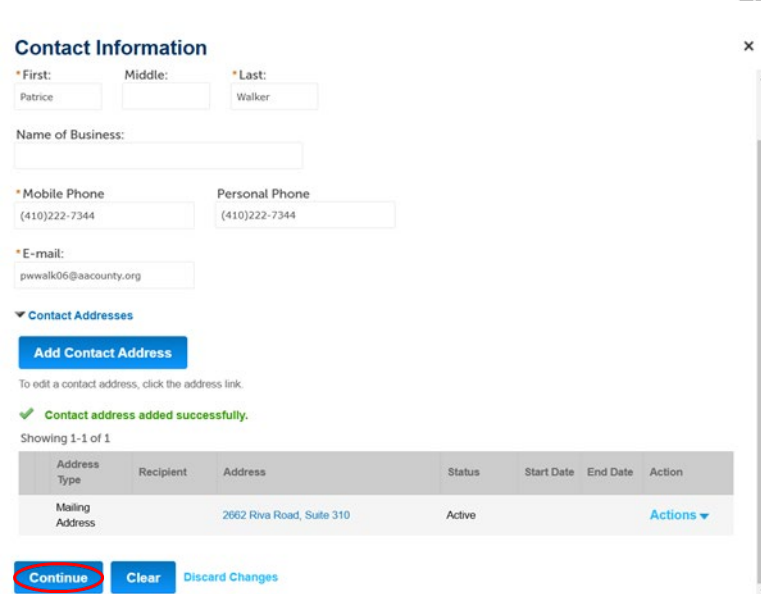
Click **Continue**.



A form titled "Contact Information" with a close button (X) in the top right corner. It includes a dropdown for "Type" set to "Individual". Fields for "First:" (Patrice), "Middle:", and "Last:" (Walker) are present. There is a "Name of Business:" field. Phone fields for "Mobile Phone" and "Personal Phone" both contain "(410)222-7344". An "E-mail:" field contains "pwwalk06@aacounty.org". A section titled "Contact Addresses" has a button "Add Contact Address" (highlighted with a red circle). Below this is a table with columns: Address Type, Recipient, Address, Status, Start Date, End Date, Action. The table is empty with the text "No records found." at the bottom. At the bottom of the form are buttons "Continue", "Clear", and "Discard Changes".



A form titled "Contact Address Information" with a close button (X) in the top right corner. It includes a dropdown for "Address Type" set to "Mailing Address". Fields for "Address Line 1:" (2662 Riva Road, Suite 310) and "Address Line 2:" are present. Fields for "City:" (Annapolis), "State:" (MD), and "ZIP Code:" (21401) are present. At the bottom are buttons "Save and Close" (highlighted with a red circle), "Save and Add Another", "Clear", and "Discard Changes".



A form titled "Contact Information" with a close button (X) in the top right corner. It includes a dropdown for "Type" set to "Individual". Fields for "First:" (Patrice), "Middle:", and "Last:" (Walker) are present. There is a "Name of Business:" field. Phone fields for "Mobile Phone" and "Personal Phone" both contain "(410)222-7344". An "E-mail:" field contains "pwwalk06@aacounty.org". A section titled "Contact Addresses" has a button "Add Contact Address". Below this is a table with columns: Address Type, Recipient, Address, Status, Start Date, End Date, Action. The table contains one row: "Mailing Address", "2662 Riva Road, Suite 310", "Active", and "Actions" with a dropdown arrow. At the bottom of the form are buttons "Continue" (highlighted with a red circle), "Clear", and "Discard Changes". A green checkmark and text "Contact address added successfully." are visible above the table.

Creating and Setting Up an ACA Account

Select Contact Type ×

* Type:
Organization

Continue Discard Changes

Adding a Contractor

Select [Organization](#).

Click [Continue](#).

Select [Organization](#).

Fill out the [Contact Information](#) fields.

Enter the Contractor's name in the [Name of Business](#) field.

The contractor's name must be spelled and formatted identically as the [Organization Name](#) submitted by the Utility during registration.

The primary phone number can be used in the required [Mobile Phone](#) field.

Click [Add Contact Address](#).

Contact Information ×

* Individual/Organization:
Organization

* First: Middle: * Last:

Name of Business:
AACO Contracting

* Mobile Phone Personal Phone
(410)222-7344 (410)222-7344

* E-mail:
scott.blizzard@aacounty.org

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

Continue **Clear** Discard Changes

Contact Address Information ×

Address Type:
Mailing Address

Address Line 1:
2662 Riva Road, Suite 310

Address Line 2:

City: State: ZIP Code:
Annapolis MD 21401

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

Contact Address

Select [Mailing Address](#).

Complete the [Address](#) fields.

Contact Information ×

* First: Middle: * Last:
Patrice Walker

Name of Business:

* Mobile Phone Personal Phone
(410)222-7344 (410)222-7344

* E-mail:
pwwalk06@aacounty.org

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Mailing Address		2662 Riva Road, Suite 310	Active			Actions ▼

Continue **Clear** Discard Changes

Click [Save and Close](#).

Click [Continue](#).

Creating and Setting UP an ACA Account

Home Permits Licensing Planning and Zoning Complaints/Violations Public Works

Dashboard My Records My Account Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: scott.blizzard
E-mail: scott.blizzard@acaounty.org
Password: *****
Security Question: To what city did you go the first time you flew on a plane?

License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

Contact Information

Add a Contact

Showing 1-3 of 3

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Patrice		Walker				Individual	Approved	Actions	Patrice Walker
			AACD Contracting			Organization	Approved	Actions	
Scott		Blizzard	AACD RoWP			Individual	Approved	Actions	Scott Blizzard

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

Delegates

Add a Delegate

People who can access my account
None

People whose account I can access
None

Adding an Account Delegate

Account Delegates have access to all of the permits submitted under your account.

Account Delegates must have an ACA Account.

The Delegate must accept the delegate request.

You can remove an Account Delegate at any time. Once removed, they will lose access to your applications.

Click [Add a Delegate](#).

Enter the Delegate's [Name](#) and [E-mail Address](#).

Check the Access boxes.

Check the [CAPTCHA](#) box.

Click [Invite a Delegate](#).

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

* Name: Patrice Walker
* E-mail Address: pwwalk06@acaounty.org

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records:

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

Add Personal Note

I'm not a robot

[Accept ID](#) [Cancel](#)

Delegates

Add a Delegate

People who can access my account

Scott Blizzard (pwblz01@acaounty.org) Last accessed account on 12/19/2024	Actions
--	---------

Add a Delegate

People whose account I can access

pwblz01@acaounty.org (pwblz01@acaounty.org) Last accessed account on 12/18/2024	Actions
scott.blizzard (scott.blizzard@acaounty.org) Invitation received on 01/22/2025	Accept ID

The Delegate will need to login to ACA and [Accept](#) the request.