



# HARFORD COUNTY

Robert G. Cassilly, County Executive

## ■ ePermit Center: How to Set up a User Account

**e**PERMIT CENTER.harfordcountymd.gov



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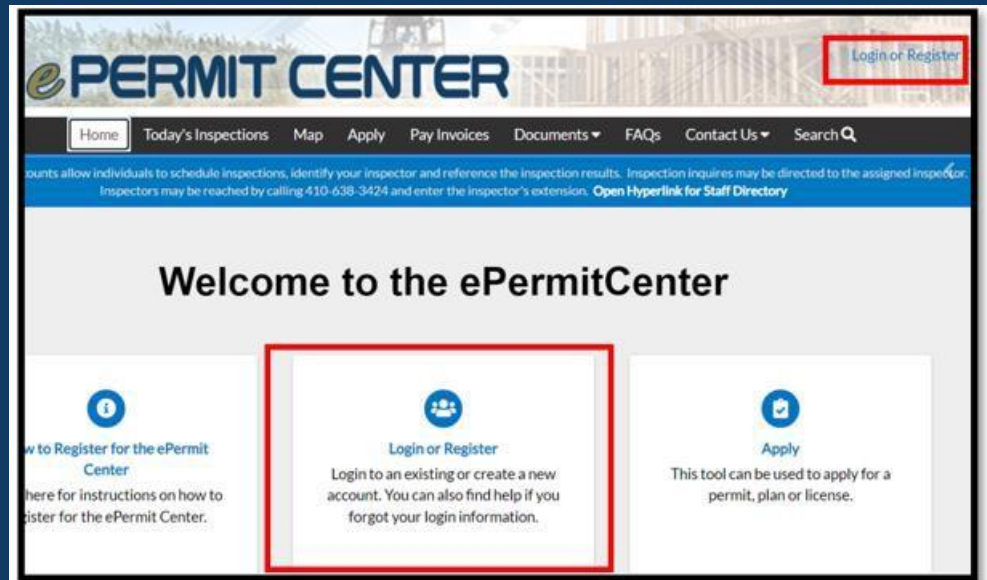
## Overview

**This online user guide will walk applicants through how to register for an ePermit Center user account.**

**ePERMIT CENTER.harfordcountymd.gov**

# Instructions

- Navigate to [ePermitcenter.HarfordCountymd.gov](http://ePermitcenter.HarfordCountymd.gov)
- Select **Login or Register**
- Select **Create an Account**



The screenshot shows the login and registration form. At the top, there is a globe icon and the text "Sign in to community access services." Below this is a form with the following elements:

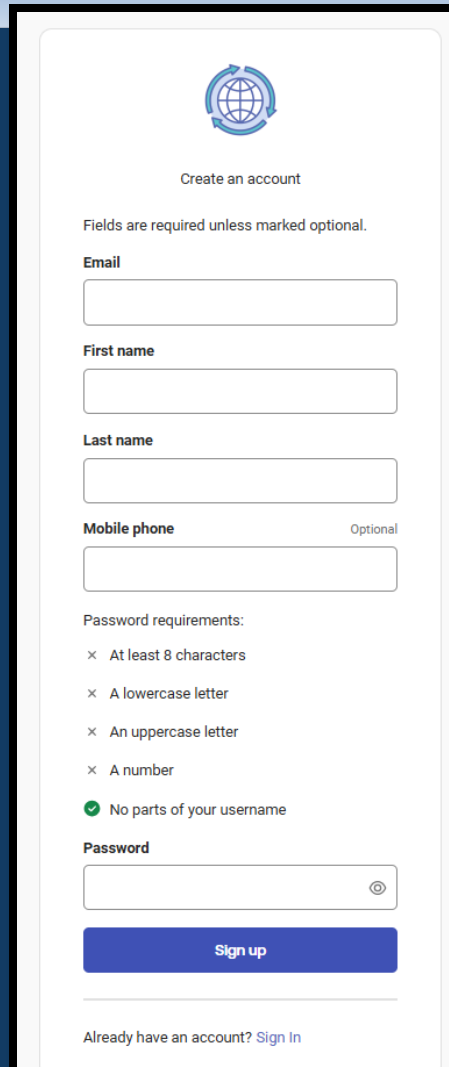
- Email address**: A text input field with a placeholder character "-".
- ☐ Keep me signed in
- Next**: A blue button.
- OR**: A separator line.
- Sign in with...**: A section with icons for Google, Apple, Microsoft, and Facebook.
- [Unlock account?](#) and [Help](#) with an external link icon.
- Create an account**: A button at the bottom, highlighted with a red box.



# Instructions

## Create an Account Page

Complete the required fields and select the **Sign-Up** button.



The form is titled "Create an account" and features a globe icon with circular arrows. It includes input fields for Email, First name, Last name, and Mobile phone (marked as optional). Below these is a section for password requirements, listing criteria such as minimum length, character types, and exclusions. A Password field with a toggle icon is provided. A blue "Sign up" button is at the bottom, followed by a link for existing users.

