

### **Creating an Account**

On the ACA Homepage, Click 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

- new user and will be applying for a Permit, requesting an impection or applying for a License you must register for a free Land Use Navigetor (LUN) account by clicking on the "Register Now" button. It only ample range, this will be asked to provide the following information: many and practices and a more that formation:

- nse numbers (if you are registering as a licensed professional)

ting user, please enter your user name and password in the boxes and click on the Login button to login to the system.

e you are logged in, you may use your personal dashboard to view a complete history of your applications, access invoices and receipts, make pay ments online, check on the status of pending

What would you like to do today?

| Login Information   |  |
|---|--|
| STEP 1 OF 2: ACCOUNT DETAILS                                  |  |
|   |  |
| * Required Fields   |  |
| USERNAME:*  |  |
| E-MAIL ADDRESS:*  |  |
| pwbend00@aacounty.org   |  |
| PASSWORD:*  |  |
| TYPE PASSWORD AGAIN: *  |  |
| ENTER SECURITY QUESTION:*                                     |  |
| ANSWER:*  |  |
| I have read and accepted the above terms. Terms of Service L3 |  |
| CONTINUE  |  |
| BACK  |  |
|   |  |
|   |  |

### **Login Information** Fill out your login information.

Click Continue.

|   | Select Contact Type   |  |
|---|---|--|
|   | STEP 2 OF 2: CONTACT DETAILS  | Contact Type<br>Select Individual.   |
|   |   |  |
|   | Organization  | 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   | Fill out your Contact information.   |
|   | *Required Fields  |  |
|   | FIRST:*<br>Scott  |  |
|   | MIDDLE:   |  |
|   | LAST:*<br>Blizzard  |  |
|   | NAME OF BUSINESS:<br>AACO RoWP  |  |
|   | MOBILE PHONE*<br>(443)822-2356  |  |
|   | PERSONAL PHONE<br>(410)222-7344   | Your primary phone number can be used in the                                       |
|   | E-MAIL:*<br>scott.blizzard@aacounty.org   | required Mobile Phone field.   |
|   | Add Address   |  |
|   | SUBMIT  |  |
|   | ВАСК  | Click Submit.  |
|   | Reg   | ster for an Account Logn   |
| *****If you are experiencing difficult                        | ies logging into your account clear broweer cache' browsing history data and restart broweer to by again. |  |
| Home Permits Licensing<br>Advanced Search                     | Planning and Zoning Complaints/Violations Public Works  |  |
| Your account is successf                                      | Uily registered.  | Account Confirmation Page  |
| Congratulations. You have successful<br>Account Information   | y registered in account.  | Io continue your Account setup Login.  |
| User Name:<br>E-mail:<br>Password:<br>Security: Ouverhine:    | sont Macani<br>And Macanif(Brenoverlay org<br>Macanif And             |  |
| Contact Information   | - e mony rati ani ban fin ne juar rate juar ugig gu g Bagdi,  |  |
| Scott Bluzzard<br>AACO RoWP<br>scott bluzzard@ascounty.org    | Press 1 4.03222396<br>Press 2 4102227344  |  |
| Contact Address List<br>Contact Addresses<br>Showing 0-0 of 0 |   |  |

