

Creating a Portal Account

1. Go to encompass.calvertcountymd.gov.
2. Under the blue “LOGIN” button, there is a link that says Create a Profile. Click that link.

Login

The screenshot shows a login form with the following elements:

- Email Address ***: A text input field with a vertical cursor.
- Password ***: A text input field.
- Remember Me
- LOG IN**: A blue button.
- [Forgot Password?](#): A link below the login button.
- Would you like to register as a new user?
[Create a Profile](#): A link highlighted with a red box.

3. **Profile Information.** Enter your email into the “Email” box. Select “Continue” at the bottom right.
 - a. *Note: If they get a message saying, “This email address already exists,” it means a portal account has already been created for that email address, and they do not need to create a new one.*

The screenshot shows the 'Create a New Profile' page with the following elements:

- Header: CALVERT COUNTY Maryland logo, Lookup Applications, Submit an Application, and a Login button.
- Section: **Create a New Profile**
- Text: *Fields with * are required.*
- Section: **Profile Information**
- Email ***: A text input field containing 'example@example.com'.
- Text: *Already have an account? [Log in now](#)*
- Continue**: A blue button highlighted with a red box.

4. **Contact Information.** Choose either Individual or Company. Fill in every field with a red * (First Name, Last Name, Address 1, City, State / Province, Postal / Zip Code, Phone). Then select “Continue” at the bottom right.

Profile Information  [Edit](#) ✔

Email
example@example.com

Contact Information

*Fields with * are Required*

Enroll as:
 Individual Company

Title	Address 1 *
<input type="text"/>	<input type="text"/>
First Name *	Address 2
<input type="text"/>	<input type="text"/>
Last Name *	City *
<input type="text"/>	<input type="text"/>
	State / Province * Postal / Zip Code *
	<input type="text" value="Select"/> <input type="text"/>
	Phone *
	<input type="text" value="() -"/>
	<small>(123)456-7890</small>

Continue

5. **Privacy Settings.** Choose a password (and type it again in the Confirm Password box), then select a Security Question (there are four to choose from) and an Answer. Passwords must be between 8 and 30 characters, no other restrictions. Select “Continue” at the bottom right.

Contact Information  ✔

Name example example	Phone (111)222-3456
Address 1000 example rd example, MD 20736	

Privacy Settings

Password * <input type="password"/> <small>• Must be between 8 and 30 characters</small>	Security Question * <input type="text"/>
Confirm Password * <input type="password"/>	Answer * <input type="text"/>

6. Check the box that says “I’m not a robot,” then select “Create Account” at the bottom right.

Privacy Settings  ✔

Password ●●●●●●●●	Security Question Name of first pet ●●●●●●●●
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I'm not a robot  reCAPTCHA
Privacy - Terms

7. You will receive an email with an activation link. Click the link to activate your account.



Welcome to the Calvert County online permit system.

Your new user account has been created for you. Please activate your account. You have 24 hours to activate by clicking the link below.

Click link to activate

Link: <https://encompass.calvertcountymd.gov/zNhbuB>

Once you have logged in successfully you will be prompted to reset your password and log in again. Then you will be prompted to set up a security question.

You are now ready to view and pay for permits that are associated to your user account.

You may view your permit information on-line at [Calvert County Online Permitting System](#).

If you have any questions, please contact the Calvert County Division of Inspections & Permits at 410-535-2155 or 301-855-1243.

PLEASE DO NOT REPLY TO THIS EMAIL AS THIS IS NOT A MONITORED MAILBOX

NOTE: This email is private and confidential. If you are not the recipient, delete this email immediately.

8. The account is now active!

If you need assistance with creating an account, please contact the Inspections & Permits department at 410-535-2155.