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

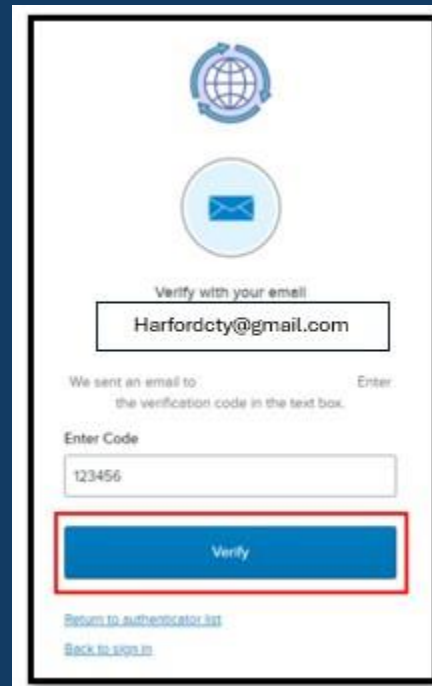
Sign up

Already have an account? [Sign In](#)

# Instructions

## Verification Code

The system will send a one-time, six-digit verification code to the provided email address. The email will originate from the **Community Access Identity** ([noreply@identity.tylerportico.com](mailto:noreply@identity.tylerportico.com)). If you don't receive the email, check your junk email folder or if needed, please whitelist the sender. Enter the authentication code and select **Verify** button.



The image shows a verification code screen. At the top, there is a blue circular icon with a globe and a circular arrow. Below it is a blue circular icon with an envelope. The text "Verify with your email" is centered above a text box containing the email address "Harfordcty@gmail.com". Below this, the text "We sent an email to:" is followed by "the verification code in the text box." To the right of this text is the word "Enter". Below this, the text "Enter Code" is followed by a text box containing the code "123456". Below the text box is a blue button with the word "Verify" in white. At the bottom, there are two links: "Return to authenticator list" and "Back to sign in".

# Instructions

## Registration

The ePermit Center will walk the user through a three-step registration. The user fills out the fields and selects submit.

The screenshot shows the top of the ePermit Center website. The header includes the Harford County logo and the text "ePERMIT CENTER". Below the header is a navigation bar with links: Home, Today's Inspections, Map, Apply, Pay Invoices, Documents, FAQs, and Contact Us. The main content area is titled "Registration" and shows "Step 1 of 3: Acknowledgement". A message states: "We have recently enhanced our security. Click on continue to validate your user information or create your profile with us." Below the message is a blue "Continue" button.

The screenshot shows the "Registration" page at "Step 2 of 3: Personal Info". The page has a dark header with navigation links: Home, Apply, Map, Report, Fee Estimator, Search, and Calendar. The main content area is titled "Registration" and shows "Step 2 of 3: Personal Info". The form includes the following fields: First Name (Clark), Middle Name, Last Name (TylerTech), Company, Contact Preference (Email), Email Address (cjenergov@gmail.com), Business Phone ((123) 456-7890), Home Phone, and Mobile Phone. A red asterisk and the word "REQUIRED" are next to the First Name field. At the bottom of the form are "Back" and "Next" buttons, with the "Next" button highlighted by a red box.

# Instructions

## Registration

The ePermit Center will walk the user through a three-step registration. The user fills out the fields and selects submit.

The screenshot shows the 'Registration' page, specifically 'Step 3 of 3: Address'. The form includes a navigation bar at the top with links: Home, Apply, Map, Report, Fee Estimator, Search, and Calendar. The form fields are: Address (with a red asterisk and 'REQUIRED' label, containing '123 Main St'), Apartment, suite, unit, floor, (optional), City, State (a dropdown menu), and Postal Code. At the bottom of the form are two buttons: 'Back' and 'Submit' (which is highlighted with a red border).

Thank you for registering

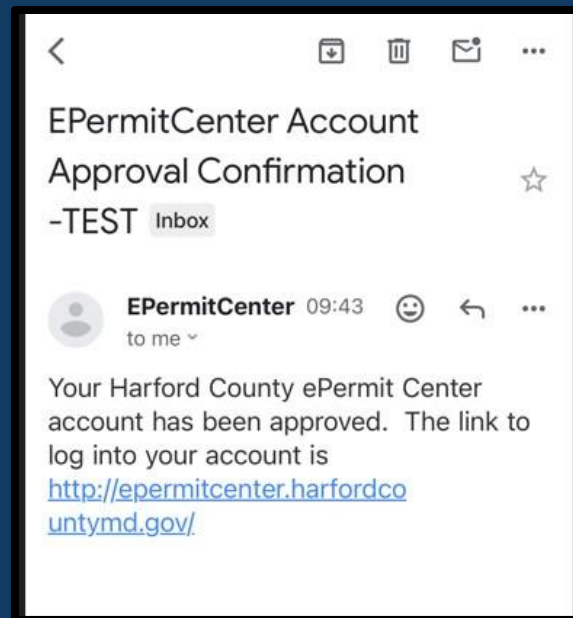
Thank you for requesting a new user account - your account will be activated after it has been reviewed.

[Return to Home](#)

# Instructions

## Account Approval


The user's account will be approved by a DILP admin. Once approved the user will receive an ePermit Center Account Approval Confirmation email.





## How to Log In for a Current User

Type the email address, select next, verify with a password and select verify to sign in



Sign in to community access services.





**Email address**


☐ Keep me signed in

**Next**


OR


Sign in with...



[Unlock account?](#) [Help](#) 

[Create an account](#)





Verify with your password

**Password**

**Verify**

[Forgot password?](#)

[Verify with something else](#)

[Back to sign in](#)

The background image shows two construction workers in the foreground, one wearing a yellow hard hat and a high-visibility vest, the other a white hard hat and a light blue shirt. They are both looking down at a large set of architectural blueprints spread out on a surface. In the background, there is a construction site with a wooden frame for a building under construction and a yellow forklift parked on the left. The entire scene is overlaid with a semi-transparent grid of architectural drawings and technical specifications.

**Please call the Harford County Permit Center  
at 410-638-3122 if more assistance is needed.**

**ePERMIT CENTER.harfordcountymd.gov**