Address Ty

| Please visit our help pe   | ge for additional assistance. It<br>riencing difficulties logg  | ntps://www.aacounty.org<br>ging into your accourt  | pinspections-and-permits/land-<br>nt clear browser cache/ bro  | l-use-navigator/system-help<br>owsing history data and  | igeneral-access<br>restart browser to t  | ry again.  | Register for an Account Logi   |
|--|---|--|--|---|--|--|--|
| Home Permit  | ts Licensing Plan   | ning and Zoning  | Complaints/Violations  | Public Works  |  | Search   | Q •  |
| Sign In  |   |  |  |   |  |  |  |
| USERNAME O<br>Scott.blizza   | R EMAIL:"<br>rd@aacounty.org  |  |  |   |  |  |  |
| PASSWORD:"   |   |  |  |   |  |  |  |
| Forgot Pass  | word?   |  |  |   |  |  |  |
|  |   |  |  | SIGN IN   |  |  |  |
| Please visit our help pa   | per me on this device<br>ge for additional assistance: ht<br>riencing difficulties loggi  | t<br>tps://www.aacounty.org/in<br>ing into your account  | nspections-and-permits/land-us<br>clear browser cache/ brow  | Logged<br>se-navigator/system-help/ge<br>vsing history data and re  | In as:Scott Bilzzard (<br>neral-access<br>start browser to try a   | Collections (0) 📜 Cart (0) Acc<br>gain.  | count Management Logout  |
|  |   |  |  |   |  | Search   | Q •  |
| Home Permit  | s Licensing Plans   | My Account   | Complaints/Violations  | Public Works  |  |  |  |
| Hello, Scot  | tt Blizzard   |  |  |   |  |  |  |
| Saved in Cart (  | 0)  |  | View C   | art My Collection (0  |  |  | View Collections   |
|  |   |  |  |   |  |  |  |
|  | There are no items i  | n your shopping c  | cart right now.  |   | You do not ha  | ve any collections right no  | w.   |
|  |   |  |  |   |  |  |  |
|  |   |  |  |   |  |  |  |
| Work to progre   |   |  |  |   |  |  | View All Records   |
| Record Name  | Record ID   |  | Module   | Cri   | nation Date  | Action   |  |
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| *****If you are expen  | e for additional assistance: na<br>iencing difficulties loggi   | ng into your account   | specions-and-permissiand-us<br>clear browser cache/ brows  | e-navigatorsystem-helpigel<br>sing history data and res   | start browser to try a   | gain.  |  |
| Home Permits   | Licensing Plann   | iing and Zoning C  | omplaints/Violations   | Public Works  |  | Search   | <u>Q</u> •   |
| Dashboard  | My Records  | My Account A   | wanced Search  |   |  |  |  |
| Manage Your  | Account<br>nformation is shown below.   | Click an Edit button to up   | idate information within a section   | DN.   |  |  |  |
| Account Typ  | e   |  |  |   |  |  |  |
|  |   |  |  |   |  |  |  |
| Citizen Account  | nation  |  |  |   |  |  | Edit   |
| Citizen Account<br>Login Inform<br>User Name:<br>Frankt  | nation  | sout bizzerd   | 200  |   |  |  | Edit   |
| Citizen Account<br>Login Inform<br>User Name:<br>E-mat:<br>Password<br>Security Question:  | nation  | soot.bizzard<br>soot.bizzard@ascounty<br>*****<br>To what city did you g   | org<br>o the first time you flew on a  | plane?  |  |  | Ed!  |
| Citizen Account<br>Login Inform<br>User Neme:<br>E-mat:<br>Passwerd<br>Security Question:<br>License Info  | nation  | soott blizzend<br>soott blizzend@escounty<br>*****<br>To what city did you g   | org<br>o the first time you flew on a  | plane?  |  |  | Edi<br>Add a Lloense   |
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| Cilizen Account<br>Login Inform<br>E-mat<br>Passaerd<br>Security Question:<br>License Info<br>You may add profession<br>Showing 0-0 of 0<br>State License #<br>No records found.   | nation<br>rmation<br>at Icense(3) to your public uses<br>License Typ  | soott bitzzend<br>soott bitzzend<br>ment bitzzendigkesourity<br>ment<br>To what city did you g<br>r account by cicking the Ad  | org<br>a the first time you flew on a<br>it a Loome button. Your professor<br><b>Do: Expend</b>  | plane?<br>val license() may need to be<br>Date Statum   | validated by the agency b  | nfore you can use it.<br>Notes   | Edit<br>Add a Lionnes<br>Country   |
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People whose account I can access

### Login

Sign In with the account you just created.

Click Account Management.

#### **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.

| Select Contact Type  |   |  |
|----------------------|---|--|
| *Type:<br>Individual | • |  |
|                      |   |  |

| Contact Int                   | formation                        |                   |           |                 |            |          |           | ×   |
|-------------------------------|----------------------------------|-------------------|-----------|-----------------|------------|----------|-----------|-----|
| Individual                    | •                                |                   |           |                 |            |          |           |     |
| * First:                      | Middle:                          | *Last:            |           |                 |            |          |           |     |
| Patrice                       |                                  | Walker            |           |                 |            |          |           |     |
| Name of Busines               | s:                               |                   |           |                 |            |          |           |     |
| * Mobile Phone                |                                  | Personal Phone    |           |                 |            |          |           |     |
| (410)222-7344                 |                                  | (410)222-7344     |           |                 |            |          |           |     |
| * E-mail:<br>pwwalk06@aacount | y.org                            |                   |           |                 |            |          |           |     |
| Contact Address               | ses                              |                   |           |                 |            |          |           |     |
| Add Contact                   | Address<br>ress, click the addre | ss link.          |           |                 |            |          |           |     |
| Showing 0-0 of 0              |                                  |                   |           |                 |            |          |           |     |
| Address Typ                   | be Recipient                     | Address           |           | Status          | Start Date | End Date | Action    |     |
| No records found              | i.                               |                   |           |                 |            |          |           |     |
| Continue                      | Clear Disca                      | ard Changes       |           |                 |            |          |           |     |
| Contact Ad                    | dress Info                       | ormation          |           |                 |            |          | >         | < Î |
| Address Type:                 |                                  |                   |           |                 |            |          |           |     |
| Mailing Address               | •                                |                   |           |                 |            |          |           |     |
| Address Line 1:               |                                  |                   |           |                 |            |          |           |     |
| 2662 Riva Road, Suit          | te 310                           |                   |           |                 |            |          |           |     |
| Address Line 2:               |                                  |                   |           |                 |            |          |           | ÷   |
|                               |                                  |                   |           |                 |            |          |           |     |
| City:<br>Annapolis            | Sta<br>M                         | ate:<br>D         | ZIP Code: | 1               |            |          |           |     |
|                               |                                  |                   |           |                 |            |          |           |     |
| Save and Clos                 | Save ar                          | nd Add Another    | Clear     | Discard Changes |            |          |           |     |
|                               |                                  |                   |           |                 |            |          |           | 1   |
| Contact In                    | formation                        |                   |           |                 |            |          |           | ×   |
| * First:                      | Middle:                          | *Last:            |           |                 |            |          |           |     |
| Patrice                       |                                  | Walker            |           |                 |            |          |           |     |
| Name of Busines               | is:                              |                   |           |                 |            |          |           |     |
| Markin Diana                  |                                  | Descent Dise      |           |                 |            |          |           |     |
| (410)222-7344                 |                                  | (410)222-7344     |           |                 |            |          |           |     |
| *E-mail:                      |                                  |                   |           |                 |            |          |           |     |
| pwwalk06@aacoun/              | ty.org                           |                   |           |                 |            |          |           |     |
| Contact Addres                | ses                              |                   |           |                 |            |          |           |     |
| Add Contact                   | Address                          |                   |           |                 |            |          |           |     |
| To edit a contact add         | dress, click the addre           | ess link.         |           |                 |            |          |           |     |
| Contact add                   | ress added succe                 | ssfully.          |           |                 |            |          |           |     |
| Showing 1-1 of 1              |                                  |                   |           |                 |            |          |           |     |
| Address<br>Type               | Recipient                        | Address           |           | Status          | Start Date | End Date | Action    |     |
| Mailing<br>Address            |                                  | 2662 Riva Road, S | Suite 310 | Active          |            |          | Actions 🗸 |     |
|                               |                                  |                   |           |                 |            |          |           |     |
| Continue                      | Clear Disc                       | ard 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.

|   | Select Contact Type  |                                 | ×          |          |               |    |
|---|--|---------------------------------|------------|----------|---------------|----|
|   | * Type:  | <b></b>                         |            |          |               |    |
|   |  |                                 |            |          |               |    |
|   | <b>Continue</b> Discard Chang  | es                              |            |          |               |    |
|   |  |                                 |            |          |               |    |
|   |  |                                 |            |          |               | ~  |
| ONTACT INFORMATION  |  |                                 |            |          |               | ×  |
| rganization 🔹   |  |                                 |            |          |               |    |
| irst: Middle:   | *Last:   |                                 |            |          |               |    |
| ame of Business:  |  |                                 |            |          |               |    |
| ACO Contracting   |  |                                 |            |          |               |    |
| Nobile Phone P  | ersonal Phone  |                                 |            |          |               |    |
| 110)222-7344  | 410)222-7344   |                                 |            |          |               |    |
| -mail:<br>:ott.blizzard@aacounty.org  |  |                                 |            |          |               |    |
| Contact Addresses   |  |                                 |            |          |               |    |
| Add Contact Address   |  |                                 |            |          |               |    |
| edit a contact address, click the address   | link.  |                                 |            |          |               |    |
| howing 0-0 of 0   |  |                                 |            |          |               |    |
| Address Type Recipient  | Address  | Status                          | Start Date | End Date | Action        | ١. |
| No records found.   |  |                                 |            |          |               |    |
| Continue Close Discord  | Changes  |                                 |            |          |               |    |
| ontact Address Infor<br>dress Type:<br>uiling Address   | mation   |                                 |            |          |               | ×  |
| ontact Address Infor<br>dress Type:<br>illing Address •<br>dress Line 1:<br>62 Riva Road, Suite 310<br>dress Line 2:<br>v: Stat   | mation   |                                 |            |          |               | ×  |
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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 Address** Select Mailing Address.

Complete the Address fields.

Click Save and Close.

Click Continue.



#### 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.

| Delegates   | Add a Delegate |
|---|----------------|
|   |                |
| People who can access my account  |                |
| Scott Blizzard (pwbliz01@aacounty.org)<br>.ast accessed account on 12/19/2024 | Actions •      |
| Add a Delegate  |                |
| People whose account I can access   |                |
| wbliz01@aacounty.org (pwbliz01@aacounty.org)                                  | Actions 🗸      |
| ast accessed account on 12/18/2024  |                |
| cott.blizzard (scott.blizzard@aacounty.org)                                   | Accept Bject   |
| nvitation received on 01/22/2025  |                |
|   |                |

The Delegate will need to login to ACA and Accept the request.